



EMERGENCY MANAGEMENT PLANNING

Rationale

- Schools must have a current Emergency Management Plan that contains a risk assessment that addresses hazards and potential hazards and which covers the four components of preparedness, prevention, response and recovery.
- Schools must:
 - ensure that staff, students and the school community have a clear understanding of the EMP and its procedures
 - ensure that staff, students and the school community are trained so that they know what they are required to do during an emergency
 - Test emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols see: [Testing Emergency Procedures](#).

Policy Statement

Purpose

- To ensure the safety of all staff, students and school visitors in the event of an emergency situation.
- To ensure the school complies with DET policy and guidelines and the legislative requirements of the *Emergency Management Act 1986*.

Implementation

- The school will complete an Emergency Management Plan using the online EMP.
- The EMP will contain the elements of preparedness, prevention, response and recovery.
- The school will ensure that staff, students and the school community have a clear understanding of the EMP and procedures and are trained so that they know what is expected in an emergency.
- The Emergency Management Plan will:
 - describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
 - include procedures for lockdown and lockout
 - cover all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times
 - be reviewed annually and/or following an emergency or crisis

For the documents and information on how to access the online EMP, see: [Emergency Management Planning](#)

Note: For school council approved excursion notification requirements see: [Safety, Emergency and Risk Management](#).

- To support effective emergency planning, particularly in the case any bushfire emergencies, the school will:
 - provide local government with a copy of their plan to assist overall coordination and integration with local emergency arrangements
 - ensure that staff, students and parents are informed of and understand school arrangements in advance of any bushfire emergency.
- The school will test and exercise the emergency procedures twice yearly completing a partial or full test under a variety of emergency scenarios including:



Altona Primary School No 3923

Respect
Honesty
Responsibility
Co-operation
Care
Compassion

- notification and reporting procedures
- roles and responsibilities of nominated personnel
- building fire response procedures
- offsite and onsite evacuation
- lock down/ lockout alternatives
- communications within the school and to the school community
- Emergency services liaison.
- The school may choose to use the assistance of fire services and the police in training personnel and testing the EMP.
- If a bomb threat is received via a telephone call, the school will follow the Emergency Management Plan.
- Please refer also to the school's *Emergency & Critical Incidents Policy*, the *Emergency & Incident Reporting Policy*, the *Medical Emergencies Policy* and the *Accident Recording & Reporting Policy*.

Version Control

September 2014

March 2015

DEECD to DET

February 2016

Content Update

March 2016

Content Update

Ratified 11/5/16

June 2016

Formatting consistency and update check

Ratified 15/03/17

May 2017

Content Update
Rationale addition – no need for ratification

Ratified 14/02/2018

Review Cycle

Three-year review cycle (therefore 2017) or if guidelines change (latest DET update early September 2014).

Three-year review cycle (therefore 2018) or if guidelines change (latest DET update early September 2014).

Three-year review cycle (therefore 2019) or if guidelines change (latest DET update mid-January 2016).

Three-year review cycle (therefore 2019) or if guidelines change (latest DET update mid-January 2016).

Review 2017

Review 2017

Annual review (therefore 2018) or if guidelines change (latest DET update late April 2017).

Annual

Reference

www.education.vic.gov.au/education/principals/spag/management/pages/mgtplanning.aspx