



<b>POLICY</b>	<b>EMERGENCY MANAGEMENT</b>
<b>DATE</b>	September 2022
<b>SCHOOL COUNCIL ENDORSEMENT</b>	NA
<b>REVIEW DATE</b>	September 2023

## PURPOSE

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

## POLICY

To inform the school community that Blackburn English Language School (ELS) has 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.

Blackburn ELS

- ensures that staff, students and the school community have a clear understanding of the EMP and its procedures,
- ensures that staff, students and the school community are trained so that they know what they are required to do during an emergency,
- tests emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols

The school's Emergency Management Plan

- is completed 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,
- uses the Student Activity Locator to record student activities and excursions that occur outside the school
- is reviewed at least annually by 1 September and following an emergency or critical incident

## CONTACTS

Incidents assessed as Low or Medium can be reported directly into [eduSafe Plus](#) (staff login required) by the principal (or delegate). The principal (or delegate) is to contact the Incident Support and Operations Centre (ISOC) on [1800 126 126](#) to report 'High' or 'Extreme' severity incidents for support (report for support).

## REVIEW

This policy is reviewed annually and/or following an emergency or crisis.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Approved by	Principal
Next scheduled review date	September 2023