

# EMERGENCY POLICY

## PURPOSE

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.

Brandon Park Primary School 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.

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

To assist schools and early childhood services the Emergency Management Division has developed:

- Frequently Asked Questions
- Guide to developing your Emergency Management Plan
- Sample plans
- Tutorials

## FURTHER INFORMATION AND RESOURCES

### Related policies

- Emergency and Security Services Support
- Reporting (emergency and incidents)
- Safety, Emergency and Risk Management
- Supervision
- Testing Emergency Procedures
- Worksafe Notification


### Related legislation

- Emergency Management Act 1986
- Emergency Management Act 2013

### Department resources

For more information see:

[Bushfires and Grassfires](#)

 [Responding to Intruder Threat: Guidelines for Early Childhood Services and Schools \(docx - 694.28kb\)](#)  
[Safety Guidelines for Education Outdoors](#)

## REVIEW CYCLE

This policy was last updated in May 2018 and is scheduled for review in 2020.