**Mr Lock****St Mary's Primary School** **2 Murlong Street, Swan Hill VIC 3585** **MALLEE** **IS NOT** **IS NOT** **1.0** **May 2019** **using a runnner or two way radio****3**

**the Office (03 5033 2541)**CFAVictorian Bushfire Information Line

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EMERGENCY MANAGEMENT plan (EMP)

St Mary's Primary School

2 Murlong Street, Swan Hill VIC 3585

| **BUSHFIRE STATUS** |
| --- |
| **Fire district: MALLEE**  **This site IS NOT listed on the bushfire at-risk register**  **This site IS NOT a designated neighbourhood safer place** |

| **DOCUMENT VERSION** | | | |
| --- | --- | --- | --- |
| **Review By:** | Maree McLean | | |
| **Nature of Changes:** |  | | |
| **Version & Date:** | Version 2, October 2020 | **Next Review Due:** | January 2021 |
| **Validity Period** | 1 year | | |
| **Approved by:** | Kate Quin | **Position:** | Principal |

# 

# Document Control

## document controller

This Emergency Management Plan (EMP) is a controlled document. The Document Controller holds the Master Copy.

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| Maree McLean | Business Manager/St. Mary’s School | [mmclean@smswanhill.catholic.edu.au](mailto:mmclean@smswanhill.catholic.edu.au)  50332541/0418582612 |

## Document amendments

If you become aware of any changes or corrections that are required please photocopy this page and the relevant page(s) requiring changes, note the corrections and email them to the Document Controller.

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| --- | --- | --- | --- |
| PROPOSED EMP AMENDMENTS | | | |
| **Name** |  | **Contact Details**  Tel  Fax  Email | |
| **Position** |  |
| **Organisation** |  |
| **Please note proposed changes to the following Sections / pages** | | | |
| Document Ref: | | Revision: | |
| Section No |  | Page No |  |
| Section No |  | Page No |  |
| Section No |  | Page No |  |
| Section No |  | Page No |  |
| **OTHER COMMENTS** | | | |

When new revisions are issued, changes are summarised on a revision control sheet and highlighted by a vertical bar in the left-hand margin of affected pages.

This plan is to be reviewed annually during 3 each year to reflect any changes that may have taken place, such as changes to site facilities and personnel normally on site. Whenever this EMP is updated a copy must distributed to all parties listed see Section 0.4 Distribution list.

## Document amendment history

Details of amendments to this EMP must be recorded on the table below.

| DOCUMENT AMENDMENT TABLE | | | | | |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **Section** | **NATURE OF AMENDMENT** | **UPDATED BY (NAME)** | **APPROVED BY** | **/ DATE** |
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## Distribution list

A copy of this plan has been distributed to the following.

| NAME | TITLE / ORGANISATION | EMAIL |
| --- | --- | --- |
| Peter Kerwan | Catholic Education Office – Ballarat | sobrien@ceoballarat.catholic.edu.au |
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# INtroduction

## purpose

The purpose of this plan is to provide a detailed plan of how St Mary's Primary School will prepare and respond to emergency situations.

This plan is designed to meet the requirements set out in AS3745 – 2010: Planning for emergencies in facilities.

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

## Scope

This plan applies to all educators, students, visitors, contractors and volunteers at St Mary's Primary School. This plan also applies to all buildings and grounds at St Mary's Primary School.

## definition of an emergency

An emergency is broadly defined as an event that arises internally or externally from a facility which may adversely affect the safety of people, the facility’s buildings and / or the environment and which requires an immediate response.

## Priorities

This plan demonstrates the commitment of the school to the community, students and stakeholders such as employees and contractors to respond to emergencies promptly and efficiently. The response to an emergency on site is based on the following objectives:

* Preserve life and the safety of people
* Minimise the impact on the environment
* Minimise damage to property
* Minimise the impact on the neighbouring community
* Learn to prevent reoccurrence

## Comprehensive Approach

This plan is written in-line with the four phases of emergency management defined by Emergency Management Australia, namely the “Comprehensive Approach” to Emergency Management.



1. **Prevention** - conducting assessments to identify potential hazards and develop procedures and policies designed to mitigate or prevent damage.
2. **Preparedness** - developing plans, policies and procedures then communicating these plans by conducting training, testing the plan and communicating the EMP with the required stakeholders.
3. **Response** - implementing the emergency procedures to respond to an emergency.
4. **Recovery** - working with affected members of the school community and others to recover and return to normal activities as soon as possible. This includes the development of short, medium and long term recovery activities.

Other factors are considered in the development of this plan, such as demographic factors, geographic factors (see Section 2 regarding the facility) and specific risks identified (see Section 9.0 Emergency Management structure

**Emergency Planning Committee (EPC)**

The EPC is responsible for the development, implementation and maintenance of the EMP, emergency procedures and related training and exercises. The EPC will also establish an Emergency Control Organisation (ECO) with the authority to implement these emergency procedures. See Section 3.0 Emergency Planning Committee (EPC) for more detail regarding the EPC.

**Emergency Control Organisation (ECO)**

The ECO will implement the emergency procedures (see Section 5.0) whenever there is a required response to threats to safeguard building occupants, the building themselves or the environment. This includes the lockdown or evacuation of the site occupants and specific duties dependant on the threat. See Section 4.0 (Emergency Control Organisation) for more detail regarding the ECO.

**Emergency Services**

The Emergency Services (police, fire brigade, ambulance, State Emergency Service) should be contacted immediately by the ECO when an emergency occurs. One of the Emergency Services may assume legal responsibility for control and coordination of response activity on arrival and will retain control until their services are no longer required.

# the facility

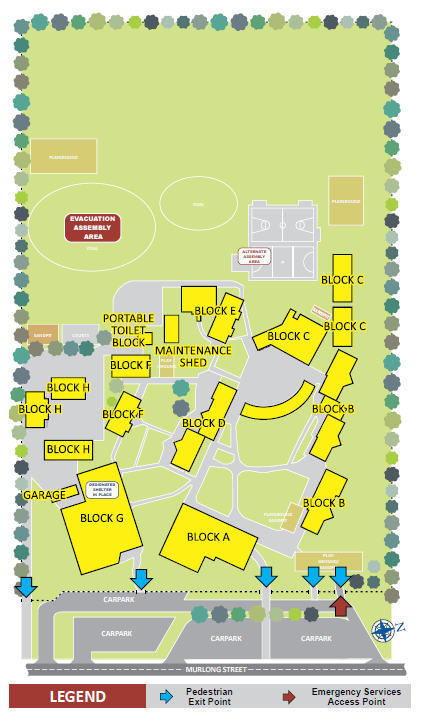
## FACILITY Profile

| **PROFILE** | | |
| --- | --- | --- |
| **School Name** | St Mary’s Primary School, Swan Hill | |
| **Address** | 2 Murlong Street, Swan Hill | |
| **Hours of Operation** |  | |
| **Principal** | Kate Quin | |
| **Telephone** | 03 5033 2541 | |
| **Fax** |  | |
| **Website** | http://www.smswanhill.catholic.edu.au/ | |
| **After Hours Emergency Contact** | Name:  Telephone: | Kate Quin  0429323521 |
| **Number of Students** | 583 | |
| **Number of Staff** | 88 | |
| **Students / Staff with Disabilities** |  | |
| **Total Fire Ban District** |  | |
| **On ’Bushfire At-Risk’ register** |  | |

## Site Description

St Mary’s Primary School is a Catholic Coeducational Primary school serving years Foundation to Year 6. The site consists of a number of buildings constructed of brick walls and tin roofs. The school is bordered by Murlong Street and industrial type buildings.

St Mary's Primary School’s designated primary Evacuation Assembly Area is the Oval (as illustrated below). Depending on weather conditions, location, nature and severity of the emergency situation, the Chief Warden has the authority to decide upon an alternative and more appropriate Evacuation Assembly Area, should the primary area be unsuitable. Throughout the Emergency Planning and Training process other potential onsite Evacuation Assembly Areas have been considered, discussed with staff and are illustrated are below:



## AREA MAP



## FIRE PROTECTION SYSTEMS AND EQUIPMENT

This Plan has been designed to take into account the following installed fire and building protection features of the site. These include fixed and portable equipment.

All staff on site will always take life safety as priority over property protection.

| **SYSTEM** | **FURTHER DETAILS** |
| --- | --- |
| **Fire detection and alarm systems** | |
| **Fire Indicator Panel** | |
| **Automatic Fire Sprinkler Systems** | |
| **Fire Suppression Trigger** | |
| **Fire Pump sets** | |
| **Fire Hydrant Systems** | |
| **Water storage tanks for fire protection systems** | |
| **Fire and smoke control features of mechanical services** | |
| **Passive fire and smoke systems** | |
| **Delivery lay flat fire hose reel** | |
| **Fire hose reels** | |
| **Portable and wheeled fire extinguishers** | |
| **Fire blankets** | |
| **Smoke Doors** | |
| **Fire isolated stairwells** | |
| **Fire approved lifts** | |
| **Sprinkler Stop Valve** | |

## COMMUNICATION SYSTEMS AND EQUIPMENT

This plan has been designed to take into account the following installed communication systems and equipment features of the site. Maintenance requirements of these systems can be found in Section 6.3

| **SYSTEM** |
| --- |
| **Manual Call Point Break Glass Alarms** |
| **Emergency Warning System (EWS)** |
| **Emergency Warning and Intercommunication System (EWIS)** |
| **Warden Intercom Points (WIP)** |
| **Public Address System (PA)** |
| **Evacuation Tone** |
| **Loudhailers** |
| **Portable Radios** |
| **Fixed and Portable Phones with internal system** |
| **Duress Alarm** |

## Utilities and Building Services

When an emergency arises there are times when it is best to be able to shut down some services from the mains. The following utilities are on site and can be accessed using the methods described.

| **TYPE** | **CONTROL / ACCESS POINT** | **NOTES / SHUTOFF INSTRUCTIONS** |
| --- | --- | --- |
| **Gas / Propane** | Rear Multipurpose Room |  |
| **Water** | Front of school near playground |  |
| **Electricity** | Administration Building/Front of school carpark |  |
| **Roof Access** |  |  |

## Dangerous Goods

Dangerous goods are those that may initiate or influence an emergency if used improperly or exposed to an existing hazard. The table below indicates the types of dangerous goods and storage locations. For all goods a Safety Data Sheet log should be kept up to date and accessible to relevant staff.

| **MATERIAL** | **LOCATION** | **QUANTITY** |
| --- | --- | --- |
| Cleaning Supplies | Storage Room between Junior Toilets, Storage Room Senior Girls Toilets, Storage Room rear of Gym, Portable Toilet Block |  |
| Fuel, Chemicals | Maintenance Shed |  |
| Gas Bottles | Outdoor rear of Red Shed |  |
|  |  |  |

## OTHER SITE HAZARDS

The following table lists other site hazards that may impact the occurrence or management of an emergency.

| **HAZARD** | **FURTHER DETAILS** |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Emergency Planning Committee (EPC)

## ResponSibilities

Australian Standard AS3745 – 2010 gives the site EPC responsibility for establishing and maintaining the EMP, Emergency Procedures and appointing adequate numbers of trained personnel throughout the facility as members of the ECO with the authority to override normal management during an emergency.

Australian Standard AS3745 – 2010 also requires the EPC to:

* Nominate the validity period for the EMP and the evacuation diagrams. NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.
* Establish an ECO with the authority to implement the emergency procedure documentation within this plan.
* Establish arrangements to ensure the continuing operation of the ECO.
* Arrange for all members of the ECO to meet at intervals not greater than six-monthly for training purposes (specific to their individual role).
* Ensure that the register of ECO members is current and readily available.
* Arrange for fire-extinguisher training bi-annually where the use of fire-extinguishers is documented within the emergency procedures.
* Arrange for the training of all non-ECO occupants annually.
* Obtain legal advice on the level of indemnity afforded to EPC members and the ECO.
* Arrange for regular emergency control exercises to be conducted (every part of the facility must undergo an exercise annually, the first exercise after establishing response procedures should be an evacuation). The EPC shall also amend the emergency procedures if changes are required following the exercise report.
* Review Emergency Procedures annually (see Section 3.3 Emergency Planning Committee Meetings).
* Undertake emergency prevention including the implementation of emergency safety policies, maintenance of all equipment and measures required in an emergency, correct storage practices and good housekeeping measures.
* Arrange for other appropriate resources, such as financial, equipment or personnel, for the implementation of this EMP.
* Determine whether the facility requires a dedicated Emergency Response Team (ERT). If so, establish an ERT and arrange development of specific ERT procedures, training and exercises.

## Emergency planning committee Membership

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

St Mary's Primary School EPC consists of the following representatives.

| EPC MEMBERS | | |
| --- | --- | --- |
| NAME | TITLE | EMAIL |
| Kate Quin | Principal | kquin@smswanhill.catholic.edu.au |
| Jason Perry | Deputy Principal | jperry@smswanhill.catholic.edu.au |
| Belinda Davies | RE Leader | bdavies@smswanhill.catholic.edu.au |
| Maree McLean | Business Manager | mmclean@smswanhill.catholic.edu.au |

| EXTERNAL CONTRACTORS ENGAGED FOR SPECILIST ADVICE | | |
| --- | --- | --- |
| NAME | TITLE / ORGANISATION | EMAIL |
|  |  |  |
|  |  |  |
|  |  |  |

## Emergency planning committee Meetings

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

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

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

# Emergency Control Organisation

The ECO will implement the Emergency Procedures (as detailed in Section 5.0) whenever there is a required response to threats to safeguard building occupants, the building themselves or the environment. This includes the lockdown or evacuation of the site occupants and specific duties dependant on the threat. The ECO takes precedence over normal management during an emergency.

The ECO must undertake training and conduct emergency exercises as outlined in Section 6.1 of this plan.

## Structure

The ECO uses the following structure to respond to emergencies on or affecting their grounds. This structure takes into account the size and layout of the school as well as the number of students enrolled.



## CONTACT INFORMATION

The table below contains contact information for designated primary and alternate role holders on the St Mary's Primary School’s ECO.

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE** | **NAME** | **MOBILE** | **AFTER HOURS** |
| **Chief Warden** | Primary: Maree McLean | 0418 582 612 |  |
| Alternate: Kate Quin | 0429 323 521 |  |
| All staff have been trained in the responsibility and duties of the Chief Warden and able to fulfil the role should the above people not be available. | | |
| **Communications Officer** | All School staff are trained as Communication Officers, however in the event of an emergency the Communication Officers are likely to be administration staff as they are readily available to assist the Chief Warden and are familiar with the communication systems on site. | | |
| **Warden** | All School staff are trained as Wardens. Upon notification of an emergency staff in the act of teaching (any staff member with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency situation.  All other staff (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment. | | |
| **First Aider** | Qualified First Aid Personnel may be called upon by the Chief Warden to attend to casualties. | | |

## Responsibilties

### Chief Warden

The Chief Warden’s duties include:

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

### Communications Officer

The Communications Officer’s duties include:

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

### Wardens

Warden duties include:

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

### First Aiders

The First Aiders’ duties include:

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

### Staff Members

Staff duties include:

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

# emergency procedures

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

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

This EMP is not designed to be used during the emergency itself. Additional documents are available as guidance for all members of the ECO during the emergency, including:

* Chief Warden Emergency Procedure folder
* Communication Officer Evacuation Assembly Area Checklist (see Section 10.9)
* Personal emergency evacuation plan (PEEP) (see Section 10.6)
* Evacuation Diagrams (see Section 11.0)

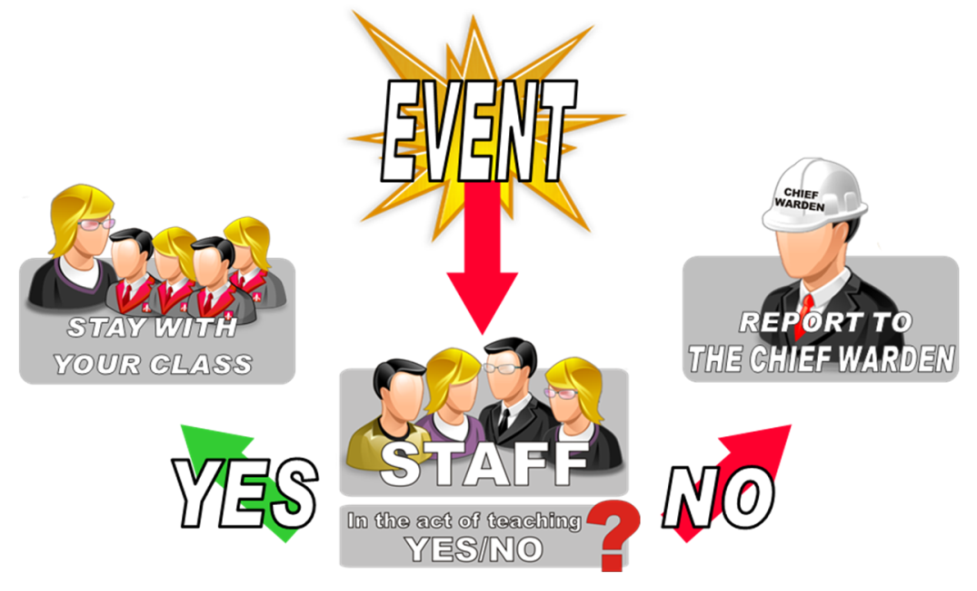
Personal Emergency Evacuation Plans (PEEPs) and the emergency procedures folder are located at the emergency control point. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas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

Warden identification is also available at the Emergency Control Point.

## ECO activation

Upon discovering an emergency staff should remove themselves and others in the immediate vicinity, before shutting the door and raising the alarm in the nearby area. Once safely evacuated from the affected area or building they should then raise the alarm to the the Office (03 5033 2541). Staff should then restrict access to the affected area until a Warden comes to assist them.

The ECO can be activated via a number of different communication methods. Once the Chief Warden is alerted to an emergency the selection process for Wardens operates as per the following diagram.



## on / off site Evacuation Procedure

The below evacuation procedure applies to evacuation on or off site. These situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off site as appropriate). the School Principal or delegatethe Officeusing a two way radio or runner

|  |
| --- |
| **EVACUATION** |
| **‘Staff in the act of Teaching’ Evacuation Procedure:**   * Turn off any equipment that may become a hazard. * Direct students to the nearest safe exit. * Make final check of room, take the class roll and shut the door. * Lead students to the nominated or closest safe Evacuation Assembly Area. * Account for your current class group and report any problems to the Comms Officer.   + Remain in control of your class group at the Evacuation Assembly Area.   **WARDENS (staff not in the act of teaching) Evacuation Procedure:**   * + Report to the Chief Warden for deployment and don Red Helmet.   + Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.   + Anyone refusing to evacuate must be reported to the Chief Warden.   + Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a ‘Room Checked’ post-it note.   + Once the evacuation and search is complete, report to the Chief Warden using a two way radio or runner and give details of areas clear, anyone missing or requiring assistance.   + Follow any further directions from the Chief Warden.   **COMMUNICATIONS OFFICER Evacuation Procedure:**   * Report to the Chief Warden for instructions and don White Helmet.   **Communications Officer - Emergency Control Point (ECP):**   * Manage all communications on behalf of the Chief Warden. * Use the ‘Emergency (Evacuation) Checklist’ to log search results.   **Communications Officer - Evacuation Assembly Area (EAA):**   * Move to the nominated Evacuation Assembly Area. * Use ‘Emergency (Evacuation) Checklist’ to log head count and report status to the Chief Warden. * Manage all communications at the Evacuation Assembly Area.   **CHIEF WARDEN Evacuation Procedure:**   * Collect necessary keys and proceed to the Emergency Warning System / PA Panel in the Office (Emergency Control Point (ECP)). * Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required. * Activate the ECO by directing the Communications Officer to make the ‘Evacuate Announcement’ over the Emergency Warning System / P.A. system and activating the Evacuate tone. * Direct the Comms Officer at the ECP to contact the appropriate Emergency Services. * Issue White Helmet and clipboard and deploy Comms Officer to the Evacuation Assembly Area. * Issue Red Helmets ‘Warden Duty’ cards and relevant PEEP’s and deploy Wardens using the following 3 stages:   + Stage 1: Occupants of buildings in immediate danger   + Stage 2: Occupants of nearby buildings   + Stage 3: If required complete Site Evacuation * Use the ‘Emergency (Evacuation) Checklist’ to log Warden and EAA reports. * Restrict building access and vehicular movement by placing Wardens at entrances. * Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point. * Consider notifying neighbouring facilities about the emergency. * Brief the Emergency Services, handover the situation and assist as required. * Notify the School Principal or delegate. * Regularly contact the Evacuation Assembly Areas to give and receive information updates. * When the Emergency Services declare the building safe, give the “All Clear” and control building re-entry and * Hold a debriefing session for all Wardens. |

## Lockdown / SHELTER IN PLACE Procedure

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

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| **LOCKDOWN / SHELTER-IN-PLACE PROCEDURE** |
| **STAFF MEMBER Lockdown / Shelter-In-Place Procedure:**   * If outside class time: * Yard Duty Teachers direct students to their Home Class Rooms, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. * Grade Teachers attend Home Class Room area nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students. * All other staff report to Chief Warden for deployment. * Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. * If during class time: * For a Lockdown, remain with the class. * For a shelter-in-place, move students to the pre-determined Shelter-In-Place Area. * Lock all doors and windows, draw blinds / curtains and remain inside. * Direct students to sit down on the floor together. Prevent students from peering through windows or doors. * Give students reassurance to help them remain quiet & calm throughout the incident. * Wait for further instruction from a Warden or Chief Warden.   **WARDEN Lockdown / Shelter-In-Place Procedure:**   * + Report to the Chief Warden for deployment.   + Don Red Helmet. * Direct Students and Teachers to their Home Class Room, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. Assist in moving people with a disability to safety.   + Check designated areas are clear and secure.   + Once the Lockdown / Shelter-In-Place is complete, report to the Chief Warden and give details of areas secure or anyone requiring assistance.   + Follow any further directions from the Chief Warden.   **COMMUNICATIONS OFFICER Lockdown / Shelter-In-Place Procedure:**   * Report to the Chief Warden for instructions. * Don White Helmet. * Manage all communications on behalf of the Chief Warden.   **CHIEF WARDEN Lockdown / Shelter-In-Place Procedure:**   * Notify Staff and Wardens via the PA system or verbally of a lockdown or Shelter-In-Place and ring school bell. * Direct the Communications Officer to contact the appropriate Emergency Services. * Issue Red Helmets and ‘Warden Duty’ cards and if safe to do so, deploy Wardens to confirm everyone is accounted for. * Use the ‘Emergency (Evacuation / Lockdown) Checklist’ to log Warden reports. * Once the Lockdown or Shelter-In-Place is complete, stop the usual school bell from sounding. * Place Wardens at locked building entrances. Only allow students and staff to re-enter. * If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the ECP. * If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation. * Consider notifying neighbouring facilities about the emergency. * Meet and brief the Emergency Services, handover the situation and assist as required. * Notify the School Principal or delegate. * If possible, make regular contact with Teachers to give and receive updates. * When the Emergency Services declare the school safe, give the All Clear. * Hold a debriefing session for all Wardens. |

## Fire / Smoke PROCEDURE

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| **FIRE / SMOKE** |
| **ANYONE upon discovering fire / smoke:**   * Assist anyone in immediate danger, if safe to do so. * Close doors to prevent fire / smoke spread. * RAISE THE ALARM: Notify the Office (03 5033 2541) and give details of the location and extent of the fire. * Alert anyone in the immediate area about the fire. * Commence evacuation via the closest safe exit.   **WARDENS upon notification of fire / smoke:**   * Report to the Chief Warden for deployment. While performing your duties: * Assist anyone in immediate danger if safe to do so. * Close doors to prevent fire / smoke spread. * Request anyone in the immediate area to evacuate or to assist as necessary. * Commence fire fighting duties if trained and safe to do so. * If the fire cannot be controlled, close the door to prevent fire / smoke spread and complete the evacuation (see **EVACUATION PROCEDURE**).   **CHIEF WARDEN upon notification of fire / smoke:**   * Collect necessary keys and proceed to the Emergency Warning System / PA Panel in the Office (Emergency Control Point). * Activate the ECO. * Determine the location and extent of the fire / smoke, by sending a Warden to investigate and report back using a two way radio or runner. * If fire is evident, direct the Communications Officer to call the Fire Brigade and commence evacuation (see **EVACUATION** **PROCEDURE**). |

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## BUSHFIRE PROCEDURE

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| **BUSHFIRE** |
| **CHIEF WARDEN total fire ban days / during bushfires in the local district:**   * Inform Staff and Students of total fire ban at start of day (or day prior if possible), and update them with relevant information if required. * Tune in to ABC radio or local community radio station for updates on the fire’s progress or contact the Victorian Bushfire Information Line (see Emergency Contacts). * Liaise with local Emergency Services (CFA, Police) to move Staff and Students to a Safer Refuge if required. * Assess if it is safe for students to undertake outdoor activities (including outside recess / lunch breaks). * Check with the SCHOOL BUS COORDINATOR, LOCAL CFA or CFA DISTRICT to ensure that there are no fires burning which may endanger your school bus route.   **CHIEF WARDEN upon being notified of a Bushfire:**  Note: Inform the Critical Incident Management Team Leader of an impending bushfire. The Critical Incident Management Plan (CIMP) contains further information on Bushfire Preparedness.  This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school and it is unsafe to evacuate, everyone should as a last resort remain in the building after the following precautions are taken:   * + - Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable / demountable buildings.     - Inform Emergency Services operator (000 or 112 if calling from a mobile) of building / s where staff and students will be housed. Keep in contact as fire approaches so the Emergency Services operator can direct services as they become available. The primary responsibility of staff is the safety of students. * Issue Red Helmets and ‘Warden Duty’ cards and deploy Wardens: * Direct Wardens to assemble staff and students inside (preferably bricked and tiled); away from the part of the building that will be initially exposed to the fire.   + - Check attendance against class rolls once assembled.     - Turn off power and gas.     - Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing). Fill gutters, all sinks and washbasins with water.   + Once the threat has passed, direct Wardens to assess the buildings for spot fires, burning embers, casualties and report back.     - Designate trained, properly equipped teams (with fire fighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so.     - Remain inside until it has been established that the fire has clearly passed; evacuate the building and remain in a safe area.     - Ensure staff / students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees. |

## Flooding PROCEDURE

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| **FLOODING** |
| **ANYONE discovering a flood:**   * Assist anyone in immediate danger, if safe to do so. * RAISE THE ALARM: Notify the Office (03 5033 2541) and give details of the location and extent of the emergency. * Alert anyone in the affected area. * Commence evacuation via the closest safe exit.   **CHIEF WARDEN upon being notified of a flood:**   * Collect necessary keys and proceed to the Emergency Warning System / PA Panel in the Office (Emergency Control Point). * Activate the ECO. * Direct Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area. * If required, direct the Communications Officer to call the Fire Brigade. * Determine the nature of the flood (water main / roof damage / sewerage / etc) and shut off the source and / or contact the relevant maintenance provider (see EMERGENCY CONTACTS). * If the flood is external, commence lockdown (see **LOCKDOWN PROCEDURE**). * If the flood is internal, commence evacuation (see **EVACUATION PROCEDURE**). |

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## Adverse Weather PROCEDURE

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| **ADVERSE WEATHER** |
| **EVERYONE during Adverse Weather:**   * Try to remain calm. * Move away from windows, mirrors, bookcases and items that may fall. * If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms. * If outside seek shelter. * Await instructions from the Chief Warden.   **CHIEF WARDEN during and after adverse weather:**   * Collect necessary keys and proceed to the Emergency Warning System / PA Panel in the Office (Emergency Control Point). * Activate the ECO.   + If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).   + Once the threat has passed, direct Wardens to assess the buildings for casualties, building damage and hazards and report back.   If any building damage or hazards are identified, commence evacuation (seethe **EVACUATION PROCEDURE**). |

## Fallen tree / Structural failure PROCEDURE

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| **FALLEN TREE / STRUCTURAL FAILURE** |
| **ANYONE upon discovering a Fallen Tree / Structural Failure:**   * Assist anyone in immediate danger, if safe to do so. * RAISE THE ALARM: Notify the Office (03 5033 2541) and give details of the threat.   **CHIEF WARDEN once notified of a Fallen Tree / Structural Failure:**   * + Deploy a Warden to assess the affected area for casualties, anyone trapped, building damage and hazards and report back.   + Ensure First Aiders attend any casualties. * If a building is damaged or hazards are identified that threaten occupants inside buildings, commence evacuation (see **EVACUATION PROCEDURE**).   + If anyone is trapped or suspected of being trapped, call the Fire Brigade ‘000’ (Fire Brigade is equipped for rescue). |

## Earthquake PROCEDURE

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| **EARTHQUAKE** |
| **EVERYONE during an earthquake:**   * Try to remain calm. * Move away from windows, mirrors, bookcases and items that may fall. * If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms. * If outside, move to an open space away from buildings, power lines and trees that may fall. * Await instructions from the Chief Warden.   **CHIEF WARDEN after an earthquake:**   * + Direct Wardens to assess the buildings for casualties, building damage and hazards and report back.   + If any building damage or hazards are identified, commence evacuation (seethe **EVACUATION PROCEDURE**). |

## Bomb Threat / Bomb Threat Evacuation PROCEDURE

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| **BOMB THREAT** |
| **ANYONE receiving a bomb threat via telephone:**   * Take the threat seriously. Do not hang up the phone to assist call trace. * Use the “Bomb Threat Checklist” to obtain as much information as possible.   + RAISE THE ALARM with a discreet response. Notify the Office (03 5033 2541) and give details of the threat.   **CHIEF WARDEN in the event of bomb threat via telephone:**   * Contact the Police. * Ensure the recipient completes a “Bomb Threat Checklist” (see Section 10.3). * Assess the information on the “Bomb Threat Checklist” to determine if the threat is specific or non-specific and actions required. (see below) * Discreetly activate the ECO and decide whether to conduct a search and if partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below). * Direct Wardens to look for items not normally found in the area, items which an owner cannot be found and anything that is considered suspicious for any reason and report back search results. * **If no suspicious item is identified**, determine actions to take on subsequent threats. * **If a suspicious item is located**, commence evacuation (see **BOMB THREAT EVACUATION** below). * Cordon-off the area. Do not touch, tilit, tamper or use mobile phones, two way radios or flash photography within a 25 metre radius. * Contact the police to confirm that a suspicious item has been found. |

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| **BOMB THREAT EVACUATION** |
| **WARDENS when conducting a Bomb Threat Evacuation:**   * Advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings. * Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open. * Report to the Chief Warden. Give details of areas clear, people missing or requiring evacuation assistance and any suspicious items.   **CHIEF WARDEN when conducting a Bomb Threat Evacuation:**   * Consider selecting an Evacuation eeAssembly Area not publicly known (at least 100 metres from the item, if a vehicle, evacuate at least 500 metres). * Determine the safest route to the Evacuation Assembly Area. Ensure paths of travel avoid the vicinity of any suspicious item or area specified in the threat. * Ensure the Evacuation Assembly Area is a safe distance away from possible flying debris. * Activate the ECO by directing the Communications Officer to make the ‘Evacuate Announcement’ over the Emergency Warning System / P.A. system and activating the Evacuate tone. Consider instructing evacuees to take their nearby personal effects with them. * Issue evacuation instructions to Wardens, leaving windows and doors open if time permits. * Meet the Police upon arrival and give details of the situation. * Notify the School Principal or delegate. * When the Emergency Services declare the building safe, give the “All Clear”, control building re-entry and hold a debriefing session for all Wardens. |

## SUSPICIOUS MAIL / PACKAGE PROCEDURE

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| **SUSPICIOUS MAIL / PACKAGE** |  |
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| **SUSPICIOUS MAIL / PACKAGE RECOGNITION POINTS:**   * **Origin:** Unusual postmark and unknown source. * **Labelling:** Poor handwriting or typing, misspelling of common words. * **Physical Characteristics:** * Unusual size, weight, feel, sound or smell. * Excessive tape or postage * Discolouration, stains or powdery deposits. * Perforations or protruding objects. * **Ownership:** Item not normally found in the area, items for which an owner cannot be found and anything that is considered suspicious for any reason.   **WARDEN IMMEDIATE ACTIONS – suspected explosive device:**   * Carefully place item on nearest level surface. * Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, radios or flash photography within a 25m radius * Contact the police to confirm that a suspicious item has been found. * Advise the Chief Warden of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area. * Commence evacuation of the area (see **BOMB THREAT EVACUATION**).   **WARDEN IMMEDIATE ACTIONS – written / recorded threat:**   * Carefully place the item in a clear plastic bag. Avoid unnecessary handling to preserve evidence, such as fingerprints. * Place all items in an envelope or container for assessment by police.   **WARDEN IMMEDIATE ACTIONS – suspected biological / chemical hazard:**   * Alert others and keep people away from the item, but remain nearby. * Ask the person who handled the item to place it inside an airtight plastic bag and then into another airtight bag. * If opened, do not disturb any further nor clean up any spilled substance. Cover the item if possible without disturbing it. * Ask the handler to remain calm and not to touch their face, anyone or anything else. * Stop people from entering the immediate area. * If able to without leaving the immediate area, have the handler wash their hands. * If possible shut off ventilation system and fans and close doors and windows. * If at any time there is a strong noxious smell, move to an adjoining room and close doors and windows. * Advise the Chief Warden of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area. * Await further directions from the Chief Warden.   **WARDEN IMMEDIATE ACTIONS – suspected radiological hazard:**   * Limit exposure / shield yourself from the item. * Do not handle the item. * Evacuate the area (see **BOMB THREAT EVACUATION**).   **CHIEF WARDEN when advised of suspicious mail / package:**   * Don white helmet / tabard. * Ensure the Warden completes **IMMEDIATE ACTIONS** (for the following situations) and isolates the area: * A suspected improvised explosive device. * A written or recorded threat. * A biological / chemical hazard * A radiological hazard. * Inform Police. * Decide whether the situation warrants a partial or full evacuation and discreetly activate the ECO (see **BOMB THREAT EVACUATION**). | |

## Hazardous Material / Gas Leak PROCEDURE

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| **HAZARDOUS MATERIAL / GAS LEAK** |
| **ANYONE upon discovering a Hazardous Material Spill or Gas Leak:**   * Assist anyone in immediate danger, if safe to do so. * RAISE THE ALARM: Notify the Office (03 5033 2541) and give details of the location and extent of the emergency. * Alert anyone in the affected area. * Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones * Commence evacuation via the closest safe exit.   **WARDENS upon being notified of a Hazardous Material Spill or Gas Leak:**   * Report to the Chief Warden for deployment. While performing your duties: * Assist anyone in immediate danger. * Isolate the affected area. * Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones * DO NOT attempt to clean up or confine the spill or leak unless you have been appropriately trained. * Isolate anyone contaminated until the arrival of the Emergency Services. * Complete the evacuation (see **EVACUATION PROCEDURE**).   **CHIEF WARDEN upon being notified of a Hazardous Material Spill or Gas Leak:**   * + - Collect necessary keys and proceed to the Emergency Warning System / PA Panel in the Office (Emergency Control Point).     - Activate the ECO.     - Direct Wardens to take control of the situation.     - Assess the type and quantity of hazardous materials involved and obtain the ‘Material Safety Data Sheet’ to determine the appropriate response.     - If required, direct the Communications Officer to call the **Fire Brigade**. * Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.   + - Send a Warden to investigate the source (in case of gas leak), and shut off supply if safe to do so.     - Direct Wardens to isolate anyone contaminated until the arrival of the Emergency Services. * If the spill or gas leak is external, commence lockdown, close all doors and windows and turn off ventilation systems (see **LOCKDOWN PROCEDURE**). * If the spill or gas leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**). |

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## Medical Emergency PROCEDURE

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| **MEDICAL EMERGENCY** |
| **ANYONE discovering a Medical Emergency:**   * RAISE THE ALARM: Notify the Office (03 5033 2541) and give the location and details of the emergency. * Contact a nearby trained First Aider, if available.   **CHIEF WARDEN upon notification of a Medical Emergency:**   * Collect necessary keys and proceed to the Emergency Warning System / PA Panel in the Office (Emergency Control Point). * Activate the ECO and call First Aider(s) to attend to the casualty(s). * Direct Wardens to take control of the situation. * If the person is receiving an electric shock, refer to **ELECTRIC SHOCK GUIDELINES**, below. * If requested by the First Aider, direct the Communications Officer to call an Ambulance. * Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty. * For serious incidents and / or if person is hospitalised, notify the Principal to arrange for next of kin to be notified   **ELECTRIC SHOCK GUIDELINES:**  **Avoid direct contact with the affected person while they are in contact with the current.**   * If the emergency has been reported to you, notify the Chief Warden. The Chief Warden will deploy First Aiders.   **Low Voltage – Immediate Actions (person discovering):**   * Immediately switch off / disconnect power source. * If unable to switch off current, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or leg. * Ensure onlookers are kept away from the live / energised equipment.   **High Voltage – Immediate Actions (person discovering):**   * Immediately disconnect power source. * Only permit first aid treatment after the current has been switched off (high voltage injuries can be very severe, even fatal, involving burns to skin and possibly to internal organs). * Ensure onlookers are kept away from the live / energised equipment. |

## Threatening Behaviour / Civil Disorder PROCEDURE

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| **THREATENING BEHAVIOUR / CIVIL DISORDER** |
| **ANYONE becoming aware of threatening behaviour or civil disorder:**   * If possible RAISE THE ALARM: Notify the Office (03 5033 2541) and give the location and details of the emergency. * Act calm. Do not interrupt an agitated person; allow them to have their say. * Do not tell people to calm down. * Do not take sides in a dispute.   **CHIEF WARDEN in the event of threatening behaviour or civil disorder:**   * Notify the Police if assistance is required. * Direct staff and students not to confront intruders / protestors and keep away. * If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**). * If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).   + - Direct a Warden to meet the Police on arrival. |

## Armed Intrusion PROCEDURE

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| **ARMED INTRUSION** |
| **ANYONE caught up in an armed intrusion:**   * + - Act calm and obey instructions given by intruders.     - Do not make sudden movements or make eye contact.     - Be compliant and answer all questions asked by intruders.     - Hand over valuables when requested. These are replaceable, life is not.     - Do not give chase when intruders depart. * If possible RAISE THE ALARM: Notify the Office (03 5033 2541) and give the location and details of the emergency.   **CHIEF WARDEN in the event of an armed intrusion:**   * + - Call the Police. * If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**). * If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).   + - After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure.     - Isolate the crime scene and ensure no one disturbs the area.     - Prevent discussion between witnesses.     - Direct a Warden to meet the Police on arrival. |

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## ACTIVE SHOOTER PROCEDURE

Active shooter events unfold rapidly and often without the opportunity to formalise ECO roles.

**DEFINITION:** An active shooter is a person armed with a firearm(s) who is actively engaged in killing or attempting to cause serious harm to multiple people.

**OBJECTIVES:**

* Initiate immediate response activities
* Minimise the offender’s access to potential victims.
* Move people from danger
* Prevent people from entering the scene
* Help Police to locate and contain the shooter.

There are three main options for teachers and students. In order of priority they are:

**ESCAPE:** leave the school premises to an off-site location

**HIDE:** find a hiding place and block entry into the area

**TAKE ACTION:** incapacitate the active shooter (as a last resort)

As there may be little time to organise a coordinated response, in order to maintain the safety of the students under their supervision, staff should be trained to independently decide on the appropriate reaction. They must be able to choose ESCAPE, HIDE or TAKE ACTION and then conduct the correct procedures.

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| **ACTIVE SHOOTER** |

**STAFF in the event of an Active Shooter:**

**ESCAPE (to a safe offsite location)**

* + - Try to confirm that the entire escape route is safe.
    - Inform students of specific point to go to and path to take.
    - Where possible, alert others nearby of the ability to escape
    - While escaping
    - Lead the students from the front and move together quickly and quietly
    - Remain as low as possible using available cover (use buildings, fences, trees etc.. where available)
    - Avoid open spaces
    - If initial escape location is no longer safe, continue moving until safe
    - Where possible, call the Chief Warden with any available information about the Active Shooter and your location.

**HIDE - Hide if Escape is not possible:**

* + - Find a hiding place where the active shooter is less likely to ﬁnd you. The hiding place should be out of the Active Shooter’s view, provide protections in shots are fired in your direction (e.g. an area with a closed and locked door or heavy wall) and not trap you or restrict your options for further movement.
    - Prevent an active shooter from entering your hiding place by locking the door and / or blockade the door with heavy furniture / items.
    - If the active shooter is nearby:
    - Lock the door and silence mobile phones and / or pagers and turn off any source of noise (e.g. radios, televisions).
    - Hide behind large items (e.g. cabinets, desks)
    - Teachers to continue to keep students quiet and calm.
    - Constantly reassess your option to escape or hide (including moving to another hiding location).
    - Where possible, update the Chief Warden with any available information about the Active Shooter.

**TAKE ACTION if ESCAPE or HIDE is not possible**

* + - As a last resort and only when your life is in imminent danger, attempt to disrupt and / or incapacitate the active shooter by:
    - Acting as aggressively as possible against him / her.
    - Throwing items and using improvised weapons.
    - Yelling.
    - Committing to your actions.

**IF POLICE ARRIVE IN YOUR AREA**

* + - Immediately raise hands and spread ﬁngers.
    - Keep hands visible at all times.
    - Behave calmly, and follow ofﬁcers’ instructions.
    - Put down any items in your hands (e.g. bags, jackets).
    - Avoid making quick movements toward ofﬁcers such as holding on to them for safety.
    - Avoid pointing, screaming and / or yelling.
    - Provide information regarding the Active Shooter (location / direction, number of shooters, weapons, description etc…)

Do not stop to ask ofﬁcers for help or direction when escaping; just proceed in the direction from which ofﬁcers are entering the area.

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**CHIEF WARDEN in the event of an Active Shooter:**

* + - Delegate the nearest person to call the Police (000), remain on the phone and inform them of the:
    - exact location of the shooter
    - best point for Police to directly enter the school and find the Active Shooter (Police want access to the location of the Shooter NOT the Chief Warden)
    - If possible determine the location of the Active Shooter – information from notifier - (location / direction, number of shooters, weapons, physical description and number of casualties)
    - Notify occupants to undertake Active Shooter procedures by making the Active Shooter announcement –

**“Active Shooter, Active Shooter ‘insert threat location’ (repeat as necessary)**

* + - If the location / direction of the Active Shooter is known and it is possible to determine that specific areas of the school are safe to ESCAPE then staff at these locations should be directed to ESCAPE off-site (using closed communications methods). In areas close to the Active Shooter which are not safe to ESCAPE, then staff in these locations should be directed to HIDE (using closed communications methods).
    - Continually broadcast updates to occupants about the location of the Active Shooter.
    - Continually assess and re-contact specific areas and advise them to ESCAPE or HIDE.

**WHEN POLICE ARRIVE**

* + - Police will likely move straight to the location of the Active Shooter.
    - Where available provide police with local two-way radio access for monitoring and live updates and offer ongoing information assistance
    - Site information – maps, hazards, choke points, restricted access, any CCTV
    - Communication systems available including P.A, logs etc.
    - Neighbouring facilities / local area insight
    - Continue to provide information to 000, this will be distributed to the responding officers.

**WHEN THE THREAT HAS BEEN DECLARED ALL CLEAR OR SAFE BY POLICE:**

* + - Nominate a staff member to act as a police liaison
    - Direct witnesses to assist Police with details and observations of the offender(s). Observations may include details such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure
    - Communicate with offsite escape locations to ascertain those at the location and any issues.
    - Prevent discussion between witnesses.
    - Notify the School Principal or delegate.
    - Assist police as requested

## Missing STUDENT

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| **MISSING STUDENT** |
| **ANYONE upon report of a Missing Child / Dependent Person:**   * Establish the missing person’s name, a clear description, any distinguishing features, location where last seen and any other critical or useful information. * RAISE THE ALARM: Notify the Office (03 5033 2541) and give details of the location and description.   **WARDENS if notified a Missing Child / Dependent Person:**   * Alert the Chief Warden if not already notified. * If requested by the Chief Warden, search designated area for the missing person. * Report to the Chief Warden following the completion of your search. * Follow any further instruction from the Chief Warden.   **CHIEF WARDEN (White Helmet) once notified of a Missing Child / Dependent Person:**   * Collect necessary keys, Emergency Response Procedures, nominate a suitable Emergency Control Point (ECP) & activate the ECO. * Ensure a Warden or Staff member is directed to maintain contact with missing person’s carer / s. * Establish missing person’s name, a clear description, any distinguishing features, location where last seen and any other critical or useful information. Use ‘Missing Persons Checklist’ to assist. * Alert all staff of the missing person’s name & description. * Instruct Wardens to perform a search of the site for the missing person, * Deploy Wardens at gates to prevent the missing person from leaving the site. * If necessary, call Police ‘000’ & direct a Warden to meet the Police on arrival. |

## animal hazard PROCEDURE

|  |  |
| --- | --- |
| **ANIMAL HAZARD** |  |
|  |
| **CHIEF WARDEN in the event of an Animal Hazard:**   * Activate & Direct Wardens to keep persons away from any immediate hazard posed by the animal. * Try to identify the owner of the animal to ensure they aware of the problem. * Controlling the animal will be the responsibility of the owner / handler. * In the absence of the owner / handler, inform the RSPCA or snake catcher as appropriate. * Receive updates from Wardens. * If the threat is external, and deemed severe, commence lockdown (see **LOCKDOWN PROCEDURE**). * If the threat is internal, and deemed severe, commence evacuation (see **EVACUATION PROCEDURE**).   + - Stand down Wardens if / when the situation is declared all clear. | |

## People with a disability / injury PROCEDURE

|  |
| --- |
| **PEOPLE WITH DISABILITY / INJURY** |
| **WARDENS in the event of an evacuation:**   * Assist in moving anyone with a disability / injury out of the danger area via the closest safe exit to the nominated Evacuation Assembly Area. * If any person cannot be moved to the nominated Evacuation Assembly Area: * Attempt to move them to a place of safety. * Notify the Chief Warden at the Emergency Control Point, of the location and status of the person. * Direct someone to stay with the person until rescued, if safe to do so. * Wardens should only carry people down flights of stairs as a last resort.   **CHIEF WARDEN in the event of an evacuation:**   * Log details of any person that is unable to be evacuated. * Inform the Emergency Services of the location of anyone that requires rescue.   **NOTE: It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.**  **The completed PEEP’s should be kept in the Chief Warden’s response folder for distribution / deployment of assistance during an emergency response.** |

## STUDENT RELEASE PROCEDURE

|  |
| --- |
| **STUDENT RELEASE** |
| **PARENTS / GUARDIANS must complete the following before a student can be released to them:**   * + Park in a safe location. Do not block gates or other cars.   + If the school is currently undertaking an emergency procedure, follow the direction of staff members.   + Report to school administration. If the school has been evacuated, report to the EAA.   + Show photo identification to Staff at administration or the Communications Officer at the EAA. Staff will only release a student to an authorised parent / guardian.   + If requested, complete a student release form.   + Staff will then arrange for the student to be released to the parent / guardian.  OFFSITE EMERGENCY PROCEDURE  |  | | --- | | **OFFSITE EMERGENCY** | | **CHIEF WARDEN upon receiving a report of an emergency offsite:**   * + If the emergency is a threat to your site then commence lockdown (see **LOCKDOWN PROCEDURE**). * Tune in to ABC radio or local community radio station for updates on the emergency or contact the relevant emergency services information line. * Inform Staff and Students of the emergency and update them with relevant information if required. * Assess if it is safe for students to undertake outdoor activities (including outside recess / lunch breaks). * Check with the school bus coordinator and relevant emergency services to ensure that there are no emergencies which may endanger your school bus route.   **CHIEF WARDEN upon receiving a report of an emergency offsite that involves classes on an excursion:**   * Remain in contact with staff at the emergency to receive information about the emergency if possible. * Instruct them to follow the site’s emergency procedures. If there is none, instruct staff to evacuate or lockdown as required. * If the staff involved in the emergency have not, instruct a nearby staff member to call Emergency Services for them. * Consider sending staff to assist if available and safe to do so. * Inform Staff and Students of the emergency and update them with relevant information if required.   + Notify the School Principal or delegate of the incident to ensure critical incident management processes begin.  POST INCIDENT PROCEDURE  |  | | --- | | **POST INCIDENT** | | **CHIEF WARDEN post-incident duties include:**   * + Ensure the building is safe for re-occupation (if emergency services are involved - upon advice from the Incident Commander).   + If there is any building damage restrict access to this area.   + Ensure the Emergency Warning System is placed back into automatic mode.   + Notify the School Principal or delegate of the incident to ensure critical incident management processes begin.   + Conduct a post-incident debriefing with all ECO members involved, identifying any areas for improvement and actions to improve the response. If relevant, communicate findings with all staff.   + If any ECO equipment was damaged arrange for replacement.   + If any fire extinguishers were discharged arrange for replacement. | | |

# maintenance

The Emergency Planning Committee, Emergency Control Organisation, Emergency Management Plan, the emergency procedures and emergency equipment are to be maintained and tested according to AS3745:2010 Planning for emergencies in facilities and AS1851:2012 Routine service of fire protection systems and equipment. The tables below outline these maintenance requirements. Records of all maintenance, testing and inspections must be kept to illustrate compliance.

## TRAINING AND EXERCISE RequiRements

|  |  |  |
| --- | --- | --- |
| **Activity** | **Cycle** | **Requirements** |
| **Emergency Planning Committee Training** | ongoing | * Maintenance of at least one member of the EPC trained in execution of their obligations under AS 3745:2010 (re: emergency preparedness) |
| **Emergency Control Organisation Member Training / Familiarisation** | 6 monthly | * Training for all ECO members (primary and alternate) specific to their individual roles * Refresher training following EMP revision * This can include exercises and internal training sessions, such as familiarising members with communication systems and other ECO tools. |
| **First Attack Fire Fighting Training** (using portable fire-fighting appliances) | 24 monthly | * Fire extinguisher training where their use is documented within the procedures |
| **Emergency- Control Exercise**  An evacuation or an exercise consistent with the identified emergencies in the EMP. | AS 3745:10  Annually | * All areas of the facility must participate in at least one exercise * All occupants within the exercise area must take part, unless the EPC grants a written exemption prior to the exercise. * The exercise observer must submit a report to the EPC |
| VRQA  Per term |
| **Facility occupants Training (non-ECO)** | Annually | * Training to allow them to respond appropriately to activation of the emergency procedures |

### Training and Exercise Schedule and Log

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

| **Date** | **TRAINING / EXERCISE Type** | **Attendees** | **Completed By** |
| --- | --- | --- | --- |
| 28/1/2020 | Emergency Procedure Briefing | All Staff | Maree McLean |
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## documentation RequiRements

|  |  |  |
| --- | --- | --- |
| **Activity** | **Cycle** | **Requirements** |
| **EMP** | Annually | * Check for relevancy to the facility |
| **Emergency Procedures** | 6 monthly | * Warden numbers * Procedures relevant to the facility * Contact directories * Training and exercises * Assembly area suitability * Identification of any introduced hazards * Replace / update all documents within 5 years of issue |
| **Evacuation Diagrams** | 6 monthly | * Check for relevancy to the facility |
| Dynamiq will conduct an Annual Assessment each year with the Emergency Planning Committee to determine if all documentation meets current requirements of both VRQA and AS 3745:10. | | |

## EVACUTION AND COMMUNICATION EQUIPMENT RequiRements

|  |  |  |
| --- | --- | --- |
| **Activity** | **Cycle** | **Requirements** |
| **Evacuation Routes & Exits** | Monthly | * Check smoke doors close correctly * Check that exit signs and emergency lighting illuminate correctly * Check exit doors and routes are marked clearly, free from obstruction and function correctly * Check that fire doors close correctly |
| **ECO Identification Equipment** | Monthly | * Check identification is available, accessible, correctly colour coded and functional. |
| **Manual Call Point Break Glass Alarm** | Monthly | * Check equipment is accessible |
| **Emergency Warning System (EWS)** | Monthly | * Check that alarms are audible * Check that PA messages are audible |
| **Emergency Warning and Intercommunication System (EWIS)** | Monthly | * Check Warden Intercom Points are operational, accessible and the call tone is audible * Check that alarms are audible * Check that PA messages are audible |
| **Public Address System (PA)** | Monthly | * Check that PA messages are audible |
| **Loudhailers** | Monthly | * Check the equipment is accessible and operates correctly |
| **Portable Radios** | Monthly | * Check that signals are received and messages audible |
| **Fixed and Portable Phones** | Monthly | * Check the equipment is accessible and signals are received and messages audible |

## Evacuation and Communication Equipment Monthly Check Log

|  |  |  |
| --- | --- | --- |
| **Check Performed By: Maree McLean** | | |
| **Date of Check:2020** | | |
| **Equipment & Requirements** | **Pass / Fail** | **Comments** |
| **Evacuation Routes & Exits**  Check smoke doors close correctly  Check that exit signs and emergency lighting illuminate correctly  Check exit doors and routes are marked clearly, free from obstruction and function correctly  Check that fire doors close correctly | Pass | Exit Signs & Emergency Lighting done by external providers on 3/4/20 |
| **ECO Identification Equipment**  Check identification is available, accessible, correctly colour coded and functional. | Pass |  |
| **Manual Call Point Break Glass Alarm**  Check equipment is accessible | N/A |  |
| **Emergency Warning System (EWS)**  Check that alarms are audible  Check that PA messages are audible | Pass |  |
| **Emergency Warning and Intercommunication System (EWIS)**  Check Warden Intercom Points are operational, accessible and the call tone is audible  Check that alarms are audible  Check that PA messages are audible | Pass |  |
| **Public Address System (PA)**  Check that PA messages are audible | Pass |  |
| **Loudhailers**  Check the equipment is accessible and operates correctly | Pass |  |
| **Portable Radios**  Check that signals are received and messages audible | Pass |  |
| **Fixed and Portable Phones**  Check the equipment is accessible and signals are received and messages audible | Pass |  |

# appendix 1: Abbreviations

|  |  |
| --- | --- |
| **LIST OF ABBREVIATIONS** | |
| ACP | Area Control Point |
| BARR | Bushfire At Risk Register |
| CECV | Catholic Education Commission Victoria |
| CEO | Catholic Education Office |
| CIMP | Critical Incident Management Plan |
| EAA | Evacuation Assembly Area |
| ECO | Emergency Control Organisation |
| ECP | Emergency Control Point |
| EMP | Emergency Management Plan |
| EPC | Emergency Planning Committee |
| EWS | Emergency Warning System |
| EWIS | Emergency Warning and Intercommunication System |
| FIP | Fire Indicator Panel |
| PEEP | Personal Emergency Evacuation Plan |
| VRQA | Victorian Registration and Qualifications Authority |
| WIP | Warden Intercom Point |

# Appendix 2: References

The following documentation has been used as a guide when creating this EMP:

AS3745:2010 Australian Standard AS3745 – Planning for Emergencies in Facilities (Amendment 1)

AS1851:2012 Routine service of fire protection systems and equipment

# Appendix 3: risk assessment

The objective of Risk Assessment is to separate lower priority risks from the major high priority risks. For each risk identified determine the local context and analyse the risk in terms of impact and likelihood, considering the range of potential impacts and how likely they are to occur. Assess hazards and any others you think relevant to your school:

|  |  |  |
| --- | --- | --- |
| **Bushfire / grassfires** | **Internal fires and smoke** | **Intruders** |
| **Criminal Incidents** | **Earthquake** | **Bomb Threat** |
| **School Bus Accident / Vehicle Incident** | **Severe storms and flooding** | **Pandemics and communicable diseases** |
| **Hazardous Substance Release: Inside and Outside Facility Grounds** | **Off-Site Facility Emergency** | **Other**  **Incidents** |

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

| **CONSEQUENCE**  **DESCRIPTION** | **DEFINITION** | **LIKELIHOOD**  **DESCRIPTION** | **DEFINITION** | |
| --- | --- | --- | --- | --- |
| **Insignificant** | | No Injury | **Rare** | The event may occur only in exceptional circumstances |
| **Minor** | | Injury / ill health requiring first aid | **Unlikely** | The event may occur at some time, say once in 10 years |
| **Moderate** | | Injury / ill health requiring medical attention | **Possible** | The event should occur at some time, say once in 3 years |
| **Major** | | Injury / ill health requiring hospital admission | **Likely** | The event will probably occur in most circumstances, say once a year |
| **Severe** | | Fatality | **Almost Certain** | The event will probably occur in most circumstances, say once every 6 months |

Risk Assessment completed by: Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | **CONSEQUENCES** | **CURRENT CONTROL MEASURES** | **RISK RATING** | | | **PLANNED CONTROL MEASURES** |
| **CONSEQUENCE** | **LIKELIHOOD** | **RISK LEVEL** |
| Fire |  |  |  |  |  |  |
| Bushfire / Grassfire |  |  |  |  |  |  |
| Medical incl.   * Anaphylaxis * Asthma |  |  |  |  |  |  |
| Pandemic |  |  |  |  |  |  |
| Electric Shock |  |  |  |  |  |  |
| Abduction / Missing Person |  |  |  |  |  |  |
| Civil Disturbance |  |  |  |  |  |  |
| Armed Intrusion |  |  |  |  |  |  |
| Active Shooter |  |  |  |  |  |  |
| Bomb Threat |  |  |  |  |  |  |
| Hazardous Weather |  |  |  |  |  |  |
| Earthquake |  |  |  |  |  |  |
| Cyclone |  |  |  |  |  |  |
| Flood |  |  |  |  |  |  |
| Hazardous Material |  |  |  |  |  |  |
| Air Supply Contamination |  |  |  |  |  |  |
| Loss of Essential Services |  |  |  |  |  |  |
| Animal Hazard |  |  |  |  |  |  |
| Offsite Emergency |  |  |  |  |  |  |

# Appendix 4: Supporting Documentation

## Emergency Drill / Exercise Observer Record

| **RUNNING LIST:** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * Pre-briefing With Chief Warden (outline expectations / duties if required) * Brief Emergency Services (if required) * Start Evacuation - ensure “Exercise Only” Announcement is made * Control Re-entry (thank evacuees for participating) * Hold Warden Debrief | | | | | | | |
| **DETAILS:** | | | | | | | |
| Chief Warden’s Name: | |  | | | | | |
| Nature of Event: | |  | | | | | |
| Location of Event: | |  | | | | | |
| Date: |  | | Time Event Initiated: |  | Time All at EAA: |  | |
| **OBSERVATIONS:** | | | | | | | **YES / NO** |
| Did the person discovering the emergency alert other occupants and the Chief Warden? | | | | | | |  |
| Was the alarm activated? | | | | | | |  |
| Were the emergency services promptly notified? | | | | | | |  |
| Did staff direct persons from the building / site per the evacuation procedures? | | | | | | |  |
| Were isolated areas searched? | | | | | | |  |
| Were building entrances secured? | | | | | | |  |
| Was the evacuation logical and methodical? | | | | | | |  |
| Did occupants act as per instructions? | | | | | | |  |
| Was a roll call conducted for students, staff and visitors (inc contractors and volunteers)? | | | | | | |  |
| Was someone appointed to liaise with the emergency service / s? | | | | | | |  |
| Was someone appointed to liaise with the parents / community? | | | | | | |  |
| Was the emergency service given the correct information? | | | | | | |  |
| Did anyone re-enter the premises before the “all clear” was given? | | | | | | |  |
| Did anyone refuse to leave the building / site? | | | | | | |  |

## EMERGENCY CHECKLIST

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **EMERGENCY CHECKLIST** | | | | | | | |
|  | | |  | | | | | | | | | |
| **Name:** | | | | | | | | | **Date: / /** | | **Time:** : hrs | |
| **Emergency Services Notification: Telephone 000** | | | | | | | | | | | |
| **Service** | | | **Time called** | | | | **Service** | | | | **Time called** |
| Fire | | | : hrs | | | | Ambulance | | | | : hrs |
| Police | | | : hrs | | | | SES | | | | : hrs |
| **WARDEN AREA REPORT** | | | | | | | | | | | |
| **Warden Area** | **Evacuation Complete** | | **People requiring rescue** | | **People Missing/ Refusing to leave** | **Comments** | | | | | |
| ***1*** |  | |  | |  |  | | | | | |
| ***NAME*** |
| ***2*** |  | |  | |  |  | | | | | |
| ***NAME*** |
| ***3*** |  | |  | |  |  | | | | | |
| ***NAME*** |
| ***4*** |  | |  | |  |  | | | | | |
| ***NAME*** |
| ***5*** |  | |  | |  |  | | | | | |
| ***NAME*** |
| ***6*** |  | |  | |  |  | | | | | |
| ***NAME*** |
| **ASSEMBLY AREA REPORT** | | | | | | | | | | | |
| **People missing / requiring rescue** | | | | | | | | | **Comments** | | |
|  | | | | | | | | |  | | |

## Debrief Checklist

| **Incident Description:** | | | | |
| --- | --- | --- | --- | --- |
|  | | | | |
| **SITE:** |  | | | |
| **Chief Warden:** | | | **Date:** | **Time:** |
| **who was present at debrief:** | | | | |
| Chief Warden: | | Wardens: | | |
| Communications Officers: | |
| **summary of the emergency:** | | | | |
|  | | | | |
| **What was done well?** | | | | |
|  | | | | |
| **What could have been done better?** | | | | |
|  | | | | |
| **What actions will be implemented?** | | | **by whom?** | |
|  | | |  | |
| **debrief completed by:** | | | | |
| **Name:** | | **ECO Position:** | | |
| **Time:** | | **Date:** | | |
| **Job Title:** | | **Signature:** | | |

## bomb threat checklist

|  |
| --- |
| **BOMB THREAT CHECKLIST** |

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

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

|  |  |
| --- | --- |
| **Call taken by:** | **Date: / /** |
| **Location & phone number:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exact wording of the threat:**  **REMAIN ON THE LINE,**  **DO NOT HANG UP** | | | **Caller’s Manner:**  calm  angry  excited  slow  rapid  soft  loud  familiar  laughter  crying  normal  distinct  child  adult | **Caller’s  Voice:**  slurred  nasal  stutter  lisp  raspy  deep  ragged  clearing throat  deep breathing  cracking voice  disguised  accent |
| **Questions to ask (bomb specific):**  When will it explode?  Where is it right now?  What does it look like?  What kind of Bomb is it?  What will set it off?  Did you place the bomb? | | |
| **Other questions to ask:**  Why did you place the bomb?  Where are you?  What is your name?  What is your address?  What number can I contact you on? | | | | |
| **Caller’s description:**  Sex: M / F ……… Accent type:  Age: ................ Other: | **If the voice is familiar, it sounded like:**  ……………………………………………………………. | | | |
| **Call:** | Time: …........….AM / PM  Duration: .........secs / min | | |
| **Background sounds:**  clear  local  phone booth  office  voices  music  motor  street noise  static  crockery  factory  public address noise  animal noise  long distance  house noise | | | **Threat delivery:**  irrational  well spoken  taped  foul  message read out | |

**ALL THREATS MUST BE TAKEN SERIOUSLY**

## Emergency kit checklist

| **HAVE YOU:** | **YES / NO** |
| --- | --- |
| Child Data e.g. sign-in sheet |  |
| Children and staff with special needs list |  |
| Enrolment records including authorisations and parent contacts |  |
| Staff Data |  |
| List of staff with emergency management or training skills |  |
| Traffic safety vest and / or tabards |  |
| Keys |  |
| Standard portable first aid kit |  |
| A charged mobile phone |  |
| Torch with replacement batteries (or wind up torch) |  |
| A megaphone |  |
| Portable battery powered radio |  |
| Bottled water |  |
| Portable non-perishable snacks such as sultanas, dried fruits, energy bars |  |
| Copy of facility site plan and evacuation routes |  |
| Sunscreen and spare sunhats |  |
| Whistle |  |
| Plastic garbage bags and ties |  |
| Toiletry supplies e.g. nappies / wipes |  |
| Other |  |

## Personal emergency evacuation plan (PEEP)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PEEP prepared for:** | | | **Students Parent / Guardian / Responsible Teacher:** | | | | | **ATTACH**  **PHOTO** | |
| **Date: / /** | | | **Students Home Room:** | | | | |
| **Review date: / /** | | | **€ Timetable Attached** | | | | |
| **Emergency**  **Planning Committee approval:** | **(Signature)** | | **Parent / Guardian /**  **Responsible Teacher:** | | **(Signature)** | | |
| **Reason for PEEP?** | | | | | | | | | |
| **How to notify person of Emergency? i.e. visual cues etc.** | | | | | | | | | |
| **Number of Staff to assist?** | | **€ 1 Warden** | | | | **€ 2 Wardens** | | | **€ Other:** |
| **Equipment Required: i.e. wheelchair, stretcher, visual cues etc.** | | | | | | | | | |
| **Who are your designated assistants (name, phone, email):**  **Note: Assistants must be trained in emergency response procedures and evacuation equipment** | | | | | | | | | |
| **Name** | | | | **Phone** | | | **Email** | | |
|  | | | |  | | |  | | |
|  | | | |  | | |  | | |
| **€ Advise Person of Procedures** | | | | | | **€ Notify the Student Parents of procedures** | | | |
| **Extra Important Information:** | | | | | | | | | |
| **DURING AN EMERGENCY** | | | | | | | | | |
| * **Do NOT use lifts** * **If using a Wheelchair – Do NOT use stairs** * **If it is not possible to move the person to the Evacuation Assembly Area, move them as far away from the danger as possible.** * **Remain with the person if it is safe to do so** | | | | | | | | | |

## OFFENDER CHECKLIST

|  |
| --- |
| Offender Witnessed By:  Contact Phone Number:  Location of Event: |

Number of Intruders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ask the Chief Warden for one checklist per intruder)

Name of Intruder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Intruder Description** | | | |
| Gender | | | **man** |
| Age (approximate) | | |  |
| Height & Posture | | |  |
| Weight & Build | | |  |
| Skin Complexion | |  | |
| Eye Colour | |  | |
| Voice Tone | |  | |
| Accent | |  | |
| Language Used | |  | |
| Hair Colour | |  | |
| Hair Length & Style | |  | |
| Facial Hair | |  | |
| Clothing | |  | |
| Accessories & Jewelry | |  | |
| Footwear | |  | |
| Tattoos | |  | |
| Scars | |  | |
| Other Details | |  | |
| **Weapon Description** | | | |
| Type (Gun / Knife / etc) |  | | |
| Model (Pistol / Rifle / etc) |  | | |
| Size |  | | |
| Colour |  | | |
| Other Details |  | | |
| **Vehicle Description** | | | |
| Registration | |  | |
| Type (Make and Model) | |  | |
| Colour | |  | |
| Other Details | |  | |
| Which way did they go? | |  | |

***HAND OFFENDER CHECKLIST TO POLICE OR CHIEF WARDEN***

## MISSING PERSON CHECKLIST

|  |
| --- |
| Reported By: Contact Phone Number:  Relationship with missing person:  **Last Know Location of Missing Person: Time:** |

Number of Missing Persons:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*ask the Chief Warden for one checklist per person*)

Name of Missing Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any nickname / names they answer to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Missing Person Description** | |
| Gender |  |
| Age (approximate) |  |
| Height & Posture |  |
| Weight & Build |  |

|  |  |
| --- | --- |
| Skin Complexion |  |

|  |  |  |
| --- | --- | --- |
| Eye Colour  Tattoos / Scars |  | |
| Hair Colour |  | |
| Hair Length & Style |  | |
| Facial Hair |  | |
| Clothing |  | |
| Accessories & Jewelry |  | |
| Footwear |  | |
| Voice Tone |  | |
| Accent |  | |
| Language Used  (can they speak English) |  | |
| Any Impairment  (Physical, Mental, Hearing or Visual) |  | |
| Any Medical or health issues |  | |
| Any Medication Required |  | |
| **Area Description** | | |
| Is the person likely to go somewhere in particular? | |  |
| Does the missing person know the area?  (which areas?) | |  |
| Did the missing person come as part of a family / larger group | |  |
| Could the missing person have departed the site with someone else?  (eg another family member) | |  |

***HAND MISSING PERSON CHECKLIST TO POLICE OR CHIEF WARDEN***

## Communication Officer Evacuation Assembly Area Checklist

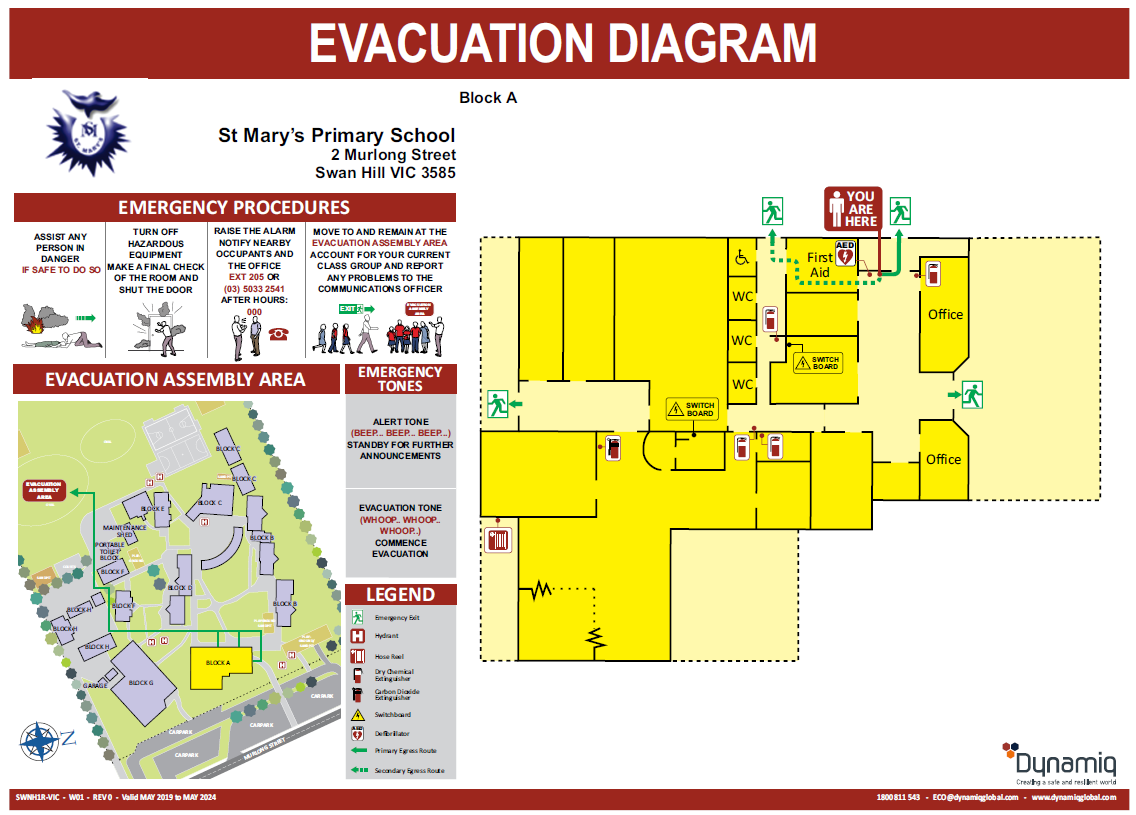
|  |  |
| --- | --- |
| **EVACUATION** | Evacuation Assembly Communication’s Officer:   * Move to and take control of the nominated Evacuation Assembly Area. * Log head count from each class group including anyone missing or requiring rescue. * Report the status of the Evacuation Assembly Area to the Chief Warden using a runnner or two way radio. * Manage all communications at the Evacuation Assembly Area.   + Follow any further direction from the Chief Warden |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | | **Date: / /** | | **Time:** |
| **Class Group** | **Area Evacuated From** | **People requiring rescue** | **People Missing** | | **Comments** | |
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## Emergency Announcements

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| --- | --- | --- |
| **EMERGENCY ANNOUNCEMENTs** | | |
|  | |  | | --- | | **ALERT** | | **“Attention, this is an emergency announcement. Please assemble where you are and await further instructions. Staff not in the act of teaching report to (insert Emergency Control Point location).” Repeat & Sound ALERT TONE** | | | **EVACUATION** | | **“Attention this is an emergency announcement. Could all staff, students and occupants (insert building/s to be evacuated) please calmly move to the Evacuation Assembly Area (insert location). Please avoid (insert danger zone). Follow the directions of Wardens. Staff not in the act of teaching report to (insert Emergency Control Point location).”**  **Repeat & Sound EVACUATION TONE**  **NOTE: The Chief Warden may determine a substitute Evacuation Assembly Area when necessary, and should substitute that location into the announcement. The Chief Warden may also include which evacuation routes are to be used for evacuation.** | | |  |
| |  |  |  | | --- | --- | --- | | **LOCKDOWN (Discreet)** | |  | | **“Attention all staff, Mr Lock to the (insert danger zone).” Repeat**  **(Only if it is safe to do so) Staff not in the act of teaching report to (insert Emergency Control Point location).” Repeat**  **\*\*If outside of class time, follow with the continuous ring of the school bell.** | | | |  | | | | |  | | --- | | **LOCKDOWN (Non-discreet)** | | **“Attention all staff, students and occupants, this is an emergency announcement. Please remain in your current building until further notice. If outside, move to the nearest building.” Repeat**  **(Only if it is safe to do so) Staff not in the act of teaching report to (insert Emergency Control Point location).” Repeat**  **\*\*If outside of class time, follow with the continuous ring of the school bell.**  **Give staff as much additional information as required to assist staff in coordinating their response to the non-discreet lockdown.** | | | | | | **ALL CLEAR** |  | | | **“Attention all staff, students and occupants, the emergency situation is all clear. Please resume normal activities.” Repeat** | | | |

# Appendix 5: evacuation diagrams

Evacuation Diagrams have been placed throughout the site. An example is included below:

# APPENDIX 7: Special Needs List

The below tablets provide details of the staff and children that may require assistance in an emergency. See Section 5.21 for an emergency procedure for the evacuation of people with special needs. The template for creating Personal emergency evacuation plan (PEEP)’s can be found in Section 10.6.

## Staff with Special Needs

| **First Name** | **SurName** | **Room / Grade** | **Condition** | **Assistance Required** | **Responsible Person** | **PEEP CREATED?** |
| --- | --- | --- | --- | --- | --- | --- |
| To ensure adherence to the provisions of the Information Privacy Act 2000 this section is not included here. | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Children with Special Needs

| **First Name** | **SurName** | **Room / Grade** | **Condition** | **Assistance Required** | **Responsible Person** | **PEEP CREATED?** |
| --- | --- | --- | --- | --- | --- | --- |
| To ensure adherence to the provisions of the Information Privacy Act 2000 this section is not included here. | | | | | | |
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# APPENDIX 8: CONTACT DIRECTORY

## EXTERNAL Contacts

| **NAME** | **CONTACT INFORMATION** | | | |
| --- | --- | --- | --- | --- |
| Emergency Services  (Police, Ambulance, Fire Services) | **000** | (for life threatening or time critical emergencies only) | | |
| St. Mary’s Principal  Kate Quin | 0429323521 | | | |
| Parish Priest  Fr James Kerr | 0449980706 | | | |
| Local Police Station | Swan Hill | |  | 03 5036 1600 |
| State Emergency Service (SES) | Flood, wind, storm damage | |  | 132 500 |
| Ballarat Catholic Education Office | Reception | |  | 53377135 |
| CEOB | Emergency Management Officer (HR Manager)  Michael Trainor | |  | 0436460275 |
| Ballarat Diocese  Student Support Services  (Education Consultants) | Northern Zone Primary  Chris Robarts | |  | 0400134861 |
| Central Zone Primary  Kim Butler | |  | 0407523424 |
| Southern Zone Primary  Lee Schlooz | |  | 0419613524 |
| Secondary  Andrew Watson | |  | 0417156656 |
| Ballarat Wellbeing | Leader  Tony Perkins | |  | 0417007166 |
| Media Coordinator Ballarat Diocese | Marketing & Communications Office  Emma Newman | |  | 53377186 |
| CEO Melbourne | James Gould House | |  | 03 9267 0228 |
| CEO Emergency Management Officer  Harry Allard | |  | 0439642881 |
| CEO Student Support Services | |  | 03 9267 0228 |
| CEO Media Coordinator | |  | 03 9267 0528 |
| CECV Industrial Relations / OHS Officer  Michael Stewart | |  | 0418121901  92760469 |
| Poisons Information Centre | [www.austin.org.au / poisons](http://www.austin.org.au/poisons) | |  | 131 126  (24 hour line) |
| Department of Health [including hospitals] | Check local listing or go to:  [www.health.vic.gov.au / hospitals / pubwebs](http://www.health.vic.gov.au/hospitals/pubwebs) | | | |
| Nearest Hospital | Swan Hill District Health | |  | 03 5033 9300 |
| Local Government | Swan Hill Rural City Council | |  | 03 5036 2333 |
| ABC Radio | AM 774 Broadcasts bushfire & emergency warnings | | | |
| Bushfire Information Line | Victoria | |  | 1800 240 667 |
| Bureau of Meteorology | www.bom.gov.au | |  | 03 9669 4965 |
| Metropolitan Fire Brigade | [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au) | | | |
| Country Fire Authority | [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) | | | |
| Fire Equipment Maintenance | CFA | |  | Number |
| Department of Human Services Child Protection | www.dhs.vic.gov.au | |  | 131 278  (24 hour line) |
| Department of Human Services Child Protection  (Regional Office) | Regional Name | |  | Number |
| Department of Human Services (Regional Office) | DHS Office Name | |  | Number |
| Environment Protection Agency (EPA) | www.epa.vic.gov.au | |  | 1300 372 842 |
| Department of Sustainability & Environment | [www.dse.vic.gov.au](http://www.dse.vic.gov.au) | |  | 136 186 |
| Department of Environment and Primary Industries | [www.depi.vic.gov.au](http://www.dse.vic.gov.au) | |  | 136 186 |
| WorkSafe Victoria | www.worksafe.vic.gov.au | |  | 132 360 |
| Gas | Origin | |  | 134427 |
| Electricity | Alinta/AGL | |  | 133702/131245 |
| Water | Lower Murray Water | |  | 50362150 |

## Staff Contact Information

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

## Parent Contact Information

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

# APPENDIX 9 TRANSPORT PROVIDER EMERGENCY MANAGEMENT PLAN

Organisation to attach a copy of transport providers emergency management plan, transport response plan or emergency response procedures.