

Emergency Management Policy

Brighton Primary School

1542

Purpose

A major responsibility of schools is to ensure that in the event of an emergency the school has an efficient and effective evacuation plan. At BPS we have our **Emergency Management Plan** booklet. This booklet is updated regularly and distributed by the school's OHS officers.

Guidelines

- The school Emergency Management Plan should ensure that the school is evacuated to a safe area in the event of an emergency and that the appropriate emergency services are contacted.
- The Emergency Management Officer in conjunction with the Principal will be responsible for developing and coordinating emergency management based on directives issued by DET.
- All staff should be aware of their responsibilities and of the responsibilities of others.
- All staff and students should be aware of the emergency management procedures. Copies of the Disaster Plan should be predominantly displayed in all rooms.
- Alternative routes should be considered if other avenues are blocked.
- Practice evacuation drills should be held frequently.

Implementation

- An Emergency Management Officer will be appointed to oversee emergency procedures.
- Safe areas should be established and regularly maintained.
- Copies of the **Emergency Management Plan** will be provided for all school personnel and displayed prominently.
- The Emergency Management Officer should ensure that the Displan is developed and understood through regular staff meetings and discussion.
- Regular drills should be held according to particular hazards. One of these a term should be held without warning.
- All present on the school site on the day of a drill will participate.
- Teachers will instruct students on emergency management procedures on a regular basis.
- During an emergency students will remain in a safe area with a teacher until dismissed by the Emergency Management Officer.
- During an emergency all staff will activate the **Emergency Management Plan** and ensure they follow the procedures and processes outlined in the document.

This policy was last ratified by School Council May 2017

To be reviewed 2020