



EMERGENCY MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to ensure the safety of all staff, students and school visitors in the event of an emergency situation.

SCOPE

This policy addresses how Gardenvale Primary School responds to an emergency situation.

This policy applies to staff, students and school visitors.

POLICY

Gardenvale Primary School 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.

Gardenvale Primary School:

- ensures that staff and students 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. An emergency response drill observers' record is available at [Emergency response drill observers' record](#) (login required)
- will communicate with parents and carers in an emergency situation through COMPASS.

Gardenvale Primary School's Emergency Management Plan:

- is completed by using the [online EMP tool](#)
- 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 and camps to ensure staff and student safety and that students are supervised at all times
- is reviewed annually and/or following an emergency or crisis.

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

To support effective emergency planning, particularly in the case of any bushfire emergencies, Gardenvale Primary School will:

- provide local government with a copy of their plan to assist overall coordination and integration with local emergency arrangements
- ensure that staff, students and parents are informed of and understand school arrangements in advance of any bushfire emergency.

FURTHER INFORMATION AND DEPARTMENT RESOURCES

- [Bushfire and Grassfire Preparedness](#)
- [Crime Prevention in Schools](#)



GARDENVALE
PRIMARY

- Excursions
- PROTECT Child Safe Standards
- Reporting and Managing School Incidents (including emergencies)
- Supervision of Students

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2025
Approved by	Principal 5/5/25
Next scheduled review date	April 2026