

## Emergency Management Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact our office reception staff.

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 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.

Schools are required to use the Department's [online EMP tool](#) to develop and maintain their EMP. The annual date for completion of EMPs is 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.

For queries regarding the completion of your EMP, support is available from the Manager, Operations and Emergency Management or the Emergency Management Support Officer in your region. In addition, queries can be directed to the Security and Emergency Management Division's emergency management inbox at [emergency.management@education.vic.gov.au](mailto:emergency.management@education.vic.gov.au).

Implementation guide

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	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.
Does this policy have to be approved by school council?	No
Recommended consultation	Consultation with your school council is not required for this policy as it is operational. Principals may choose to present it to school council for noting.
Policy basis	<ul style="list-style-type: none"> <li>● Minimum Standards for school registration (and school reviews)</li> <li>● The Department's Policy and Advisory Library: <a href="#">Emergency and Critical Incident Management Planning</a></li> <li>● Occupational Health and Safety</li> <li>● Duty of Care</li> </ul>
Mandatory Review cycle	1 year

- Complete your EMP online, here: <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/default.aspx>
- All staff and students at your school must be familiar with your EMP, and be trained in your 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
- 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.