

EMERGENCY PLANNING AND FIRE SAFETY POLICY

Policy Identifier: EPFS201408 Published: January 2016

1. What is this policy about?
	1. This policy supports the implementation of the ACT Government’s policy statement on *Fire Safety and Emergency Planning*.
2. Policy Statement
	1. All Directorate sites must have an Emergency Management Plan that complies with the Directorate’s Emergency Planning and Fire Safety Procedures.
	2. The Emergency Planning Committee will monitor the development, implementation, maintenance and review of emergency management plans for all Directorate sites.
	3. Each site will have an Emergency Control Organisation comprising core emergency personnel that will develop their site emergency management plan and take a leading role in managing emergencies.
	4. A copy of Emergency Management Plans must be accessible to all staff with emergency management responsibilities for that site.
	5. Emergency Evacuation Plans will be accessible to all staff and visitors and provide a clear overview of emergency exits and assembly points for the site.
	6. An annual Emergency Management Risk Assessment will be completed and included as part of the site Emergency Management Plan.
	7. All Directorate sites will test their Emergency Management Plan at least once per semester.
	8. All ACT public schools will conduct a minimum of one emergency evacuation drill per semester.
	9. All Directorate sites will conduct a minimum of one emergency management training session per semester for staff with emergency management responsibilities for that site.
3. Who does this policy apply to?
	1. This policy applies to all sites managed by the Education and Training Directorate.
4. Context
	1. Emergency planning and management ensures predetermined responses to situations that may pose an immediate or imminent threat to the physical health or safety of students, staff and community members and ACT Government assets.
	2. Pre-emptive emergency planning provides the opportunity to develop, test and implement responses that are robust, appropriate and relevant to the severity and/or sensitivity of an incident.
	3. The Directorate has a duty of care to protect the safety of individuals on school premises and minimise the risk of damage to ACT Government assets. The development of emergency management plans for Central Office locations and schools assists the Directorate with meeting these responsibilities.
5. Responsibilities
	1. **The Director-General** has overall responsibility for implementing policy that complies with the ACT Government’s statement on Fire Safety and Emergency Planning**.**
	2. **The Security and Emergency Management Committee:** is responsible for providing advice to the Director-General and for monitoring the development, implementation, maintenance and review of emergency management plans.
	3. **The Emergency Planning Committee:** is responsible for ensuring sites have emergency management plans.
	4. **The Emergency Control Organisation:** is responsible for developing site emergency management plans.
	5. **Principals/Managers:** are responsible for ensuring sound emergency management practices are implemented at all sites.
	6. **All staff:** are responsible for familiarising themselves with emergency evacuation procedures.
	7. **Policy Owner:** The Director, Governance and Assurance is responsible for this policy.
6. Monitoring and review
	1. The Policy Owner monitors the policy. This includes an annual scan of operation and review. A full review of the policy will be conducted within a three year period.
7. Contact
	1. For support contact the Governance and Assurance section on (02) 6205 9102.
8. Complaints
	1. Any concerns about the application of this policy or the policy itself, should be raised:
* With the school principal or manager in the first instance;
* With the Directorate’s Liaison Unit on (02) 6205 5429;
* online at <http://www.det.act.gov.au/contact_us>;
* see also the *Complaints Policy* on the Directorate’s website.
1. References
	1. **Definitions**
* **Directorate:** sites include all school and central office locations
* **Emergency:** refers to an actual or imminent threat which requires a coordinated Directorate response
* **Emergency Management Plan:** refers to a set of documented procedures, diagrams and forms providing information on how to respond to a range of emergencies that complies with Australian Standard 3745-2010: Planning for emergencies in facilities.
	1. **Legislation**
* [*Work Health and Safety Act 2011*](http://www.legislation.act.gov.au/a/2011-35/default.asp)sets out the framework for work safety and a range of obligations designed to ensure work health and safety.
	1. **Implementation Documents**
* ACT Public Service Fire Safety and Emergency Planning Policy
* Critical/Non Critical Incident Management and Reporting Policy
* Electrical Safety Policy
* Emergency Planning and Fire Safety Procedures
* Temporary Closure of Schools Policy