



CRANBOURNE
SECONDARY COLLEGE

EMERGENCY MANAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 5996 3544.

Statement of Belief:

Cranbourne Secondary College will maintain a current emergency management plan that contains the four components of preparedness, prevention, response and recovery and complies fully with Department of Education guidelines.

The Emergency Management Plan describes actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others. It covers all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times.

The plan is reviewed annually and following an actual emergency or crisis. It complies with relevant emergency services and the Security Services Unit.

Guiding Principles

1. The emergency Management Plan is distributed to all staff and hard copies are kept prominently in each staffroom area.
2. The plan identifies the role of all nominated personnel in the event of an emergency situation or a drill.
3. All students are staff and informed of their responsibilities and expectations each year in the event of evacuations and lockdowns
4. The Emergency Management Procedures are tested with a drill twice a year
5. A summary of staff responsibilities are listed in the Staff Manual
6. Preparedness is suitably met through identifying evacuation and lockdown procedures and placing evacuation maps in each classroom and staffroom.
7. Prevention is suitably met through the staff storage or removal of dangerous materials
8. The appropriate responses and recovery procedures are stated in the Emergency Management Plan

Policy Review and Approval

Policy last reviewed	
Approved by	Principal - David Caughey
Next scheduled review date	10 December 2021