Emergency Management Plan

The Patch Primary School

School Information

<table>
<thead>
<tr>
<th><strong>School No:</strong></th>
<th>5173</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus No:</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Address:</strong></td>
<td>53 KALLISTA-EMERALD ROAD, THE PATCH 3792</td>
</tr>
<tr>
<td><strong>DET Region:</strong></td>
<td>NORTH-EASTERN VICTORIA</td>
</tr>
<tr>
<td><strong>Fire District:</strong></td>
<td>Central</td>
</tr>
<tr>
<td><strong>Is the school on the Bushfire At Risk Register:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Principal approving our plan:</strong></td>
<td>Debra Herrmann</td>
</tr>
<tr>
<td><strong>Date Approved:</strong></td>
<td>20 November 2016</td>
</tr>
<tr>
<td><strong>Next Review Date:</strong></td>
<td>28 October 2017</td>
</tr>
</tbody>
</table>
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1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how this school campus...

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

3. Distribution

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title and Organisation Name</th>
<th>Date Sent</th>
<th>Email Address or Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Herrmann</td>
<td>Principal The Patch School</td>
<td>23/11/2015</td>
<td></td>
</tr>
<tr>
<td>Michelle Rayner</td>
<td>Assistant Principal The Patch School</td>
<td>23/11/2015</td>
<td></td>
</tr>
<tr>
<td>Madelyn Meyland</td>
<td>Administration Officer The Patch</td>
<td>23/11/2015</td>
<td></td>
</tr>
<tr>
<td>Karen Koelewyn</td>
<td>Business Manager The Patch</td>
<td>23/11/2015</td>
<td></td>
</tr>
<tr>
<td>Peter Toender</td>
<td>Captain Kallista-The Patch</td>
<td>23/11/2015</td>
<td><a href="mailto:ptoender@gmail.com">ptoender@gmail.com</a></td>
</tr>
<tr>
<td>Sgt Mark Knight</td>
<td>Sergeant Monbulk Police ('</td>
<td>23/11/2015</td>
<td><a href="mailto:kmknight@police.vic.gov.au">kmknight@police.vic.gov.au</a></td>
</tr>
<tr>
<td>Kym Mallamaci</td>
<td>Municipal Emergency Res...</td>
<td>23/11/2015</td>
<td></td>
</tr>
</tbody>
</table>
PART 1 - EMERGENCY RESPONSE
4. In Case of Emergency

In an Emergency

Call
Police, Ambulance, Fire Services
000

Notify
DET Security Services Unit (SSU)
031 9589 6266

For Advice call your
Region's Manager Operations and Emergency Management
Linda Jamieson

Convene your Incident Management Team
5. Emergency Contacts

5.1 Emergency Services

In an Emergency requiring Police, Ambulance and MFB/CFA attendance call 000.

5.2 Our School

<table>
<thead>
<tr>
<th>Key Roles</th>
<th>Name</th>
<th>Phone</th>
<th>Phone (After Hours)</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Debra Herrmann</td>
<td>(03) 9756 7463</td>
<td>(03) 8888 8888</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal/s</td>
<td>Michelle Rayner</td>
<td>(03) 9756 7463</td>
<td>(03) 9999 9999</td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td>Karen Koelewyn</td>
<td>(03) 9756 7463</td>
<td>(03) 8888 8888</td>
<td></td>
</tr>
<tr>
<td>Administration Officer</td>
<td>Madelyn Meyland</td>
<td>(03) 9756 7463</td>
<td>(03) 9999 9999</td>
<td></td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Lesley Neely</td>
<td>(03) 9756 7463</td>
<td>(03) 8888 8888</td>
<td></td>
</tr>
<tr>
<td>School Council President</td>
<td>Sarah Tebbutt</td>
<td>(03) 9756 7463</td>
<td>(03) 8888 8888</td>
<td></td>
</tr>
</tbody>
</table>

Staff member responsible for Bulk Messaging (where SMS system is in place):

Madelyn Meyland

5.3 School Bus Emergency Contacts
### 5.4 DET

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Director</td>
<td>Judy Rose</td>
<td></td>
</tr>
<tr>
<td>Deputy Regional Director, Service Planning</td>
<td>Stuart Edwards</td>
<td></td>
</tr>
<tr>
<td>Regional Manager, Operations and Emergency</td>
<td>Linda Jamieson</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Office</td>
<td>General enquiries</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:nevr@edumail.vic.gov.au">nevr@edumail.vic.gov.au</a></td>
<td>Benalla</td>
<td>(03) 999 9999</td>
</tr>
<tr>
<td>SSSO Network Coordinator</td>
<td>Kim</td>
<td>N/A</td>
</tr>
<tr>
<td>Security Services Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTZ (Govt Schools Reinstatement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Unit (on call 24/7)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5.5 Local/Other Organisations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monbulk Police Station</td>
<td>(03) 9756 6266</td>
</tr>
<tr>
<td>Angliss Hospital (Upper Ferntree Gully)</td>
<td>(03) 9764 6111</td>
</tr>
<tr>
<td>Gas - Multinet</td>
<td>132 691</td>
</tr>
<tr>
<td>Electricity - SPAusnet</td>
<td>131 799</td>
</tr>
<tr>
<td>Yarra Valley Water</td>
<td>1300 304 688</td>
</tr>
<tr>
<td>Facility Plumber - Garrett McDonald</td>
<td>0448 885 956</td>
</tr>
<tr>
<td>Facility Electrician - Michael Thomas</td>
<td>0417 566 384</td>
</tr>
<tr>
<td>Shire of Yarra Ranges</td>
<td>1300 368 333</td>
</tr>
<tr>
<td>Dept of Health &amp; Human Service (Dandenong)</td>
<td>1300 555 526</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Services</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES (flood, storm and earthquake)</td>
<td>132 500</td>
</tr>
<tr>
<td>Victorian WorkCover Authority Victoria</td>
<td>13 23 60</td>
</tr>
</tbody>
</table>
6. Incident Management Team

6.1 Incident Management Team Structure

![Incident Management Team Structure Diagram]

6.2 Incident Management Team Contact Details

<table>
<thead>
<tr>
<th>IMT Role/Activities</th>
<th>Primary Contact</th>
<th>Back Up Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Warden</td>
<td>Debra Herrmann</td>
<td>Michelle Rayner</td>
</tr>
<tr>
<td>Planning tasks will be performed</td>
<td>Debra Herrmann</td>
<td>Michelle Rayner</td>
</tr>
<tr>
<td>Operations (Area Warden) tasks</td>
<td>Michelle Rayner</td>
<td>Jennie Simpson</td>
</tr>
<tr>
<td>Communications tasks will be performed</td>
<td>Madelyn Meyland</td>
<td>Pauleen Gould</td>
</tr>
<tr>
<td>Logistics (Warden) tasks will be performed</td>
<td>Karen Koelewyn</td>
<td>Andrew Hanson</td>
</tr>
<tr>
<td>First Aid tasks will be performed</td>
<td>Madelyn Meyland</td>
<td>Pauleen Gould</td>
</tr>
</tbody>
</table>
7. Incident Management Team Responsibilities

Chief Warden

Pre-Emergency
- Maintain current contact details of IMT members.
- Conduct regular exercises/drills.
- Ensure students/staff with special needs list and staff trained in first aid list are up to date.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the IMT are aware of their responsibilities.

During Emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to the 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 normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.

Planning

Pre-Emergency
- Assist the Chief Warden.
- Identify resources required.
- Participate in emergency exercises/drills.

During Emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden.
- Act as directed by the Chief Warden.
- Plan for contingencies.

Post- Emergency
- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).
Operations (Area Warden)

Pre-Emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- 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.
- Participate in emergency exercises/drills.

During Emergency

On hearing alarm or becoming aware of an emergency, the Operations Warden will:

- Attend the emergency control point.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is 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.
- Control the movement of people.
- Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
- Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
- Confirm that the logistics officer’s (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

Post Emergency

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

Communications

Pre-Emergency

- Assist the Chief Warden.
- Attend training in the use of the school’s communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills.

During Emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.
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).
- Participate in emergency exercises/drills.

During Emergency

Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).

Activities may include the following:

- Attend the emergency control point.
- 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.
- Act as directed by the Chief Warden.

Post-Emergency

- Compile report of the actions taken during the emergency for the debrief.
8. Communications Tree

Principal
Debra Herrmann
03 9445 8060

000
Emergency Services

Assistant Principal
Michelle Rayner

Business Manager
Karen Koelewyn

DET Regional Manager
Operations and Emergency Management
Linda Jamieson
03 9445 2842

Leadership Teacher
Jennie Simpson

Administration Officer
Madelyn Meyland
03 9445 4112

Staff Members
Refer to staff contact details (tiqbiz/SMS)

Parents
Refer to parent contact information details (tiqbiz/SMS)
## 9. Staff Trained in First Aid

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Training Completed</th>
<th>Date Qualified To</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLANDTHORN, Tania</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>CAPON, Jane</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>CHISWELL, Hayden</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>deVREEZE, Nina</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>HERRMANN, Debra</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>HOLDEN, Jessica</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>HOLLAND, Samantha</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>HOLLAND, Tim</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>MCDONALD, Courtney</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>MCDONALD, Kellie</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>MEYLAND, Madelyn</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>MURPHY, Melissa</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>PETERSON, Judy</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>RAYNER, Michelle</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>RYAN, Ella</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>RYAN, Nicola</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
<tr>
<td>YANDLE, Jody</td>
<td>Apply First Aid / CPR</td>
<td>6/08/2019</td>
</tr>
</tbody>
</table>
10. Emergency Response Procedures

On-site evacuation/relocation procedure

When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Evacuate students, staff and visitors to the Hall or to the Oval (depending on location of emergency).
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after on-site evacuation/relocation procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record.

Off-site evacuation procedure

If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Identify which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to the Oval.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
Actions after off-site evacuation procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record.

Lock-down procedure

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Divert parents and returning groups from the school if required.
- 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 safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- As appropriate, ascertain that all students, staff and visitors are accounted for.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after lock-down procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Contact the SSSO Network Coordinator if required.
Ensure all staff are made aware of Employee Assistance Program contact details.
Seek support from your region/regional Manager, Operations and Emergency Management if required.
Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
Complete your Post Emergency Record.

**Lock-out procedure**

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Announce lock-out 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
- Go to the designated assembly point/s, *either the Hall or Oval*, depending on the site of the emergency.
- Check that students, staff and visitors are all accounted for.
- Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

**Actions after lock-out procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record.

**Shelter-in-place procedure**

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area, *the Hall*.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Report the emergency to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
Emergency Management Plans Online - The Patch Primary School (The Patch) EM Plan

- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after shelter-in-place procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit that shelter-in-place is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.
11. Emergency Response Procedures for Specific Emergencies

Building fire
- Call 000 for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the Oval or hall (whichever appropriate), closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

Bushfire
- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
  - make sure you close all doors and windows
  - turn off power and gas.
- Check that all students, staff, visitors and contractors are accounted for.
- Report the emergency to Security Services Unit on 9589 6266.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Contact parents as required.

Major external emissions/spill (includes gas leaks)
- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply. **Key to gas cage in cupboard**
- If the gas leak is onsite, notify your gas provider. Multinet 132 691
- If safe to do so, evacuate staff, students, visitors and contractors to the Oval or Hall (depending on location of emergency).
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Direct all Media enquiries to the DET Media Unit on 9637 2871.
- Contact parents as required.

Intruder

• Call 000 for emergency services and seek and follow advice.
• Report the emergency immediately to the Chief Warden.
• 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 whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
• Evacuation only should be considered if safe to do so.
• Report emergency to the Security Services Unit on 9589 6266.
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
• Contact parents as required.
• Direct all Media enquiries to DET Media Unit on 9637 2871.

**Bomb/substance threat**

If a suspicious object is found (or the threat identifies the location of a bomb)

**Immediate response**

• Immediately clear and cordon off the area in the vicinity of the object.
• Call 000 for police and seek and follow advice.
• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
• Report the emergency to the Security Services Unit on 9589 6266.
• Do not approach, touch, tilt or tamper with the object.

**Evacuation**

• Evacuate the school to the appropriate relocation point and:
  • Ensure students and staff are not directed past the object
  • Alert any other services co-located at the school site
  • Check that all students, staff and visitors are accounted for
  • Restrict all access to the site and ensure there are no barriers inhibiting access by police
  • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

**Communication**

• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
• Contact parents when evacuation is complete and it is safe to do so.
• Notify your regional emergency management contact and seek advice if necessary.
• Direct all Media enquiries to DET Media Unit on 9637 2871.
• Await 'all clear' advice from police before returning to school buildings to resume normal school activities.
• As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.
If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
  - Keep the person talking for as long as possible and obtain as much information as possible.
  - Without alerting the caller, signal a co-worker to:
    - call 000 for police on a separate phone
    - notify the Chief Warden/principal
    - report emergency to the Security Services Unit on 9589 6266.
- Fill out the Bomb Threat Checklist and record the following details while you are on the phone to the caller (The Bomb Threat Checklist is provided in the 'Related forms' section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

- Ask the caller:
  - where exactly is the bomb/substance located?
  - what time will the bomb explode/the substance be released?
  - what will make the bomb explode/how will the substance be released?
  - what does the bomb look like?
  - what kind of device/substance is it?
  - who put the bomb/substance there? Why was it put there?
  - what kind of substance is it (gas, powder, liquid)? How much is there?
  - where are you? Where do you live?
  - what is your name? What are your contact details?
- Once the call is finished:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
    - implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above
    - report the emergency to the Security Services Unit on 9589 6266
    - ensure all of the caller information has been written down and provided to police on arrival.
    - **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**
If a bomb/substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above.
- Report emergency to the Security Services Unit on 9589 6266.
- As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

If a bomb/substance threat is received electronically e.g. by email

- DO NOT DELETE THE MESSAGE
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above.
- Report emergency to the Security Services Unit on 9589 6266.
- As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

If you are at the site of an explosion

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
  - Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Report the emergency to the Security Services Unit on 9589 6266
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested.
- As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

**Bomb/Substance Threat Checklist**

This checklist form is available on the online EM Plan and is also printed at the end of the plan.

**Internal emission/spill**
Call 000 for emergency services and seek and follow advice.
Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
Move staff and students away from the spill to a safe area and isolate the affected area.
Report emergency to the Security Services Unit on 9589 6266.
Seek advice in regards to clean up requirements, and 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.
Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
Contact parents as required.
Notify the Victorian WorkCover Authority if required.
Report on eduSafe.
Direct all Media enquiries DET Media Unit on 9637 2871.

Severe weather event

Call 000 if emergency services are needed and seek and follow advice.
Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
During a severe storm:
- Remain in the building and keep away from windows.
- Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
Disconnect electrical equipment - cover and/or move this equipment away from windows.
Report emergency to the Security Services Unit on 9589 6266.
Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
Listen to local radio or TV on battery-powered sets for weather warnings and advice.
As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment

After the severe weather event

After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
Direct all media enquiries to DET Media Unit on 9637 2871.
Contact parents as required.

Earthquake

Call 000 if emergency services are needed and seek and follow advice.
The Chief Warden will convene the IMT if necessary.
Report emergency to the Security Services Unit on 9589 6266.
Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
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 and so on
- 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 any matter concerning the safety and well being of students, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
### PREPAREDNESS STAGE

**Description** - No novel strain detected (or emerging strain under initial detection)

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
<th>The scale and nature of preparedness activities is the same for all possible levels of clinical severity</th>
</tr>
</thead>
</table>
| Review Emergency Management Plan| Review your Emergency Management Plan (EMP), including:  
- pandemic planning arrangements  
- contact lists of staff, students, families, local services and DHHS Emergency Management coordinators  
- communication tree of key staff. | Preparedness activities should be incorporated into normal business.  
This includes incorporating a comprehensive risk management strategy that takes an ‘all hazards’ approach and includes influenza pandemic as a specific hazard that needs to be considered.  
Regularly review, exercise and update plans.  
Communicate pandemic plans with staff. |
| Influenza prevention            | Promote basic hygiene measures within the school by:  
- providing students and staff with information about the importance of hand hygiene (more information is available at Better Health)  
- providing convenient access to water and liquid soap and alcohol-based hand sanitiser  
- educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs  
- ensuring careful disposal of used tissues. |                                                                                                                                                                                  |
| Communications                  | Communicate personal hygiene messages to staff and students.                                                                                                                                                 |                                                                                                                                                                                  |
| Travel advisories               | Convey seasonal influenza messages as directed by DET.                                                                                                                                                       |                                                                                                                                                                                  |
| Business continuity             | Ensure currency of business continuity plan which:  
- identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal and school council)  
- considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce. |                                                                                                                                                                                  |

### RESPONSE STAGE – STANDBY

**Description** - Sustained community person-to-person transmission detected overseas

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
<th>Clinical severity</th>
</tr>
</thead>
</table>
| Review Emergency Management Plan| In April, (or at the time of the overseas detection, if earlier):  
- ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included  
- ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date  
- ensure communication tree of key staff is circulated to nominated school Incident Management Team members. | Apply  
App  
App |
| Incident response               | In April, (or at the time of the overseas detection, if earlier):  
- prepare to enact pandemic response section of your EMP with stakeholders  
- prepare to activate Incident Management Team. | Apply  
Not suggested  
Not suggested  
Apply |
| Hygiene measures                | Continue to reinforce basic personal hygiene measures within schools including:  
- provide students and staff with information about the importance of hand hygiene (more information is available at Better Health)  
- provide convenient access to water and liquid soap and alcohol-based hand sanitiser.  
- educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs. | Apply  
App  
App |
Emergency Management Plans Online - The Patch Primary School (The Patch) EM Plan

- careful disposal of used tissues.

Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

**Communications**

In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/displayed.

In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about:

- the local status
- the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS
- best practice hygiene practices
- considerations for vulnerable children.

Access and follow Chief Health Officer, DHHS/Cth Chief Medical Officer, Cth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.

Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).

School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by School Nursing Area Managers (based at regional offices).

Prepare sample letters for parents/carers for next stage (if required).

**Travel advisories**

Encourage staff and parents/carers to access the smartraveller website prior to international travel.

Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip 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/carers 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.

**Business continuity**

Ensure currency of business continuity plan which:

- identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal)
- considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.

**RESPONSE STAGE - INITIAL ACTION**

| Description - Cases detected in Australia - information about the disease is scarce | Clinical severity |
|---|---|---|
| Category | Key Actions | Low | Med | High |
| **Review Emergency Management Plan** | In April, (or at the time of the overseas detection if earlier):  
- ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included  
- ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date.  
Ensure communication tree of key staff is circulated to nominated school Incident Management Team members. | Apply | Apply | Apply |
| **Incident response** | Enact your EMP.  
Activate school Incident Management Team (IMT) to implement the organisation’s response as appropriate to advice from the DET. | Seek advice | Not suggested | Apply |
| **Hygiene measures** | Reinforce basic hygiene measures including:  
- provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) | Apply | Apply | Apply |
Emergency Management Plans Online - The Patch Primary School (The Patch) EM Plan

- provide convenient access to water and liquid soap and alcohol-based hand sanitiser
- educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs
- careful disposal of used tissues.

Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.

Communications
- Follow and distribute information and advice from DET in accordance with instructions, including information about:
  - the local status
  - personal hygiene measures
  - containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.

Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.

School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.

Containment strategies
- The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.

Encourage staff who develop flu-like symptoms to:
  - Leave school immediately and seek medical attention
  - Stay away from school until completely well.

Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.

If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:
  - Inform teachers of their obligations during school closures
  - For students at home, provide access to educational materials including online learning.

Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.

Travel advisories
- Encourage staff and parents/carers to access the smatraveller website prior to international travel.

Business continuity
- Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
  - Prioritising work functions to ensure adequate workforce availability to deliver education
  - Implementing contingency strategy, which may include employing replacement staff and/or modifying programs.

Governance and reporting obligations
- Report confirmed incidents of influenza.

You will be advised of any additional reporting requirements by DHHS.

<table>
<thead>
<tr>
<th>RESPONSE STAGE - TARGETTED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description - Cases detected in Australia - enough is known about the disease to tailor measures to specific needs</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td><strong>Incident response</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Hygiene measures</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>


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Emergency Management Plans Online – The Patch Primary School (The Patch) EM Plan

- careful disposal of used tissues.

Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.

Communications

Follow and distribute information and advice from DET in accordance with instructions, including information about:
- the local status
- personal hygiene measures
- containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.

Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.

School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.

Containment strategies

The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.

Encourage staff who develop flu-like symptoms during a pandemic to:
- leave school immediately and seek medical attention
- stay away from school until completely well.

Follow the advice of DHHS 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/carers.

If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:
- inform teachers of their obligations during school closures
- for students at home, provide access to educational materials including online learning.

Travel advisories

Encourage staff and parents/carers to access the smartraveller website prior to international travel.

Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip 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/carers 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.

Business continuity

Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
- prioritising work functions to ensure adequate workforce availability to deliver education
- implementing contingency strategy, which may include employing replacement staff and/or modifying programs.

Governance and reporting obligations

Report confirmed incidents of influenza.

You will be advised of any additional reporting requirements by DHHS.

RESPONSE STAGE - STAND DOWN

Description - The public health threat can be managed within normal arrangements and monitoring for change is in place

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
<th>Clinical severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Containment strategies</td>
<td>Be aware that multiple waves of the virus may occur.</td>
<td>Low</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business continuity</th>
<th>Implement business continuity plans for resumption of full business capacity which may involve:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• restoring workforce capacity</td>
</tr>
<tr>
<td></td>
<td>• following procedures for re-opening of service (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• providing supports, including counselling (if required)</td>
</tr>
<tr>
<td></td>
<td>• monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.</td>
</tr>
<tr>
<td></td>
<td>Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).</td>
</tr>
<tr>
<td></td>
<td>Utilise template letters if they are prepared by DET to communicate status of situation to staff and parents/carers, including any available supports.</td>
</tr>
<tr>
<td></td>
<td>Review effectiveness of EMP and update as appropriate - involving relevant staff and others (eg. school nurses) particularly as multiple waves of the virus may occur.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communications</th>
<th>Communicate the updated status of situation to staff and parents/carers including supports that may be available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Continue to encourage staff and parents/carers to access the smatraveller website prior to international travel.</td>
</tr>
</tbody>
</table>
Distance to Primary Off-Site Assembly Area: 100m

Estimated time to reach Primary Off-Site Assembly Area: 5 minutes
13. Evacuation Diagram

Building Name: Overall Evacuation for School

Date Validated: 18 November 2016

EVACUATION MAP

OVAL

LEGEND
Red line = Route to Evacuation Point A
Blue line = Route to Evacuation Point B
Building Exit

Note: Above routes will be subject to alternate route A or B as determined

14. Parent/Family Contact Information

To ensure adherence to the provisions of the Information Privacy Act 2000, this information is held separately.

15. Students and Staff with Special Needs

To ensure adherence to the provisions of the Information Privacy Act 2000, this information is held separately.

A summary may be included below where appropriate.

<table>
<thead>
<tr>
<th>Special Need Category</th>
<th>Number of staff</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART 2 - EMERGENCY PREPAREDNESS
## 16. School Facility Profile

### General Information

<table>
<thead>
<tr>
<th>School/Campus Name</th>
<th>The Patch Primary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address</td>
<td>53 KALLISTA-EMERALD ROAD, THE PATCH 3792</td>
</tr>
<tr>
<td>Operating Hours:</td>
<td>8.30am to 4.30pm</td>
</tr>
<tr>
<td>Phone:</td>
<td>03 9756 7463</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:the.patch.ps@edumail.vic.gov.au">the.patch.ps@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Fax</td>
<td>03 9752 0211</td>
</tr>
<tr>
<td>Number of buildings</td>
<td>9</td>
</tr>
<tr>
<td>Is the School a designated Neighbourhood Safer Place?</td>
<td>No</td>
</tr>
<tr>
<td>Shelter-In-Place location</td>
<td>Hall</td>
</tr>
<tr>
<td>Number of Students</td>
<td>267</td>
</tr>
<tr>
<td>Total number of Staff</td>
<td>45</td>
</tr>
<tr>
<td>Typical method used for communications to school community</td>
<td>tiqbiz (SMS in emergency)</td>
</tr>
</tbody>
</table>

### Other Services/Users of Site

<table>
<thead>
<tr>
<th>Service/User Name</th>
<th>The Patch School OSHC Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Hall, The Patch School, 53 Kallista Emerald Rd The Patch</td>
</tr>
<tr>
<td>Student/Visitor numbers</td>
<td>20</td>
</tr>
<tr>
<td>Operating Hours/Days</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>7.00am to 8.45am, 3.00pm to 6.00pm</td>
</tr>
<tr>
<td>Phone</td>
<td>(03) 9756 7463</td>
</tr>
<tr>
<td>Mobile</td>
<td>0419 515 494</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service/User Name</th>
<th>Loong Fu Pai Taekwondo Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Hall, The Patch School</td>
</tr>
<tr>
<td>Student/Visitor numbers</td>
<td>30</td>
</tr>
<tr>
<td>Operating Hours/Days</td>
<td>Saturday</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Kancho Terry Lim</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Outside School Hours Care programs are required to have a stand-alone Emergency Management Plan.*
Building Information Summary

Telephones (landlines)
Location
The Patch School
All classrooms have telephone access. Internal phone directory provided.
Number
(03) 9756 7463

Alarms
<table>
<thead>
<tr>
<th>Location</th>
<th>Monitoring Company</th>
<th>Location of shutoff instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Intrusion</td>
<td>Each room</td>
<td>DET SSU</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Panel in Resource Room in OSHC</td>
</tr>
</tbody>
</table>

Utilities
<table>
<thead>
<tr>
<th>Location</th>
<th>Service Provider</th>
<th>Location of shutoff instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas / Propane</td>
<td>Meter located next to entry</td>
<td>At meter located next to entry gate.</td>
</tr>
<tr>
<td>Water</td>
<td>Front of property close to 51 Yarra Valley Water</td>
<td>Front of property close to 51 Kallista</td>
</tr>
<tr>
<td>Electricity</td>
<td>Large cabinet at front of prop</td>
<td>No access except by electrical indu</td>
</tr>
</tbody>
</table>

Sprinkler System
| Control Valve Location | N/A |
| Shutoff Instructions Location | |

Boiler Room
| Location | West end of main building adjacent to Art Room. |
| Access   | Via Master Key 1 (MK1) |

Emergency Power System
| Type | N/A |
| Location | |
| Provides power to | |
| Shutoff Instructions Location | |

Building and Site Hazards
<table>
<thead>
<tr>
<th>Hazard Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel and chemicals</td>
<td>Store Room 1 at west end of main building</td>
</tr>
<tr>
<td>Cleaning products</td>
<td>Cleaner's store room next to unisex toilets in main building</td>
</tr>
</tbody>
</table>

Additional Information

Accompanying Images
The Patch Primary School

18. Risk Assessment

This table lists the identified threats and hazards to our school, assessment of the risks associated with those threats and hazards and how we reduce their impact.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushfire</td>
<td>Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment</td>
<td>Measures implemented at our school - School community regularly undertake evacuation drills - Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms.</td>
<td>Consequence - Severe Likelihood - Possible Risk Level - Extreme</td>
<td>Measures to be taken by our school to eliminate or reduce impact of the risk - Request permission from Regional Office to close the school on days of Extreme Fire Danger - Students to participate in fire safety/awareness sessions with CFA</td>
<td>After implementing Treatments - Consequence - Major Likelihood - Possible Risk Level - High</td>
</tr>
<tr>
<td>Structure Fire</td>
<td>Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment</td>
<td>School community regularly undertake evacuation drills - Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms.</td>
<td>Consequence - Severe Likelihood - Rare Risk Level - Medium</td>
<td></td>
<td>Consequence - Likelihood - Risk Level - High</td>
</tr>
<tr>
<td>Major injury to person in playground</td>
<td>Significant physical or psychological injury to person</td>
<td>Well supervised playground. - Appropriate number of qualified first aiders. - First aid kits maintained. - Student medical information kept updated</td>
<td>Consequence - Moderate Likelihood - Possible Risk Level - Medium</td>
<td>Display anaphylaxis awareness posters around school. Discourage food sharing between students Display anaphylaxis first aid posters prominently around school.</td>
<td>Consequence - Severe Likelihood - Rare Risk Level - Medium</td>
</tr>
<tr>
<td>Anaphylactic reaction</td>
<td>Severe allergic reaction possibly leading to death</td>
<td>Majority of staff to hold current anaphylaxis competency. - Student medical information kept updated. - Two staff member with adrenaline injectors in the yard during breaks.</td>
<td>Consequence - Severe Likelihood - Unlikely Risk Level - High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Bus crash involving students</td>
<td>- Injury or death (including psychological injury) to a number of persons</td>
<td>Measures Implemented at our School&lt;br&gt; - Buses hired must have seat belts</td>
<td>Consequence Major&lt;br&gt; Likelyhood&lt;br&gt; Risk Level Medium</td>
<td>Measures to be taken by our school to eliminate or reduce impact of the risk</td>
<td>Risk Level</td>
</tr>
<tr>
<td>Intruder in school area</td>
<td>- Harm (physical and/or psychological) to persons&lt;br&gt; - Damage to school property</td>
<td>Visitor sign-in procedure recognised across school community&lt;br&gt; Students move around school in pairs during class time&lt;br&gt; Students aware of lockdown procedure</td>
<td>Consequence Major&lt;br&gt; Likelyhood&lt;br&gt; Risk Level Medium</td>
<td>Risk Level</td>
<td></td>
</tr>
<tr>
<td>Bomb threat</td>
<td>- Harm (physical and/or psychological) to persons and damage to school property</td>
<td>School community regularly undertake evacuation drills</td>
<td>Consequence Major&lt;br&gt; Likelyhood&lt;br&gt; Risk Level Medium</td>
<td>Risk Level</td>
<td></td>
</tr>
<tr>
<td>Gas leak</td>
<td>- Physical harm to persons&lt;br&gt; - Explosion / fire</td>
<td>School community regularly undertake evacuation drills&lt;br&gt; Annual servicing of appliances</td>
<td>Consequence Major&lt;br&gt; Likelyhood&lt;br&gt; Rare&lt;br&gt; Risk Level Medium</td>
<td>Risk Level</td>
<td></td>
</tr>
<tr>
<td>Boiler room explosion</td>
<td>- Physical harm to persons - Damage to school property</td>
<td>School community regularly undertake evacuation drills</td>
<td>Consequence Major&lt;br&gt; Likelyhood&lt;br&gt; Rare&lt;br&gt; Risk Level Medium</td>
<td>Risk Level</td>
<td></td>
</tr>
<tr>
<td>Local plastics factory explosion</td>
<td>- Physical harm to persons - Damage to school property</td>
<td>School community regularly undertake evacuation drills</td>
<td>Consequence Major&lt;br&gt; Likelyhood&lt;br&gt; Rare&lt;br&gt; Risk Level Medium</td>
<td>Risk Level</td>
<td></td>
</tr>
</tbody>
</table>
## 18. Emergency Response Drills Schedule

Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to March bushfire season.

*An 'Emergency Drill Observer's Record' is required to be completed after each drill. (An 'Emergency Drill Observer’s Record' template is provided in Appendix 3 of the Guide).

<table>
<thead>
<tr>
<th>Period</th>
<th>Drill</th>
<th>Person Responsible</th>
<th>1. Target date; 2. Date Drill was performed</th>
<th>Observer's Record completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Evacuation to Hall</td>
<td>Debra Herrmann</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Evacuation to Oval</td>
<td>Debra Herrmann</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Lock down</td>
<td>Debra Herrmann</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Evacuation to Hall</td>
<td>Debra Herrmann</td>
<td>1.</td>
<td></td>
</tr>
</tbody>
</table>

**General Notes:**

Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to March bushfire season. *An Emergency Drill Observer’s Record is required to be completed after each drill. An Emergency Drill Observer’s Record template is provided in Appendix 3 of the Guide.*
# 19. Emergency Kit Checklist

### The Emergency Kit Contains:

<table>
<thead>
<tr>
<th>Item</th>
<th>✔</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student data and parent contact information (contained in EMP)</td>
<td></td>
</tr>
<tr>
<td>Student and staff with special needs list (contained in EMP) including any student medications</td>
<td></td>
</tr>
<tr>
<td>Staff contact information</td>
<td></td>
</tr>
<tr>
<td>Student Release Forms/sign out book</td>
<td></td>
</tr>
<tr>
<td>List of staff on the IMT</td>
<td></td>
</tr>
<tr>
<td>Traffic/emergency safety vests and tabards</td>
<td></td>
</tr>
<tr>
<td>Facility keys</td>
<td></td>
</tr>
<tr>
<td>Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist</td>
<td></td>
</tr>
<tr>
<td>A charged mobile phone and charger/s</td>
<td></td>
</tr>
<tr>
<td>Torch with replacement batteries (or wind up torch)</td>
<td></td>
</tr>
<tr>
<td>Whistle</td>
<td></td>
</tr>
<tr>
<td>Megaphone</td>
<td></td>
</tr>
<tr>
<td>Portable battery powered radio</td>
<td></td>
</tr>
<tr>
<td>Copy of facility site plan and EMP including evacuation routes</td>
<td></td>
</tr>
<tr>
<td>Sunscreen and spare sunhats</td>
<td></td>
</tr>
<tr>
<td>Plastic garbage bags and ties</td>
<td></td>
</tr>
<tr>
<td>Toiletry supplies</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Items in Kit:

- Medication (general and specific)
- Internet-ready smart phone with Radio 774, Fire Ready and other relevant apps

<table>
<thead>
<tr>
<th>Date Emergency Kit checked:</th>
<th>18 November 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next check date:</td>
<td>30 November 2017</td>
</tr>
</tbody>
</table>
Additional Information

The Patch School OSHC Service and The Patch Early Learning Centre EMPs

Emergency Management Plans for The Patch School Combined OSHC Service and The Patch Early Learning Centre
# The Patch Primary School
## Bomb/Chemical Threat Checklist

<table>
<thead>
<tr>
<th>CALL TAKER</th>
<th>CALL TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Date of Call:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Call Start/End Time:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Number of Caller:</td>
</tr>
</tbody>
</table>

### Complete the following for a BOMB THREAT

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>When is the bomb going to explode?</td>
<td></td>
</tr>
<tr>
<td>Where did you put the bomb?</td>
<td></td>
</tr>
<tr>
<td>What does the bomb look like?</td>
<td></td>
</tr>
<tr>
<td>What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>What will make the bomb explode?</td>
<td></td>
</tr>
<tr>
<td>Did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>What is your name?</td>
<td></td>
</tr>
<tr>
<td>Where are you going?</td>
<td></td>
</tr>
<tr>
<td>What is your address?</td>
<td></td>
</tr>
</tbody>
</table>

### Complete the following for a CHEMICAL THREAT

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>When will the substance be released?</td>
<td></td>
</tr>
<tr>
<td>Where is it?</td>
<td></td>
</tr>
<tr>
<td>What does it look like?</td>
<td></td>
</tr>
<tr>
<td>When did you put it there?</td>
<td></td>
</tr>
<tr>
<td>How will the substance be released?</td>
<td></td>
</tr>
<tr>
<td>Is the substance liquid, powder or gas?</td>
<td></td>
</tr>
<tr>
<td>Did you put it there?</td>
<td></td>
</tr>
</tbody>
</table>

### Characteristics of the Caller

<table>
<thead>
<tr>
<th></th>
<th>LANGUAGE</th>
</tr>
</thead>
</table>
| Sex of caller | [ ] Abusive  
| Estimated age | [ ] Taped  
| Accent if any | [ ] Irrational  
| Speech impediments | [ ] Well Spoken  
| Voice (loud, soft, etc.) | [ ] Incoherent  
| Speech (fast, slow etc.) | [ ] Other (Specify)  
| 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? |  

### Background Noise

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| [ ] Music | [ ] Local call  
| [ ] Machinery | [ ] Long Distance Call  
| [ ] Aircraft |  
| [ ] Other (specify) |  

<table>
<thead>
<tr>
<th>EXACT WORDING OF THREAT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT CALL TO:</td>
</tr>
<tr>
<td>ACTIONS:</td>
</tr>
</tbody>
</table>