



ST. MARY'S SCHOOL, ALTONA

EMERGENCY MANAGEMENT POLICY

Rationale:

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

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

Aims:

To provide a safe environment for all, irrespective of a variety of emergencies that may occur.

Implementation:

- St. Mary's is required to maintain a currency 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 prominently displayed in all classrooms and other relevant areas of the school.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
- At least one pre-announced and one unannounced emergency management procedure drill will occur each semester.
- Person in Charge needs to turn off the alarm when making announcement and use the Evacuation button on the system for all emergency management procedures.
- All emergency or criminal activity in which the safety or well being of staff or students is at risk, a death has occurred or where there is a threat to property must be reported to Mr. Harry Allard at the Catholic Education Office, Melbourne Ph. 0439 642,881. The regional manager of the Western Region will act as the Emergency Liaison Officer (Mr Rob Aron - 0401526681).
- Incidents which occur during camps, excursions or outdoor adventure activities, during travel to or from school, involve the media, or issues for potential negligence or legal liability must be reported.

Attachments:

1. Emergency Management Procedure - Building Evacuation.
2. Emergency Management Procedure - Outside Remaining Outside.
3. Emergency management Procedure - Internal Lockdown
4. Emergency Management Procedure - Outside And Returning Inside.
5. Emergency Management Procedure - Offsite From Classrooms.
6. Emergency Management Procedure - Offsite From Outside.
7. Emergency Management Procedure - Evacuation Path Map.
8. Emergency Management Procedure - Bush Fire Management

Policy Review

This policy will be reviewed as part of the St. Mary's review cycle.

This policy was last ratified by St. Mary's staff in **FEBRUARY 2016**.

Admin: School Policies & Procedures/School Policies, Updated February 2016

Google Drive: School Policies & Procedures/School Policies, Updated February 2016