

Croydon Community School & OPTIONS

Emergency Management Planning

Policy



PURPOSE

To ensure the safety of all staff, students and school visitors is maintained in the event of an emergency on site or during an excursion or school camp.

To ensure Croydon Community School & OPTIONS complies with DET policy and guidelines and the legislative requirements of the *Emergency Management Act 1986*.

SCOPE

Schools must have a current Emergency Management Plan (EMP) that contains a risk assessment that addresses hazards and potential threats to the school and which covers the four components of preparedness, prevention, response and recovery.

Schools must:

- ensure that staff, students and the school community have a clear understanding of the EMP and its procedures
- ensure that staff, students and the school community are trained so that they know what they are required to do during an emergency
- test emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols see: [Testing Emergency Procedures](#).

DEFINITION

For the purpose of this policy, an emergency is defined as any sudden event which endangers or threatens to endanger the safety or health of any person, or which destroys or threatens to destroy or damage property.

POLICY

The school will complete an Emergency Management Plan using the online EMP.

The EMP will contain the elements of preparedness, prevention, response and recovery.

The Emergency Management Plan will

- describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
- include procedures for lockdown and lockout
- cover all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times
- be reviewed annually and/or following an emergency or crisis

For the documents and information on how to access the online EMP, see: [Emergency Management Planning](#)

Note: For School Council approved excursion notification requirements see: [Safety, Emergency and Risk Management](#).

The new VRQA *Guidelines to the Minimum Standards and Requirements for School Registration*, which all schools are required to comply with from 1 July 2019, explain that critical incidents should be addressed in the school's Emergency Management Plan.

To support effective emergency planning, particularly in the case any bushfire emergencies, the school will:

- provide local government with a copy of their plan to assist overall coordination and integration with local emergency arrangements
- ensure that staff, students and parents/carers are informed of and understand school arrangements in advance of any bushfire emergency.

The school will test and exercise the emergency procedures twice yearly completing a partial or full test under a variety of emergency scenarios including:

- notification and reporting procedures
- roles and responsibilities of nominated personnel
- building fire response procedures
- offsite and onsite evacuation
- lock down/ lockout alternatives
- communications within the school and to the school community
- emergency services liaison.

The school will ensure that staff, students and the school community have a clear understanding of the EMP and procedures and are trained so that they know what is expected in an emergency.

The school may choose to use the assistance of fire services and the police in training personnel and testing the EMP.

If a bomb threat is received via a telephone call, the school will follow the Emergency Management Plan.

- call police on **000**
- notify the Security Services Unit on 03 **9589 6266**
- implement the school's Emergency Management Plan
- do not search for the bomb
- do not allow a search by students or staff
- if a bomb or other explosive device is sighted in the school grounds, staff, students and other visitors to the school will be kept calm and promptly cleared from the area in an orderly and calm manner
- do not impede an explosives inspector from entering school premises
- do not handle any explosives found at school.

FURTHER INFORMATION AND RESOURCES

Reference:

www.education.vic.gov.au/education/principals/spag/management/pages/mgtplanning.aspx

Please refer also to the school's:

- Camps & Excursions Policy
- Emergency & Critical Incidents, Emergency & Incident Reporting, Medical Emergencies Policies
- Accident Recording & Reporting Policy
- Relationships with the Media Policy
- (and the) Volunteer Workers in Schools and the Visitors to the School Policies

This policy, updated in October 2019, will be reviewed annually, following an incident or evacuation drill or if guidelines change.