



## EMERGENCY MANAGEMENT POLICY

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self- esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

### INTRODUCTION

Salesian College Sunbury (the 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, Students, Contractors, and the Public.

Emergencies situations may arise at any time. They can develop from a number of causes including, but not limited to:

- Fire/smoke (on or as a result of nearby property)
- External Threats (such as chemical spills, gas leaks, structural fault, civil works disturbance or natural weather disaster)
- First Aid (such as a medical emergency)
- Internal Emergency (such as a personal threat or hostile threat, including bomb or act or terrorism). Any

These situations have the potential to threaten or cause harm to the health, safety and wellbeing of people in all areas under the control of the College. Thus leading the College to action either an evacuation or a lockdown.

This Policy determines the broad approach and processes by which the College manages emergency situations that has the potential to or has endangered Employees, Students, Contractors, and the Public in areas under our control.

### SCOPE

Employees and contractors of the College are expected to actively support this policy. This includes St Mary's College staff.

### DEFINITIONS

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|---------------------------|--|
| Emergency                 | In this Policy, "Emergency" has the same meaning as in the Emergency Management Act 2013, as amended from time to time. In general terms, this 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. |
| Emergency Management Team | A designated group responsible for overseeing and coordinating emergency response efforts.   |

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| Evacuation         | The process of moving people from a dangerous or potentially dangerous area to a safer location in response to an emergency or disaster.   |
| Lockdown           | A security measure where by College staff, students, Contractors and potential visitors are required to stay inside and secure themselves from external threats, preventing entry or exit from the premises. |
| First Aid          | The initial assistance given to individuals who are injured or ill until professional medical help can be obtained.  |
| Communication Plan | A strategy outlining how information will be shared with stakeholders during an emergency, including methods, channels, and frequency of communication.  |
| Recovery           | The process of restoring normal operations and rebuilding after an emergency or disaster, including addressing physical, emotional, and financial impacts.   |
| Risk Assessment    | The systematic process of identifying and evaluating potential hazards and risks to determine their likelihood and impact on the organization or community.  |
| Hazardous Material | These are substances that pose a risk to health, safety, or the environment due to their chemical, physical, or biological properties, usually caused by a spill or leak.                                    |
| Response Plan      | A detailed plan outlining specific actions and procedures to be followed during an emergency or disaster to mitigate its effects and ensure effective response.  |
| Incident Report    | A formal document recording the details of an incident, including the nature of the incident, actions taken, and outcomes, used for analysis and improvement.  |

## AIMS

This policy has been formulated to comply with the requirements of the following Legislations:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Emergency Management Act 2013
- Emergency Management Regulations 2003

The Victorian legislative landscape requires the College to manage and coordinate in the event of an emergency. Salesian College takes this requirement with the highest level of commitment and acts in a way of prevention, mitigation, preparedness, response and recovery activities for all hazards.

As part of the broad ambit of the Policy, the 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 evacuation drills. Using the information derived from such drills and from other suitably informed sources, the College will review the emergency management procedures which underpin this Policy.

Additional safety controls are developed in order to support the vulnerability and added risks to St Mary's College Students and their Staff who are a part of our Salesian College community and school campus. College communication plans are included in the procedure document.

The College emergency procedures shall be periodically reviewed annually as well as updated as necessary to account for changes in personnel, the conditions of use of buildings and other areas under its control.

## POLICY SUPPORT

Information about how this Policy is to be implemented is available in the Procedures under the Emergency Management heading in the Policy and Procedure Manual. As well as through direct contact for additional induction and training support through the College OHS Manager. The College OHS Manager is also available to provide all staff, Contractors and visitors with information and advice on Emergency Management and OH&S Acts.

## POLICY INFORMATION

|                                 |                         |
|---------------------------------|-------------------------|
| <b>Responsible director</b>     | DP - People and Culture |
|                                 |                         |
| <b>Policy owner</b>             | College Executive       |
| <b>Approving authority</b>      | College Executive       |
| <b>Assigned board committee</b> | Risk and Compliance     |
| <b>Approval date</b>            | 05/05/2026              |
| <b>Next Review date</b>         | 05/05/2028              |
| <b>Publication</b>              | Schoolbox; Website      |

| <b>POLICY DATABASE INFORMATION</b> |  |
|------------------------------------|--|
| <b>Assigned framework</b>          | MS4-Student_Care; CA9-Risk Management/OHS                      |
| <b>Superseded versions</b>         | 2016 v1, 2018 v1.1, 2021 v1.2, 2022 v1.3, 2024 v2.0, 2026 v2.1 |