



# LANCEFIELD PRIMARY SCHOOL

## EMERGENCY MANAGEMENT

### POLICY

#### PURPOSE

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

#### POLICY

Lancefield Primary School must have a current Emergency Management Plan (EMP) that contains a risk assessment that addresses the hazards and potential threats to the school and which covers the four components of preparedness, prevention, response and recovery.

Lancefield 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.

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 crisis.

Lancefield Primary School may seek advice from local emergency service providers and local councils where available to inform the content of our EMP.

To support effective emergency planning, particularly in the case of any bushfire emergencies, Lancefield Primary 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.

#### REVIEW CYCLE

This policy was last updated on August 2019 and is scheduled for review in August 2020.