



Carrum Primary School 3385

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Emergency Management Policy

Rationale:

To ensure the safety of all staff, students, visitors, volunteers and contractors in the event of an emergency.

Aims:

To provide a safe environment for all, irrespective of a variety of emergencies which may 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's emergency advice [booklet](#).
- The emergency management plan will be displayed in each room. The plan will be developed in consultation with local emergency services and all staff.
- Safety of staff, students, visitors, volunteers and contractors will always be the prime focus of the emergency management plan.
- Adequate counselling and trauma support will be a feature of the plan.
- One pre-announced and one unannounced emergency evacuation drill involving local emergency services (if available) will occur each year.
- 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 on ph: **(03) 9589 6266**
- Incidents which occur during camps, excursions or outdoor adventure activities, which occur during travel to or from school, involve the media, or issues for potential negligence or legal liability must also be reported.
- School grounds will be regularly maintained and workplace inspections will be scheduled quarterly. Workplace inspections includes general workspace, external grounds and sporting field, playground equipment and structures and the art room. This is in accordance with our with our OH+S policies. Daily checks will occur by the staff to ensure emergency exits are clear.
- In addition, scheduled quarterly procedures for emergency bushfire management will include;
 - Scheduled monitoring and removal of materials that may be ignited
 - Safe storage of flammable materials
 - Building exits are continuously kept clear of obstructions
 - Assembly points are designated and have appropriate access to emergency equipment
 - Access to facilities and grounds for emergency vehicles

Reference

This policy is to be read in conjunction with our OH+S checklist policies and procedures

Evaluation:

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

The Emergency Management Plan will be reviewed annually, after each unannounced emergency evacuation drill, or after an actual emergency occurs.

This policy was ratified by School Council on 21/11/2017

Due for review November 2020