**Purpose**

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.

The aim is 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 (EMP)

* which clearly describes how the school will respond during an emergency to ensure ongoing safety of staff, students and visitors
* addresses site specific hazards and threats which have the potential to result in emergencies and critical incidents.
* describes actions to take before, during and after an emergency or critical incident to ensure the ongoing safety of staff, students and others, and for restoring school operations/continuity of education
* informed by a site-specific comprehensive risk assessment relating to
* circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff
* incidents affecting the school’s ability to operate fully and which require responses such as adjustments to the school program, lockdown, evacuation, sheltering in place or school closure

The EMP will be consistent with advice provided by the Department of Education’s emergency advice documentation.

The EMP will be prominently displayed and 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

Cockatoo Primary School will:

* ensure that staff who have a nominated role in the EMP have a clear understanding of, and have practised their role in the EMP
* ensure that all staff, students and regular users of the school site, such as out of school hours care, have an understanding of the EMPs response procedures
* inform their school community how they will communicate with parents and carers in an emergency situation, or any other information that the school considers essential to prepare the school community for action during an emergency
* inform their school community of any relocation/closure and other pre-emptive arrangements if their site is at bushfire or grassfire risk – refer to the [Bushfire and Grassfire Preparedness](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/policy) policy
* take all preparatory steps identified in the EMP to prevent negative consequences from an emergency or critical incident, including any staff training
* test emergency arrangements for core emergency response procedures (as listed in your EMP) for a variety of emergency scenarios such as fire in the neighbourhood, intruder, or loss of an essential service, at least quarterly per annum.
* Review and update the EMP as required, annually and immediately after any significant incident

Practising emergency response procedures through drills:

* ensures widespread familiarity with emergency response procedures and the capacity to efficiently and effectively implement them in a live emergency
* promotes more effective emergency response procedures, by ensuring that evacuation locations and pathways are practical and workable in different emergency scenarios and that safety will be maintained throughout the response procedure.

Fire services and police may be willing to assist schools with emergency testing by acting as observers or by reviewing school emergency procedures.

Emergency drills will be followed by a debriefing of all staff and the school’s incident management team (IMT).

Schools must document outcomes and lessons from the drill, with any required changes to response arrangements, incorporated into their EMP.

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

**Related policies**

* [Bushfire and Grassfire Preparedness](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/policy)
* [Crime Prevention in Schools](https://www2.education.vic.gov.au/pal/crime-prevention-schools/policy)
* [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
* [PROTECT Child Safe Standards](https://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1)
* [Reporting and Managing School Incidents (including emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy)
* [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)

**Related legislation**

* [Education and Training Reform Act 2006 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006)
* [Emergency Management Act 1986 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/emergency-management-act-1986)
* [Emergency Management Act 2013 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/emergency-management-act-2013)
* [Occupational Health and Safety Act 2004 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004)

**Communication:**

This policy will be communicated to our school community in the following ways:

* Provided to staff at induction and included in staff handbook/manual
* Discussed at staff meetings/briefings as required
* Made available publicly on our school website

**Principal:** Darrelyn Boucher

This policy was last updated in July 2022 and is scheduled for review in July 2023.