

Policy – Emergency Management

Policy Information

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| Policy Number: | HAL-CSW-09 |
| Current Version: | 1.1 |
| Policy Category: | Care, Safety and Wellbeing |
| Scope: | School Programs |
| PAL Link: | https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy |

Revision History & Ratification

This policy needs to be reviewed by College Council annually or as required and ratified at the College Council meetings when changes are necessary. This policy will be published on the school's website and will be distributed to staff via Compass.

| Revision Date: | Council Ratification Date: | Summary of Changes | Prepared/Approved By: |
|----------------------|--------------------------------------|--|-----------------------|
| 25/11/2021 - V1.0 | 19/10/2020 | Policy Creation | Mike Kavanagh |
| 20/01/2021 - V1.1 | Approved by College Council Dec 2021 | Update and checked against the Policy and Advisory Library (PAL) | Mike Kavanagh |

1. Summary

The purpose of this policy is to ensure Hallam Senior Secondary College prepares for and effectively responds to emergency situations and critical incidents through the appropriate use of resources. The prevention and effective management of emergency situations and critical incidents can assist to minimise the negative impact of an unexpected event. This policy applies to all staff, visitors, contractors, volunteers, and students.

Details

Schools must have a current Emergency Management Plan (EMP) signed off by the principal that is reviewed at least annually by 1 September and following an emergency or critical incident.

The Victorian Registration and Qualifications Authority (VRQA) under the [Guidelines to the Minimum Standards and Requirements for School Registration](#) requires schools to have policies and procedures in place to provide students with a safe environment where the risk of harm is minimised and students feel safe, a component of which is evidence of an 'emergency management plan'.

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The EMP must:

- Include a current register of staff trained in first aid
- Holds records of student medical conditions and management on CASES 21/Compass
- be completed by government schools using the [Online EMP Portal](#)
- be informed by a site-specific comprehensive risk assessment relating to:
 - circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff
 - incidents requiring school closure, lockdown, or affecting the school's ability to operate fully
- describe actions to take before, during and after an emergency or critical incident to ensure the ongoing safety of staff, students and others, and for restoring school operations/continuity of education this includes; bush fires, external grounds and sporting fields, storing of inflammable materials and an OHS activities calendar.

A comprehensive site-specific risk assessment and corresponding response procedures are essential components of an EMP.

Schools are encouraged to seek advice from their regional manager operations and emergency management or emergency management support officers, local municipal councils and emergency service providers where possible, to inform the content of their EMP and their risk assessment.

Schools must:

- ensure that staff who have a nominated role in the EMP have a clear understanding of, and have practiced their role in the EMP
- ensure that all staff, students and regular users of the school site, such as out of school hours care, have an understanding of the EMPs response procedures
- inform their school community how they will communicate with parents and carers in an emergency situation, or any other information that the school considers essential to prepare the school community for action during an emergency
- inform their school community of any relocation/closure and other pre-emptive arrangements (if their site is at bushfire or grassfire risk)
- take all preparatory steps identified in the EMP to prevent negative consequences from an emergency or critical incident, including any staff training
- test emergency arrangements for core emergency response procedures (as listed in your EMP) for a variety of emergency scenarios such as fire in the neighbourhood, intruder, or loss of an essential service, at least quarterly per annum

Emergency response and drills should be practised to:

- ensures widespread familiarity with emergency response procedures and the capacity to efficiently and effectively implement them in a live emergency
- promotes more effective emergency response procedures, by ensuring that evacuation locations and pathways are practical and workable in different emergency scenarios and that safety will be maintained throughout the response procedure

Fire services and police may be willing to assist schools with emergency testing by acting as observers or by reviewing school emergency procedures.

Emergency drills should be followed by a debriefing of all staff and the school's incident management team (IMT) — refer to the [Guide to developing your Emergency Management Plan – Government schools 2020-21](#) for details on establishing an IMT.

Schools must document outcomes and lessons from the drill, with any required changes to response arrangements, incorporated into their EMP.

An emergency response drill observers' record is available at [Emergency response drill observers record](#) (staff login required).

As defined in section 3 of the Emergency Management Act 2013 (Vic.):

'The actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:

- an earthquake, flood, wind-storm or other natural event
- a fire
- an explosion
- a road accident or any other accident
- a plague or an epidemic or contamination
- a security threat
- a hi-jack, siege or riot
- a disruption to an essential service

These events ordinarily require a coordinated whole of school response.

The school will review this policy at least annually and immediately after a significant incident; and onsite specific and include local threats, hazards and corresponding response procedures.

Related policies

<https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy>

<https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy>

<https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/policy>

<https://www2.education.vic.gov.au/pal/chemical-management/policy>

[External Grounds and Sporting Field Inspection Checklist](#)

[OHS Activities Calendar](#)

<https://www.safeworkaustralia.gov.au/doc/storage-flammable-liquids>

<https://www2.education.vic.gov.au/pal/supervision-students/policy>

<https://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>

<https://www2.education.vic.gov.au/pal/excursions/policy>

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Relevant legislation

<https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/037>

Guidance

For schools, the minimum registration requirements are specified in the [Education and Training Reform Act 2006](#). Schedule 4 clause 12 of the [Education and Training Reform Regulations 2017](#) states:

'A registered school must ensure that—

(a) the care, safety and welfare of all students attending the school is in accordance with any applicable State or Commonwealth laws; and

that all staff employed at the school are advised of their obligations under those laws.

In addition, the Victorian Registration and Qualifications Authority's (VRQA) [Minimum Registration Requirements](#) lists a range of evidentiary material in respect of student welfare, including the school's emergency management plan, which must be reviewed annually.

Resources

<https://www.education.vic.gov.au/PAL/emp-guide-for-govt-schools.docx>