

Emergency Management Plan

POLICY

Ripponlea Primary School (RPS) has a Department of Education and Training (DET) approved Emergency Management Plan (EMP) for situations that require either the evacuation of school buildings/grounds or lock-down.

PURPOSE

The purpose of the EMP is to protect and maximise the safety and wellbeing of the students, staff, visitors and general school community in times of crisis and emergency.

IMPLEMENTATION

1. The Principal is responsible for the overall safety of students, staff and visitors at RPS in times of emergency.
2. The Principal will ensure that the EMP:
 - contains a risk assessment that addresses hazards and potential threats to RPS and which covers the four components of preparedness, prevention, response and recovery;
 - is completed online and must describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and visitors;
 - will cover all circumstances when RPS is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times;
 - is reviewed annually and/or following an emergency or crisis.
3. The Principal will ensure that staff, students and the school community have a clear understanding of the EMP and its procedures.
4. The Principal will ensure that staff, students and the school community are trained so that they know what they are required to do during an emergency.
5. The Principal (or nominee) will follow the EMP in times of emergency.
6. Emergency arrangements will be tested every term or more frequently if required to ensure that procedures work and everyone learns emergency protocols.
7. A document outlining emergency procedures is readily available in each room in all school buildings and an evacuation map is on display beside the doors.
8. All visitors to RPS must comply with emergency procedures (including emergency drills) when present during the emergency (or practice time).

9. In the instance of an emergency or incident, RPS will follow instructions as outlined by DET. (<https://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx#link86>)

RELATED POLICIES

Emergency Management Planning

<http://www.education.vic.gov.au/school/principals/spag/management/pages/mgtplanning.aspx>

Reviewed by School Council: July 2019
Next review date: July 2020