



Displan

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.

Purpose

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

Guidelines

1. The school is required to maintain a current emergency management plan explaining how the school will respond during an emergency.
2. Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
3. 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 the Department's 24 hour Emergency and Security Management Branch on ph: (03) 9589 6266

Purpose

- To develop an emergency evacuation plan and set of procedures to ensure the safety and well-being of the staff, students and visitors.

Implementation

1. An emergency plan be established and documented with a copy being kept by all staff in their classrooms.
2. All staff to be made familiar with this plan at the beginning of each school year.
3. Adequate counselling and trauma support will be offered to those affected by any traumatic event.
4. All emergency or criminal activity will be reported to the Department's 24 hour Emergency and Security Management Branch. Ph.03- 9589 6266
5. All incidents which occur during camps, excursions or outdoor activities which occur during travel to from school, involve the media, or issues for potential negligence or legal liability will also be reported.
6. An emergency evacuation drill will occur each semester.
7. All out of school activities will be registered on the D.E.T. on-line "Notification of School Activity" form located at <http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>
8. Responsibility for registering on the 'Notification of School Activity' form will be the department coordinator or the person in charge of the activity.

Evaluation

- The Emergency Plan will be reviewed annually by the Principal and the Management team.
- The policy and program will be reviewed as part of the three year review cycle.

Bellbrae Primary School

50 School Road
Bellbrae, 3228
Victoria

(03) 5261 2660

bellbrae.ps@edumail.vic.gov.au

Program

Program ratified by
School Council

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