

Date
July 2019

MELTON WEST PRIMARY SCHOOL EMERGENCY MANAGEMENT POLICY

This is a draft policy

1. PURPOSE

Schools are required to have an Emergency Management Plan under both Department policy and the Minimum Standards for school registration. The Minimum Standards requires a school's Emergency Management Plan to detail the school's response to managing bushfire risk.

2. POLICY STATEMENT

Every Victorian government school is required to develop an Emergency Management Plan (EMP) that is site specific and includes local threats, hazards and corresponding response procedures. The VRQA's *Guidelines to the Minimum Standards and Requirements for School Registration* (effective from 1 July 2019) explain that the EMP must address emergency and critical incidents which include:

- circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff
- incidents requiring school closure, lockdown, or reduction of number of students or staff attending
- death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as a registered training organisation.

3. IMPLEMENTATION

Schools are required to use the Department's [online EMP tool](#) to develop and maintain their EMP. From 1 July the online EMP tool will include a number of additional threats and hazards and corresponding response procedures for critical incidents, including violent, aggressive or threatening behaviour by students, mental stress and missing persons.

The annual date for completion of EMPs has been brought forward to 1 September annually to ensure all plans are completed well before summer. Plans should be reviewed at least annually and immediately if new risks have been identified or an incident or emergency has occurred. .

All staff and students at our school must be familiar with our EMP, and be trained in our emergency procedures.

Emergency arrangements should be regularly tested to ensure that procedures work and everyone is familiar with the response strategies identified in the plan (see School Policy and Advisory Guide: [Testing Emergency Procedures](#)).

Schools may seek advice from local emergency service providers and local government where available to inform the content of their EMP including the location of offsite evacuation points.

Supporting Documents and references

- [..\OH&S\OHS\Melton West PS 2019\Emergency Management Plan.docx](#)
- [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

Date Reviewed: (School Council Endorsement)	Not required
Date of Last Review	September 2019
Next Review Due Date	September 2020
Responsible for Review	Assistant Principal
Frequency of Review	year review cycle
References	Victorian Government Schools Policy Advisory Guide



The logo for Melton West Primary School features a large, stylized blue 'M' and 'W' on the left, with a yellow swoosh above them. To the right, the words 'Melton West Primary School' are written in a light blue, sans-serif font, stacked vertically.

Melton
West
Primary School