

Learn. Grow. Become.



Emergency Management Policy



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 plan 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.



Contact Details

59 Wilson Street, Brighton, VIC 3186
Telephone +61 3 9592 0177

brighton.ps@education.vic.gov.au
www.education.vic.gov.au

Review Cycle

This policy was last ratified by School Council	October 2025
To be reviewed	October 2026



Brighton Primary School operates within the framework of
the International Baccalaureate Primary Years Programme.