

# Yarra Junction Primary School

School Number: 3216



## EMERGENCY MANAGEMENT POLICY

**Principal: Lisa Rankin**

**School Council President: Jess Newell**

<b>Date Reviewed</b>	24/02/2025
<b>Author</b>	Lisa Rankin
<b>Sighted by School Council</b>	Not required by Victorian Department of Education
<b>Sighted by School Council President</b>	<i>Lisa Rankin 24/02/2025</i>
<b>Sighted by Principal</b>	<i>Lisa Rankin 24/02/2025</i>
<b>Responsible for Review</b>	Principal
<b>Next Review Due</b>	24/02/2026

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### **EMERGENCY MANAGEMENT POLICY YARRA JUNCTION PRIMARY SCHOOL**

*Yarra Junction Primary School's vision: to develop each child's social, emotional and academic growth by promoting our students to be creative, curious and critical thinkers within an engaging and connected learning environment.*

*Vision Statement: We care, We inspire, We Achieve*

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## EMERGENCY MANAGEMENT POLICY

### ***Purpose of this policy***

To ensure the safety of the staff, students and school visitors of Yarra Junction Primary School in the event of an emergency situation.

Yarra Junction Primary School has developed an Emergency Management Plan (EMP) that includes a site-specific risk assessment and actions to take before, during and after an emergency at Yarra Junction Primary School to ensure the ongoing safety of students, staff and visitors to the school.

Our schools Emergency Management plan is developed using the Department's [online EMP tool](#), on a bi-annual basis, abiding by the department regulation date for completion by 21 November and updating the plan for each new school year with updated staff. Yarra Junction Primary Schools Emergency Management plan is reviewed and updated with support of our school Consultative committee throughout the year, as informed by reflection from emergency management drills and when new risks have been identified or an incident or emergency has occurred. Each term a drill is scheduled. These include emergency fire evacuations for internal and external fires and lock downs.

### ***Emergency Management Plan:***

- EMP completed online,  
at: <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/default.aspx>
- All staff and students are made familiar with our EMP, and trained in our emergency procedures through scheduled drills each term.
- Yarra Junction Primary School's EMP is made available to local emergency management services, including: Ambulance, Police and Fire Station.

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### **Yarra Junction Primary School's 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
- is reviewed bi-annually and/or following an emergency or crisis
- developed in consultation with relevant emergency services, the Security Services Unit and Consultation with YJPS Consultative Committee.

### **Note:**

- School council approves all YJPS school camp Emergency Management Planning. Refer to YJPS Camps and Excursions Policy and Victorian Education Department requirements at: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursionsafety.aspx>
- Principal approves all YJPS excursions and Risk Management registers.
- All Camps and Excursions are registered with Activity Locator.

### ***Yarra Junction Primary School emergency plan includes the following elements:***

#### **Preparedness**

#### **Include:**

- the range of emergencies covered including bushfires
- a site plan and general description of the school and its environment
- roles and responsibilities of staff and others
- identified evacuation assembly areas that provide shelter, water and toilet facilities in the school's emergency management plan. Include:
  - sites that are well beyond the school grounds
  - internal locations within buildings for cases where external evacuation is not appropriate
- monitoring fire risks and activity on high-risk or total fire ban days
- alternative evacuation assembly areas and exits from buildings and grounds
- emergency services and key personnel contact numbers. **Note:** Yarra Junction Primary School aims to review these contacts quarterly and update CASES21 each term.
- multiple methods of communication during an emergency including:
  - at least two avenues of communication to all staff and students (mobile phones, classroom phones, P.A system, Bell)
  - a school wide communication system that is not based in the general office (Personal Mobile phones)

## Prevention

Include an assessment of risks and hazards facing the school. For example, schools can minimise or remove fire hazards by:

- detailing the location and operation of fire fighting equipment
- the safe storage of flammable materials
- removing combustible fuel, including long grass, surplus equipment and documents
- repairing or replacing defective appliances and equipment
- maintaining furnace and switch rooms and under floor areas free of stored materials.

Consider, develop and document measures to prevent or reduce the impact of emergencies that do occur.

## Response

*Include:*

- procedures for reporting emergency to be followed by staff and students during an emergency (see: [Reporting \(emergencies and incidents\)](#))
- An IRIS report will be made when an emergency or incident impacts the school.
- the effects of an emergency on student supervision if staff must:
  - assist injured students
  - go for help
- arrangements for supervision of students for the duration of the emergency and until the normal dismissal time
- arrangements for the recording of details concerning any student who is released into the care of a parent/guardian during an emergency.
- lockdown/lockout and evacuation procedures including arrangements for a mandated head count of all students and staff following such an event
- readiness levels and 'trigger points' for decision about school closures.

**Note:** To support effective emergency planning, particularly in the case any bushfire emergencies, schools should:

- 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.

## **Lockdown**

A lockdown is the procedure for when staff and students must remain inside due to a threat outside the building. During a lockdown, staff and students will be regularly updated about the current situation, preferably every 15 minutes. (via classroom phone and/or personal mobiles)

YJPS lockdown arrangements:

- staff to follow procedures in Emergency Management Plan this is detailed and job and individual staff specific
- students to remain in classroom (including stadium, Performing Arts, Art, Community Studies room) unless notified to return to grade classrooms.

## **Lockout**

A lockout is the procedure used when an internal and immediate danger is identified and it is determined that students should be excluded from buildings for their safety.

YJPS lockout arrangements are:

- Staff to follow procedures in Emergency Management Plan – these procedures are updated regularly and are job and individual staff specific.

## **Recovery**

Yarra Junction Primary School Consultative Committee will review emergency arrangements after an emergency has occurred to ensure effective systems.

## **Security Services Unit role**

The Security Services Unit (SSU) operates a 24/7 communication centre and utilises an Incident Reporting Information System (IRIS) to enable schools to meet their mandatory reporting responsibilities in an emergency, or during a crisis.

**Telephone:** (03) 9589-6266.

The Security Services Unit monitors and responds to schools intruder detection systems and is responsible for:

- providing security risk management advice
- developing state-wide security management policy

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- providing security management services to schools including alarm installation and maintenance services
- co-ordinate support from specialist agencies such as the Victoria Police Community Consultation and Crime Prevention Office, in relation to security management.
- See: [Security Services](#)

**Further Information:**

<https://www.education.vic.gov.au/school/principals/spag/management/pages/mgtplanning.aspx>

<https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx>

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