

Emergency Management Policy

1. *Rationale-*

All facilities are required to maintain a current Emergency Management Plan which describes actions to be taken during and following an emergency to ensure the safety of students, staff and visitors.

At Pakenham Spring all school personnel will take all reasonable steps to protect students, staff and visitors from risks likely to cause personal injury that could reasonably have been foreseen. Pakenham Springs's Emergency Management Plan will be a key aspect of our duty of care responsibilities.

Emergency Management at Pakenham Springs refers to a comprehensive risk management process comprising of four elements – preparedness, prevention, response and recovery.

The process has culminated in the development of a workplace Emergency Management Plan (**preparedness**). The focus of the plan is directed towards the prevention and mitigation of emergencies (**prevention**) including trauma. Not all emergencies are preventable and, therefore, planning is also directed towards minimising the effects of emergencies which occur (**response**). As such, Pakenham Springs has a major responsibility, including during emergencies, in supporting individuals who may be traumatised as a result of their exposure to the emergency (**recovery**).

2. *Purpose of Policy-*

The purpose of the Pakenham Spring's Emergency Management Policy is to ensure the maintenance of an up-to-date Emergency Management procedure which meets statutory planning and duty of care obligations. A key purposes of the policy are to:

- explicitly detail the approach to be taken during an emergency on the premises which offers the highest level of care to students, staff and visitors
- reduce the impact of trauma on the community that often accompanies exposure to an emergency

It should be noted that the Pakenham Springs' Emergency Management Plan and Policy cover the entire premises (i.e. school, kindergarten, Maternal Health Centre and Occasional Child Care program.)

3. *Implementation Guidelines-*

The following points will guide the implementation of the Pakenham Spring's Emergency Management Policy:

- an Emergency Management Coordinator will be appointed to oversee emergency procedures. In the majority of cases this officer will be the school's Principal
- the Emergency Management Coordinator will be responsible for developing and coordinating emergency management following the Emergency Management Plan and guidelines provided by the Department of Education
- all staff will be made aware of their responsibilities and of the responsibilities of others at the beginning of each year

- evacuation areas will be established and regularly maintained - these areas will be reviewed annually to ensure they are still appropriate as nominated evacuation points
- copies of the Emergency Management Plan will be provided for all personal
- a summary of Emergency Management Plan will be displayed prominently at each major exit point (All staff will ensure that this summary remains prominently displayed for the whole school year.)
- the Emergency Management Coordinator will ensure that the Emergency Management Plan is revised annually and understood through regular meetings and discussions
- a regular practise of the Pakenham Springs' evacuation/lock down procedures will be held once each school term
- over the year the following schedule will be followed:
 - Term 1: Announced evacuation
 - Term 2: Announced "lock down"
 - Term 3: Announced "lock out"
 - Term 4: Announced off site evacuation
- all present on the premises on the day of a drill will participate
- teachers and kindergarten staff will instruct students on Emergency Management Procedures at the start of each year and on a regular basis
- a summary document will be provided to all contractors working at the school
- all emergency equipment will be serviced regularly with accurate records of servicing maintained

4. Evaluation-

The effectiveness of the Pakenham Springs' Emergency Management Plan will be determined by how people respond during an emergency when normal routines and procedures may be disrupted and individuals may be confused or disoriented or through the response of participants during a practise of the emergency management procedures. The school's principal will be responsible for the annual review of the Pakenham Springs' Emergency Management Plan. This policy was last reviewed in June 2019. It is scheduled for review in June 2020.

DEFINITION

An emergency is any sudden event which endangers or threatens to endanger the safety or health of any person or which destroys or threatens to destroy or damage property or endangers or threatens to endanger the environment or an element of the environment in Victoria. An emergency includes any incident which occurs during school hours, or after school hours, during camps, excursions or outdoor adventure activities, during travel to or from school.