



EMERGENCY & CRITICAL INCIDENT MANAGEMENT PLANNING POLICY

Policy & Guidance

- 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'.

Purpose

- To ensure Footscray North Primary School has the planning in place to effectively respond to emergencies and incidents.

Definitions

Emergency

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.

Incident

An incident is any actual or alleged event or situation that:

- requires police notification; and/or
- causes harm or creates a risk of causing harm to student or staff health, safety or wellbeing either directly or indirectly; and/or
- affects or risks affecting the continuity of school operations

Critical incidents requiring planning include, but are not limited to:

- child abuse
- medical emergency
- mental stress
- data or privacy breach
- missing student/person

Implementation

- The school will:
 - have a current Emergency Management Plan (EMP) that addresses site specific hazards and threats which have the potential to result in emergencies and critical incidents which include:
 - 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
 - develop and maintain their plans using the [Online EMP Portal](#).
 - inform their school community how they will communicate with parents and carers in an emergency, and of any relocation/closure arrangements (for schools at bushfire risk) contained in their EMP.
 - test emergency response procedures by conducting drills at regular intervals, at least quarterly per annum.
 - review the EMP at least annually by 1 September, and/or following an emergency or critical incident.
- The Emergency Management Plan (EMP) will be signed off by the Principal, reviewed at least annually by 1 September and following an emergency or critical incident and is:
 - to 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
- The school will ensure a comprehensive site-specific risk assessment and corresponding response procedures are essential components of an EMP.
- The school will seek advice from the 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.
- The school will:
 - 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 drills

We will practice emergency response procedures through drills to:

- ensure widespread familiarity with emergency response procedures and the capacity to efficiently and effectively implement them in a live emergency

- promote 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

We will utilise the support of fire services and police if they are willing to assist us with emergency testing by acting as observers or by reviewing school emergency procedures.

Emergency drills will 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 2018-19](#) (login required) for details on establishing an IMT.

We will 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](#) (login required).

For support with completing the EMP, the school will refer to:

For:

information on how to develop or update an EMP, refer to: [Guide to developing your Emergency Management Plan](#) (login required)

a sample EMP and risk assessment, FAQs, and instructions to access EMP tutorials, refer to the Resources tab

[Emergency management planning for excursions and camps](#)

The school will undertake emergency management planning for certain excursions, overseas tours or camps — refer to [Excursions](#) for guidance.

- Please refer also to the school's *Excursions (Including Camps) Policy*, the *Reporting & Managing School Incidents (including Emergencies) Policy*, the *Media & Attendance at Schools Policy* and the *Visitors to the School Policy*.

Evaluation

- This policy will be reviewed annually, following an incident or evacuation drill or if guidelines change (latest DET update late June 2020).

School Council Approval No Longer Required

Reference:

<https://www.2education.vic.gov.au/pal/emergency-critical-incident-management-planning>