

# EMERGENCY MANAGEMENT POLICY

## Preamble

Mount Ridley P-12 College has the responsibility to ensure that adequate procedures and plans are put in place to identify potential hazards and risks.

The aim of College Management is to ensure that all staff and students are provided with an Emergency Management Plan and regularly drilled in the procedures to be adopted during an emergency.

## Rationale

Mount Ridley P-12 College has a responsibility to develop an Emergency Management Plan in line with the guidelines set down by the Department of Education and Training.

## Guiding Principles

- The Emergency Plan will cover responses to emergencies ranging from small scale localised incidents to larger scale incidents involving external assistance.
- The College is responsible to provide assistance to the School Community to cope with trauma. Counselling and assistance will be co-ordinated in line with the North-Western Victoria Regional Office Emergency Response Strategy.
- It is the responsibility of the Principal class team to ensure that Emergency services and Equipment are properly maintained and serviced.
- It is the responsibility of the Principal or nominee to ensure the school has a co-ordinated response plan and staff are aware of the responsibilities.
- It is the responsibility of the Principal or nominee that in the event of a traumatic incident a Recovery Management Team is convened to assist individuals in need.
- The Emergency Evacuation procedures need to be posted in rooms, staff areas and public access areas through the College.

## Implementation

At Mount Ridley P-12 College, a detailed response to critical incidents and emergencies are outlined in the DET emergency management plan, the OHS folder and meeting minutes, and work safe documentation.

## Evaluation

As part of the college review cycle this policy will be reviewed every 3 years.

Date policy ratified: 10/08/2021

Date of next review: 2024