

ESSEX HEIGHTS PRIMARY SCHOOL **EMERGENCY MANAGEMENT PLANNING POLICY**

Purpose of this policy

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

Policy

Essex Heights Primary School will 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.

Essex Heights Primary School Schools will:

- 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 will:

- be completed by Essex Heights Primary School 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.

Essex Heights Primary School may seek advice from local emergency service providers and local councils where available to inform the content of their EMP.

Evaluation

This policy will be reviewed as part of the school's review cycle. Evaluation of the Plans will follow any critical incident at the school.

George Perini

School Principal

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