**Department of Education and
Early Childhood Development**

Emergency Management Plan for
The Patch Primary School's
Out of School Hours Care
(O.S.H.C)

OSHC Co-ordinator	Sheila Mercieca
OSHC Assistant	Caitlin Eagleton
Principal	Debra Herrmann
Address	53 Kallista – Emerald Road, The Patch 3792
Is the school on the Bushfire At-Risk Register (BARR)?	Yes
Is the school a designated Neighbourhood Safer Place	No
Fire District	Central Fire District
Issue Date	5th December 2013
Last Review Date	December 2012
Next Review Date	November 2014

A copy of this plan has been distributed to:

Name	Title/Organisation	Date	Email
Lindsay Martin	Manager Operations and Emergency Management, Regional Office, DEECD	05/12/2013	martin.lindsay.w@edumail.vic.gov.au
Captain Ralf Ross	Country Fire Authority Kallista-The Patch Fire Brigade	December 2013	ralf@allwelding.com.au
Sgt Mark Knight	Victoria Police Monbulk Police	December 2013	mark.knight@police.vic.gov.au
Debra Herrmann	Incident Controller (Chief Warden), The Patch School	December 2013	herrmann.debra.a@edumail.vic.gov.au
Karen Koelewyn	Logistics Officer (Warden), The Patch School	December 2013	koelewyn.karen.k@edumail.vic.gov.au
Jody Yandle	Communications Officer The Patch School	December 2013	yandle.jody.m@edumail.vic.gov.au
Lynne Pearce	Operations Officer (Area Warden), The Patch School	December 2013	pearce.lynne.l@edumail.vic.gov.au
Debra Herrmann	Planning Officer, The Patch School	December 2013	herrmann.debra.a@edumail.vic.gov.au
Jody Yandle	First Aid Officer, The Patch School	December 2013	yandle.jody.m@edumail.vic.gov.au

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Appendices

1. Purpose

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

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at The Patch Primary School.

3. In Case of Emergency

Incident occurs	CALL	000
	CONTACT	**Schools:** Contact DEECD Security Services Unit (SSU) on **9589-6266**

Advise	WHO	✓ The number and name/s of persons involved. ✓ Name of the person reporting the emergency/critical incident.
	WHAT	✓ The nature of the emergency/critical incident.
	WHEN	✓ The time you became aware of the emergency/critical incident.
	WHERE	✓ The location of the emergency/critical incident and contact phone numbers if the emergency/critical incident is away from the school.

Report	✓ Verify all details of reportable incidents on receipt of the IRIS incident report forwarded to the school. ✓ For non-student related injuries/incidents enter the incident on eduSafe http://www.education.vic.gov.au/EduSafe/login.aspx ✓ Notify WorkSafe. Refer to DEECD's Notifiable Incidents to WorkSafe Flowchart to determine if WorkSafe notification is required http://www.education.vic.gov.au/school/principals/governance/Pages/ohsriskmgt.aspx ✓ Note: Details relating to DEECD Incident Reporting Requirements can be found in the School Policy and Advisory Guide at www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx.

4. Emergency numbers and key contacts

Group		Phone Number
Police	Life-threatening or time critical emergency	**000**
	Non-life threatening incident	**000**
	Local Police Station	**9756 6266**
Ambulance		**000**
Fire Services Authority MFB/CFA		**000**
State Emergency Service		**132 500**
Hospital(s)		**William Angliss Hospital 9764 6111**
Gas (check for local number)		**Multinet 132 691**
Electricity (check for local number)		**SPAusnet 131 799**
Water Corporation (check for local number)		**Yarra Valley Water 1300 304 688**
Department of Human Services (Regional Office)		165 – 169 Thomas Street Dandenong 3175 **1300 555 526**
Department of Human Services- Child Protection (Regional Office)		**1300 360 391**
Local Government		**Yarra Ranges Council 1300 368 333**
Environment Protection Authority		**9695 2722**
WorkSafe Victoria		**13 23 60**

DEECD contacts

Group	Phone Numbers	Contact names
DEECD Regional Office	**9265 2400** **5762 2100**	NEV Glen Waverley Office NEV Benalla Office
Regional Operations and Emergency Management Manager	**5761 2134** **0447 121 954**	**Stuart Brain, North Eastern**
Bushfire Project Officer		**Lindsay Martin**
Regional Director		**Peter Greenwell**
Deputy Regional Director – Service Planning		**Judy Rose**
Security Services Unit		N/A
Employee Assistance Program & Manager Assist		N/A
DEECD Media Unit		**Anna Malbon**

5. OSHC Emergency Contact Information

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Program Co-Ordinator	**Sheila Mercieca**			
Program Assistant	**Caitlin Eagleton**			
Principal	**Debra Herrmann**			
Assistant Principal	Lynne Pearce			
SSSO Supervisor				
Business Manager	Karen Koelewyn			
Office Manager	Jody Yandle			
Year leader - Prep	N/A			
Year leader – Gr 1/2	N/A			
Year leader – Gr 3/4	N/A			
Year leader – Gr 5/6	N/A			
Welfare staff	N/A			
Chaplain	N/A			
Health and Safety Representative				
First Aid Officer	Jody Yandle			
School Council President	Lynda Krause			
School Bus Coordinator	N/A			
Other	N/A			

5.1 Parent contact information

Name of Parent/ Guardian	Child's Name	Contact	Phone/ Mobile	After Hours	Alternate Contact
Current parent contact information secured in the Hall and retrieved in the case of re-location.					

5.2 Communication Tree

Incident Controller

Sheila Mercieca

Ph: 9752 0164 Ext: 129

Security Management Unit

Ph: 9589 6266

SMS Service

Jody Yandle

Ext: 101 / Personal Mobile

Information dissemination via

SMS message

SCHOOL FIRE EXTINGUISHER MAP

ECO CENTRE

MUSIC ROOM

OVAL

NEW CLASSROOMS

MAIN CLASSROOM WING

Store

Childrens Room 1

Childrens Room 2

NEW CLASSROOMS

FIRE REFUGE CENTRE

HALL

LEGEND

● Fire Extinguisher - Water
● Fire Extinguisher - Chemical
✜ Fire Hose
▲ Fire Blanket
● Milcock Valve

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6. School Profile

FACILITY PROFILE SUMMARY	
Name of Facility: **Out of School Hours Care Program** **(The Patch Primary School)**	Hours of Operation: **7.30am – 8.45am & 3.30pm – 6pm** **Monday to Friday during the school year.**
Facility Address: **53 Kallista – Emerald Road** **The Patch 3792**	**Numbers**
	Students: **max 15 at Before School Care and max 30 at After School Care.**
	Students/staff with disabilities: Varies
Facility Phone: **03 9752 0164**	Staff: **2 - 3**
Facility Fax: -	Floors: *fill this in only if required*
Email: **the.patch.ps@edumail.vic.gov.au**	Classrooms: Hall
After hours emergency contact: Name: **Debra Herrmann** Phone: **0400 254 220**	Portables: 0

BUILDING INFORMATION			
Alarms			
Type	**Location**	**Monitoring company**	**Shutoff Instructions**
Fire	**Off site**	DEECD Security Management Unit	N/A
Intrusion	**Off site**	DEECD Security Management Unit	Use security fob to disarm alarm.
Other			
Telephones			
Location		Type	
Telephones are located in every classroom and office.		**NEC Universe SV8100 System**	
Utilities			
Type	**Location**	**Service provider**	**Shut off Instructions**
Gas / Propane	**External gas meter located at Kallista-Emerald Rd fence line.**	**AGL**	Turn gate valve across supply pipe.
Water	**Meter located at Kallista-Emerald Rd fence line.**	**Yarra Valley Water**	Turn gate valve across supply pipe.
Electricity	**Meter box for Hall is located in store room adjacent to the front doors.**	**Power Direct**	Flick main shut off switch.

Sprinkler System	
Control Valve Location	*fill this in only if required*
Shutoff Instructions	*fill this in only if required*
Boiler Room	
Location	N/A
Access	N/A
Roof Access	
Location	*fill this in only if required*
Access	*fill this in only if required*
Emergency Power System	
Type	*fill this in only if required*
Location	*fill this in only if required*
Provide Power To	*fill this in only if required*
Shutoff Instructions	*fill this in only if required*
On Site Hazards	

7. Risk Assessment

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Bushfires or grassfires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or loss. Risk of psychological injury.	• Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. • Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. • Check CFA website, alerts during the bushfire season. • Schedule and practice emergency evacuation drills on a regular basis. • Employee Assistance Program. • Grief counselling services. • Ensure there is a business continuity plan in place	Severe	Possible	Extreme	
Fire	Risk of injury from burns or smoke inhalation.	• Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.	Severe	Possible	Extreme	

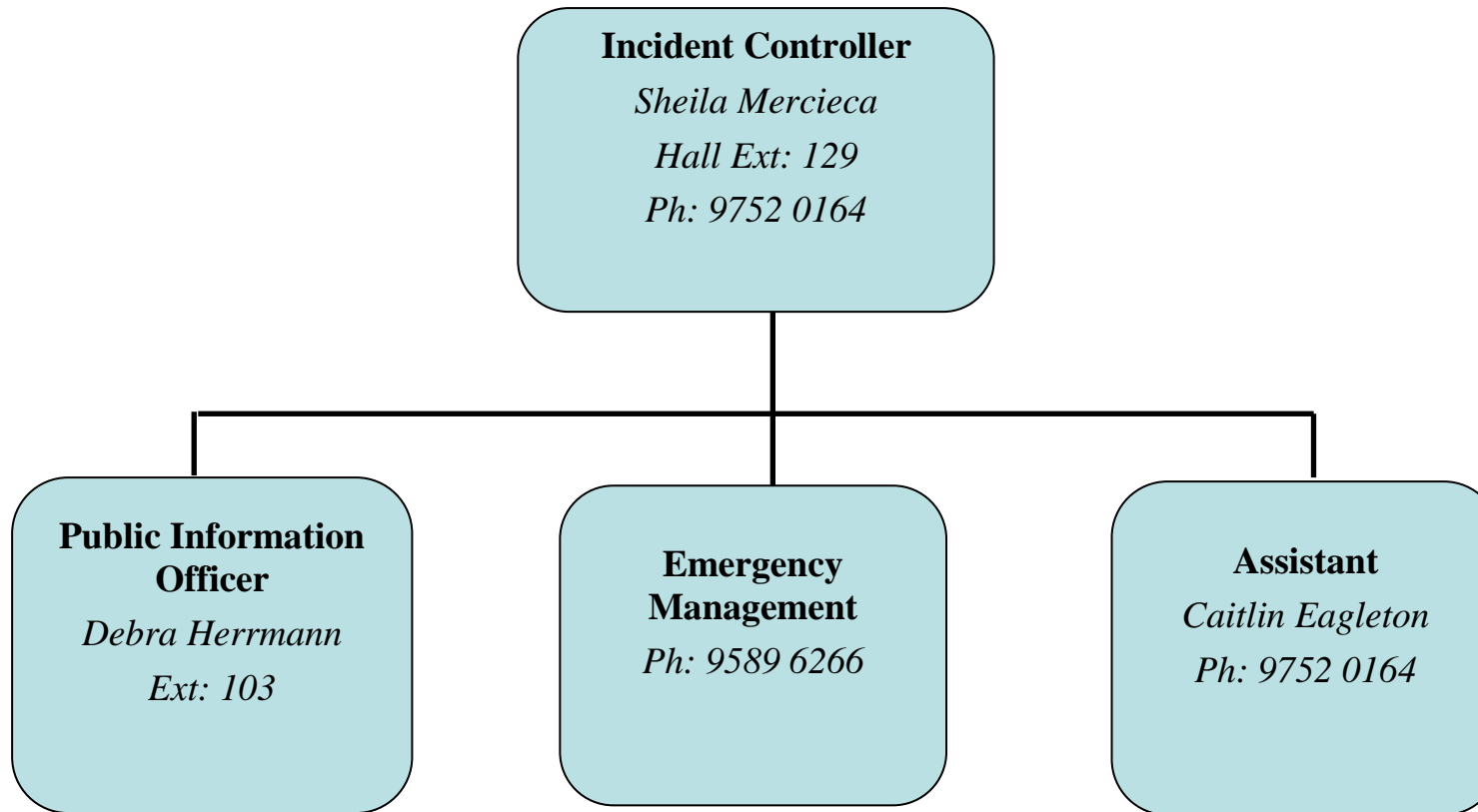|			Consequence	Likelihood	Rating	
		• Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. • Test communication systems (PA system) on a regular basis. • Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. • Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. • Ensure there is a business continuity plan in place.				
Severe weather, storms and flooding	Risk of roof down flooding Risk of injury. Risk of property damage.	• Ensure roofs/gutters/drains are clear. • Liaise with SES/local government to identify potential risks. • Develop contingency for storage of equipment/materials if necessary. • Test communications • Ensure there is a business continuity plan in place. • Complete the Flood risk identification assessment.	Major	Possible	High	

Intruders/personal threat	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	• Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. • Ensure any visitors/contractors sign in through the office area when they first arrive on site. • Employee Assistance Program.	Major	Possible	Medium	
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	• Ensure each phone has a Bomb Threat Checklist available. • Schedule and practice emergency evacuation drills on a regular basis. • Implement and follow Bomb Threat response procedure (located in EMP).	Severe	Unlikely	High	
School Bus / Vehicle Accident	Risk of death/injury	• Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. • Drivers follow Safe Work Guide to developing an Emergency Management Plan • Procedures and complete a safety check prior to driving the vehicle. • Ensure drivers have a valid driver's licence. • Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip.	Major	Possible	High	

			Severe	Possible	Extreme	
Pandemics and communicable diseases	Risk of Health and/or Death (in extreme cases of a pandemic)	• Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template • Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) • Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser • Ensure staff and children are educated about covering their cough to prevent the spread of germs.	Severe	Possible	Extreme	
Major medical emergency	There is a risk to health and possibly death.	• First Aid Officer is appointed and training is up-to-date. • First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure. • Staff members are aware of emergency procedures.	Major	Possible	High	
Hazardous substance release: inside and outside facility grounds	Exposure to certain liquids or gases may be hazardous to health.	• Follow DEECD's Chemical Management Procedures. • Develop and implement safe work procedures for handling chemicals. • Schedule and practice emergency Guide to developing an Emergency Management Plan 19 evacuation drills on a regular basis.	Major	Unlikely	Medium	

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		• Ensure EMP is up-to-date. • Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacturer or Chemwatch (edumail username and password required).			
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	• Complete the Student Activity Locator. • Adhere to the Guidelines for Outdoor Education. • Staff should follow DEECD's Work-related driving procedure	Major	Possible	Medium

8. Incident Management Team

Incident Controller

Sheila Mercieca

Hall Ext: 129

Ph: 9752 0164

Public Information Officer

Debra Herrmann

Ext: 103

Emergency Management

Ph: 9589 6266

Assistant

Caitlin Eagleton

Ph: 9752 0164

IMT Member	Name of staff member and contact details	Name of 'Back up' staff member and contact details
Incident Controller (Chief Warden)	Sheila Mercieca 0438 061 396	
Communications Officer	Jody Yandle A.H. 5968 3467 0412 527 497	
Safety Officer	Caitlin Eagleton 0417 741 436	
Operations Officer (Area Warden)		
Logistics (Warden)	Debra Herrmann A.H. 9876 5407 0409 254 220	
First Aid Officer	Caitlin Eagleton 0417 741 436	
Finance & Administration Officer		
Liaison Officer		

9. IMT Responsibilities

Incident Controller (Chief Warden)

Pre-emergency
- Maintain a current register of IMT members.
- Replace IMT members when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency response procedures are kept up-to-date.
- Coordinate meetings of the IMT as appropriate.
- Attend training and emergency exercises, as required.

During emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure the appropriate response has been actioned.
- Ensure that the emergency services have been notified.
- Establish communications with Operations Officer (Area Warden).
- Initiate evacuation of affected areas if necessary.
- Brief the incoming emergency services and respond to their requests.
- Report to the Departments Security Services Unit on 9589 6266.

Post-emergency
- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to the school.
- Organise a debrief with the IMT and, where appropriate, with any attending Emergency Service.
- Compile a report for the IMT and notify SSU and the region.

Communications Officer

Pre-emergency
- Ensure communications officer is trained in the use of the schools communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency contact details are up-to-date.
- Attend training and emergency exercises.

During emergency
- Ascertain the nature and location of the emergency.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Incident Controller.

Post-emergency
- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents, as required.

Planning Officer

Pre-emergency
- Plan for resources required.
- Attend training and emergency exercises.
- Attend meetings of the IMT as appropriate.

During emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Act as directed by the Incident Controller.

Post-emergency
- Collect and evaluate information related to development of incidents.
- Identify recovery needs and develop a recovery plan (if required).

Operations Officer (Area Warden)

Pre-emergency
- Report on deficiencies of emergency equipment.
- Ensure logistics officer (wardens) have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their logistics officer (wardens).
- Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
- Attend training and emergency exercises.
- Ensure IMT identification is available.

During emergency
On hearing the alarm or on becoming aware of an emergency, the operations officer (area wardens) shall take the following actions:

- Implement the emergency response procedure for their floor or area.
- Ensure that the appropriate emergency service has been notified.
- Direct logistics officer (wardens) to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Communicate with the Incident Controller by whatever means available and act on instructions.
- Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
- Confirm that the activities logistics officer (wardens) have been completed and report this to the Incident Controller or a senior officer of the attending .Emergency Services in the Incident Controller is not contactable.

Post-emergency
- Compile report of the actions taken during the emergency for the debrief.

Logistics (Warden)

Pre-emergency

- Ensure staff and students are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
- Attend training and emergency exercises.

During emergency

Persons selected as logistics officer (wardens) shall carry out activities as set out in the emergency response procedures and as directed by the operations officer (area warden). Activities may include the following:
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the operations officer (area warden) on their completion.

Post-emergency
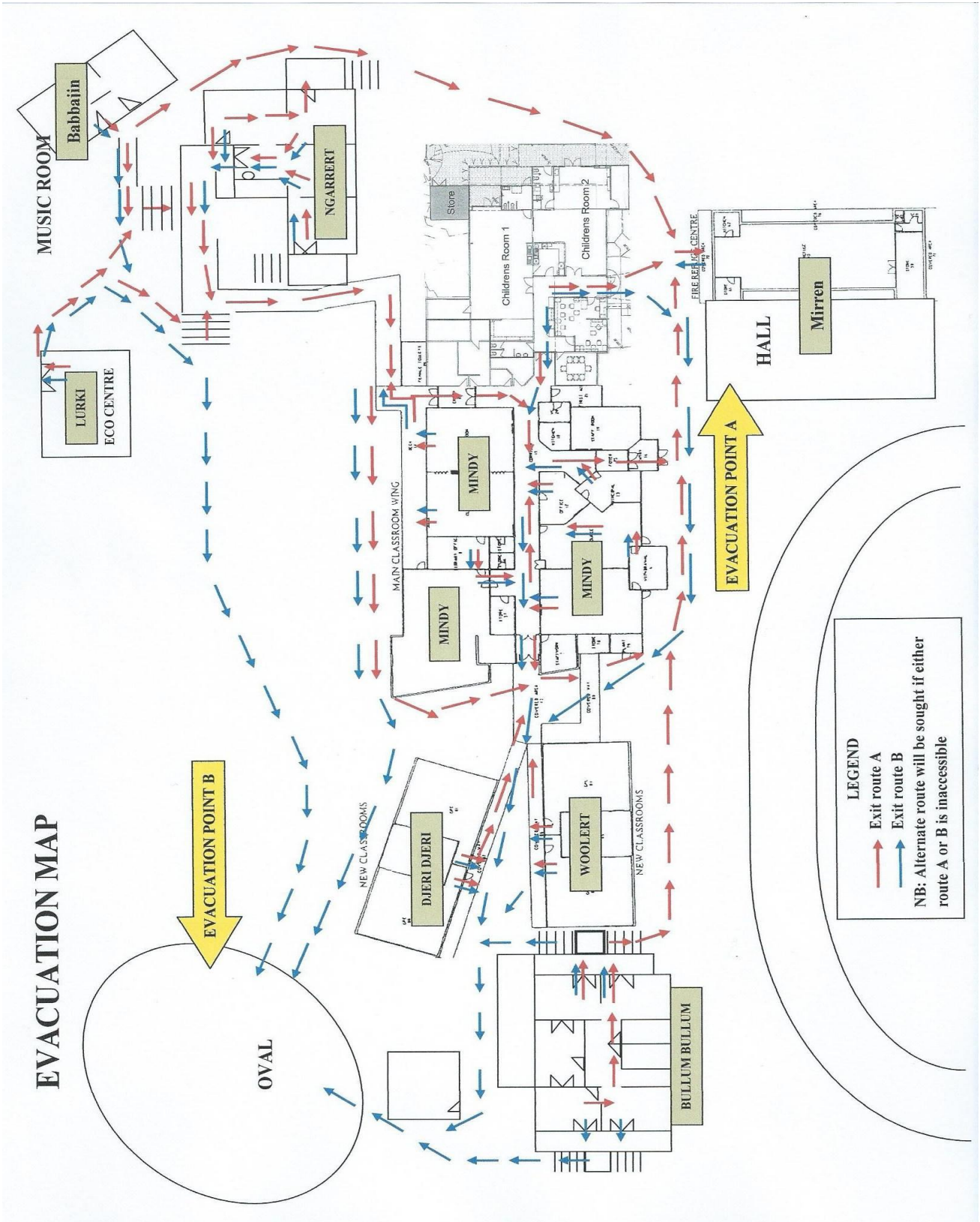- Compile report of the actions taken during the emergency for the debrief.

10.   Area Map

The Patch School OSHC

The Patch School

Kallista-Emerald Rd

The Patch Reserve

The Patch Rd

The Patch Rd

🟢 External Assembly Areas   (Hall & Oval)   🔴 Emergency Services Access Points

11.   Evacuation Diagram

EVACUATION MAP

12.   On-site evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. Incident Controller (Chief Warden) on site will take charge and determines who does what (activate your Incident Management Team).

- Call 000.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- Report to **Security Services Unit 9589 6266** and seek advice from your regional office
- If the decision to evacuate is made, evacuate staff, students and visitors out of the building; **to the main school building** if this is the evacuation option.
- Take the student's attendance list, staff roster and your Emergency Kit.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

13.   Off-site evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. The Incident Controller (Chief Warden) on site will take charge and determine who does what (activate your Incident Management Team).

- Call 000.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- If the decision to evacuate is made, determine which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors **to the school Oval**.
- Take the student's attendance list, staff roster and your Emergency Kit/First Aid kit.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

14. Lockdown Procedure

The following lockdown procedures will be used when an external and immediate danger is identified and it is determined that the students should be secure inside the building for their own safety.

- Incident Controller activates the Incident Management Team
- Announce the lockdown and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Advise Victoria Police and other appropriate emergency service agencies.
- Check that all external doors are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Advise SSU (24hour, 7 days) on 9589 6266.
- Divert parents and returning groups from the school.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Record some details of actions undertaken and times (use the Post-Emergency Record).
- Await de-activation advice from emergency services personnel (if appropriate).
- De-activate lockdown using predetermined de-activation signal.

Actions after lockdown

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Advise the Security Services Unit that the lockdown is over (Government schools only).
- Follow up with any students, staff or visitors who need support. Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from the Manager, Operations and Emergency Management at the region as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockdown and procedural changes that may be required.

15. Lockout procedures

The following lockout procedure will be used when an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety.

- Incident Controller activates Incident Management Team.
- Announce lockout with instructions about what is required. Instructions may include nominating staff to:
    - lock doors to prevent entry
    - check the premises for anyone left inside.
    - obtain Emergency Kit
- Contact emergency services.
- Go to the designated assembly area.
- Check that students, staff and visitors are all accounted for.

Actions after lockout

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Advise the SSU that the lockout is over (Government schools only).
- Follow up with any students, staff or visitors who need support. Ensure all personnel are made aware of Employee Assistance Program contact details.
- Seek support from the regions Manager, Operations and Emergency Management as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.

16. Shelter-in-place procedures

The following Shelter-in-place procedure will be considered when an event takes place outside of the school and emergency services determine the safest course of action is to keep students and staff inside a designated building in the school until the external event is handled.

If a shelter-in-place action is determined:

- Incident Controller activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area.
- Obtain emergency kit.
- Notify parents if the shelter-in-place is going to extend beyond the school day
- Advise SSU (24hour, 7 days) on 9589 6266.
- Advise the Manager, Operations and Emergency Management at the region.

16.   Emergency response procedures (specific emergencies)

FIRE

- Report the outbreak of fire immediately to the Incident Controller (Chief Warden).
- Remain calm and activate the fire alarm.
- Phone **000** to notify the fire brigade.
- Extinguish the fire **(only if safe to do so).**
- If threat exists evacuate the room/s, **to the school Hall** closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check students, staff, visitors and contractors are accounted for.
- Report to the Department's Security Services Unit on 9589 6266.

BUSHFIRE/GRASS FIRE

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Phone **000** to notify the Fire Brigade.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all students, staff and visitors (including contractors) are accounted for.
- Listen to local radio or TV on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Report to DEECD Security Services Unit on 9589 6266.
- Contact the region for advice and support, as appropriate.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

SEVERE WEATHER /STORMS AND FLOODING

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report to the Incident Controller (Chief Warden) regarding the status of children, staff and visitors safety.
- Report to DEECD Security Services Unit on 9589 6266.
- Direct all media enquiries to DEECD Media Unit on 9637 2871.

INFLUENZA PANDEMIC

- Be aware of DEECD Pandemic Incident Response Procedures (the Influenza Pandemic Actions at Appendix E)

- Ensure basic hygiene measures are in place
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser
- Educate staff and students about covering their cough to prevent the spread of germs
- Stay alert and follow the instructions of DEECD and the Department of Health (including the Chief Health Officer)
- If a pandemic is declared, report all confirmed cases of influenza to the Security Services Unit on 9589 6266 and the Manager, Operations and Emergency Management in your region
- Contact your region for school closures policy information if required
- Direct all media enquiries to DEECD Media Unit on 9637 2871
- Be prepared for multiple waves

BOMB/CHEMICAL THREAT

- If a bomb/chemical threat is received by telephone:
  - **stay calm**
  - **do not** hang up
  - refer to the bomb threat checklist.

- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Policy immediately.

- If a bomb/chemical threat is received electronically or through the schools website:
  - do not delete the message
  - contact police immediately.

- Ensure doors are left open.
- Do Not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.

Bomb/substance threat checklist

This checklist should be held by persons who regularly accept incoming telephone calls.

KEEP CALM

CALL TAKER		CALL TAKEN	
Name		Date/Time:	
Telephone #		Duration of call	
Signature		Number of caller	

Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

Complete the following for a SUBSTANCE THREAT

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance a liquid, powder or gas?	
Did you put it there?	

CHARACTERISTICS OF THE CALLER	
Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc)	
Speech (fast, slow etc)	
Dictation (clear, muffled, etc)	
Manner (calm, emotional, etc)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

LANGUAGE	
[ ] Abusive	[ ] Taped
[ ] Well Spoken	[ ] Irrational
[ ] Incoherent	[ ] Message read by caller
[ ] Other (Specify)	

BACKGROUND NOISE	
[ ] Music	[ ] Local call
[ ] Machinery	[ ] Long Distance Call
[ ] Aircraft	[ ] Other (specify)

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	

MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)

- Notify the Incident Controller (Chief Warden).
- Call the Fire Brigade by dialling 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify your gas provider (number can be found on the emergency numbers and Key contacts page).
- Evacuate staff, students, visitors (including contractors) to the evacuation **up-wind of spill**. This may be an offsite location.
- Check staff, students and visitors are accounted for.
- Report to the Departments Security Services Unit on 9589 6266.
- Contact the Region for advice and support, as appropriate.
- Direct all Media enquiries to the Department's Media Unit on 9637 2871.
- Await 'all clear' or further advice before resuming normal school activities.

INTERNAL EMISSION/SPILL (e.g. chemical spill in the Science Lab or cleaners storeroom)

- Move staff/students away from the spill to a safe area.
- If safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to deal with.
- Notify WorkSafe Victoria if required (refer to Notifiable Incidents to WorkSafe Flowchart).
- Report on eduSafe.

EARTHQUAKE

- Don't panic.

If outside

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.

If inside

Instruct staff and students to:

- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
  - DROP to the ground.
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
  - HOLD on until the shaking stops.

After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report the status of staff, student and visitor safety to the Incident Controller (Chief Warden).
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is OK to do so, take notes and photographs for insurance purposes.

MEDICAL EMERGENCY

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer.
- Notify the Incident Controller (Chief Warden).
- Notify the ambulance by dialling "000".
- Designate someone to meet and direct the ambulance to the location of the casualty.
- Try not to leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threating situation.
- Report to the DEECD Security Services Unit on 9589 6266.
- For non-student related medical emergency report on eduSafe.

INTRUDER/PERSONAL THREAT

- Notify the Incident Controller (Chief Warden).
- Notify the police by dialling '000' and requesting assistance.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so.
- Report to DEECDs Security Services Unit on 9589 6266.

17.   Emergency drills / training schedule

Quarter	Training Event	Person Responsible	Date(s) completed
Term 1	e.g. Lockdown drill	Sheila Mercieca	
Term 1	e.g. Incident Management Team Training	Sheila Mercieca	
Term 2	e.g. Emergency Evacuation (on-site)	Sheila Mercieca	
Term 3	e.g. Emergency Evacuation (off-site)	Sheila Mercieca	
Term 4	e.g. Lockout Drill	Sheila Mercieca	

18.   Students and staff with special needs list

First name	Last Name	Staff or student	Room / area	Condition	Assistance needed during an emergency	Who will be responsible?
e.g. Nicole	Smith	Student	5	Asthma - uses inhaler and takes medication	May require assistance in heavy smoke	Jo Simpson
Current details of students and staff with special needs are maintained securely at the facility and will be taken in case of re-location.						

APPENDIX A: Bus Coordinating Schools Emergency Contacts

Bus Route	Schools Serviced	Contact Details	Areas Serviced
N/A			

APPENDIX B: Emergency drill/exercise 'observer' record

Item	Yes ✓	No ✓
Were emergency services briefed on exercise prior to exercise being started?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Was the emergency service notified promptly?		
Was Security Services Unit notified promptly (if appropriate)?		
Did staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		
Was a roll call conducted for:		
Students		
Staff		
Visitors (including 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?		
Area of Emergency plan tested by current exercise:		

APPENDIX C: Emergency kit checklist

Have you:	✔
Student Data	
Student and staff with special needs list	
Child Release Forms/sign out book	
Staff Data	
List of staff with emergency management or training skills	
Traffic safety vest and tabards	
Keys	
Standard portable First Aid kit. Refer to First Aid Kits Contents Checklist	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone	
Portable battery powered radio	
Copy of facility site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

APPENDIX D: Post-emergency record

Facility	
Date	
Time Of Notification	
Name Of Person Taking The Call	
Position	
Name Of Person Reporting The Incident	
Contact Telephone Number	
Details	
Immediate Action	Incident Controller notified: YES / NO Time _____ Other staff notified: YES / NO Time _____ Emergency Services notified: YES / NO Time _____ Region and ESMU notified: YES / NO Time _____
Major Activities	
Issues	Operational Debriefing Required: YES / NO Date/Time: _____ Person Responsible to organise: _____ Confirmation of Operational Briefing: Date/Time: _____ Issues for Follow up action:
Signature	
Date	

APPENDIX E: Influenza Pandemic Actions

For more detail, refer to DEECD Pandemic Incident Response Procedures

STAGE 1 PREPAREDNESS AND STAGE 2 STANDBY

Remain alert to the risks of an influenza pandemic; Prepare to commence enhances arrangements and increased vigilance for case detection.

Response Category	Actions	Comments
Emergency management plan preparation	• In April, ensure emergency management plans are up to date and pandemic planning arrangements are included • Ensure contact lists of staff, students, families, local services – Department of Health, Department of Human Services, Local Government Emergency Management Coordinators are up to date • Ensure your call tree of key staff is circulated along with nominated school Incident Management Team members • Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team • Identify minimum requirements and key staff for continued school operations (including planning for the absence of the principal and school council)	

Hygiene measures	• Promote basic hygiene measures within schools (posters are provided every April by the Emergency Management Division, Regional Services Group) including:
	  o Regular hand washing with soap and water
	  o Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings
	  o Covering mouth with a tissue when coughing or sneezing
	  o Careful disposal of used tissues
	
	• Provide students, faculty and staff with information about the importance of hand hygiene (see	

	http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important) • Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser • Educate employees and students about covering their cough to prevent the spread of germs (see the germ stopper posters developed by DEECD) • Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health	
Travel	• Follow the advice of the Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/ • Where appropriate, implement procedures to repatriate Australian students who are overseas if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country • For international students studying in Australia, provide advice to students and their parents that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations, etc	

Communications	• In April, ensure hygiene information eg posters provided by the Emergency Management Division, Regional Services Group (central office) are displayed
	
	• In late autumn/early winter hold briefings with school staff, students and parents (as appropriate) about:
	     o influenza symptoms
	     o best practice hygiene measures
	     o vulnerable children
	
	• Follow Department of Health/Department of Health and Ageing advice provided by DEECD and distribute consistent messaging to staff, students and parents/carers, etc.
	
	• Communicate status/situation, personal hygiene measures, availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection)
	
	• School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices).	

	• Prepare sample letters for parents for next stage with advice from DEECD (if required) • Direct media queries to the DEECD media unit on 9637 2871	

STAGE 3 RESPONSE

Pandemic declared. Minimise transmission, minimise mortality and morbidity, maintain essential services and inform, engage and empower the public.

Response Category	Proposed Actions	Comments
Emergency management plan enactment	• Enact emergency management plans where necessary • Activate school Incident Management Team	
Containment	• Follow the advice of the Department of Health and DEECD regarding containment activities and exclusion periods for infectious diseases • Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes • If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents • School nurses may be asked to assist the Department of Health in the distribution of antiviral medication at the direction of Regional Nurse Managers (based in regions)	
Outbreak management	• Report confirmed incidents of influenza via Security Services Unit on 9589 6266 • *You will be advised of any additional reporting requirements by DEECD and/or the Department of Health*	

Management of school workforce	• Encourage staff who develop flu-like symptoms during a pandemic to stay away from school until completely well • Ensure staff who develop influenza-like illness at school leave immediately and seek medical attention	

School closures	• Contact your Regional Director regarding schools closure policy
	
	• Schools, if required, may be closed by:
	    o the Regional Director in consultation with the Chief Health Officer, Department of Health
	    o the school council, with the approval of the Regional Director
	
	• If required to close, advise the Security Services Unit on 9589 6266 and the Manager, Operations and Emergency Management in your region
	
	• Inform teachers of their obligations during school closures
	
	• For students at home, provide access to educational materials including online learning	

Travel	• Follow the advice of the Department of Health and the Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/	
Communications	• Follow the advice from DEECD and distribute information about individual protective measures and school cleaning procedures • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection) • School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices) • Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate • Direct media queries to the DEECD media unit on 9637 2871	

STAGE 4 STAND DOWN

Response Category	Proposed Actions	Comments

Emergency management plan review	• Develop a recovery plan to help regain education of students and stabilize families and the community including:
	    ○ staff availability
	    ○ procedures to re-open (if applicable)
	    ○ provision of counselling to students and staff (if required)
	    ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance
	
	• Replenish personal protective equipment (if required)
	
	• Incident controller to de-activate Incident Management Team and conduct final debrief(s)
	
	• Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others eg school nurses
	
	• Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves	

Travel	• Continue to follow advice of Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/	
Communications	• Communicate status of situation to staff and parents/carers including supports that may be available	