Mansfield Primary School
Emergency Management Policy

BASIC BELIEF
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 minimizing damage to school property.

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 and Early Childhood Development ‘Managing School Emergencies’ publication available at: http://www.sofweb.vic.edu.au/safety/emergency.pdf
- The emergency management plan will be prominently displayed, developed in consultation with local emergency services and all staff, and will be consistent with DEECD Emergency Management procedures.
- A folder entitled – ‘EMERGENCY MANAGEMENT PLAN’ is kept by each school phone. All staff members should acquaint themselves with the information in this folder. A copy of this manual should be present near all CRT information folders.
- Safety of staff, students and visitors will always be the prime focus of the emergency management plan. The school premises should be evacuated safely, quickly and efficiently.
- 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 (including calling an ambulance) 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 to the Emergency and Security Management Branch
- This policy will be reviewed as part of the school’s three-year review cycle. The Emergency Management Plan will be reviewed annually and after each unannounced emergency evacuation drill.

This policy was ratified by the Mansfield Primary School Council on –10/5/2010

Review Date: 2013