



ESKDALE PRIMARY SCHOOL Emergency Management

Policy Implementation	Policy Review Date	Responsible for Review
Date: 2016	March 2026	Principal

PURPOSE

To explain to Eskdale Primary School how emergency incidents will be managed effectively and efficiently.

SCOPE

This policy outlines the school planning required to effectively respond to emergencies and incidents. This planning is documented in the school's Emergency Management Plan.

POLICY

SCHOOLS MUST

- Have a current Emergency Management Plan (EMP) that addresses site specific hazards and threats which have the potential to result in emergencies and critical incidents which include:
 - circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff
 - incidents requiring school closure, lockdown, or affecting the school's ability to operate fully
- develop and maintain their plans using the [Online EMP Portal](#)
- inform their school community how they will communicate with parents and carers in an emergency, and of any relocation/closure arrangements (for schools at bushfire risk) contained in their EMP
- test emergency response procedures by conducting drills at regular intervals, at least quarterly per annum
- review the EMP at least annually by 1 September, and/or following an emergency or critical incident.

DEFINITIONS

Emergency

As defined in section 3 of the Emergency Management Act 2013 (Vic.):

'The actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:

- an earthquake, flood, wind-storm or other natural event
- a fire
- an explosion
- a road accident or any other accident
- a plague or an epidemic or contamination
- a security threat
- a hi-jack, siege or riot
- a disruption to an essential service.

These events ordinarily require a coordinated whole of school response.

Incident



An incident is an actual or alleged event or situation that:

- causes harm or creates a risk of causing harm to a student's health, safety or wellbeing either directly or indirectly while under the care or supervision of the school, including international students
- impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment
- causes harm or creates a risk of causing harm to an employee's health, safety or wellbeing either directly or indirectly in the work setting
- affects or risks affecting the continuity of school operations, including matters of security (including cyber security), property damage and emergencies
- requires police notification or involves matters of serious conduct
- is a WorkSafe [notifiable incident](#).

Critical incidents requiring planning include, but are not limited to:

- child abuse
- medical emergency
- mental stress
- data or privacy breach
- missing student/person.
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COMMUNICATION

This policy will be communicated to our school community in the following ways

- Included in staff induction processes
- Available publicly on our school's
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- [Bushfire and Grassfire Preparedness](#)
- [Crime Prevention in Schools](#)
- [Excursions](#)
- [PROTECT Child Safe Standards](#)
- [Reporting and Managing School Incidents \(including emergencies\)](#)
- [Supervision of Students](#)

Related legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Emergency Management Act 1986 \(Vic\)](#)
- [Emergency Management Act 2013 \(Vic\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)



Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2026