



MELBA COLLEGE 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.

GUIDELINES:

- 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 Management Guidelines* advice available at: <http://www.education.vic.gov.au/management/emergency.htm>
- The emergency management plan will be prominently displayed, developed in consultation with local emergency services and all staff.
- 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 evacuation and lockdown 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 000 Emergency Services The school will also contact 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.

RELATED POLICIES & LINKS:

- First Aid Policy
- Medication Policy
- Asthma Policy
- Anaphylaxis Policy
- Camps and Tours Policy
- Excursions Policy

Prepared By:	Submission to Council	Review Date:
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