

## Rationale:

The effective and efficient management of emergency incidents is critical to the safety and wellbeing of students, staff and school visitors:-

## Aims:

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

## Implementation:

- The service 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 summary will be prominently displayed, developed in consultation with local emergency services and all staff. The complete Emergency Plan is located in print at the Service.
- 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.
- One pre-announced and one unannounced emergency drill will be run by the service (once a term), rotating between lock down and evacuation.
- All emergency or criminal activity in which the safety or wellbeing of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24hour emergency and security management branch.
- Incidents which occur during incursions, excursions or outdoor activities, which occur during travel to or from school, involve the media, or issues for potential negligence or legal liability must also be reported.

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed       | May 2023  |
| Consultation               | August 2023 College Council<br>August 2023 College Newsletter |
| Approved by                | College Council   |
| Next scheduled review date | June 2026   |