**EMERGENCY MANAGEMENT POLICY**

**Eildon Primary School**

**No.3931**

ABN 59 435 842 741

45 High St, EILDON, VIC, 3713.

**Rationale**

Eildon Primary School has developed and approved a school level Emergency Management Policy in line with Department of Education expectations and VRQA registration requirements. This document is to be read in consultation with the Eildon Primary School Emergency Management Plan document (located in classrooms, staff room and general office areas) and the Eildon Primary School Emergency Management Plan Summary which is displayed throughout the school (orange A3).

**Definition**

An EMERGENCY is any sudden event which endangers, or threatens to endanger, the safety or the health of any person, or which destroys or threatens to destroy or damage property and includes:

* Fatality
* Serious injury, serious assault, sexual assault
* Medical emergency, siege, hostage, firearms
* Disappearance or removal of student
* Bomb threat
* Collapse, major damage to building or equipment
* Motor vehicle collision, impact with school
* Impact by equipment, machinery, aircraft
* Earthquake or other natural event
* Fire in school building, bushfire, neighbouring building
* Fumes, spill leak contamination by hazardous material
* Outbreak of disease
* Flood, windstorm
* Criminal activity, burglary, theft, vandalism, graffiti

It also includes incidents which occur when students are on camps or excursions and whilst they are travelling to or from school.

**Implementation**

In the event of an Emergency, a reporting staff member is to notify the principal or delegate immediately it is safe to do so. The principal or delegate will then enact the Eildon Primary School Emergency Management Plan by:

1. Assessing the danger posed by the emergency

* Identify affected parts of the school.
* Assess likelihood of the danger spreading.
* Consider any effects imposed by weather or other environmental factors.

1. Decide, on the basis of this assessment, whether evacuation is required.

* If required see evacuation process as per the Emergency Management Plan Summary (orange A3).

1. Inform the school about action to be taken.
2. Implement the designated action.
3. Administer First Aid as required.
4. When safe to do so, record details of the event

* Location of incident
* Nature of incident
* Number and names of people involved
* Name of reporting staff member
* Time incident reported
* Contact telephone number if incident is away from school

1. Principal or delegate to inform:

DET 24 hour Security Services Unit – 1800 126 126

NEVR Emergency Management: 03 8392 9500

Families of any affected students or staff.

1. Principal or delegate to evaluate the response with staff at subsequent staff meeting.

**CERTIFICATION**

School Council approval is not required for this policy.

**Review cycle and evaluation**

This policy was last updated on 12/08/20 and is scheduled for review in 2021.