**EMERGENCY MANAGEMENT POLICY**

**Purpose**

To ensure the safety of all staff, students and school visitors in the event of an emergency situation. The purpose of an Emergency Management Plan (EMP) is to provide a detailed plan of how Billanook Primary School will prepare and respond to emergency situations.

**scope**

This Emergency Management Policy applies to all staff, students, visitors, contractors and volunteers at Billanook Primary School.

**Policy**

* Billanook Primary School 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](https://www.education.vic.gov.au/school/principals/spag/management/Pages/testing.aspx).
* Verify all details of reportable incidents on receipt of the IRIS incident report forwarded to the school.
* For non-student related injuries/incidents enter the incident on eduSafe

<http://www.education.vic.gov.au/EduSafe/login.aspx>

* Notify WorkSafe. Refer to DEECD’s Notifiable Incidents to WorkSafe Flowchart to determine if WorkSafe notification is required

<http://www.education.vic.gov.au/school/principals/governance/Pages/ohsriskmgt.aspx>

* Note: Details relating to DEECD Incident Reporting Requirements can be found in the School Policy and Advisory Guide at [www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx](http://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx)

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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

**Note**: For school council approved excursion notification requirements see:

[Emergency and Risk Management](https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursionsafety.aspx)

**Note**:  To support effective emergency planning, particularly in the case any bushfire emergencies, schools should:

* 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

**Note**:  The Full Emergency Management Plan for 2018/2019 for Billanook Primary School is available in hard copy and on the Emergency Management Portal.

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| **Related policies**   * [Emergency and Security Services Support](https://www.education.vic.gov.au/school/principals/spag/management/Pages/support.aspx) * [Reporting (emergency and incidents)](https://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx) * [Safety, Emergency and Risk Management](https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursionsafety.aspx) * [Supervision](https://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx) * [Testing Emergency Procedures](https://www.education.vic.gov.au/school/principals/spag/management/Pages/testing.aspx) * [Worksafe Notification](https://www.education.vic.gov.au/school/principals/spag/management/Pages/worksafe.aspx) | **Related legislation**   * Emergency Management Act 1986 * Emergency Management Act 2013 |

**Review cycle and evaluation**

This policy was last updated on:

**Date:**

Feb 2019

**Evaluation and Review:**

Feb 2020 **EMERGENCY MANAGEMENT POLICY**