



# Oakleigh Grammar

<b>Policy Document Name</b>	<b>Emergency Management Plan</b>
<b>Date Ratified by Board of Management</b>	August 2021
<b>Date for Review</b>	March 2024

## 1. Preamble

The effective and efficient management of emergency incidents is critical to the safety and well-being of students, staff and school visitors, as well as essential in minimising damage to School property.

## 2. Purpose

To provide a safe environment for all, irrespective of a variety of emergencies which may occur.

## 3. Protocols

1. The School will maintain a current emergency management plan, which clearly describes how the school will respond during an emergency to ensure ongoing safety of staff, students and visitors.
2. The emergency management plan will be prominently displayed, developed in consultation with local emergency services and all staff.
3. Safety of staff, students and visitors will always be the prime focus of the emergency management plan.
4. Post incident counselling and trauma support will be a feature of the plan.
5. One emergency evacuation drill and/or lockdown involving local emergency services, if available, will occur each term.
6. All critical incidents (see appendix 1) or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to Victoria Police.
7. Incidents which occur during camps, excursions or outdoor adventure activities, which occur during travel to or from school, involve the media, or issues for potential negligence or legal liability must be documented and reported to the Principal.
8. The Emergency Management Plan will be reviewed annually, after each emergency evacuation drill or lockdown. Oakleigh Grammar is **not** listed on the Dept of Education Bushfire at Risk Register.

9. Details of the Emergency Management Plan are outlined in the Oakleigh Grammar School / Emergency Procedures Manual.

#### **5. Associated School documentation:**

- Oakleigh Grammar Critical Incident Response Protocol

#### **6. Appendix**

##### **Defining a Critical Incident**

As per the *OG Critical Incident Response protocol*

##### **What is a critical incident?**

A critical incident affecting a School is any event that causes a significant number of people to experience reactions that are beyond their normal emotional range. Each of us has a personal emotional range within which we manage stressful situations. Such a critical incident is often referred to as a crisis.

A critical incident exists when an individual or individuals is / are faced with any problem that they perceive as serious. A critical incident can be defined as a hazardous, threatening event which cannot be dealt with through usual problem-solving resources.”

A critical incident may occur:

- At the School (on School property, during School hours) directly affecting the community at large;
- Off site and / or outside School hours;
- To members of the School Community,
- To friends / acquaintances of particular members of the community.

Some examples of scenarios that may be defined as a ‘critical incident’ include:

- Death of a student or staff member on school grounds
- Death of a student or staff member on school camp or excursion
- Drugs found in possession of a student or staff member on or off school grounds
- Serious injury or illness with threat to life or limb;
- Missing person / group (after 1 hour);
- Other situation, as judged by staff.
- Romantic / sexual relationship uncovered between a staff member and a student