

## CRITICAL INCIDENT MANAGEMENT POLICY

### PURPOSE

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.

### SCOPE

To ensure that, as part of the school's Emergency Management Plan St Albans Primary School has a process for reporting critical incidents and complies with DET policy.

### POLICY

The schools Emergency Management Plan identifies all possible emergency situations that may occur at St Albans Primary School and gives full details of what action to take in the event they occur.

- 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 DET's *'Managing School Emergencies'* advice
- The school will continue to develop and maintain an up to date Emergency Management Procedure.
- Emergency Management folders will be housed in the main office and will contain specific roles and responsibility statements.
- The emergency management plan will be prominently displayed, 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.
- Two pre-announced and two unannounced emergency evacuation drills involving local emergency services (if available) will occur each year.
- 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: **(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 be reported to the Department's 24 hour Emergency and Security Management Branch on (03) 9589 6266.

## FURTHER INFORMATION AND RESOURCES

- [Emergency Management Policy](#)
- [Bushfire Management Policy](#)
- [Emergency Management Plan 2018-2019](#)

<http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>

## REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle.

## DOCUMENT STATUS

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
School Council Meeting	October, 2018	October, 2022