



# EMERGENCY MANAGEMENT PLAN (EMP)

## HOLY ROSARY SCHOOL

18 POHLMAN STREET, HEATHCOTE, VICTORIA 3550

### BUSHFIRE STATUS

Fire district: Northern Country

This site IS listed on the bushfire at-risk register

This site IS a designated neighbourhood safer place

### DOCUMENT VERSION

Review By:			
Nature of Changes:			
Version & Date:	Version 1.0, May 2014	Next Review Due:	
Approved by:		Position:	



## 0.0 DOCUMENT CONTROL

### 0.1 DISTRIBUTION LIST

A copy of this plan has been distributed to:

NAME	TITLE / ORGANISATION	EMAIL
Rob Papworth	Catholic Education Office – Sandhurst)	rpapworth@ceosand.catholic.edu.au
School Board	Holy Rosary Heathcote School Board	schoolboard@hrheathcote.catholic.edu.au
Paul Dullard (2016)	Principal	pdullard@hrheathcote.catholic.edu.au

## Contents

<b>0.0</b>	<b>DOCUMENT CONTROL.....</b>	<b>3</b>
0.1	DISTRIBUTION LIST .....	3
<b>1.0</b>	<b>PURPOSE .....</b>	<b>7</b>
<b>2.0</b>	<b>SCOPE.....</b>	<b>7</b>
<b>3.0</b>	<b>EMERGENCY PLANNING COMMITTEE (EPC).....</b>	<b>7</b>
3.1	EMERGENCY PLANNING COMMITTEE RESPONSIBILITIES .....	7
3.2	EMERGENCY PLANNING COMMITTEE MEMBERSHIP .....	8
3.3	EMERGENCY PLANNING COMMITTEE MEETINGS .....	8
<b>4.0</b>	<b>IN CASE OF EMERGENCY.....</b>	<b>9</b>
<b>5.0</b>	<b>EMERGENCY NUMBERS AND KEY CONTACTS .....</b>	<b>10</b>
<b>6.0</b>	<b>EMERGENCY CONTACT INFORMATION .....</b>	<b>11</b>
6.1	STAFF CONTACT INFORMATION .....	11
6.2	STUDENT AND PARENT / FAMILY CONTACT INFORMATION .....	11
<b>7.0</b>	<b>SCHOOL DETAILS.....</b>	<b>12</b>
7.1	SCHOOL PROFILE .....	12
7.2	BUILDING SECURITY AND FIRE PROTECTION SYSTEMS .....	13
7.3	UTILITIES AND BUILDING SERVICES .....	13
7.4	DANGEROUS GOODS .....	13
<b>8.0</b>	<b>RISK ASSESSMENT.....</b>	<b>14</b>
8.1	RISK MATRIX .....	16
8.2	CONSEQUENCE DEFINITIONS.....	16
8.3	LIKELIHOOD DEFINITIONS.....	16
<b>9.0</b>	<b>EMERGENCY CONTROL ORGANISATION / INCIDENT MANAGEMENT TEAM.....</b>	<b>17</b>
9.1	EMERGENCY CONTROL ORGANISATION .....	18
<b>10.0</b>	<b>EMERGENCY RESPONSIBILITIES.....</b>	<b>19</b>
10.1	CHIEF WARDEN .....	19
10.2	COMMUNICATIONS OFFICER.....	19
10.3	WARDENS.....	20
10.4	FIRST AIDERS .....	20
10.5	STAFF MEMBERS .....	21
<b>11.0</b>	<b>MAPS AND DIAGRAMS.....</b>	<b>22</b>
11.1	AREA MAP .....	22
11.2	EVACUATION DIAGRAMS .....	22
<b>12.0</b>	<b>ON/OFF SITE EVACUATION PROCEDURE / LOCKOUT PROCEDURE.....</b>	<b>25</b>
<b>13.0</b>	<b>LOCKDOWN / SHELTER IN PLACE PROCEDURE.....</b>	<b>26</b>
<b>14.0</b>	<b>EMERGENCY PROCEDURES .....</b>	<b>27</b>
14.1	FIRE / SMOKE .....	27
14.2	FLOODING .....	28

14.3	ADVERSE WEATHER.....	28
14.4	BOMB THREAT / BOMB THREAT EVACUATION.....	29
14.5	HAZARDOUS MATERIAL / GAS LEAK.....	31
14.6	EARTHQUAKE.....	31
14.7	MEDICAL EMERGENCY.....	31
14.8	THREATENING BEHAVIOUR / CIVIL DISORDER.....	32
14.9	ARMED INTRUSION.....	33
14.10	PEOPLE WITH A DISABILITY / INJURY.....	33
15.0	BUSHFIRE / GRASS FIRE.....	34
15.1	APPLICATION.....	34
15.2	BUSHFIRE PREPAREDNESS CHECKLIST.....	35
15.3	EARLY COMMUNICATION.....	35
15.4	TRIGGERS FOR CLOSURE.....	36
15.5	SCHOOL REOPENING.....	36
15.6	DURING HEIGHTENED FIRE DANGER.....	36
15.7	SCHOOL BUSES.....	37
15.8	FAMILY FIRE SAFETY PLAN.....	37
15.9	LOCALISED BUSHFIRE EVENT.....	38
15.10	ACTIVATION AND ESCALATION POINTS FOR ACTION.....	39
15.11	MORE INFORMATION.....	40
16.0	EMERGENCY MANAGEMENT: SYSTEM MAINTENANCE.....	41
16.1	DRILL SCHEDULE AND LOG.....	41
16.2	EMERGENCY DRILL / EXERCISE OBSERVER RECORD.....	42
16.3	DEBRIEF CHECKLIST.....	43
16.4	EMERGENCY KIT CHECKLIST.....	44
17.0	CHILDREN AND STAFF WITH SPECIAL NEEDS LIST.....	45
17.1	STAFF WITH SPECIAL NEEDS.....	45
17.2	CHILDREN WITH SPECIAL NEEDS.....	45
18.0	INFLUENZA PANDEMIC ACTIONS.....	46
18.1	PLANNING: BEFORE A PANDEMIC.....	46
18.2	RESPONSE: DURING A PANDEMIC.....	47
18.3	RECOVERY: AFTER A PANDEMIC.....	48



## **1.0 PURPOSE**

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how Holy Rosary School will prepare and respond to emergency situations.

The EMP is designed to meet the requirements set out in the Emergency Management Plan Template developed by the Catholic Education Commission of Victoria LTD (CECV) for Victorian Schools. It also complies with AS3745 – 2010: Planning for Emergencies in Facilities.

The EMP sets out a structure and actions for dealing with emergency incidents during normal hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

## **2.0 SCOPE**

This EMP applies to all educators, children, visitors, contractors and volunteers at Holy Rosary School.

## **3.0 EMERGENCY PLANNING COMMITTEE (EPC)**

### **3.1 EMERGENCY PLANNING COMMITTEE RESPONSIBILITIES**

Australian Standard AS3745 – 2010 gives the site Emergency Planning Committee (EPC) responsibility for establishing and maintaining the Emergency Management Plan (EMP) and appointing adequate numbers of trained personnel (Wardens) throughout the facility with the authority to override normal management during an emergency.

Australian Standard AS3745 – 2010 also requires the EPC to:

- Nominate the validity period for the Emergency Management Plan and the evacuation diagrams. NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the School or an accreditation regime.
- Establish an Emergency Control Organisation (ECO) with the authority to implement the emergency procedure documentation within this plan.
- Establish arrangements to ensure the continuing operation of the ECO.
- Arrange for all members of the ECO to meet at intervals not greater than six-monthly for training purposes (specific to their individual role).
- Ensure that the register of ECO members is current and readily available.
- Arrange for fire-extinguisher training bi-annually where the use of fire-extinguishers is documented within the procedures.
- Arrange for the training of all non-ECO occupants annually.
- Obtain legal advice on the level of indemnity afforded to EPC members and the ECO.
- Arrange for regular emergency control exercises to be conducted (every part of the facility must undergo an exercise annually, the first exercise after establishing response procedures should be an evacuation).
- Review Emergency Procedures annually (see 3.3 EPC Meetings).
- Undertake emergency prevention including the implementation of emergency safety policies, maintenance of all equipment and measures required in an emergency, correct storage practices and good housekeeping measures.

### 3.2 EMERGENCY PLANNING COMMITTEE MEMBERSHIP

The EPC shall consist of two members at a minimum who shall be representative of the Schools stakeholders of which one member shall be management. External contractors, consultants or others engaged by the School to provide specialist advice should not be members of the EPC but may attend EPC meetings.

Holy Rosary School EPC consists of the following representatives.

EPC MEMBERS		
NAME	TITLE	EMAIL
Paul Dullard	Principal	<a href="mailto:pdullard@hrheathcote.catholic.edu.au">pdullard@hrheathcote.catholic.edu.au</a>
Lauren Mitchell	Deputy Principal	<a href="mailto:lmitchell@hrheathcote.catholic.edu.au">lmitchell@hrheathcote.catholic.edu.au</a>
Liz Tobin	Leadership	<a href="mailto:etobin@hrheathcote.catholic.edu.au">etobin@hrheathcote.catholic.edu.au</a>
Kate Hamilton	Admin Officer	<a href="mailto:khamilton@hrheathcote.catholic.edu.au">khamilton@hrheathcote.catholic.edu.au</a>
EXTERNAL CONTRACTORS ENGAGED FOR SPECILIST ADVICE		
NAME	TITLE / ORGANISATION	EMAIL
Lauren Quigley	Emergency Management Consultant / Dynamiq	<a href="mailto:eco@dynamiq.com.au">eco@dynamiq.com.au</a>

### 3.3 EMERGENCY PLANNING COMMITTEE MEETINGS

The EPC shall meet at least annually to review Emergency Management Plan in line with Australian Standard AS1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, suitability of the Evacuation Assembly Areas and identification of any introduced hazards.

The EPC may also decide to meet and review following any exercises, actual emergency situations or upon receipt of feedback from the ECO regarding the plan.

A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements. NOTE: This may include minutes of meetings, communication, financial position, reports and specialist advice.



## 4.0 IN CASE OF EMERGENCY

<b>INCIDENT OCCURS</b>	<b>CALL</b>	<b>000</b>
	<b>CONTACT</b>	As soon as appropriate, contact Catholic Education Office Emergency Management Officer (EMO): Refer to Emergency Management on CEVN ( <a href="http://cevn.cecv.catholic.edu.au">cevn.cecv.catholic.edu.au</a> ) for current phone numbers
<b>ADVISE</b>	<b>WHO</b>	<ul style="list-style-type: none"> <li>The number and name/s of persons involved</li> <li>Name of the person reporting the emergency</li> </ul>
	<b>WHAT</b>	<ul style="list-style-type: none"> <li>The nature of the emergency</li> </ul>
	<b>WHEN</b>	<ul style="list-style-type: none"> <li>The time you became aware of the emergency</li> </ul>
	<b>WHERE</b>	<ul style="list-style-type: none"> <li>The location of the emergency and contact phone numbers if the emergency is away from the school</li> </ul>
<b>REPORT</b>	<ul style="list-style-type: none"> <li>Following resolution of the emergency, complete a copy of the Emergency Management Accident/Incident Report (available on CEVN on the Emergency Management page, <a href="http://cevn.cecv.catholic.edu.au/emergency.htm">http://cevn.cecv.catholic.edu.au/emergency.htm</a>) and forward it to your Catholic Education Office EMO.</li> </ul>	
	<p>The school must report the following incidents to WorkSafe (Ph: 132 360 or <a href="http://cevn.cecv.catholic.edu.au/StaffingIR.aspx?id=806">http://cevn.cecv.catholic.edu.au/StaffingIR.aspx?id=806</a>), and to the relevant Catholic Education Office:</p> <ul style="list-style-type: none"> <li>Fatalities.</li> <li>Hospitalisation: Injuries requiring immediate treatment as an inpatient in a hospital.</li> <li>Medical treatment for fractures, broken bones, serious lacerations, serious head and eye injuries, amputations, degloving, scalping, electric shock, loss of bodily functions, etc.</li> <li>Chemical exposure: if a person requires medical treatment within 48 hours of exposure to a chemical.</li> <li>Incidents or near misses where a person in the immediate vicinity is exposed to an immediate risk from the collapse of a building or an excavation, explosion, fire, the spillage of dangerous goods or the fall from a height of any plant or equipment, etc.</li> </ul> <p>Minor incidents do NOT need to be reported to WorkSafe. If in doubt, phone WorkSafe immediately on 132 360 to clarify whether the incident should be reported.</p>	
<b>Government SMS Service</b>	<p>A circular went out earlier 2013 regarding Bushfire preparedness and the Government SMS service – it can be accessed on the CEVN website at <a href="http://cevn.cecv.catholic.edu.au/workarea/linkit.aspx?linkidentifier=id&amp;itemid=20585&amp;libid20592">http://cevn.cecv.catholic.edu.au/workarea/linkit.aspx?linkidentifier=id&amp;itemid=20585&amp;libid20592</a>.</p>	

Note: whenever students are to be taken off-site for an excursion or camp, an appropriate Emergency Management Plan suitable for that activity needs to be part of the Planning Documentation and its Risk Assessments (see pp. 63–64 of the CECV Catholic Schools Emergency Management Manual).

## 5.0 EMERGENCY NUMBERS AND KEY CONTACTS

NAME	CONTACT INFORMATION
Emergency Services (Police, Ambulance, Fire Services)	<b>000</b> (for life threatening or time critical emergencies only)
Police	03 9247 6666 Centre Switchboard (7am to 7pm) <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a> Non-life threatening incident requiring police response (ring Local Police Station)
Local Police Station	Heathcote – (03) 5433 3711 Bendigo – (03) 5448 1300
State Emergency Service (SES) Flood, wind, storm damage	132 500
Catholic Education Office	Kevin Lawlor – 0409 336 890
CEO Emergency Management Officer	Kevin Lawlor – 0409 336 890
CEO Student Support Services	Kevin Lawlor – 0409 336 890
CEO Media Coordinator	Jenni Kennedy – 0400 056 125
CECV Industrial Relations / OHS Officer	Kevin Lawlor – 0409 336 890
Poisons Information Centre	131 126 (24 hour line) <a href="http://www.austin.org.au/poisons">www.austin.org.au/poisons</a>
Department of Health [including hospitals]	Check local listing or go to: <a href="http://www.health.vic.gov.au/hospitals/pubwebs">www.health.vic.gov.au/hospitals/pubwebs</a>
Bendigo Base Hospital	(03) 5441 0222
Local Government	City of Greater Bendigo – (03) 5433 3211
ABC Radio	AM 774 Broadcasts bushfire & emergency warnings
Victorian Bushfire Information Line	1800 240 667
Bureau of Meteorology	03 9669 4965 <a href="http://www.bom.gov.au">www.bom.gov.au</a>
Metropolitan Fire Brigade	<a href="http://www.mfb.vic.gov.au">www.mfb.vic.gov.au</a>
Country Fire Authority	<a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a>
Fire Equipment Maintenance	Sandhurst Fire Protection- (03) 5439 7339 or 0418 590 243
Department of Sustainability & Environment	<a href="http://www.dse.vic.gov.au">www.dse.vic.gov.au</a>
Department of Human Services - Child Protection	<a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a> 131 278 (24 hour number state-wide)
Environment Protection Agency (EPA)	<a href="http://www.epa.vic.gov.au">www.epa.vic.gov.au</a> 1300 372 842

## INTRODUCTION

NAME	CONTACT INFORMATION
WorkSafe Victoria	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a> 132 360
Department of Environment and Primary Industries	www.depi.vic.gov.au 136 186
Department of Human Services – Child Protection (Regional Office)	1800 675 598
Department of Human Services (Regional Office)	(03) 5434 5555
Gas Utility (Gas)	N/A
Powercor (Electricity)	132 412
Coliban (Water)	1300 363 200

### 6.0 EMERGENCY CONTACT INFORMATION

#### 6.1 STAFF CONTACT INFORMATION

Staff contact information can be accessed in the Main Office. This information is not replicated here in order to better manage its currency and accuracy.

#### 6.2 STUDENT AND PARENT / FAMILY CONTACT INFORMATION

Student and parent / family information can be accessed in the Main Office. This information is not replicated here in order to better manage its currency and accuracy.

## 7.0 SCHOOL DETAILS

### 7.1 SCHOOL PROFILE

PROFILE		
<b>School Name</b>	Holy Rosary School	
<b>Address</b>	18 Pohlman Street, Heathcote, Victoria 3550	
<b>Hours of Operation</b>	8:45AM – 3:15PM	
<b>Principal</b>	Paul Dullard	
<b>Telephone</b>	(03) 5433 2057	
<b>Fax</b>	(03) 5433 2601	
<b>Website</b>	<a href="http://www3.hrheathcote.catholic.edu.au/">http://www3.hrheathcote.catholic.edu.au/</a>	
<b>After Hours Emergency Contact</b>	<b>Name:</b>	Paul Dullard
	<b>Telephone:</b>	0438593069
<b>Number of Students</b>	102	
<b>Number of Staff</b>	12	
<b>Students / Staff with Disabilities</b>	0	
<b>Total Fire Ban District</b>	Northern Country	
<b>On 'Bushfire At-Risk' register</b>	IS	
<b>Site Description</b>	Holy Rosary primary in a coeducational primary school located in Heathcote encompassing the levels from prep to year six. The school currently consists of two one level buildings constructed from brick and one set of portables.	
<b>Communication Systems</b>	Public Address System, megaphone	
<b>Emergency Equipment Available</b>	Fire Extinguishers & Fire Blankets	
<b>Recovery Room Locations</b>	O'Dee Building or Sickbay located in Admin area	

## 7.2 BUILDING SECURITY AND FIRE PROTECTION SYSTEMS

TYPE	CONTROL POINT	SHUTOFF INSTRUCTIONS
<b>Fire</b>		
<b>Intrusion</b>	Inside left front door of the office and inside front door of the O'Dee Building	Instructions are on the wall next to the alarm system
<b>Sprinkler System</b>		

## 7.3 UTILITIES AND BUILDING SERVICES

TYPE	CONTROL / ACCESS POINT	NOTES / SHUTOFF INSTRUCTIONS
<b>Gas / Propane</b>		
<b>Water</b>	Ebden Street fence line between the car park and O'Dee building	
<b>Electricity</b>	O'Dee Building	
<b>Roof Access</b>		

## 7.4 DANGEROUS GOODS

MATERIAL	LOCATION	QUANTITY
<b>Petrol</b>	Maintenance Shed	
<b>Cleaning Products</b>	Disabled toilet storage in the main building	

## 8.0 RISK ASSESSMENT

Risk Assessment completed by: Noel Dillon Date: 11/02/2014

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Bushfire / Grassfire	Building Damage Ovals and playground fire	Fire Drill Emergency Management Plan	Major	Possible	High	Lockdown or Evacuation Depending on location Refer to Bushfire procedure
Fire	Building Damage Grass fire	Fire Drill Emergency Management Plan	Major	Possible	High	Evacuate Refer to Fire Procedure
Flooding	Classrooms flooded	Emergency Management Plan	Major	Rare	Medium	Evacuate Refer to Adverse weather procedure
Adverse Weather	Too hot/cold for children outside	Inside play areas available	Minor	Almost certain	High	Lockdown Refer to sever weather procedure
Bomb Threat	Damage to buildings and surrounding area	Emergency Management Plan	Major	Rare	Medium	Evacuate Refer to bomb threat procedure
Hazardous Material / Gas Leak	Damage to buildings and surrounding area Danger of exposure to children	Emergency Management Plan	Major	Possible	High	Lockdown or Evacuate depending on location Refer to hazardous material spill procedure
Earthquake	Damage to buildings and surrounding area	Emergency Management Plan	Severe	Rare	Medium	Lockdown or Evacuate Refer to earthquake procedure

## RISK ASSESSMENT

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Medical Emergency			Moderate	Possible	Medium	Lockdown Refer to medical emergency procedure
Threatening Behaviour / Civil Disorder	Threat to staff, students or parents/carers	Emergency Management Plan	Moderate	Possible	Medium	Lockdown Refer to armed intrusion procedure
Armed Intrusion	Threat to staff, students or parents/carers	Emergency Management Plan	major	Possible	High	Lockdown Refer to armed intrusion procedure

## 8.1 RISK MATRIX

RISK RATING		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	ALMOST CERTAIN	Medium	High	Extreme	Extreme	Extreme
	LIKELY	Medium	Medium	High	Extreme	Extreme
	POSSIBLE	Low	Medium	Medium	High	Extreme
	UNLIKELY	Low	Low	Medium	Medium	High
	RARE	Low	Low	Low	Medium	Medium

## 8.2 CONSEQUENCE DEFINITIONS

DESCRIPTOR	DEFINITION
Insignificant	No Injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

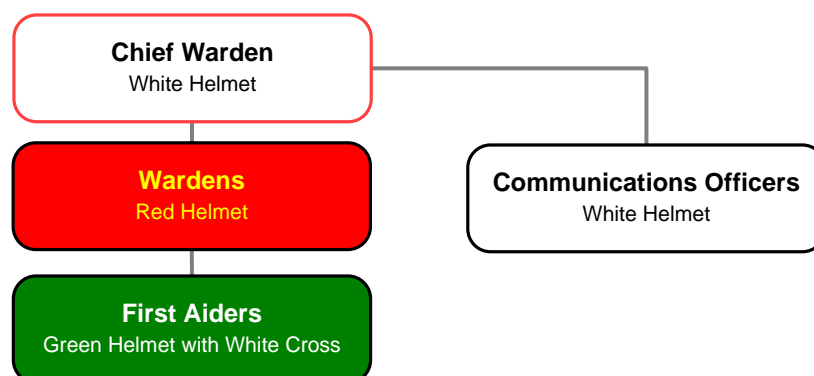
## 8.3 LIKELIHOOD DEFINITIONS

DESCRIPTOR	DEFINITION
Rare	The event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once in 10 years
Possible	The event should occur at some time, say once in 3 years
Likely	The event will probably occur in most circumstances, say once a year
Almost Certain	The event is expected to occur in most circumstances



## 9.0 EMERGENCY CONTROL ORGANISATION / INCIDENT MANAGEMENT TEAM

Holy Rosary School utilises the following Emergency Control Organisation (ECO) structure to respond to emergencies on or affecting their grounds. This structure takes into account the size and layout of the school as well as the number of students enrolled.



In order to meet the requirements set out by DEECD as well as those contained in AS 3745 – 2010, the Chief Warden and Wardens also fulfil roles on an Incident Management Team (IMT) in addition to those shown in the ECO structure above. This does not require the role holders to carry out any extra response actions, but is solely to demonstrate compliance with the response structures set out in AS 3745 as well as in the Australasian Inter-service Incident Management System (AIIMS), of which the IMT forms a part. The equivalent roles are laid out in the table below.

ECO ROLE	IMT / AIIMS EQUIVALENT
<b>Chief Warden</b>	Incident Controller Operations Officer Planning Officer
<b>Communications Officer</b>	Communications Officer
<b>Warden</b>	Logistics Officer
<b>First Aider</b>	Same

## 9.1 EMERGENCY CONTROL ORGANISATION

The table below contains contact information for designated primary and alternate role holders on the Holy Rosary School Emergency Control Organisation. Roles in brackets are the equivalent IMT roles.

ROLE	NAME	MOBILE	AFTER HOURS
<b>Chief Warden</b> (Incident Controller, Operations Officer, Planning Officer)	Primary: Paul Dullard	0438593069	
	Alternate: Liz Tobin	0408158861	
<b>Communications Officer</b> (Communications Officer)	Primary: Kate Hamilton	0473568525	
	Alternate: : Tania Malavisi	0408 376 402	(03) 5433 3747
<b>Warden</b> (Logistics Officer)	<p>All School staff are trained as Wardens. Upon notification of an emergency staff in the act of teaching (any staff member with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency situation.</p> <p>All other staff (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment.</p>		
<b>First Aider</b> (same)	<p>Qualified First Aid Personnel may be called upon by the Chief Warden to attend to casualties.</p>		

## **10.0 EMERGENCY RESPONSIBILITIES**

### **10.1 CHIEF WARDEN**

The Chief Warden's duties include:

- Being ready to take control over the response to an emergency situation until the arrival and handover to the emergency services (normal management ceases).
- Ascertaining the nature of a reported incident and whether to declare an emergency.
- Being prepared to take on the role and responsibilities of Chief Warden & lead the ECO.
- Executing the emergency plans and evacuation procedure.
- Monitoring the response and record progress on the 'Evacuation Checklist'.
- Ensuring the appropriate emergency services are notified, met on arrival and briefed.
- Taking responsibility for the welfare of the site occupants throughout an emergency.
- Wearing the correct Chief Warden identification and return items ready for re-use.
- Ensuring all members of the ECO are clearly identifiable.
- Delegating tasks, giving clear instructions to Wardens and the Communications Officer.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Emergency Services.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Giving the ECO the all clear when the building is safe for re-occupation.
- Conducting post-incident debriefs using the Debrief Checklist and notifying the EPC of issues identified.

**NOTE//** Under the structure adopted by Holy Rosary School, the Chief Warden would be responsible for the Incident Controller, Operations Officer and Planning Officer IMT roles under the AIIMS model.

### **10.2 COMMUNICATIONS OFFICER**

The Communications Officer's duties include:

- Being prepared to take on the role and responsibilities of Communications Officer within the ECO.
- Being proficient in the operation of methods of communication used at the school.
- Managing all communications on behalf of the Chief Warden including the notification of emergency services.
- Being ready to take control of a designated Evacuation Assembly Area.
- Maintaining records on behalf of the Chief Warden.
- Knowing the evacuation procedure and the emergency plans.
- Wearing correct Communications Officer identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden.

- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

**NOTE//** Under the structure adopted by Holy Rosary School, the Communications Officer would be responsible for the same role in the IMT under the AIIMS model.

### 10.3 WARDENS

During an emergency, all staff who have received warden training and who are not in the act of teaching must present themselves to the Chief Warden at the Emergency Control Point and make themselves available to act as a warden. When acting as a Warden, their duties include:

- Being prepared to take on the role and responsibilities of a Warden within the ECO.
- Knowing the evacuation procedure and the emergency plans.
- Wearing the correct Warden identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to take control of a designated area (eg. conducting searches or making secure).
- Providing assistance and safeguard anyone in danger.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

**NOTE//** Under the structure adopted by Holy Rosary School, Wardens would be responsible for the Logistics Officer role in the IMT under the AIIMS model.

### 10.4 FIRST AIDERS

The First Aiders' duties include:

- Being prepared to take on the role and responsibilities of a First Aider within the ECO.
- Knowing the evacuation procedure and the emergency plans.
- Wearing correct identification and return items ready for re-use.
- Maintaining competency by participating in First Aider Training.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to offer First Aid assistance when required.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

## 10.5 STAFF MEMBERS

Staff duties include:

- Knowing the evacuation procedure and participate in exercises.
- Being familiar with the site layout, including exits, the location of the Evacuation Assembly Area and any hazardous areas.
- Understanding the methods of communication used at the school.
- Assisting anyone in immediate danger if safe to do so.
- Raising the alarm upon discovering any emergency.
- Taking responsibility for the welfare of students in their care.
- Being aware of any special requirements of students.
- Following any directions of and provide any relevant information to the ECO.
- Accounting for students in their care.
- Referring all media comment to an authorised nominated person.

## 11.0 MAPS AND DIAGRAMS

### 11.1 AREA MAP



### 11.2 EVACUATION DIAGRAMS

Evacuation diagrams for Holy Rosary School have been developed in line with the requirements set out in the DEECD Emergency Management Guide, as well as those contained in AS3745 – 2010. Diagrams are placed within the school in line with the requirements of Section 3.5 of AS3745 – 2010.

A representative sample of the diagrams are provided below for illustrative purposes.



# EVACUATION DIAGRAM

## EMERGENCY PROCEDURES

ASSIST ANY PERSON IN DANGER  
IF SAFE TO DO SO



TURN OFF HAZARDOUS EQUIPMENT  
MAKE A FINAL CHECK OF THE ROOM  
AND SHUT THE DOOR



RAISE THE ALARM  
NOTIFY NEARBY OCCUPANTS  
AND THE OFFICE



(03) 5433 2057  
AFTER HOURS:  
000



MOVE TO AND REMAIN AT THE  
EVACUATION ASSEMBLY AREA  
ACCOUNT FOR YOUR CURRENT CLASS  
GROUP AND REPORT ANY PROBLEMS  
TO THE COMMUNICATIONS OFFICER



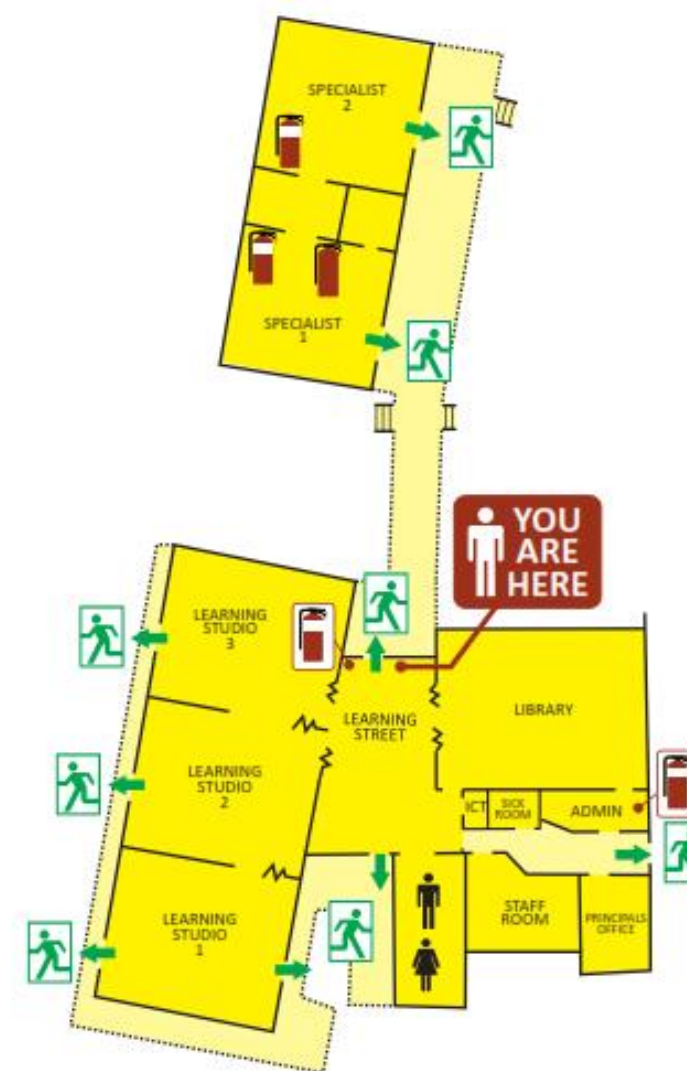
## EVACUATION ASSEMBLY AREA LOCATION



## LEGEND

- Emergency Exit
- Dry Chemical Extinguisher
- Water Extinguisher

**HOLY ROSARY PRIMARY SCHOOL**  
18 Pohlman Street, Heathcote, Victoria, 3523



# EVACUATION DIAGRAM

## EMERGENCY PROCEDURES

ASSIST ANY PERSON IN DANGER  
IF SAFE TO DO SO



TURN OFF HAZARDOUS EQUIPMENT  
MAKE A FINAL CHECK OF THE ROOM  
AND SHUT THE DOOR



RAISE THE ALARM  
NOTIFY NEARBY OCCUPANTS  
AND THE OFFICE



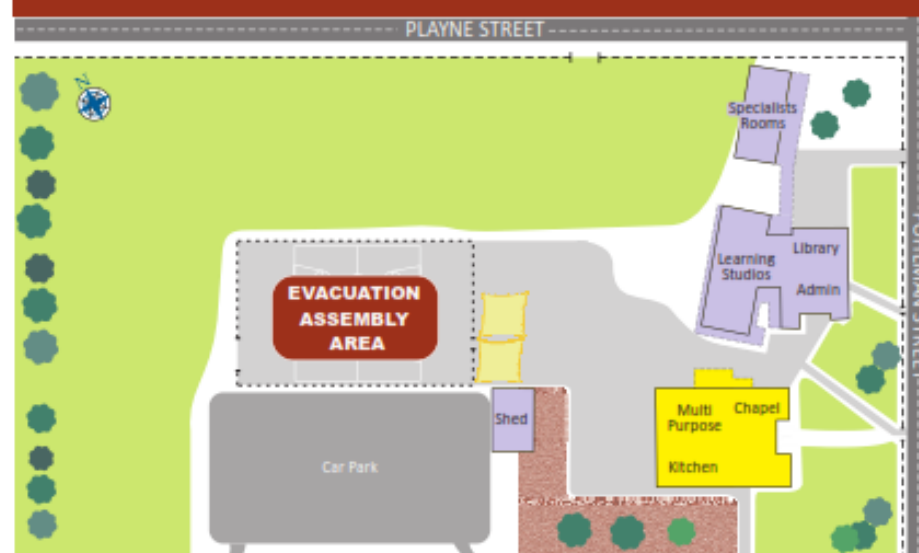
(03) 5433 2057  
AFTER HOURS:  
000



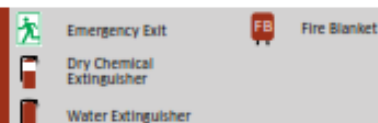
MOVE TO AND REMAIN AT THE  
EVACUATION ASSEMBLY AREA  
ACCOUNT FOR YOUR CURRENT CLASS  
GROUP AND REPORT ANY PROBLEMS  
TO THE COMMUNICATIONS OFFICER



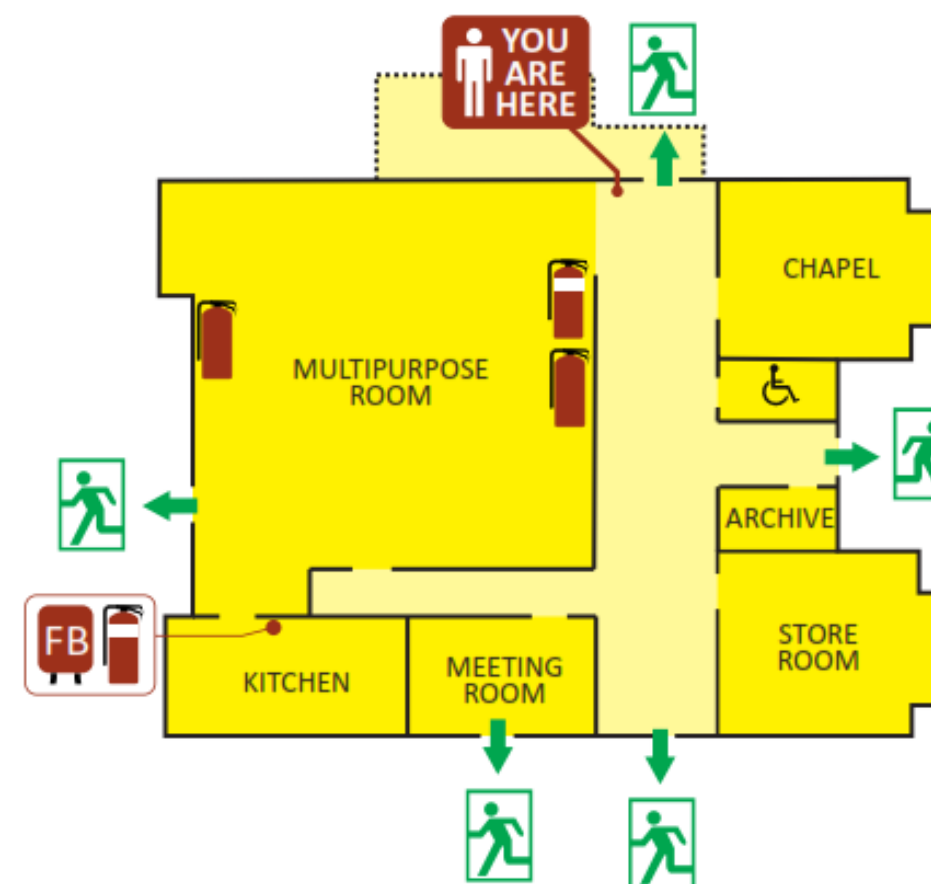
## EVACUATION ASSEMBLY AREA LOCATION



## LEGEND



**HOLY ROSARY PRIMARY SCHOOL**  
18 Pohlman Street, Heathcote, Victoria, 3523





### 13.0 ON/OFF SITE EVACUATION PROCEDURE / LOCKOUT PROCEDURE

The below evacuation procedure applies to evacuation on or off site, as well as to lockout. All three of these situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off site as appropriate).

#### EVACUATION / LOCKOUT PROCEDURE

##### **'Staff in the act of Teaching' Evacuation Procedure:**

- Turn off any equipment that may become a hazard.
- Direct students to the nearest safe exit.
- Make final check of room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area.

##### **WARDENS (staff not in the act of teaching) Evacuation Procedure:**

- Report to the Chief Warden for deployment and Don Red Helmet.
- Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.
- Anyone refusing to evacuate must be reported to the Chief Warden.
- Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a 'Room Checked' post-it note.
- Once the evacuation and search is complete, report to the Chief Warden using a runner and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Chief Warden.

##### **COMMUNICATIONS OFFICER Evacuation Procedure:**

- Report to the Chief Warden for instructions and Don White Helmet.
- **Communications Officer - Emergency Control Point (ECP):**
- Manage all communications on behalf of the Chief Warden.
- Use the 'Evacuation Checklist' to log search results.
- **Communications Officer - Evacuation Assembly Area (EAA):**
- Move to the nominated Evacuation Assembly Area.
- Use 'Evacuation Checklist' to log head count and report status to the Chief Warden.
- Manage all communications at the Evacuation Assembly Area.

##### **CHIEF WARDEN Evacuation Procedure:**

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
- Activate the Emergency Control Organisation by directing the Communications Officer to make the 'Evacuate Announcement' over the Emergency Warning System/ P.A. system and activating the Evacuate tone.
- Direct the Comms Officer at the ECP to contact the appropriate Emergency Services.
- Issue White Helmet and clipboard and deploy Comms Officer to the Evacuation Assembly Area.
- Issue Red Helmets 'Warden Duty' cards and relevant PEEP's and deploy Wardens using the following 3 stages:
  - Stage 1: Occupants of buildings in immediate Danger
  - Stage 2: Occupants of nearby buildings
  - Stage 3: If required complete Site Evacuation
- Use the 'Evacuation Checklist' to log Warden reports.
- Restrict building access and vehicular movement by placing Wardens at entrances.
- Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- Consider notifying neighbouring facilities about the emergency.
- Brief the Emergency Services, handover the situation and assist as required.
- Notify CEO Ballarat Emergency Management Officer (EMO).
- Regularly contact the Evacuation Assembly Areas to give and receive information updates.
- When the Emergency Services declare the building safe, give the "All Clear" and control building re-entry and
- Hold a debriefing session for all Wardens.

## 14.0 LOCKDOWN / SHELTER IN PLACE PROCEDURE

The below Lockdown Procedure / Shelter-in-Place Procedures are very similar, with the main difference between the procedures being that students, staff and visitors are moved to a pre-determined location during a Shelter-In-Place.

### LOCKDOWN / SHELTER-IN-PLACE PROCEDURE

#### STAFF MEMBER Lockdown / Shelter-In-Place Procedure:

- If outside class time:
  - Yard Duty Teachers direct students to their Home Class Rooms, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
  - Grade Teachers attend Home Class Room area nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students.
  - All other staff report to Chief Warden for deployment.
  - Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
- If during class time:
  - For a lockdown, remain with the class.
  - For a shelter-in-place, move students to the pre-determined Shelter-In-Place Area.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together. Prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet & calm throughout the incident.
- Wait for further instruction from a Warden or Chief Warden.

#### WARDEN Lockdown / Shelter-In-Place Procedure:

- Report to the Chief Warden for deployment.
- Don Red Helmet.
- Direct Students and Teachers to their Home Class Room, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. Assist in moving people with a disability to safety.
- Check designated areas are clear and secure.
- Once the Lockdown / Shelter-In-Place is complete, report to the Chief Warden and give details of areas secure or anyone requiring assistance.
- Follow any further directions from the Chief Warden.

#### COMMUNICATIONS OFFICER Lockdown / Shelter-In-Place Procedure:

- Report to the Chief Warden for instructions.
- Don White Helmet.
- Manage all communications on behalf of the Chief Warden.

#### CHIEF WARDEN Lockdown / Shelter-In-Place Procedure:

- Notify Staff and Wardens via the PA system or verbally of a lockdown or Shelter-In-Place and ring school bell.
- Direct the Communications Officer to contact the appropriate Emergency Services.
- Issue Red Helmets and 'Warden Duty' cards and if safe to do so, deploy Wardens to confirm everyone is accounted for.
- Use the 'Evacuation Checklist' to log Warden reports.
- Once the Lockdown or Shelter-In-Place is complete, stop the usual school bell from sounding.
- Place Wardens at locked building entrances. Only allow students and staff to re-enter.
- If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the ECP.
- If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify CEO Ballarat Emergency Management Officer (EMO) .
- If possible, make regular contact with Teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for all Wardens.

## 15.0 EMERGENCY PROCEDURES

The Emergency Procedures define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

Emergency procedures are published in a red response folder and kept at the Emergency Control Point for ready reference during a response. These red folders contain guidance for all members of the ECO, including:

- Warden duty cards / area breakdowns
- Emergency procedure response guidance
- Personal emergency evacuation plans (PEEPs)

Warden identification is also available at the Emergency Control Point, in line with the requirements of AS3745:2010, Section 5.8.

Holy Rosary School emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for, or located on the installed emergency equipment (eg. fire fighting equipment and communication systems).

Personal Emergency Evacuation Plans (PEEPs) are located at the emergency control point, as is a copy of the emergency procedures. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.

### 15.1 FIRE / SMOKE

#### **FIRE / SMOKE**

##### **ANYONE** upon discovering fire / smoke:

- Assist anyone in immediate danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- RAISE THE ALARM: Notify Administration (03) 5433 2057 and give details of the location and extent of the fire.
- Alert anyone in the immediate area about the fire.
- Commence evacuation via the closest safe exit.

##### **WARDENS** upon notification of fire / smoke:

- Report to the Chief Warden for deployment. While performing your duties:
  - Assist anyone in immediate danger if safe to do so.
  - Close doors to prevent fire/smoke spread.
  - Request anyone in the immediate area to evacuate or to assist as necessary.
  - Commence fire fighting duties if trained and safe to do so.
- If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation (see **EVACUATION PROCEDURE**).

##### **CHIEF WARDEN** upon notification of fire / smoke:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Determine the location and extent of the fire/smoke, by sending a Warden to investigate and report back using a runner.
- If fire is evident, direct the Communications Officer to call the **Fire Brigade** and commence evacuation (see **EVACUATION PROCEDURE**).

## 15.2 FLOODING

### FLOODING

#### **ANYONE** discovering a flood:

- Assist anyone in immediate danger, if safe to do so.
- **RAISE THE ALARM:** Notify Administration (03) 5433 2057 and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.

#### **CHIEF WARDEN** upon being notified of a flood:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area.
- If required, direct the Communications Officer to call the **Fire Brigade**.
- Determine the nature of the flood (water main/roof damage/sewerage/ etc) and shut off the source and/or contact the relevant maintenance provider (see EMERGENCY CONTACTS).
- If the flood is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the flood is internal, commence evacuation (see **EVACUATION PROCEDURE**).

## 15.3 ADVERSE WEATHER

### ADVERSE WEATHER

#### **EVERYONE** during Adverse Weather:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside seek shelter.
- Await instructions from the Chief Warden.

#### **CHIEF WARDEN** during and after adverse weather:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- Once the threat has passed, direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

## 15.4 BOMB THREAT / BOMB THREAT EVACUATION

### BOMB THREAT

#### **ANYONE** receiving a bomb threat via telephone:

- Take the threat seriously. Do not hang up the phone to assist call trace.
- Use the “Bomb Threat Checklist” to obtain as much information as possible.
- RAISE THE ALARM with a discreet response. Notify Administration (03) 5433 2057 and give details of the threat.

#### **CHIEF WARDEN** receiving a bomb threat via telephone:

- Contact the Police.
- Ensure the recipient completes a “Bomb Threat Checklist”.
- Assess the information on the “Bomb Threat Checklist” to determine if the threat is specific or non-specific and actions required. (see below)
- Discreetly activate the Emergency Control Organisation and decide whether to conduct a search and if partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below).
  - Direct Wardens to look for items not normally found in the area, items which an owner cannot be found and anything that is considered suspicious for any reason and report back search results.
  - **If no suspicious item is identified**, determine actions to take on subsequent threats.
  - **If a suspicious item is located**, commence evacuation (see **BOMB THREAT EVACUATION** below).
  - Contact the Police to confirm that a suspicious item has been found.
- DO NOT TOUCH ANY SUSPICIOUS ITEM.

### BOMB THREAT EVACUATION

#### **WARDENS** when conducting a Bomb Threat Evacuation:

- Advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings.
- Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open.
- Report to the Chief Warden. Give details of areas clear, people missing or requiring evacuation assistance and any suspicious items.

#### **CHIEF WARDEN** when conducting a Bomb Threat Evacuation:

- Consider selecting an Evacuation Assembly Area not publicly known.
- Determine the safest route to the Evacuation Assembly Area. Ensure paths of travel avoid the vicinity of any suspicious item or area specified in the threat.
- Ensure the Evacuation Assembly Area is a safe distance away from possible flying debris.
- Issue evacuation instructions to Wardens, leaving windows and doors open if time permits.
- Meet the Police upon arrival and give details of the situation.
- Notify CEO Ballarat Emergency Management Officer (EMO) .
- When the Emergency Services declare the building safe, give the “All Clear”, control building re-entry and hold a debriefing session for all Wardens.

## BOMB THREAT CHECKLIST

**DO NOT HANG UP AT THE END OF THE CALL.**

**IMMEDIATELY REPORT THE CALL TO A WARDEN OR THE CHIEF WARDEN.**

<b>Call taken by:</b>	<b>Date:</b> /    /
<b>Location &amp; phone number:</b>	

<b>Exact wording of the threat:</b> ..... ..... ..... ..... ..... .....	<table style="width: 100%;"> <tr> <th style="text-align: left; padding: 5px;">Caller's Manner:</th> <th style="text-align: left; padding: 5px;">Caller's Voice:</th> </tr> <tr> <td><input type="checkbox"/> calm</td> <td><input type="checkbox"/> slurred</td> </tr> <tr> <td><input type="checkbox"/> angry</td> <td><input type="checkbox"/> nasal</td> </tr> <tr> <td><input type="checkbox"/> excited</td> <td><input type="checkbox"/> stutter</td> </tr> <tr> <td><input type="checkbox"/> slow</td> <td><input type="checkbox"/> lisp</td> </tr> <tr> <td><input type="checkbox"/> rapid</td> <td><input type="checkbox"/> raspy</td> </tr> <tr> <td><input type="checkbox"/> soft</td> <td><input type="checkbox"/> deep</td> </tr> <tr> <td><input type="checkbox"/> loud</td> <td><input type="checkbox"/> ragged</td> </tr> <tr> <td><input type="checkbox"/> familiar</td> <td><input type="checkbox"/> clearing throat</td> </tr> <tr> <td><input type="checkbox"/> laughter</td> <td><input type="checkbox"/> deep breathing</td> </tr> <tr> <td><input type="checkbox"/> crying</td> <td><input type="checkbox"/> cracking voice</td> </tr> <tr> <td><input type="checkbox"/> normal</td> <td><input type="checkbox"/> disguised</td> </tr> <tr> <td><input type="checkbox"/> distinct</td> <td><input type="checkbox"/> accent</td> </tr> <tr> <td><input type="checkbox"/> child</td> <td></td> </tr> <tr> <td><input type="checkbox"/> adult</td> <td></td> </tr> </table>	Caller's Manner:	Caller's Voice:	<input type="checkbox"/> calm	<input type="checkbox"/> slurred	<input type="checkbox"/> angry	<input type="checkbox"/> nasal	<input type="checkbox"/> excited	<input type="checkbox"/> stutter	<input type="checkbox"/> slow	<input type="checkbox"/> lisp	<input type="checkbox"/> rapid	<input type="checkbox"/> raspy	<input type="checkbox"/> soft	<input type="checkbox"/> deep	<input type="checkbox"/> loud	<input type="checkbox"/> ragged	<input type="checkbox"/> familiar	<input type="checkbox"/> clearing throat	<input type="checkbox"/> laughter	<input type="checkbox"/> deep breathing	<input type="checkbox"/> crying	<input type="checkbox"/> cracking voice	<input type="checkbox"/> normal	<input type="checkbox"/> disguised	<input type="checkbox"/> distinct	<input type="checkbox"/> accent	<input type="checkbox"/> child		<input type="checkbox"/> adult	
Caller's Manner:	Caller's Voice:																														
<input type="checkbox"/> calm	<input type="checkbox"/> slurred																														
<input type="checkbox"/> angry	<input type="checkbox"/> nasal																														
<input type="checkbox"/> excited	<input type="checkbox"/> stutter																														
<input type="checkbox"/> slow	<input type="checkbox"/> lisp																														
<input type="checkbox"/> rapid	<input type="checkbox"/> raspy																														
<input type="checkbox"/> soft	<input type="checkbox"/> deep																														
<input type="checkbox"/> loud	<input type="checkbox"/> ragged																														
<input type="checkbox"/> familiar	<input type="checkbox"/> clearing throat																														
<input type="checkbox"/> laughter	<input type="checkbox"/> deep breathing																														
<input type="checkbox"/> crying	<input type="checkbox"/> cracking voice																														
<input type="checkbox"/> normal	<input type="checkbox"/> disguised																														
<input type="checkbox"/> distinct	<input type="checkbox"/> accent																														
<input type="checkbox"/> child																															
<input type="checkbox"/> adult																															

<b>Questions to ask (bomb specific):</b> When will it explode? ..... Where is it right now? ..... What does it look like? ..... What kind of Bomb is it? ..... What will set it off? ..... Did you place the bomb? ..... <b>Other questions to ask:</b> Why did you place the bomb? ..... Where are you? ..... What is your name? ..... What is your address? ..... What number can I contact you on? .....	<div style="transform: rotate(-45deg); transform-origin: center; opacity: 0.3; font-size: 2em; font-weight: bold; pointer-events: none;">         REMAIN ON THE LINE! DO NOT HANG UP!       </div>
---	--

<b>Caller's description:</b> Sex: M / F ..... Accent type: ..... Age: ..... Other: .....	<b>If the voice is familiar, it sounded like:</b> ..... <b>Call:</b> Time: .....AM/PM Duration: .....secs/min
--	--

<b>Background sounds:</b> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> clear</td> <td><input type="checkbox"/> local</td> <td><input type="checkbox"/> phone booth</td> <td><input type="checkbox"/> office</td> </tr> <tr> <td><input type="checkbox"/> voices</td> <td><input type="checkbox"/> music</td> <td><input type="checkbox"/> motor</td> <td><input type="checkbox"/> street noise</td> </tr> <tr> <td><input type="checkbox"/> static</td> <td><input type="checkbox"/> crockery</td> <td><input type="checkbox"/> factory</td> <td><input type="checkbox"/> public address noise</td> </tr> <tr> <td><input type="checkbox"/> animal noise</td> <td><input type="checkbox"/> long distance</td> <td><input type="checkbox"/> house noise</td> <td></td> </tr> </table>	<input type="checkbox"/> clear	<input type="checkbox"/> local	<input type="checkbox"/> phone booth	<input type="checkbox"/> office	<input type="checkbox"/> voices	<input type="checkbox"/> music	<input type="checkbox"/> motor	<input type="checkbox"/> street noise	<input type="checkbox"/> static	<input type="checkbox"/> crockery	<input type="checkbox"/> factory	<input type="checkbox"/> public address noise	<input type="checkbox"/> animal noise	<input type="checkbox"/> long distance	<input type="checkbox"/> house noise		<b>Threat delivery:</b> <input type="checkbox"/> irrational <input type="checkbox"/> well spoken <input type="checkbox"/> taped <input type="checkbox"/> foul <input type="checkbox"/> message read out
<input type="checkbox"/> clear	<input type="checkbox"/> local	<input type="checkbox"/> phone booth	<input type="checkbox"/> office														
<input type="checkbox"/> voices	<input type="checkbox"/> music	<input type="checkbox"/> motor	<input type="checkbox"/> street noise														
<input type="checkbox"/> static	<input type="checkbox"/> crockery	<input type="checkbox"/> factory	<input type="checkbox"/> public address noise														
<input type="checkbox"/> animal noise	<input type="checkbox"/> long distance	<input type="checkbox"/> house noise															

**ALL THREATS MUST BE TAKEN SERIOUSLY**

## 15.5 HAZARDOUS MATERIAL / GAS LEAK

### HAZARDOUS MATERIAL/GAS LEAK

#### **ANYONE** upon discovering a Hazardous Material Spill or Gas Leak:

- Assist anyone in immediate danger, if safe to do so.
- **RAISE THE ALARM:** Notify Administration (03) 5433 2057 and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
- Commence evacuation via the closest safe exit.

#### **WARDENS** upon being notified of a Hazardous Material Spill or Gas Leak:

- Report to the Chief Warden for deployment. While performing your duties:
  - Assist anyone in immediate danger.
  - Isolate the affected area.
  - Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
  - **DO NOT** attempt to clean up or confine the spill or leak unless you have been appropriately trained.
  - Isolate anyone contaminated until the arrival of the Emergency Services.
- Complete the evacuation (see **EVACUATION PROCEDURE**).

#### **CHIEF WARDEN** upon being notified of a Hazardous Material Spill or Gas Leak:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Wardens to take control of the situation.
- Assess the type and quantity of hazardous materials involved and obtain the 'Material Safety Data Sheet' to determine the appropriate response.
- If required, direct the Communications Officer to call the **Fire Brigade**.
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- Send a Warden to investigate the source (in case of gas leak), and shut off supply if safe to do so.
- Direct Wardens to isolate anyone contaminated until the arrival of the Emergency Services.
- If the spill or gas leak is external, commence lockdown, close all doors and windows and turn off ventilation systems (see **LOCKDOWN PROCEDURE**).
- If the spill or gas leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**).

## 15.6 EARTHQUAKE

### EARTHQUAKE

#### **EVERYONE** during an earthquake:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms.
- If outside, move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from the Chief Warden.

#### **CHIEF WARDEN** after an earthquake:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

## 15.7 MEDICAL EMERGENCY

## MEDICAL EMERGENCY

### **ANYONE** discovering a Medical Emergency:

- RAISE THE ALARM: Notify Administration (03) 5433 2057 and give the location and details of the emergency.
- Contact a nearby trained First Aider, if available.

### **CHIEF WARDEN** upon notification of a Medical Emergency:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation and call First Aider(s) to attend to the casualty(s).
- Direct Wardens to take control of the situation.
- If requested by the First Aider, direct the Communications Officer to call an Ambulance.
- Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty.
- For serious incidents and/or if person is hospitalised, notify the Principal to arrange for next of kin to be notified.

## 15.8 THREATENING BEHAVIOUR / CIVIL DISORDER

## THREATENING BEHAVIOUR / CIVIL DISORDER

### **ANYONE** becoming aware of threatening behaviour or civil disorder:

- If possible RAISE THE ALARM: Notify Administration (03) 5433 2057 and give the location and details of the emergency.
- Act calm. Do not interrupt an agitated person; allow them to have their say.
- Do not tell people to calm down.
- Do not take sides in a dispute.

### **CHIEF WARDEN** in the event of threatening behaviour or civil disorder:

- Notify the Police if assistance is required.
- Direct staff and students not to confront intruders/protestors and keep away.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- Direct a Warden to meet the Police on arrival.



## 15.9 ARMED INTRUSION

### ARMED INTRUSION

#### **ANYONE** caught up in an armed intrusion:

- Act calm and obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be compliant and answer all questions asked by intruders.
- Hand over valuables when requested. These are replaceable, life is not.
- Do not give chase when intruders depart.
- If possible RAISE THE ALARM: Notify Administration (03) 5433 2057 and give the location and details of the emergency.

#### **CHIEF WARDEN** in the event of an armed intrusion:

- Call the Police.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure.
- Isolate the crime scene and ensure no one disturbs the area.
- Prevent discussion between witnesses.
- Direct a Warden to meet the Police on arrival.

## 15.10 PEOPLE WITH A DISABILITY / INJURY

### PEOPLE WITH DISABILITY/INJURY

#### **WARDENS** in the event of an evacuation:

- Assist in moving anyone with a disability/injury out of the danger area via the closest safe exit to the nominated Evacuation Assembly Area.
- If any person cannot be moved to the nominated Evacuation Assembly Area:
  - Attempt to move them to a place of safety.
  - Notify the Chief Warden at the Emergency Control Point, of the location and status of the person.
  - Direct someone to stay with the person until rescued, if safe to do so.
- Wardens should only carry people down flights of stairs as a last resort.

#### **CHIEF WARDEN** in the event of an evacuation:

- Log details of any person that is unable to be evacuated.
- Inform the Emergency Services of the location of anyone that requires rescue.

**NOTE:** It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.

The completed PEEP's should be kept in the Chief Warden's response folder for distribution/deployment of assistance during an emergency response.

## 16.0 BUSHFIRE / GRASS FIRE

### 16.1 APPLICATION

Bushfire preparedness is not just a concern of rural and regional schools. Metropolitan schools may be at risk from site specific factors (e.g. located in a leafy area) or because their students may attend activities or camps in bushfire prone areas.

During the summer months, the Chief Warden, Principal or Senior Leadership Team should check the CFA website regularly for fire danger ratings.

On days of Very High, Severe and Extreme fire danger days, the Senior Leadership Team should meet to pre-plan actions for the remainder of the day. Once notified of a Code Red day, the team must meet to confirm actions and ensure that all staff and students are advised. The CECV will be advising schools to close on Code Red days (the CECV website will report potential and actual closure notifications). The operation of school buses will also cease on Code Red days.

The table below outlines recommended actions for property holders in fire prone areas given each classification of fire risk.

**FIRE DANGER RATING TABLE (VICTORIA)**

Triggers	What does it mean?	Actions
<b>CODE RED</b>	<p>These are the worst conditions for a bush or grass fire.</p> <p>Homes are not designed or constructed to withstand fires in these conditions.</p> <p>The safest place to be is away from high risk bushfire areas.</p>	<p>Leaving high risk bushfire areas the night before or early in the day is your safest option – do not wait and see.</p> <p>Avoid forested areas, thick bush and long, dry grass.</p> <p>Know your trigger.</p> <p>Make a decision about:</p> <ul style="list-style-type: none"> <li>–when you will leave</li> <li>–where you will go</li> <li>–how you will get there</li> <li>–when you will return</li> <li>–what you will do if you cannot leave</li> </ul>
<b>EXTREME</b>	<p>Expect extremely hot, dry and windy conditions.</p> <p>If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and will come from many directions.</p> <p>Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Consider staying with your property only if you are prepared to the highest level. This means your home needs to be situated and constructed or modified to withstand a bushfire, you are well prepared and you can actively defend your home if a fire starts.</p> <p>If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option.</p> <p>Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a> or call the Victorian Bushfire Information Line on <b>1800 240 667</b>.</p>
<b>SEVERE</b>	<p>Expect hot, dry and possibly windy conditions.</p> <p>If a fire starts and takes hold, it may be uncontrollable.</p> <p>Well prepared homes that are actively defended can provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Well prepared homes that are actively defended can provide safety – check your bushfire survival plan.</p> <p>If you are not prepared, leaving bushfire prone areas early in the day is your safest option.</p> <p>Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a> or call the Victorian Bushfire Information Line on <b>1800 240 667</b>.</p>
<b>VERY HIGH</b>	<p>If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.</p>	<p>Check your bushfire survival plan.</p>
<b>HIGH</b>		<p>Monitor conditions.</p>
<b>LOW- MODERATE</b>	<p>Be aware of how fires can start and minimise the risk.</p> <p>Controlled burning off may occur in these conditions if it is safe – check to see if permits apply.</p>	<p>Action may be needed.</p> <p>Leave if necessary.</p>

*Courtesy Country Fire Authority*

## 16.2 BUSHFIRE PREPAREDNESS CHECKLIST

### BUSHFIRE PREPAREDNESS CHECKLIST

- Check CECV website for potential and actual closure notifications ☐
- Check relevant Emergency Services website for current information ☐
- Determine who is responsible for monitoring fire risk information and how ☐
- Complete CECV Bushfire & Emergency Management Self Assessment Tool (SAT); refer to <http://cevn.cecv.catholic.edu.au> and review any issues resulting from the assessment ☐
- Review Emergency Management Plan prior to the official start of the bushfire season ☐
- Ensure a back-up of the payroll master file is part of the school's normal back-up procedures. Regularly test that the back-ups can be used to recover all vital information ☐
- Ensure communication procedures are in place to contact parents and guardians in the event of closure or evacuation. This includes communications to parents and guardians warning of impending school closures 72, 48 and 24 hours prior to a Code Red day ☐
- Allocate roles and responsibilities of Principals, staff, parents and guardians in executing emergency evacuation procedures ☐
- Ensure that the planning procedures for offsite activities (such as camps and excursions) include consideration of the risk of bushfire in the offsite activity location ☐
- Maintain a schedule for monitoring and removal of materials that may be easily ignited around buildings and schools ☐
- Ensure flammable materials are stored safely ☐
- Ensure building exits are kept clear of obstructions at all times ☐
- Designate assembly points that allow appropriate access to emergency equipment ☐
- Ensure that emergency vehicles have access to schools and grounds ☐

## 16.3 EARLY COMMUNICATION

In the event of a bushfire the prime consideration is the safety of students, teachers, staff, parents and guardians.

During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted. Schools must make sure that all parents, guardians and other school community members are aware of these procedures. Ask parents, guardians and staff to familiarise themselves with these procedures and to discuss them with students.

## 16.4 TRIGGERS FOR CLOSURE

Planned or Pre-emptive closure:

- On declaration of a Code Red fire danger day Emergency Services advise that fire safety plans should be enacted. In this circumstance, the CECV will advise Principals that at-risk schools in the designated areas are to enact their Emergency Management Plans and closure notification processes.
- This includes activating the communication tree and advising local ABC radio to inform all parents and guardians, students, staff and others providing services to the school of the proposed closure. Others to be contacted may include bus operators, suppliers, support agencies, etc.
- Immediate closure: Emergency Services may occupy and control a school site and instruct the Principal to close the school immediately in response to an imminent fire threat.
- Continuing closure: Emergency Services and/or the CECV may recommend a school remain closed due to:
  - Threat of continuing fires.
  - Unsafe access.
  - Potential smoke, water contamination or building safety concerns.

## 16.5 SCHOOL REOPENING

Following a bushfire incident schools that have been closed should reopen in close consultation with their Catholic Education Office.

Parents and guardians, students and teachers will be advised when schools will be opened via the school, the media and the CECV website [www.cecv.catholic.edu.au](http://www.cecv.catholic.edu.au).

## 16.6 DURING HEIGHTENED FIRE DANGER

Parents and guardians should arrange to collect their children from:

- Bus Stops – if students are passengers.
- School – if students cycle or walk to school.

Students should be housed in their home rooms and moved to the main building if necessary to ensure they are accessible and safe.

All teachers must maintain an accurate record of students to enable the school to account for missing or extra students.

If parents and guardians need to collect their children prior to the end of the school day, they must ensure the student is signed out and that the student's teacher is informed.

Coordinating teachers will communicate with staff and bus transport authorities to facilitate students coming to designated locations to join their parents and guardians.

Students must only be released to an authorised person. Staff must cross-check with the student emergency card which records the name of the person(s) authorised to pick up a student.

**16.7 SCHOOL BUSES**

If a fire occurs during school time in a zone serviced by the school ALL students on possible affected bus routes will be held at that school until the all-clear is given.

NOTE: On Code Red days, school buses would most likely not be operating.

- Bus drivers must make themselves aware of possible hazards on their routes and determine areas of temporary refuge (this information must also be held by the Principal coordinating bus arrangements).
- Buses with students on board must not leave the school without the approval of the Principal.
- Bus drivers must carry some form of communication device to contact Emergency Services or the school.
- Bus drivers must notify Emergency Services (typically police) and the school immediately via two way radios or mobile phone if a bus is delayed en route.
- Bus drivers must not allow students to alight from buses if fires are burning in the area unless parents and guardians are waiting for them. If no-one is waiting, buses will take students to the nearest safe area. (Safe areas to be agreed to by police and Principal coordinating bus arrangements).
- Bus drivers must have a card prominently displayed at all times showing telephone numbers of the school, Police and local CFA.
- If the road is blocked, the bus should return to the school, unless otherwise directed by Emergency Services personnel.

**16.8 FAMILY FIRE SAFETY PLAN**

It is important that all families (particularly those in bushfire prone or high risk areas) have a family fire safety plan that aligns with their school Emergency Management Plan.

The family fire safety plan should include information about alternative care arrangements for students in the event that school and children's services are closed with some warning.

The family fire safety plan should be practiced so families are familiar with the procedures to be followed in a bushfire.

## 16.9 LOCALISED BUSHFIRE EVENT

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school and it is unsafe to evacuate, everyone should remain in the building after the following precautions are taken:

- Ensure Safe Refuge is ready for use.
- Assess initial information and confirm fire threat level (refer to Fire Danger Rating Table).
- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Phone 000 for Fire Brigade (dial an additional 0 for an outside line, if required) or dial 112 if calling from a mobile and follow advice. Inform 000 / fire brigade operator which building/s the staff and students will be housed in. Keep in contact as fire approaches buildings so the operator can direct services as they may become available.
- Contact the CECV Emergency Management Officer to report the incident.
- The primary responsibility of staff is the safety of students.
- Move everybody inside, to the pre-determined Shelter-In-Place location (preferably bricked and tiled); away from the part of the building that will be initially exposed to the fire.
- Check attendance against class rolls at assembly area.
- Turn off power and gas.
- Listen to the local radio or TV on battery-powered sets for bushfire/weather warnings and advice.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing) and fill gutters, all sinks, washbasins and drums with water.
- Stay inside in the identified area (preferably bricked and tiled) with available water and away from windows.
- Once the fire has clearly passed evacuate the building, assess and remain in a safe area.
- Staff should extinguish fires that may have started in or near the buildings once they have determined it is safe to do so. Designate trained, properly equipped teams (with firefighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so. This should be done in teams of not less than two staff and they should have some form of communication with the staff member managing the Shelter-In-Place procedure (normally the Chief Warden). Staff should be suitably attired in natural fibre clothes (long sleeved top, long pants) and sturdy shoes.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Contact the Catholic Education Office for further advice and support, as appropriate, including media support.
- Implement procedures to resume school activities, including arranging counselling support for anyone affected by the fire.

**16.10 ACTIVATION AND ESCALATION POINTS FOR ACTION**

<b>POTENTIAL OF FIRE IN THE SHIRE ON A VERY HIGH DANGER DAY OR ABOVE</b>	<p>On 'Very High' fire danger days, the team will meet to ensure preparedness and agree on actions should an incident arise.</p> <ul style="list-style-type: none"> <li>- Draft messages for staff, students, parents and guardians should be prepared.</li> <li>- All resources checked.</li> <li>- Vigilance encouraged.</li> </ul> <p>This is the minimum level of preparedness for the Fire Danger Period.</p>
<b>CONFIRMED FIRE IN THE SHIRE ON A VERY HIGH DANGER DAY OR ABOVE</b>	<ul style="list-style-type: none"> <li>- Call the team together.</li> <li>- Confirm potential threat.</li> <li>- Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line.</li> <li>- Confirm location of fire and weather forecast.</li> <li>- Does the fire pose any threat to the school?</li> <li>- If likely to escalate, confirm appropriate actions (if late in the day, is there any disruption to student home bound transport?).</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate Site Evacuation Procedure (off-site) if evacuation is required.</li> </ul>
<b>FIRE IN THE IMMEDIATE VICINITY OF THE CAMPUS ON A VERY HIGH DANGER DAY OR ABOVE</b>	<ul style="list-style-type: none"> <li>- Call the team together.</li> <li>- Confirm location of fire and weather forecast (wind strength and direction).</li> <li>- Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line.</li> <li>- Is the school in the travel path of the fire?</li> <li>- Confirm appropriate action – Early dismissal of students, School Closure, preparation for movement to Safe Refuge</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate site Evacuation Procedure (off-site) if evacuation is required.</li> <li>- Ensure wardens have been activated and are available on radio.</li> <li>- Considerations – time of day, transport limitations due to lack of buses, adequate supervision of students when at home, number of staff directly affected and students that reside in an area that is directly under threat.</li> </ul>



## EMERGENCY PROCEDURES

<p><b>FIRE THREATENING THE SCHOOL ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<ul style="list-style-type: none"> <li>- Call the Senior Leadership Team together.</li> <li>- Confirm the location of the fire and weather forecast (wind strength and direction).</li> <li>- Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line.</li> <li>- Is the school in the travel path of the fire?</li> <li>- Confirm appropriate actions – Early dismissal, move to the Safe Refuge, site evacuation if safe to do so.</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate site Evacuation Procedure (off-site) if evacuation is required.</li> <li>- Ensure wardens have been activated and are available on radio.</li> <li>- Considerations – time of day, transport limitations due to lack of buses, adequate supervision of students when at home, number of staff directly affected and students that reside in an area that is directly under threat.</li> </ul>
<p><b>CODE RED DAY DECLARED AT LEAST ONE DAY PRIOR</b></p>	<ul style="list-style-type: none"> <li>- Call the team together.</li> <li>- Confirm closure of the school is the appropriate action.</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Considerations – transport limitations due to lack of buses, adequate supervision of students when at home, number of staff directly affected.</li> </ul>
<p><b>CODE RED DAY DECLARED ON THE DAY</b></p>	<ul style="list-style-type: none"> <li>- Call the team together.</li> <li>- Confirm appropriate action – early dismissal, School closure, site evacuation.</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate site Evacuation Procedure (off-site) if evacuation is required.</li> <li>- Considerations – transport limitations due to lack of buses, adequate supervision of students when at home, number of staff directly affected.</li> </ul>

### 16.11 MORE INFORMATION

- Local Government Authority.
- Victorian Bushfire Information Line (24 hours) on 1800 240 667.
- ABC Radio broadcasts regular bush fire activity in consultation with relevant authorities as do local radio stations in rural areas.
- Catholic Education Office or Regional Office.



## 17.0 EMERGENCY MANAGEMENT: SYSTEM MAINTENANCE

### 17.1 DRILL SCHEDULE AND LOG

The following table contains a schedule of emergency planning related training, reviews and assessments to comply with Australian Standard AS3745 and industry best practices. On completion, each element below will have a corresponding report generated and forwarded to the school principal.

DATE	TRAINING TYPE	ATTENDEES	COMPLETED BY
14/04/2010	ECO Warden Training Session	All Staff	EMQ Pty Ltd
25/05/2010	Full Scale Evacuation	All Staff & Students	EMQ Pty Ltd
28/03/2011	ECO Warden Training Session	All Staff	EMQ Pty Ltd
29/03/2011	Full Scale Evacuation	All Staff & Students	EMQ Pty Ltd
02/05/2012	ECO Warden Training Session	All Staff	EMQ Pty Ltd
02/05/2012	Full Scale Evacuation	All Staff & Students	EMQ Pty Ltd

## 17.2 EMERGENCY DRILL / EXERCISE OBSERVER RECORD

RUNNING LIST:					
<ul style="list-style-type: none"> <li>- Pre-briefing With Chief Warden (outline expectations/duties if required)</li> <li>- Brief Emergency Services (if required)</li> <li>- Start Evacuation - ensure “Exercise Only” Announcement is made</li> <li>- Control Re-entry (thank evacuees for participating)</li> <li>- Hold Warden Debrief</li> </ul>					
DETAILS:					
Chief Warden’s Name:					
Nature of Event:					
Location of Event:					
Date:		Time Event Initiated:		Time All at EAA:	
OBSERVATIONS:					YES/NO
Did the person discovering the emergency alert other occupants and the Chief Warden?					
Was the alarm activated?					
Were the emergency services promptly notified?					
Did staff direct persons from the building/site per the evacuation procedures?					
Were isolated areas searched?					
Were building entrances secured?					
Was the evacuation logical and methodical?					
Did occupants act as per instructions?					
Was a roll call conducted for students, staff and visitors (inc contractors and volunteers)?					
Was someone appointed to liaise with the emergency service/s?					
Was someone appointed to liaise with the parents/community?					
Was the emergency service given the correct information?					
Did anyone re-enter the premises before the “all clear” was given?					
Did anyone refuse to leave the building/site?					

## 17.3 DEBRIEF CHECKLIST

<b>INCIDENT DESCRIPTION:</b>			
<b>SITE:</b>			
<b>Chief Warden:</b>		<b>Date:</b>	<b>Time:</b>
<b>WHO WAS PRESENT AT DEBRIEF:</b>			
Chief Warden:		Wardens:	
Communications Officers:			
<b>SUMMARY OF THE EMERGENCY:</b>			
<b>WHAT WAS DONE WELL?</b>			
<b>WHAT COULD HAVE BEEN DONE BETTER?</b>			
<b>WHAT ACTIONS WILL BE IMPLEMENTED?</b>		<b>BY WHOM?</b>	
<b>DEBRIEF COMPLETED BY:</b>			
<b>Name:</b>		<b>ECO Position:</b>	
<b>Time:</b>		<b>Date:</b>	
<b>Job Title:</b>		<b>Signature:</b>	

## 17.4 EMERGENCY KIT CHECKLIST

HAVE YOU:	YES/NO
Up-to-date student attendance list/roll, including child release forms / sign out book	
Up-to-date students and staff with special needs list	
Emergency contacts telephone list (including for parents/guardians)	
List of staff with emergency management or training skills	
Traffic safety vest and tabards	
Keys	
Standard portable first-aid kit	
Special medications e.g. asthma inhalers, EpiPens	
Charged mobile phone	
Torch with replacement batteries (or wind up torch)	
Megaphone	
Portable battery powered radio	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Copy of school site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	
Other (please specify)	

## 18.0 CHILDREN AND STAFF WITH SPECIAL NEEDS LIST

The following sections contain details of the staff and children that may require assistance in an emergency. See section 15.10 for an emergency procedure for the evacuation of people with special needs.

### 18.1 STAFF WITH SPECIAL NEEDS

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?

### 18.2 CHILDREN WITH SPECIAL NEEDS

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?

## 19.0 INFLUENZA PANDEMIC ACTIONS

### 19.1 PLANNING: BEFORE A PANDEMIC

PANDEMICS CHECKLIST: PLANNING (BEFORE A PANDEMIC):	
Chief Warden or Principal to discuss pandemic plan, roles and responsibilities with Senior Leadership Team	✓
Encourage families to have annual flu vaccinations	
Ensure contact lists of students and parents are up to date	
Ensure communication trees identifying key staff and agencies are up to date	
Ensure communication trees identify which staff would need to contact which groups of parents if school needs to be closed at short notice. Consider the use of SMS and the school's website if appropriate	
Review the health and counselling support services available to students and staff	
Display Department of Health Hygiene Posters around the school <a href="http://humanswineflu.health.vic.gov.au/resources.htm">http://humanswineflu.health.vic.gov.au/resources.htm</a>	
Educate school population on how to recognise if they have flu-like symptoms: sudden onset of fever, cough, extreme tiredness and body aches. Other common signs are headaches and a sore throat	
Advise school population that they should stay home if they have flu-like symptoms	
Monitor instances of infection among school population	
Report any suspected cases of communicable diseases to the student's parents for referral to a health professional and await further instruction from the Department of Health	
Monitor the Department of Health website for latest alerts <a href="http://www.health.vic.gov.au/chiefhealthofficer/current-alerts.htm">http://www.health.vic.gov.au/chiefhealthofficer/current-alerts.htm</a>	
If students are travelling internationally, be aware of health alerts that may require recalling students or cancelling planned trips. The Department of Foreign Affairs and Trade (DFAT) website <a href="http://www.dfat.gov.au/index.html">http://www.dfat.gov.au/index.html</a> <a href="http://www.who.int/en/">http://www.who.int/en/</a> provides health related travel advice or check the World Health Organisation's (WHO) website	
Review cleaning policies, practices and guidelines used at the school. Ensure that disinfectants are being used	
Ensure the adequate supply of soap and/or alcohol-based hand washing products throughout the school	
Develop contingency plans to maintain management structure in case of staff illness	
Identify options for lessons for students to complete at home in case of school closure	

## 19.2 RESPONSE: DURING A PANDEMIC

PANDEMICS CHECKLIST: RESPONSE (DURING A PANDEMIC):		✓
SCHOOL OPEN		
Record and report daily numbers of staff and student absences due to illness		
Hold daily staff meetings to provide information on the extent of infection at the school and the current and potential impacts that may occur		
Keep in regular contact with the CECV and take its advice regarding the need to quarantine a class or (potentially) close school		
Contact CEO Media Coordinator for further advice on dealing with media enquiries		
If students become sick at school, assign a designated quarantine area to keep these students from the general school population until they can be taken home by parents		
Continue to promote personal hygiene practices		
Ensure cleaners use disinfectants as part of normal school cleaning practices		
Advise staff and students with flu-like symptoms to stay at home		
In consultation with the CEO, organise for flu vaccinations to be administered at the school		
Implement procedures to repatriate students who are overseas, if there is a risk of travel restrictions and overseas border closures. Refer to The Department of Foreign Affairs and Trade (DFAT) advice, website <a href="http://www.dfat.gov.au/">http://www.dfat.gov.au/</a>		
Implement procedures to repatriate international students who are in Australia, if there is a risk of travel restrictions and overseas border closures. Refer to The Department of Foreign Affairs and Trade (DFAT) advice, website <a href="http://www.dfat.gov.au/">http://www.dfat.gov.au/</a>		
SCHOOL CLOSED		
On instruction from the CECV, enact procedures to close the school		
Communicate with parents regarding decision to close the school. If school has to close at short notice use communication trees, SMS and/or the school's website		
Take advice from the CEO regarding how long the school will need to remain closed		
Provide students at home with access to educational materials such as internet sites, mail-out activities, lessons on CD, etc.		
Inform teachers of their obligations during school closure		
Contact CEO Media Coordinator for further advice on dealing with media enquiries		

19.3 RECOVERY: AFTER A PANDEMIC

PANDEMICS CHECKLIST: RECOVERY (AFTER A PANDEMIC):	
Modify work roles and responsibilities or add volunteers or support staff as needed	✓
Continue promoting personal hygiene measures	
Continue to provide access to educational materials to students still confined at home	
Provide counselling support services to students and staff if necessary	
Identify students, staff and families who may require longer term support and develop school resources to provide these services	
Conduct timely debriefing with staff on their return to school	
Review and revise pandemic plans and incorporate lessons learnt in updated version of the EMP. This should include all feedback received from staff, students and parents	
REOPENING THE SCHOOL	
Determine if you have enough staff to reopen the school. If not, do you have a contingency plan in place, e.g. emergency teachers and/or support staff?	
In consultation with the CECV, enact procedures for reopening the school	
Communicate with parents regarding when the school will reopen (use communication trees, SMS and/or the school's website, letters)	