

Emergency Management Plan (EMP)

The excerpt from the BSR is as follows:

BSR Sch 3.7 Emergency management plan

An emergency management plan for bus drivers that undertake work for the bus operator, including relevant procedures to follow in an emergency and contact numbers.

What does this mean – what do you need to do?

You need to have in place a plan for how emergencies involving your bus will be managed by your staff involved. It should be sufficiently detailed to cover the sorts of emergencies that could be anticipated to occur.

This document should be easily accessible by all staff and all staff should be trained in enacting the emergency management plan should the need arise. Refresher training from time to time is strongly encouraged.

A copy of this plan should be kept in the bus within easy reach of the driver. The copy kept on the bus could be a simplified version if that is appropriate. Here is an example of some of what ST Vic Auditors look for in an EMP.

Emergency Management Plan and Procedures for XYZ School Pty Ltd

Instructions for Drivers

1. Emergency Contacts

In the case of any emergency, you should immediately contact the appropriate emergency service.

Police – Ambulance – Fire Services Dial 000

The Responsible Person should also be contacted and advised of the incident/ accident details.

2. Have the following information available when contacting emergency services:

- *Nature of the emergency*
- *Number and nature of injuries (if applicable)*
- *Your location (the more exact the quicker the response)*
- *Hazards which may exist for rescue personnel attending*
- *Bus Owner's contact details*
- *The telephone number you are calling from*
- *Your assessment of the situation*

Local Contact Numbers:

Local Police	000 or 131 444 or 03 XXXX-XXXX
Local Ambulance	000
Local Fire Brigade	000 or 5152 3000
Responsible Person – Jane Smith -	03 XXXX-XXXX or XXXX XXX XXX
School Principal – Julie Smith -	03 XXXX-XXXX or XXXX XXX XXX

3. Additional Considerations:

- Your first priority is towards the safety of your passengers and other road users – all other actions take second place to this priority.
- Assess the situation and should an evacuation of the vehicle be required use the most appropriate method/exit, remain calm, speak slowly and clearly, direct passengers to the safest off-vehicle location.
- Keep passengers informed of the progress of any action to be taken, e.g. ETA of fire/ambulance, ETA of replacement vehicle, etc.
- Where possible, remain with the passengers and only leave them to seek assistance as a last resort.
- If trained and appropriate, render first aid treatment and delegate tasks, e.g. head counts, protect the scene, etc. to responsible passengers.
- If there is danger – do not re-board the vehicle to obtain property.