

Emergency Management Planning

PURPOSE OF THIS POLICY

To ensure the safety of all staff, students and school visitors in the event of an emergency situation.

POLICY

Schools must have a current Emergency Management Plan (EMP) that contains a risk assessment that addresses hazards and potential threats to the school 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](#).

The emergency management plan must:

- be completed by government schools using the online EMP
- describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
- 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.

The Emergency management plan is:

- Distributed to local authorities
- Provided to staff so they are aware of the contents
- Followed in the event of an emergency

Offsite school events are listed in the School Activities Locator after approval from Consultative Committee.

Date Implemented	June 2020
Author	DET
Approved By	DET
Approval Authority (Signature & Date)	
Date Reviewed	June 2021
Responsible for Review	Assistant Principal
Review Date	
References	