Our Lady Star of the Sea School, Ocean Grove

Emergency Management Policy

Plan (EMP) – Preparedness

Rationale
Teachers are responsible for the duty of care of all children placed in their care.

Our Lady Star of the Sea School staff is trained in how to act and provide for the safety and care of students in an emergency situation.

An emergency is an unforeseen occurrence requiring appropriate and prompt action.

Aim
To ensure staff are alert and prepared for a range of emergencies such as bushfires, floods, storms, hostages/siege, unwelcome visitors, stranger threats, theft and serious injury.

Implementation

● Emergency Control Organisation (ECO) is a structured organisation that provides training and procedures for Our Lady Star of the Sea School staff to provide for the safety and care of our students in an emergency situation.

● Training is conducted annually, during the month of August

● The Emergency Management Plan (EMP) – Preparedness is reviewed by staff at other times throughout the year such as at the beginning of the year, when new staff are inducted and in September in preparation for the bush fire season.

● ECO Warden Induction training is to the requirements of Australian Standards 3745, Planning for Emergencies in Facilities and conducts a training update annually.

● The Emergency Procedures Manual is kept at the front office area.

● The resources required for Chief Warden, Communications Officers and Wardens are stored in the cupboard in the first aid room/sick bay.

● Staff are annually trained in emergency management procedures and issued with a copy of the ECO Training Booklet which outlines procedures to be followed.

● The school tests emergency drills in each term, with particular attention to
  o Evacuation drill conducted in Term 1
  o Lockdown Drill in Term 4

● The school is prepared and organised to observe warnings broadcast by emergency services and appreciates that technology and system failures can and will occur. In those situations the school may need to take appropriate action to respond to emergencies without having received an official warning.

This document is to be read in conjunction with the ECO Training Booklet, other information and resources.

Evaluation
The Emergency Management Plan (EMP) – Preparedness is reviewed by staff annually and throughout the year to ensure preparedness is in place.

The Emergency Management Plan (EMP) – Preparedness is reviewed annually to ensure compliance with the Victorian Registration and Qualifications Authority (VRQA) Guidelines for Emergency Management for Registered Schools.

The School Education Board will be made aware of Emergency Management Plan (EMP) – Preparedness as a part of the school cyclic review process.

Last Review of Plan: 2013
Next Review by School Education Board: 2016