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## Emergency Management Planning

### Rationale

- 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](#).

### Purpose

- To ensure the safety of all staff, students and school visitors in the event of an emergency situation.
- To ensure Essendon Keilor College complies with DET policy and guidelines and the legislative requirements of the *Emergency Management Act 1986*.

### Implementation

- The school will complete an Emergency Management Plan using the online EMP for each Campus.
- The EMP will contain the elements of preparedness, prevention, response and recovery.
- The Emergency Management Plan will
  - describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
  - include procedures for lockdown and lockout
  - 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 crisisFor the documents and information on how to access the online EMP, see: [Emergency Management Planning](#)

**Note:** For College Council approved excursion notification requirements see: [Safety, Emergency and Risk Management](#).

- To support effective emergency planning, particularly in the case any bushfire emergencies, the school will:
  - 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.
- The school will test and exercise the emergency procedures twice yearly completing a partial or full test under a variety of emergency scenarios including:
  - notification and reporting procedures
  - roles and responsibilities of nominated personnel
  - building fire response procedures
  - offsite and onsite evacuation
  - lock down/ lockout alternatives
  - communications within the school and to the school community
  - emergency services liaison.
- The school will ensure that staff, students and the school community have a clear understanding of the EMP and procedures and are trained so that they know what is expected in an emergency.

- The school may choose to use the assistance of fire services and the police in training personnel and testing the EMP.
- If a bomb threat is received via a telephone call, the school will follow the Emergency Management Plan.
  - call police on **000**
  - notify the Security Services Unit on 03 **9589 6266**
  - implement the school's Emergency Management Plan
  - do not search for the bomb
  - do not allow a search by students or staff
  - if a bomb or other explosive device is sighted in the school grounds, staff, students and other visitors to the school will be kept calm and promptly cleared from the area in an orderly and calm manner
  - do not impede an explosives inspector from entering school premises
  - do not handle any explosives found at school.

#### Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations.

#### **EMERGENCY BUSHFIRE MANAGEMENT**

The College complies with the following requirements:

- **Schedule for monitoring and removal of materials that may be easily ignited**
  - **Safe storage of flammable materials**
  - **Building exits are continuously kept clear of obstructions**
  - Assembly points are designated and have appropriate access to emergency equipment
  - **Access to facilities and grounds for emergency vehicles**
- Please refer also to the school's *Emergency & Critical Incidents Policy*, the *Emergency & Incident Reporting Policy*, and the *Accident Recording & Reporting Policy*.

#### **Evaluation**

This policy will be reviewed annually or if guidelines change (latest DET update late July 2017).

Reference:

[www.education.vic.gov.au/education/principals/spag/management/pages/mgtplanning.aspx](http://www.education.vic.gov.au/education/principals/spag/management/pages/mgtplanning.aspx)