EMERGENCY MANAGEMENT POLICY

Rationale:

- A major responsibility of schools is to ensure that the lives and safety of students are protected as thoroughly as can be managed. To ensure this the school must have a thoughtfully planned evacuation procedure disaster plan (DISPLAN) that can be used in the event of natural or man-made emergencies.

Guidelines:

- The school EMERGENCY MANAGEMENT PLAN must cover:
  
  Protective measures for the safety of students.
  Evacuation of students to safe areas.
  Calling for assistance from the appropriate emergency services.

- All staff and students must be aware of evacuation procedures and routes.

- All areas of the school are to be considered when planning evacuation procedures.

- There should be one person with the responsibility of control and co-ordination. This will be the Principal, or emergency co-ordinator in their absence.

- Teachers are responsible for knowing their DISPLAN role in an emergency.

- There will be a practice evacuation early in each year with prior warning given.

- There will be other practice evacuation done on a regular basis which there should be no warning.

- The EMERGENCY MANAGEMENT PLAN is to be reviewed annually and after any event.

- All staff and students are to be made aware of the meaning of the three warning signals.

- Allowance will be made for evacuation routes being blocked or in danger, and alternative routes should be considered beforehand.

- Consideration in planning will be given to natural disasters such as fire and storm, and man-made emergencies such as toxic emission, bomb threat and siege.

- Greater consideration will be given to those situations which are a greater threat in the immediate locality.

Evaluation:

- At the commencement of each year the emergency management team must review all procedures to ensure they are current and up to date.

This policy was last ratified by School Council in... March 2004

School Council President........Karina Kerr.................................(signature)