



Emergency Management Policy



Rationale:

- The effective and efficient management of emergency incidents is critical to the safety and well being of all students, employees, visitors, volunteers and contractors as well as essential in minimising damage to school property.

Aims:

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

Implementation:

- TVPS maintains a current Emergency Management Plan (EMP) online, which clearly describes how the school will respond during an emergency to ensure ongoing safety of all students, employees, visitors, volunteers and contractors.
- The EMP is consistent with advice provided by the Department of Education and Training.
- Safety of all students, employees, visitors, volunteers and contractors is the prime focus of the EMP.
- All employees have a clear understanding of their roles and responsibilities outlined in the EMP and the procedures required in case of an emergency.
- At TVPS, four emergency evacuation drills (on-site, off-site, lock down and shelter in) will occur each year to ensure procedures and protocols are understood.
- All employees, students, visitors, volunteers and contractors on site are required to take part in the quarterly emergency evacuation drills so that they know what they required to do during an emergency.
- At TVPS the evacuation routes and procedures are prominently displayed in each classroom.
- 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 Security Services Unit on ph: **(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 also be reported.
- Adequate counselling and trauma support will be available if required.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.
- The Emergency Management Plan (EMP) will be reviewed annually online.
- After each emergency evacuation drill a summary report will be filed (from the online EMP) based on the process and any feedback given. Improvements will be put in place as required to improve best practice.