GREAT RYRIE PRIMARY SCHOOL
EMERGENCY RESPONSE POLICY

An EMERGENCY is any sudden event, which endangers or threatens to endanger the safety or health of any person, or which destroys or threatens to destroy or damage property. This includes incidents, which occur when students are at school, on camps or excursions and while they are travelling to or from school.

PURPOSE

To enable the school to respond efficiently and effectively in the event of an emergency.

IMPLEMENTATION

1. An Emergency Procedures Coordinator will be appointed each year.
2. The school will manage an Emergency Response Program in line with DEECD requirements.
3. The school Emergency Response Procedures will be updated each year.
4. An updated digital copy of the Emergency Response Procedures will be made available for each staff member as part of their induction to the school.
5. An updated digital copy of the Emergency Response Procedures will be made available for each staff member at the start of each year.
6. An updated digital copy of the Emergency Response Procedures will be made accessible for each staff member at all times via the staff Intranet.
7. Maps indicating evacuation procedures will be clearly displayed for visitors and school personnel at each exit point to each room and building.
8. Maps indicating evacuation procedures will be provided to Casual Replacement Staff and included in the induction for replacement staff and trades people attending the school.
9. The school will practice an emergency procedure each term. This will be followed by a review of the procedures. Changes will be made as appropriate.
10. One copy of the Bomb Threat Check List will be placed together with a pen and notepaper in a plastic pocket at each telephone.
11. The Emergency Procedures Coordinator will ensure that the DEECD Camps/Excursions Notification Form is completed by the camp/excursion coordinator prior to each school camp/excursion, in line with DEECD requirements.

Approved: 2014
Review Date: To be reviewed annually in line with DEECD requirements.