

Emergency Management

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Kerrimuir Primary School, including education support staff, casual relief teachers and visiting teachers.

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.

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

For more information:

Please see the Emergency Management Plan