Catholic College Sale
EMERGENCY MANAGEMENT POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited (the Board) governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (the College). This includes the effective implementation of this *Emergency Management Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

Catholic College Sale recognises and accepts its duty of care to manage safety and mitigate risks for students, staff, volunteers and contractors in emergency situations that may arise due to events that include, but are not limited to:

- fire or floods;
- water or fire damage;
- a protracted electricity or water outage;
- gas leaks or chemical spills;
- epidemics, pandemics or contamination of food or water supply;
- wall/building collapse;
- security breaches, such as the presence on the property of a family violence perpetrator known to a guest, or person/s who are not residents of the property and are unwelcome.

The College is committed to effectively managing emergencies within its control, minimising the impact on students, staff and school activities, and facilitating the return to normal operations as soon as possible.

3.0 PURPOSE

This Policy presents the principles and key procedures that underpin the College's management of emergencies.

The College has an accompanying *Emergency Management Plan* that presents in more detail the systems and processes in place for the management of emergencies.

4.0 PRINCIPLES

4.1 The College is strongly committed to pre-emptively managing risks within its control and to ensuring that there is a well-prepared, understood and rehearsed Emergency Management Plan.

4.2 The College's planned response to emergencies is intended to facilitate:

- a strategic response at a time of potential instability;
- recovery through having established effective plans, preparations, responses and levels of support;
- a quicker return to normal routines;
- a sense of cohesiveness within the College community;

- a sense of responsibility and control over situations which may arise;
- a minimisation of short-term and long-term disruption to personal and professional functioning;
- the care of the physical and emotional well-being of staff and students.

4.3 At all times and in all contexts, the systems and processes in place for the management of emergencies emphasise the primacy of protecting the lives of students, staff, volunteers, contractors and emergency services personnel attending the incident.

4.4 The College ensures that its emergency management systems and processes are compliant with its legal obligations under Emergency Management legislation.

5.0 DEFINITIONS

Emergency: an unplanned or imminent event that affects or threatens the health, safety or welfare of people, property and infrastructure, and which requires a significant and coordinated response. The defining characteristic of an emergency event or situation is that usual resources are overwhelmed or have the potential to be overwhelmed. Emergencies may be a specific event with a clear beginning, end and recovery process, or a situation that develops over time and where the implications are gradual rather than immediate.

Emergency management: the coordination of an emergency response and management of recovery. The aim of emergency management is to minimise physical and psychological impacts on all parties and to minimise damage to assets, operations, reputation and staff productivity.

Critical incident: an unexpected traumatic event involving personal or professional threat which evokes extreme stress, fear or injury. Providing appropriate support following a critical incident is part of emergency management.

6.0 PROCEDURES

6.1 The College has a comprehensive *Emergency Management Plan* that is reviewed and updated annually and immediately after any incident. It addresses and includes:

- planned emergency responses for different emergency situations;
- procedures for evacuations, lockdowns and altering services;
- clear triggers for activation of these procedures;
- delegations for decision-making and communication arrangements;
- post-incident care and debriefing of staff, students and volunteers/contractors;
- post-incident evaluation and amendments of the Plan;
- emergency risk reduction activities such as site assessments (via hazard checks).

6.2 College leadership ensures that key aspects of the Emergency Management Plan are clearly communicated to staff, students, volunteers and contractors. All staff, students, volunteers and regular contractors are adequately informed of what actions they must follow in the event of an emergency.

6.3 Emergency management notifications and reports are enacted in accordance with procedures outlined in the *Emergency Management Plan.*

7.0 LEGISLATION AND RESOURCES

- *Education and Training Reform Act 2006* (Vic)
- Schedule 4, clause 12, *Education and Training Reform Regulations 2017*
- *Emergency Management Act 1986 and 2013* (Vic)
- *Occupational Health and Safety Act 2004* (Vic)
- *Occupational Health and Safety Regulations 2017* (Vic)
- Guidelines for Bushfire Preparedness - Registered Schools 2017
- AS 1851: Maintenance of Fire Protection Systems and Equipment 2012
- AS 3745: Planning for Emergencies in Facilities 2010
- ISO 22320:2018 Incident Management Guidelines

8.0 RELATED POLICIES AND DOCUMENTS

- Anaphylaxis Management Policy
- Child Safety and Wellbeing Policy
- Critical Incident Management Policy and Plan
- Duty of Care Policy
- First Aid Policy
- Occupational Health and Safety Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy (and accompanying Procedural Guidelines)
- Visitors on Campus Policy

9.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this Policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this Policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

10.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	August 2025
Next Review Date	August 2027