



## Emergency Management Planning

Latest DET Update: 6 June 19

NOTE: The information on this page was updated on 6 June 2019, to incorporate changes made about critical incident planning, in the VRQA Guidelines to the Minimum Standards and Requirements for School Registration.

Every Victorian government school is required to develop an Emergency Management Plan (EMP) that is site specific and includes local threats, hazards and corresponding response procedures. The VRQA's Guidelines to the Minimum Standards and Requirements for School Registration (effective from 1 July 2019) explain that the EMP must address emergency 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 reduction of number of students or staff attending
- death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as a registered training organisation.

Schools are required to use the Department's online EMP tool to develop and maintain their EMP. From 1 July the online EMP tool will include a number of additional threats and hazards and corresponding response procedures for critical incidents, including violent, aggressive or threatening behaviour by students, mental stress and missing persons. The annual date for completion of EMPs has been brought forward to 1 September annually to ensure all plans are completed well before summer. Plans should be reviewed at least annually and immediately if new risks have been identified or an incident or emergency has occurred.

The VRQA's guidelines for school registration also state that a school should update the EMP as required throughout the course of the year as activities such as school camps and excursions are approved by the school governing body. For Victorian government schools, "school governing body" means the School Council for camps and excursions that Department policy requires school council approval for (overnight camps, interstate or international travel, excursions requiring sea or air travel, excursions involving weekend or vacations and adventure activities) and the Principal for all other excursions.

For queries regarding the completion of your EMP, support is available from the Manager, Operations and Emergency Management or the Emergency Management Support Officer in your region. In addition, queries can be directed to the Security and Emergency Management Division's emergency management inbox at [emergency.management@edumail.vic.gov.au](mailto:emergency.management@edumail.vic.gov.au).

**Date of approval by College Council | June 2019**

**Review Date | June 2022**