Philosophical Basis:

Doncaster Gardens Primary School aims to provide a safe environment for all through the effective and efficient management of emergency incidents critical to the safety and well being of students, staff and school visitors.

Guidelines:

- The Emergency Management Plan will clearly describe how the school will respond during an emergency to ensure ongoing safety of staff, students and visitors.
- The Emergency Management Plan will be consistent with advice provided by the DEECD “Managing School Emergencies” publication.
- Safety of staff, students and visitors will be the prime focus of the Emergency Management Plan.

Implementation:

- The Emergency Management Plan will be circulated to staff at the beginning of each school year.
- A designated member of staff will coordinate emergency evacuation drills.
- One pre-announced and one unannounced emergency evacuation drill will occur each year, and will be recorded on the annual inspections software by the Business Manager.
- Details of all emergency evacuation drills will be recorded in a register and formally reviewed.
- A designated member of staff will assume the duties of Fire Warden.
- Emergency 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 the DEECD 24 hour Emergency and Security Management Branch.

Evaluation:

- The Emergency Management Plan will be reviewed annually, after each unannounced emergency evacuation drill.
- This policy will be reviewed every three years as part of the policy review cycle.