# EMERGENCY MANAGEMENT PLANNING POLICY

**Help for non-English speakers**

If you need help to understand this policy, please contact the office on 5998 2304.

## PURPOSE

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

## GUIDELINES

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.

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.

Schools may seek advice from local emergency service providers and local councils where available to inform the content of their EMP.

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| Policy last reviewed | 9/9/2024 |
| Approved by | Principal |
| Next scheduled review date | September 2026 |

**EVALUATION**All policies will be reviewed annually as part of the school’s cyclic review process.