

Flemington Primary School

Emergency Management Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Flemington Primary School on 9376 7137 or email flemington.ps@education.vic.gov.au

PURPOSE AND 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.

POLICY STATEMENT

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

1. DEFINITIONS:

- None

2. ACTION GUIDELINES:

The school is required to maintain a current emergency management plan which clearly describes how the school will respond during an emergency ensuring the ongoing safety of students, staff and visitors.

The emergency management plan will be consistent with advice provided by the Department of Education's Emergency and Critical Incident Policy

The emergency management plan will be prominently displayed, developed in consultation with local emergency services and all staff, and will be consistent with Department of Education's Emergency Management procedures.

Safety of students, staff 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.

Three pre-announced and one unannounced emergency evacuation drill involving local emergency services (if available) will occur each year.

For any incident threatening life of property, the school principal or delegate must call **000 immediately**, this includes:

- police for crime, injury that may not be accidental or assault
- ambulance for injury and medical assistance
- fire brigade for fires and incidents involving hazardous and dangerous materials (report all fires, regardless of state and size, even if extinguished).

After contacting **000**, notify the Department's Incident Support and Operations Centre (ISOC) on **1800 126 126**

(Prompt incident notification enables Incident Support and Operations Centre staff at the Communications Centre to provide security related support and advice to schools. This helps to resolve emergencies quickly while minimising the risk to personal safety.)

Worksafe must be notified for serious medical incidents resulting in hospital admission

Staff hazards and injuries should be logged onto the EduSafe site -

<https://edusafe.eduweb.vic.gov.au/login.aspx>

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 will also be reported.

MONITORING, REPORTING AND REVIEW

All Emergencies and reported incidents will be reviewed by the Principal and School Council

RELATED POLICIES AND DOCUMENTS

- [Excursions and Camps Policy](#).

REFERENCES

Department of Education Advisory Guides

- Emergency Management Planning –
<https://www.education.vic.gov.au/school/principals/spag/management/pages/mgtplanning.aspx>
- Reporting and Managing Incidents and Emergencies -
<https://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx>
- Worksafe Notification -
<https://www.education.vic.gov.au/school/principals/spag/management/Pages/worksafe.aspx>
- OHS Hazard Management -
<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/hazardmgt.aspx>

EduSafe Reporting of Incidents and Hazards -

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/reportinjuryhazard.aspx>

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2019
Approved by	Principal
Consultation	School Council August 2019
Next scheduled review date	Every 3 years

