

EMERGENCY MANAGEMENT POLICY



**St. Francis Xavier College
Berwick, Officer & Beaconsfield
Last Review October 2020
Next Review January 2024**

POLICY on EMERGENCY MANAGEMENT

St. Francis Xavier College is committed to establishing and maintaining Policies and Procedures so that, so far as is reasonably practicable, allow it to manage and control emergency situations and minimise the potential harm to its Employees, Hirers, Contractors, and the Public in areas under the its control.

In this Policy, “Emergency” has the same meaning as in the Victorian Emergency Management Act 2013, as amended from time to time. In general terms, the word “emergency” in Victorian legislation means any actual or imminent event which endangers the safety or health of persons in Victoria, or which destroys or damages property in Victoria, or endangers the environment or an element of the environment in Victoria.

Emergencies may arise at any time. They can develop from a number of causes including, but not limited to, fire, bushfire, hazardous substance release such as chemical spills and/or gas leaks, structural faults and civil disturbance, bomb and other terrorist threats or actions such as an armed intrusion in or into an area under the control of St. Francis Xavier College. Any of these situations has the potential to threaten the health and/or safety of people in an area under the control of St. Francis Xavier College.

This Policy determines the broad approach and processes by which St. Francis Xavier College manages emergency situations that could endanger Employees, Students, Hirers, Contractors, and the Public in areas under its control.

The Policy requires St. Francis Xavier College to adopt a risk management approach in order to plan for, manage and control to the extent of its capabilities, the circumstances surrounding the emergency until the Chief Warden assumes direct responsibility for the emergency.

St. Francis Xavier College emergency procedures shall be regularly reviewed and updated as necessary to account for changes in personnel and/or the conditions of use of buildings or other facilities under its control.

As part of the broad ambit of the Policy, St. Francis Xavier College will seek advice and input from Emergency Services established under state authority and from suitable private organisations and will regularly carry out rehearsals of emergency response drills. Using the information derived from such drills and from other suitably informed sources, St. Francis Xavier College will review the emergency management procedures which underpin this Policy.

Employees and contractors of St. Francis Xavier College are expected to actively support this policy.

- ❖ Additional information and advice is available from the Deputy Principal - Compliance
- ❖ OH&S Act 2004

Status of Policy:	
Manager Responsible:	Deputy Principal Compliance
Last reviewed	October 2020
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Approved by:	College Executive 2016