



# NEWHAM PRIMARY SCHOOL

## Emergency Management Policy

### Purpose of this policy

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

### Policy

Newham Primary School 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.

Newham 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 or crisis.

Newham 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 any bushfire emergencies, Newham 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.

### REVISION HISTORY

School Council approval not required – for noting.

EMERGENCY MANAGEMENT Policy					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	Feb 2019	25 <sup>th</sup> March 2019	Developed through DET guidelines	Stuart Telford	March 2020
2	March 2020	March 2020	Nil	Simone Wood	March 2021
3	March 2021	March 2021	Nil	Simone Wood	March 2022
4	March 2022	March 2022	Nil	Simone Wood	March 2022

\*This policy is written in consultation with DET Guidelines.