

EMERGENCY MANAGEMENT POLICY

PURPOSE

All education and care services in Victoria are required to have an up-to-date Emergency Management Plan (EMP) (referred to as emergency and evacuation policy and procedures under the National Regulations) to ensure the safety of their service community in the event an incident occurs.

SCOPE

The policy applies to all of St Albans Primary School Community.

POLICY

It is an expectation that all staff at St Albans Primary School become familiar with all safety procedures and documents that relate to potential emergencies.

This policy is designed to not only help prevent these situations but also help ensure that all staff are prepared (emergency management plan), can respond appropriately (minimise effect of emergency) and recover.

Each year the school will use Department of Education and Training guidelines, checklists and templates to update its EMP. The EMP will be uploaded to the DET portal for review and approval.

The EMP will be enacted in the following situations:

- Building Fire
- Bushfire/Grassland
- Major External Emissions/Spill (includes gas leaks)
- Intruder/Personal Threat
- Bomb/Chemical Threat
- Bomb/Substance Threat
- Bus Emergency Whilst On Route
- Severe Weather/Storms and Flooding
- Earthquake
- Influenza Pandemic

FURTHER INFORMATION AND RESOURCES

[Emergency Management Plan 2018-2019](#)

[Critical Incident Management Policy](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle.

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	October, 2018	October, 2022