State Government Victoria
Department of Education and Early Childhood Development

Emergency management plan checklist

August 2013

This emergency management plan checklist can be used by schools, children's services and regions for review of emergency management plan/s to determine if all components of the EMP have been completed appropriately.

School/service: <insert school/service name>   **Completed by:** <insert name>

Date: <insert date>

Cover page	Complete	Action
Principal/Director name, school/service address, EMP issue date, EMP review date, BARR status, fire district have been clearly specified.	☐	<insert action for school/service to complete>
Footer has been updated to reflect school/service name and the word 'template' has been deleted.	☐	
Distribution list		
Distribution list has been completed.	☐	
Purpose and scope		
Purpose and scope are clearly defined and correct school/service titles have been added.	☐	
Contact numbers		
Appropriate key local community contact numbers have been added e.g. Fire, Ambulance, Police, local government, nearest hospital.	☐	
Key contact numbers for internal staff have been added.	☐	
Schools have added DEECD central and regional contact numbers to the central and regional emergency contacts table.	☐	
Profile		
Profile has been populated and reflects the school/services buildings, utilities etc.	☐	
Risk assessment		
Potential hazards/threats have been identified.	☐	
Risks have been rated.	☐	
Controls have been specified.		
Incident management team		
Structure - An Incident Controller has been identified, with appropriate persons assigned and contact details provided.	☐	
- Other positions of the IMT have been identified as appropriate, with appropriate persons assigned and contact details provided.	☐	
Responsibilities - Responsibilities are defined for each position of the IMT.	☐	
Area map and evacuation diagram		
Area Map The area map is clear and easy to follow.	☐	
The area map has: - two evacuation assembly areas	☐	
- external evacuation routes	☐	
- surrounding streets, exit points	☐	
- emergency services access points	☐	
- major landmarks	☐	
- specifies distance and estimated to assembly area	☐	

Evacuation diagram		
The evacuation diagram is clear and easy to follow	☐	
The area map has: - a pictorial diagram of the floor or area (at least 200mm X 150mm in size, A3)	☐	
- a title e.g. EVACUATION DIAGRAM	☐	
- the 'YOU ARE HERE' location	☐	
- the designated exits, which shall be in green	☐	
- communication equipment, where installed e.g. Warden Intercom points (WIPs), which shall be in red	☐	
- hose reels, which shall be red	☐	
- hydrants, which shall be red	☐	
- extinguishers, which shall be red	☐	
- designated shelter-in-place location	☐	
- refuges, if present	☐	
- date plan was validated	☐	
- location of primary and secondary assembly areas	☐	
- a legend.	☐	
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the **school/children's service** processes have been completed for:	☐	
- Evacuation	☐	
- Lockdown	☐	
- Lockout	☐	
- Shelter-in-place	☐	
Emergency response procedures		
Emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.	☐	
Emergency drill and training schedule		
Drills Drills have been scheduled once per term (quarterly) for different types of emergencies	☐	
Training schedule IMT training and any other related emergency management training has been scheduled.	☐	
Students, children and staff with special needs list		
Students, children and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency. **Note: if the region is reviewing a school/services EMP this section shouldn't be included for privacy reasons.**	☐	
Appendices		
Bus Coordinating Schools Emergency Contacts completed for **bus coordinating schools**.	☐	
Emergency Management Plan Exercise Record is included in the plan and is used each time a drill is conducted.	☐	
Emergency Kit Checklist has **been developed with school/children's** services requirements.	☐	
Parent contact information has been obtained and is up-to-date. **Note: if the region is reviewing a school/services EMP this section shouldn't be included for privacy reasons.**	☐	
Post-emergency record is part of the plan and used after an emergency has occurred.	☐	