

Dunkeld Consolidated School No. 6215

Emergency/Critical Incidents Policy

PROGRAM LEADER: Principal

COUNCIL RATIFICATION: 23 October 2012

Purpose: To ensure the Dunkeld Consolidated School is prepared for Emergencies or Critical Incidents. To ensure the safety of all staff, students and school visitors in the event of an emergency situation.

PLEASE NOTE: Schools must work with the Security Services Unit and emergency services to plan for and respond to emergencies at central, regional and school levels. The Department has overall responsibility to ensure that planning for emergencies occurs at central, regional and school levels. The Principal usually remains in control of emergency response and recovery activity.

Definition:

An emergency / critical incident is the actual or imminent occurrence of an event which in any way:

- endangers or threatens to endanger:
 - the safety or health of any person
 - the environment or an element of the environment
- destroys or damages, or threatens to destroy or damage, any property.

Policy

Schools must have a current Emergency Management Plan.

Schools must:

- ensure that staff, students and the school community know what the plan contains
- ensure that staff, students and the school community are trained so that they know what they are required to do during an emergency
- test emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols.

The Emergency Management Plan must:

- describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
- cover all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times
- be reviewed annually and/or following an emergency or crisis
- be developed in consultation with relevant emergency services.

The Security Services Unit 24 hour service assists schools in meeting their mandatory responsibilities in an emergency or during a crisis. Telephone: (03) 9589 6266. The Unit:

- Operates a coordination centre throughout the year, which:
 - monitors schools intruder detection systems
 - coordinates support and advice to schools during emergencies and criminal activity.
- Is responsible for:
 - providing emergency advice and assistance
 - providing security risk management advice
 - developing state-wide emergency and security management policy
 - security management services to schools including operational response services.
- Provides the following support during and after an emergency:
 - support to schools when staff or students may be at risk
 - response and recovery support as part of Victoria's state emergency response and recovery plans (working with schools and the emergency services to maintain staff and student safety until the emergency is resolved)
 - coordination of specialist psychological services to students and teachers following exposure to traumatic events
 - training for school and regional support staff in trauma response and recovery.
- Can co-ordinate support from specialist agencies such as the Victoria Police Community Consultation and Crime Prevention Office.
- Assistance to schools in reviewing response and recovery procedures in their emergency management plans.

Evaluation

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