



## St Mary's Mooroopna EMERGENCY MANAGEMENT POLICY

*This Statement has been approved by the CES Limited Board for application in each Sandhurst Catholic School and must be customised for use in each school in accordance with the instructions outlined in this Framework.*

### 1. Purpose

This school is a Sandhurst Catholic School which operates with the consent of the Bishop of Sandhurst and is owned and operated by Catholic Education Sandhurst Limited (CES Limited). This Policy forms part of the Duty of Care Framework which is available at [www.smmooroopna.catholic.edu.au](http://www.smmooroopna.catholic.edu.au).

### 2. Emergency Management Planning

All Sandhurst Catholic Schools must comply with the Victorian Registration and Qualifications Authority's (VRQA) emergency management minimum requirements and CECV. These include having a documented Emergency Management Plan (EMP). Planning for emergencies in schools guidance is available in [CECV Emergency Management Manual](#).

All Sandhurst Catholic Schools must maintain 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
- Provide a copy of the plan to the CEO Office
- 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 once per term and/or following an emergency or critical incident

All EMPs must align with the minimum requirements for emergency planning in accordance with CECV [Emergency Management Plan Template](#). All EMPs developed by outsourced providers to develop EMPs must comply with CECV [Emergency Management Plan Template](#) minimum requirements.

A checklist for confirming compliance with the minimum VRQA and CECV requirements can be established by using the following checklist Provided by CECV, [School Compliance Checklist](#).