



Montmorency 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

Montmorency Primary School has a current, annually reviewed 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.

Montmorency Primary School aims to:

- 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 see: [Testing Emergency Procedures](#).

The emergency management plan:

- is completed by the Principal using the online EMP
- describes actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
- covers 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
- is reviewed annually and/or following an emergency or crisis.

Whenever necessary, Montmorency Primary School will seek advice from local emergency service providers and local councils where available to inform the content of the EMP.

Department resources

For more information see:

[Bushfires and Grassfires](#)

[Responding to Intruder Threat: Guidelines for Early Childhood Services and Schools \(docx - 694.28kb\)](#)

[Safety Guidelines for Education Outdoors](#)

REVIEW CYCLE

This policy was last updated on November 2018 and is scheduled for review in October 2019.