



# Emergency Management Policy

DATE: March 2021

REVIEW DATE: March 2022



*proud history ... great future*

**Policy:** Emergency Management Policy

**Date:** March 2021

**Our Goal for the Boulder Primary School Community:**

At Boulder Primary School, a key responsibility of staff and community members is to keep our students safe. The right to feel and be safe is a key right of our students.

**Background**

The Department of Education requires Department of Education site managers (Principal's) and line managers (Deputy Principal's and the Manger Corporate Services) to implement the *Incident Management on Department of Education Sites Policy*. This policy states that all employees must comply with the *Incident Management Manual*. All procedures that are derived from this policy are in line with the *Incident Management Manual*.

**Policy Statement**

Boulder Primary School staff manage incidents to reduce the likelihood of occurrence; minimise the impact on students, staff and site activities; and facilitate the return of the site to normal operations as soon as possible.

**Policy Rules**

All staff must comply with the Evacuation and Lock Down Procedures.

**Responsibility for Implementation and Compliance**

The Principal is responsible for the implementation and management of the policy. Line managers are responsible for compliance monitoring.

**Scope**

This policy applies to all employees.

**Related documents**

[\*Incident Management on Department of Education Sites Policy\*](#)  
[\*Incident Management Manual\*](#)

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