

EMERGENCY MANAGEMENT

Rationale:

- The effective and efficient management of emergency incidents is critical to the safety and well-being of students, staff and school visitors, as well as essential in minimising damage to school property.

Aims:

- To provide a safe environment for all, irrespective of a variety of emergencies which may occur.
- To clearly outline the processes to be followed by all students, staff and visitors should an emergency occur.

Implementation:

- The school is required to maintain a current emergency management plan, which clearly describes how the school will respond during an emergency to ensure ongoing safety of staff, students and visitors.
- The emergency management plan will be consistent with advice provided by the Department of Education Training (DET) '*Managing School Emergencies*' advice available at: <http://www.education.vic.gov.au/school/principals/spag/management/Pages/support.aspx>
- The emergency management plan will be prominently displayed in all classrooms and offices, developed in consultation with the school's Occupational Health and Safety Committee.
- The emergency management plan will outline the process to be followed by all students, staff and visitors and will include the responsibilities of specific staff members.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- Adequate counselling and trauma support will be a feature of the plan.
- Four (pre-announced and unannounced) emergency evacuation drills will occur each year. Each drill will practice a different emergency evacuation eg lock down, inside to outside, outside to outside, off site.
- All emergency or criminal activity, in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24 hour Emergency and Security Management Branch:

(03) 9589 6266 or 0477374192

- Incidents which occur during camps or excursions activities, which occur during travel to or from school, involve the media, or issues for potential negligence or legal liability must also be reported.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2018	30	1	September 2017

WYNDHAM NETWORK AGREED CRITICAL INCIDENT / EMERGENCY MANAGEMENT PROCEDURE FOR SSS INVOLVEMENT

1. All schools to have current emergency management plans as per DET guidelines
2. In the event of an incident the principal or delegate/s of the school will do the following:
 - Ascertain the level of the incident and respond in accordance:

Level 1:	No response by SSS required. Principal / school to manage themselves.
Level 2:	School to make contact with SSS Key Contact person via email, regular KC Meetings or calling the base office for advice prior or to provide SSS Key Contact information on the incident
Level 3:	Phone call to SSS EM Phone for consultation/advice
Level 4:	Phone call to request visit from SSS EM Coordinator
Level 5:	Phone call to request full EM team response

Level 3, 4 & 5:

- Principal or delegate/s to contact SSS EM Coordinator if support is required for level 3, 4 or 5 incidents:

SSS EM Mobile: 0477 374 192

Level 1 & 2:

- Follow up after the incident as required – this may include SSS support even if there has not been any at the time of the incident. This can be done by calling the SSS EM phone, SSS office phone number or via the usual Key Contact process.

SSS Base Office: 03 9974 5327

3. Principal or delegate/s to call Central DET emergency management to log the incident, which generates an IRIS alert (whether SSS is required to responded or not) as per DET guidelines.
(NB: The SSU do not call SSS – School staff should contact SSS EM Phone directly)

Security Services Unit: 03 9589 6266

Wyndham SSS Contact Hours

- The EM Coordinator currently is Deanne Goncalves. SSS EM coordination via the EM phone can be contacted between the hours of 8:30am and 4:30pm. If a principal or delegate/s need to contact the SSS EM Coordinator outside these hours, then they are to email the EM Coordinator.

Deanne Goncalves Office Number: 03 9974 5357 / EM Mobile: 0477 374 192

Email: goncalves.deanne.k@edumail.vic.gov.au

SOCS data collection

- Schools may be requested to log any EM attendance on SOCS. You will be directed to do so by the EM Coordinator or Key Contact person if this is the case. This is an administrative task which will occur after the incident is addressed, unlike current SSS procedure for regular SSS referrals.

Updated July 2016