Logo

Description automatically generated**Emergency Management Plan**

**Reviewed: August 2021**

Choose an item.

|  |
| --- |
| ST. MARY’S SCHOOL  SWAN HILL |

|  |  |
| --- | --- |
| Diocese/School Zone: | Northern Zone |
| School Address: | 2 Murlong Street, Swan Hill 3585 |
| Fire District: (refer to 6.4) | Mallee |
| Fire Risk Rating: (refer to 6.5) | High |
| Neighbourhood Safe Place Location: (refer to 6.5) | Swan Hill Showgrounds |
| Is this school on the Bushfire-At-Risk-Register? (refer to 4.6) | No |
| Is this school on the Grassfire-At-Risk-Register? (refer to 4.6) | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Control** | | | | |
| Plan Copy No: | 1 | | | |
| Principal or Manager Approving this Plan: | Kate Quin | Date Approved: | | 25/10/2021 |
| Date Distributed: | 30/09/2021 | Next Review Date: | | 30/09/2022 |
| Version Number: | DOBCEL V3.0 | Version Date: | | 14/02/2022 |
| Previous Version No: | CECV 1.6 | Previous Version Date: | | 25/10/2021 |
| Version History: | CECV templates: 1.1; 1.2; 1.3; 1.4; 1.5 & 1.6 / Dynamic Template V1.0  DOBCEL templates: V2.0, V3.0 | | | |
| Distributed List: | * All school leaders and staff online * DOBCEL CIMT | | allstaff@smswanhill.catholic.edu.au  [critical.incident@dobcel.edu.au](mailto:critical.incident@dobcel.edu.au) | |

# DEFINITIONS

| **Term** | **Definition** |
| --- | --- |
| Emergency | A serious, unexpected, and often dangerous situation requiring immediate action by the school or office location, drawing on their experience and available resources, using this Emergency Management Plan. This type of incident requires an immediate response because it can cause:   * An injury/illness; * Asset/property and/or environmental damage; * Local negative media interest only; or * Disruption to workplace operations/recovery issues. |
| Major Incident | Any incident where the location, number, severity, or type of injuries and/or property damage requires extraordinary resources, that is likely to stretch the school or office location’s experience and capacity to its limit. This type of incident is still managed by the school leaders, but it requires the Critical Incident Management Team (CIMT) to be notified. |
| Critical Incident | A serious, unexpected, and often dangerous situation that is beyond the experience or resources of a school or office location to manage without the assistance of CEB Directorate. These situations require the assistance of CEB Directorate to manage because they involve:   * A *life-threatening* injury/illness; * *Significant* asset/property and/or environmental damage; * *Significant* local and national media interest; or * *Significant* disruption to workplace operations/recovery issues. |
| AS3745 | Australian Standard 3745 – 2010 Planning for emergencies in facilities. |
| Assembly Area (External) | An area far enough away from the emergency that, where practicable, occupants are protected from the physical impact of the emergency, and that allows for further movement away from potential sources of danger. |
| Assembly Area (Internal) | An area within the building, structure, or workplace, such as a nominated area or another floor, where occupants from the affected emergency area are initially protected from its impact. |
| CIMT | The Critical Incident Management Team (CIMT) has responsibility for managing each critical incident. This team includes the school Principal working with CEB Directorate. |
| Code: Red | Fire / Smoke |
| Code: Blue | Medical Emergency |
| Code: Purple | Bomb Threat |
| Code: Orange | Evacuation |
| Code: Yellow | Internal Emergency – essential services failure |
| Code: Brown | External Emergency |
| Code: Black | Personal Threat (persons threatening injury to others or themselves) |
| ECO | Emergency Control Organisation - is a site-specific group that comprises of persons appointed to Warden roles to direct and control the implementation of the site's Emergency Management Plan (EMP). |
| EMP | Emergency Management Plan - each school has an EMP to guide them in managing an Emergency or a Major Incident. |
| EPC | Emergency Planning Committee - is a group that develops the Emergency Management Plan and facilitates training for staff and volunteers. The EPC is organised and chaired by the Compliance and Risk Support Officer (CARSO) or the Chief Warden. The EPC is a centralised group dedicated to the consistent application of the plan at the workplace. |
| Emergency Services | Police, Fire Brigade, Ambulance and State Emergency Services. |
| Emergency Wardens | Person(s) appointed to direct and control the implementation of the workplace's **emergency** management plan. These include:   * ***Chief Warden*** *– is responsible for the management and direction of emergency procedures in their building or work area. This includes evacuation plans and checking the availability and readiness of emergency equipment;* * ***Deputy Chief Warden*** *– is responsible for supporting the Chief Warden in their role and stepping into the role of the Chief Warden in their absence;* * ***Area Warden*** *– is responsible for individual areas of a workplace. An area warden, on becoming aware of the emergency, should ascertain the extent of the emergency and report back to the Chief Warden. They should also assist people in immediate danger to safety; and* * ***Assembly Warden*** *– act on instructions from the Chief Warden to assist people to the designated Emergency Assembly Area(s).* |
| EWIS | Emergency Warning & Intercommunication System - a combined emergency warning and intercommunication system that sounds the alarm and allows for two-way communication during an emergency. |
| HINT | [Hazard Incident Notification Tool](https://simon.ceob.edu.au/WebModules/HazardIncidentRegister/Dashboard/HazardIncidentReportingDashboard.aspx) – Record incident details in SIMON. |
| ICP | Incident Control Point. The designated space where Emergency Services can coordinate their response, and access relevant information. |
| Mobility Impaired Person | A person with a physical, intellectual, visual, or auditory impairment who requires assistance during an emergency evacuation. |
| Occupational Health and Safety Act 2004 | An act of Parliament designed to promote and improve standards for occupational health and safety in Victoria. |
| Shelter-in-Place | A place of safety within a facility which is not under threat from an emergency. |
| Training Exercise | An activity simulating an emergency event, to test existing procedures. |
| WIP | Warden Intercom Phone – wall mounted, red phone in buildings near exit signs. |

**TABLE OF CONTENTS**

DEFINITIONS 2

1 INTRODUCTION 6

1.1 emergency management Planning STATEMENT 6

1.2 AUTHORITY 6

1.3 TYPES OF HAZARDS which could cause an EMERGENCY 6

2 Incident notification and escalation 7

2.1 Emergency incident notification 7

2.2 incident escalation TOOL 7

2.3 incident escaltion flowchart 8

3 planning ARRANGEMENTS 9

3.1 EMERGENCY PLANNING COMMITTEE 9

3.2 EMERGENCY CONTROL ORGANISATION (ECO) ROLES AND RESPONSIBILITIES 9

3.3 emergency management training and briefings 12

3.4 Emergency drills/exercises 12

3.5 Critical INCIDENTs and ESCALATION Process 13

3.6 MEDIA MANAGEMENT 13

3.7 DEBRIEFING POst an incident 13

3.8 MAINTENANCE OF THE PLAN 13

3.9 TESTING THE PLAN 13

3.10 COMMUNICATIONS 13

4 PREVENTION ARRANGEMENTS 13

4.1 THE ROLE OF leaders and staff 13

4.2 PREPAREDNESS 13

4.3 HAzard RISK REVIEW 14

4.4 TERRORISM REVIEW 14

4.5 PREVENTION AND MITIGATION STRATEGIES 14

4.6 bushfire at risk register (Barr) AND grassfire at risk register (garr) 14

4.7 general Fire Danger Index (FDI) / Fire Danger Rating (FDR) overview and advice 16

4.8 FIREPLACE (BBQ) AND PORTABLE COOKING EQUIPMENT PROTOCOLS 16

4.9 traffic management plan review 16

5 emergency RESPONSE guides 16

6 templates and forms 17

6.1 Radio Communications guide 17

6.2 emergency debriefing RECORD 18

6.3 emergency observation record (DRILL or INCIDENT) 19

6.4 map of fire districts in victoria 20

6.5 Municipal fire management plan and neighbourhood safe places in victoria 20

6.6 annual emergency planning checklist 21

7 WARDENs and other EMERGENCY contact ArrangementS 24

7.1 workplace emergency Contact list 24

7.2 Other Emergency Contacts 26

7.3 Neighbours 26

7.4 Critical Incident Management Team (CIMT) Contacts 26

7.5 staff, student and parent/carer emergency contact information 27

7.6 staff and students with special needs 27

7.7 commuication tree 27

8 BUILDING SAFETY 28

8.1 WORKPLACE DESCRIPTION 28

8.2 dangerous goods and other site hazards 29

8.3 other site hazards 29

8.4 utility supply locations 29

8.5 fire services & Emergency Communications Systems checklist 29

8.6 building Safety Features 31

8.7 emergency assembly and shelter-in-place locations 31

8.8 activities with emergency management elements 31

8.9 emergency diagram requirements 32

8.10 site emergency diagrams 32

9 EMERGENY hazards RISK ASSESSMENT 33

9.1 Risk assessment model 33

9.2 Emergency hazards risk assessment 34

# INTRODUCTION

## emergency management Planning STATEMENT

The Diocese of Ballarat Catholic Education Limited (DOBCEL) *Emergency & Critical Incident Management Policy* provides the framework for managing any *Emergency*, *‘Major’* incident, or *‘Critical’* incidents.

This Emergency Management Plan (EMP) provides a guide to managing emergencies and major incidents in the workplace. Emergency Wardens (Deputy/Chief/Area/Assembly etc.) will continue to manage these types of events in the DOBCEL workplaces.

In accordance with the new DOBCEL governance arrangements, all critical incidents (life-threatening, fatal, or significant property/asset damage events) will now be escalated to the DOBCEL Critical Incident Management Team (CIMT). School and office location leaders will be supported by the CIMT to manage all critical incidents. The role of the workplace leader will transition from Chief Warden in an emergency to Incident Controller in a critical incident.

This EMP is based on the Catholic Education Victoria Commission (CECV) and Department of Education and Training templates. This plan has been customised by the Diocese of Ballarat Catholic Education Limited (DOBCEL) to ensure that each EMP:

* Is site-specific and appropriate for each school;
* incorporates Bushfire Preparedness arrangements for each school; and
* is aligned with the DOBCEL Critical Incident Management Plan.

Additional detail and a review of the customisation has been provided by Specialists on Safety to ensure compliance with Australian Standard 3745 - Planning for Emergencies in Facilities*.*

The school Principal has the delegated authority to manage emergencies and major incidents that arise.

This EMP is designed to provide a framework for Principals and their Emergency Planning Committee (EPC) to prepare and review risk minimisation and prevention strategies on how to reduce the impact of an event on people, property, and the environment. This EMP also provides response guides on how the Emergency Control Organisation (ECO) will manage different types of emergencies and how they will communicate with key stakeholders.

DOBCEL acknowledges its responsibility to provide a workplace that is safe and without risk to health in accordance with the Occupational Health and Safety Act, 2004. As part of the process of meeting this obligation, DOBCEL is committed to the ongoing development and review of this EMP prior to each bushfire season, to ensure that the information it contains is accurate and remain current.

## AUTHORITY

This EMP has been produced with the authority of the Executive Director of DOBCEL, in accordance with the Occupational Health & Safety Act, 2004 and Australian Standard AS 3745, 2010.

In the event of an emergency, the Chief Warden or Deputy Chief Warden will be responsible for the management of the incident and subsequent debriefing. This delegation will be effective from the time the emergency is reported until such time as it is resolved. This plan is the result of the co-operative efforts of CECV and the DOBCEL schools and office leadership teams.

## TYPES OF HAZARDS which could cause an EMERGENCY

This document includes a hazard risk assessment on reasonably foreseeable and genuine threats to DOBCEL schools. Refer to section 9 of this document to review the risk assessment and control measures identified.

# Incident notification and escalation

## Emergency incident notification

Call ‘**000**’ and request Emergency Services attend if an immediate, dangerous situation has arisen that requires immediate action. Otherwise, notify the Principal or Educational Consultant of the incident and record the incident details in the Hazard Incident Notification Tool ([HINT](https://simon.ceob.edu.au/WebModules/HazardIncidentRegister/Dashboard/HazardIncidentReportingDashboard.aspx)).

## incident escalation TOOL

The Principal, in consultation with the Educational Consultant, will assess and nominate the incident classification and the need for escalation using the following and Incident Escalation Tool and Incident Escalation Flowchart.

|  |  |  |  |
| --- | --- | --- | --- |
| **Impact Areas** | **Impact Levels** | | |
| **Emergency** | **Major Incident** | **Critical Incident** |
| People | * Single injury that can be managed locally * May require Emergency Services assistance | * Single or multiple injuries that do require Emergency Services and will result in inpatient hospitalisation | * Single or multiple life-threatening injuries or fatalities |
| Assets | * Partial site evacuation * Partial building damage | * Evacuation of the entire site * Extensive building damage and whole site inaccessible | * Site evacuation & closure * Building(s) destroyed |
| Reputation | * Incident may attract negative coverage in local media only | * Incident attracts negative coverage in local and State media | * Incident that attracts negative National media coverage |
| Regulatory Compliance | * Non-compliance with regulations requiring internal investigation | * Major breach of Regulations with external investigation & notification to an Authority | * Negligence identified * Criminal charges and/or fines likely |
| Business Disruption | * 1-day impact on normal operations. IT access loss for <24hrs | * < 1-week impact on normal operations. * IT access loss for 24 - 48hrs | * > 2 weeks impact on normal operations * No IT access for 48hrs or more |
| Financial | * Financial loss <$10K. | * Financial loss of >10K < 50K | * Financial loss >$50K |

|  |  |  |
| --- | --- | --- |
| **Description** | **Response** | **Reporting** |
| Emergency | Emergency response by school or office location. No need to notify or activate the Critical Incident Management Team (CIMT) | Local response only – by school Principal or Chief Warden and their staff |
| Major Incident | Emergency response by school Principal or Chief Warden. However, they must notify the CIMT of incident using [HINT](https://simon.ceob.edu.au/WebModules/HazardIncidentRegister/Dashboard/HazardIncidentReportingDashboard.aspx) | Local response by school Principal or Chief Warden - CIMT notified as experience or resources stretched to the limit |
| Critical Incident | Activate the CIMT. The CIMT will work in collaboration with the school Principal or Chief Warden to respond to the incident and assist with the business recovery | DOBCEL response required – school Principal or Chief Warden to activate the CIMT by calling 0436 460 275 or Email: [critical.incident@dobcel.edu.au](mailto:critical.incident@dobcel.edu.au) |

## incident escaltion flowchart

Diagram

Description automatically generated

To notify the DOBCEL Critical Incident Management Team (CIMT) of a major incident use [**HINT**](https://simon.ceob.edu.au/WebModules/HazardIncidentRegister/Dashboard/HazardIncidentReportingDashboard.aspx). To activate the DOBCEL CIMT in relation to a critical incident call 0436 460 275 or Email: [critical.incident@dobcel.edu.au](mailto:critical.incident@dobcel.edu.au)

# planning ARRANGEMENTS

## EMERGENCY PLANNING COMMITTEE

Each school and CEB office shall establish an Emergency Planning Committee (EPC). The role of the EPC is to coordinate preparations and advice regarding emergency management, planning, and debriefing. The Committee will convene annually in Term 3 to ensure that the school or office is prepared prior to the bushfire season. The Compliance and Risk Support Officer (CARSO) or Chief Warden will organise and chair the committee. Representatives from the local municipality and Emergency Services will be invited to review and provide comment on the EMP. See Section 7.1 for the contact details for the local municipality and Emergency Services representatives.

**Committee Members**

The Committee shall be made up of representatives from the school or office Leadership Team and staff with Emergency Warden responsibilities e.g., Chief Warden, Deputy Chief Warden Area Warden, Assembly Warden and First Aid Officer. Consultation with local government and Emergency Services representatives will assist the committee to check the veracity of the plan by identifying local contacts, available resources, and local response times.

The members of the Emergency Planning Committee will conduct a site walkthrough and complete the Annual Emergency Planning Checklist provided in Section 6.6, prior to the CARSO or Chief Warden convening the EPC each year.

## EMERGENCY CONTROL ORGANISATION (ECO) ROLES AND RESPONSIBILITIES

The following chart depicts the Emergency Warden roles and corresponding cap colours. These roles are to be allocated by the Principal or Chief Warden to manage an emergency:

Depending upon the size of the school or office, the location of the incident (onsite or remote) and the number of staff and students present, the workplace leaders and staff may be called upon to fill one or more of these roles during an Emergency. Consequently, annual Emergency Management training and briefings should be provided to staff that are most likely to fill these roles during an Emergency.

A summary of the responsibilities relating to each role is provided below:

CHIEF WARDEN (Principal or nominee)

The responsibilities of the *Chief Warden* are to:

* Coordinate the site Emergency Control Organisation (ECO) in responding to any emergency;
* Review the site Emergency Management Plan (EMP) each year with the CARSO and Wardens;
* Arrange emergency drill exercises each Term for staff and students;
* Ensure that required Emergency Management training and a briefing is provided annually to the staff most likely to fill the Chief Warden, *Deputy Chief* Warden, and the designated *Area Wardens* roles;
* Ensure that there is a system in place to check all staff, students, visitors, and contractors on site are accounted for in an emergency;
* Ensure the ECO members are not simultaneously absent from the site, wherever possible;
* Nominate the Emergency Control Point (ECP) in an Emergency;
* Delegate any vacant Emergency Warden roles and select the most appropriate Emergency Assembly Area;
* Confer with the Education Consultant and Leaders Team on whether to Evacuate or Shelter-in-Place;
* Establish and practice agreed means of emergency communication e.g., mobile phones or radios.

The *Chief Warden* will take appropriate action to ensure:

* That clutter or equipment does not prevent or impede access to firefighting equipment in an emergency;
* All suspicious packages/bags are reported;
* Hazardous materials are not stored or used incorrectly;
* Fire extinguishers, safety signs and safety equipment are serviceable at all times;
* Hydrants and hose reels are accessible;
* All incident notifications are completed online in the Hazard Incident Notification Tool ([HINT](https://simon.ceob.edu.au/WebModules/HazardIncidentRegister/Dashboard/HazardIncidentReportingDashboard.aspx));
* All Emergency Checklists (Refer to Section 6.6 & 8.5) are completed;
* All Emergency contacts are updated (Section 7) and Emergency drill records (Section 6.3) are completed;
* Debriefing arrangements are undertaken with the Wellbeing Team in relation to students or Converge International in relation to staff.

DEPUTY CHIEF WARDEN (Deputy Principal or nominee)

The role of the *Deputy Chief Warden* is to assist the *Chief Warden* in the general administration of the ECO and to assume all relevant responsibilities whenever the *Chief Warden* is absent. This role requires annual training in the safe use of fire protection and firefighting equipment.

The *Deputy Chief Warden* responsibilities include:

* Implementing an agreed means of emergency communication and check everyone is confident in using the equipment e.g., two-way radios or mobile phones; have emergency numbers on speed dial etc;
* Collecting the Emergency Kit and ensuring it reaches the Emergency Assembly Area;
* Collecting the records to crosscheck all persons on site are accounted for in an emergency. E.g., visitor sign in book or electronic sign in Apps etc loaded onto a mobile phone;
* Appointing a staff member to complete the Emergency Observations Record (Section
* Moving to nominated Emergency Assembly Area and coordinating the head count;
* Providing advice back to the *Chief Warden* on:
* Any mobility impaired occupants still remaining in a building;
* The head count of all staff, students and visitors at incident location and details of anyone that is missing; and
* Any injuries and closest point of access for Emergency Services.

*Deputy Chief Wardens*, within their area of responsibility, will ensure that:

* They are familiar with the layout of the work environment and the general locations used by staff, visitors, and contractors as well as the students, if the workplace is a school;
* They are familiar with the location of all first aid facilities and other emergency equipment;
* New employees are thoroughly briefed on safety procedures as part of their induction process;
* They oversee the nomination of *Area & Assembly Wardens* in an emergency;
* They represent the workplace at debriefings; and
* Monitor student, staff, and volunteer behaviour for signs that they may require support and notify the Chief Warden.

**AREA WARDENS (nominated by Chief Warden)**

The role of the *Area Warden* is to assess the nature and extent of the emergency. Each area of the workplace will have a nominated *Area Warden* by the Chief Warden, who will be responsible for checking and securing a building.

The *Area Warden’s* will be trained in the safe use of firefighting equipment and their responsibilities will include:

* Collecting a mobile phone, high visibility vest and master keys from the Emergency Kit;
* Investigating any potential emergency situation & determine the scope of the emergency;
* Raising the Alarm and report back to the *Chief Warden;*
* If evacuation is to commence,
* Use master key and proceed methodically around workplace checking all venues
* Direct everyone to the nominated Emergency Assembly area; and
* Alert all neighbours if the emergency may impact on their property.
* Communicating with the *Chief Warden* giving details of:
  + The present situation and whether further assistance is required; and
  + The check completed on all rooms/spaces that are empty and secured.
* In case of fire, considering using firefighting equipment, only if safe to do so;
* Controlling access to the affected area.

**ASSEMBLY WARDENS (all teachers supervising students / home room teachers)**

The role of the *Assembly Warden* is to guide everyone on site to safety. This role is responsible for moving all persons on site to the nominated Emergency Assembly Area. This role does not require any formal Emergency Management training. A briefing can be provided by the Deputy/Chief Warden on the *Assembly Warden’s* responsibilities. The *Assembly Warden* responsibilities include:

* Assisting anyone with a mobility impairment to move from immediate danger to the closest evacuation point and waiting for the arrival of Emergency Services. For example, next to the fire escape door if they are not on the ground floor of the building. Appoint a staff member with a mobile phone to stay with the mobility impaired person until Emergency Services arrive;
* Directing all fully ambulant occupants to evacuate the building to the nominated Emergency Assembly Area;
* Notifying the Deputy/Chief Warden of any mobility impaired occupants remaining in a building. Verify the contact mobile number of the staff member that has been appointed to stay with the person;
* Instructing everyone to congregate and remain in workgroups. If incident in a school, instruct students to sit quietly in Year Groups, to make the head counting easier;
* Completing a head count and check in to confirm all staff and students are present and not requiring any additional support; and
* Checking for injuries/signs of abnormal behaviour and then reporting back to the Deputy Chief Warden.

**FIRST AID OFFICERS (nominated by Chief Warden)**

The role of the *First Aid Officer* is to provide basic first aid at the Emergency Assembly Area, until Emergency Services arrive. The *First Aid Officer* is required to complete and maintain a recognised First Aid training qualification. The minimum requirement is HLTAID003. The First Aid Officer is responsible for:

* Collecting the First Aid kit (and defib if the school has one) and move to the Emergency Assembly Area;
* Establishing a First Aid/Casualty Station;
* Assessing any casualties and, if required, calling Emergency Services to request an Ambulance; and
* Providing basic first aid until Emergency Services arrive.

## emergency management training and briefings

**Chief Warden, Deputy Chief Warden and Area Wardens Emergency Management training**

These roles require annual specific emergency management training in the use of the building safety features and firefighting equipment. For example, the use of the Fire Panel, EWIS Panel, fire extinguisher and a fire blanket. The training should also include a briefing on the DOBCEL Critical Incident Management Plan, Incident Escalation flowchart and Incident Escalation Tool.

An accredited Emergency Management provider should be engaged to provide Emergency Management training. The provider should provide certificates of attainment for each participant, and these are to be kept.

The Chief Warden (or nominee) should arrange the schedule emergency management training dates in at least one (1) Term each year and record the details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Term | Training Provider | Training | Proposed date |
| Term 4 | Specialists On Safety | Emergency Control / Critical Incident Management | 30/03/2022 |

**All Staff Emergency Management briefing**

The Chief Warden (or nominee) is required to schedule emergency management briefings for all staff on the revised School Emergency Management Plan (EMP) and bushfire Preparedness at least once per year. The briefing must include an update on:

* Emergency Assembly Area locations (Primary & Secondary);
* Emergency Management Plan;
* Shelter-in-Place and Evacuation Assembly Areas;
* Warden roles (Deputy/Chief/Area/Assembly); and
* Emergency Contact details (refer section 7)
* Debriefing arrangements.

|  |  |  |  |
| --- | --- | --- | --- |
| Term | Staff briefing | Provider | Proposed date |
| Term 1 | Face-to-Face | Other | 28/01/2022 |
| Term 1 | Face to Face | Maree Mclean | Completed 28/1/2022 |

**All Students, Contractors Volunteers, Casuals and Visitors Emergency Management briefing**

All students, contractors, volunteers, casuals, and visitors are to be briefed on the types of emergencies, announcements, shelter-in-place, and evacuation assembly areas. Students should be briefed annually. Contractors, volunteers, casuals, and visitors should be briefed each time they sign in.

## Emergency drills/exercises

Each Term schools are required to conduct an emergency drill. The Emergency Observation Record in Section 6.3 should be used to record each drill or incident. Workplaces should notify neighbours of the scheduled dates in advance. In Term One it is recommended that the drill be a Code Red/Orange evacuation exercise involving both students and staff. In Terms Two, Three and Four a mixture of drill scenarios e.g., Code Black or Code Purple etc. are recommended. The Chief Warden (or nominee) should record the schedule of drills below:

|  |  |  |  |
| --- | --- | --- | --- |
| Term | Emergency Type | Drill/Exercise Date | Proposed time |
| Four | Code Red | 24/11/2021 | 12.40pm |
| One | Code Red | 23/03/2022 | 12.40pm |
| Two | Code Purple | 16/06/2022 | 2.45pm |
| Three | Code Black | 17/08/2022 | 10.50am |
| Four 2021 | Code Red | 29/11/2021 | Completed |

## Critical INCIDENTs and ESCALATION Process

Any ***Emergency*** or ***Major*** incident will be managed by the *Chief Warden* using this Emergency Management Plan (EMP). They have the necessary experience and resources to manage these types of incidents without the assistance of DOBCEL.

Any ***Critical*** incident is to be managed by the Critical Incident Management Team (CIMT) in collaboration with the school Principal or Chief Warden, using the ***Critical Incident Management Plan (CIMP)***.

## MEDIA MANAGEMENT

During emergencies there is a possibility that the media may want to obtain an interview or statement. Staff are advised to direct all media inquiries to the school Principal or Chief Warden.

Principals and Chief Wardens requiring training/refresher training are encouraged to liaise with an Educational Consultant or the CEB Media Officer to make the necessary arrangements.

## DEBRIEFING POst an incident

A debrief will take place as soon as practicable after an emergency. The Principal or Chief Warden will liaise with the Education Consultant to convene and chair a meeting to review and assess the adequacy of the plan and to recommend any changes. The Emergency Debriefing format in Section 6.2 should be used to record the details. The CEB Wellbeing Team may also be asked to assess the impact of the incident on all students affected by the incident and to provide support services, as required. It may also be appropriate to conduct a separate recovery debrief to address recovery/operations continuity issues. The meeting should include details of any feedback from staff and counsellors. The Principal or Chief Warden is responsible for providing staff with feedback from the debriefing session(s).

## MAINTENANCE OF THE PLAN

The Emergency Planning Committee (ECO) organised and chaired by the CARSO or Chief Warden must review this plan prior to the bushfire season each year. This is necessary to ensure that the information it contains is accurate and current. Critical changes such as contact list information will be implemented and shared immediately.

## TESTING THE PLAN

The Emergency Control Organisation (ECO) may conduct ‘desktop’ testing of this plan, periodically.

## COMMUNICATIONS

Mobile phones will be the primary source of communications during an emergency. However, consideration will be given to implementing a backup communication system in remote locations.

Schools that have a two-way radio communication system will use Channel 1 in an Emergency.

# PREVENTION ARRANGEMENTS

## THE ROLE OF leaders and staff

Leaders and staff have a key role in identifying ways to reduce the risk or minimize the effects of an incident.

## PREPAREDNESS

An Emergency Control Organization (ECO) has been identified and will receive training and briefings in Emergency Management and specific tasks relating to their roles and responsibilities. Assembly areas & emergency access routes have been determined for use during emergencies.

## HAzard RISK REVIEW

During the preparation of this EMP, a hazard risk assessment (refer to Section 9) was carried out to identify and risk control potential natural and man-made hazards that may result in an emergency. The EMP is made available to all leaders and staff in the workplace to assist with creating a unified emergency response.

The Emergency Planning Committee (ECP) members (refer to Section 7.1) are tasked with the re-assessment of threats to the workplace on an annual basis.

## TERRORISM REVIEW

Based upon the location, the risk of the School becoming a target for an act of terrorism is considered to be ‘Low’ to ‘Negligible’. It is possible, but unlikely, that extremists would target the workplace. Staff will be reminded to remain vigilant and report any suspicious activity around the workplace.

## PREVENTION AND MITIGATION STRATEGIES

The following strategies and people have been identified to minimise the impact of emergencies in the school

|  |  |  |
| --- | --- | --- |
| **STRATEGY** | **SECTION** | **RESPONSIBLE OFFICER/GROUP** |
| Annual Emergency Management Planning Checklist | 6.6 | School Principal (or nominee) |
| Communication Tree | 7.6 | Emergency Planning Committee (EPC) |
| Students, Contractors, Volunteers, Casuals and Visitors Emergency Management briefings | 3.3 | Emergency Planning Committee (EPC) |
| Staff Emergency Management briefings | 3.3 | Emergency Planning Committee (EPC) |
| Emergency Management staff briefings | 3.3 | School Principal (or nominee) |
| Emergency Management Planning by EPC | 7.1 | School Principal (or nominee) |
| Emergency Warden /ECO EM training | 3.3 | School Principal (or nominee) |
| EMP Response Guides | 5.0 | School Principal (or nominee) |
| First Aid | 3.2 | First Aid Officer |
| Incident Reporting using [HINT](https://simon.ceob.edu.au/WebModules/HazardIncidentRegister/Dashboard/HazardIncidentReportingDashboard.aspx) | 2.1 | All staff |
| Traffic Management Plan Review | 4.9 | EPC members |

## bushfire at risk register (Barr) AND grassfire at risk register (garr)

The Department of Education in Victoria has established and maintains a register of schools at the highest risk of fire danger. Schools that are listed on the BARR/GARR are required to pre-emptively close on days when the Fire Danger Rating is declared to be Code Red. Refer to section 4.7 for more information on Fire Danger Ratings. Click on the link to view the schools listed on the [BARR/GARR](https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx).

### bushFIRE/grassfire RISK MITIGATION STRATEGIES AND FIRE DANGER RATING DISTRICTS

The Chief Warden (or nominee) should arrange for ground fuel loads to be regularly checked across the site throughout the year to ensure that they do not increase the fire danger risk to the workplace.

|  |  |
| --- | --- |
| **Fuel Load Ratings** | **Description** |
| **Low** | * Bark hazard high (limited amount of bark to cause spotting) * Surface fuel low (< 15mm depth) * Elevated fuels low-high (moderately dense, 0.5-1.0m, <20% dead) |
| **Moderate** | * Bark hazard high * Surface fuel moderate (<25 mm depth) * Elevated fuel high |
| **High** | * Bark hazard high * Surface fuel high (<35 mm depth) * Elevated fuel high |

The overall fuel load rating for the site should be:

* ‘Moderate’ within 100m of the main buildings and
* ‘Low-Moderate ‘within 30m of the main buildings
* ‘Low’ within 10m of all structures

A fuel reduction should be initiated prior to the bushfire season commencing if the fuel loads exceed these ratings.

The Bushfire/Grassfire Preparedness Planning has been incorporated into the Annual Emergency Planning Checklist in Section 6.6. This checklist is to be completed by the Chief Warden (or nominee) on an annual basis in Term 3. If the school is located in a High Fire Danger Rating area or is arranging school activities such as a camp or sports event, then the planning should include the risk mitigation strategies relating to the following:

* Buildings and Grounds Maintenance (reducing ground fuel loads prior to bushfire season)
* Excursions/Camps and Tours (checking trip locations; FDRs and evacuation/shelter-in-place options)
* Shelter-in-Place Buildings (identify last resort options)

The Chief Warden (or nominee) will complete bi-weekly checks of the weather and Fire Danger Rating (FDR) updates during the bushfire season in relation to the school or activities in High FDR locations. They will monitor the [Vic Emergency](https://www.cfa.vic.gov.au/plan-prepare/vicemergency-app/) app and set alert notifications on their computer and mobile devices to review updates and minimise the hazardous event risks to staff and students.

Any warnings will be discussed with the leadership team and staff.

If there are pre-existing fires, or a Fire Danger Index (FDI) rating of *Very High*, *Severe* or *Extreme* fire conditions forecast, the leadership team will determine whether everyone on site is to shelter-in-place or evacuate (Stay or Go). For example, keep activities at campsite or take a day trip to a larger town centre.

All year, the viability of all current and forthcoming off-site activities, including camps, excursions, and transport arrangements, will be assessed by the *Chief Warden*, in consultation with the Leadership Team and staff. Students and parents shall be notified of any potential relocations, closures, or cancellations

On all declared Code Red days, arrangements will be made to transport everyone back to either a safer place or the main workplace, the day before.

### fire readiness protocol

At the start of Term One school staff and students will be advised of shelter-in-place and evacuation (Stay or Go) procedures. Students will be made familiar with emergency and evacuation procedures. The Emergency Kit, along with any dedicated communication devices, will be kept in an easily accessible location at all times.

### shelter-in-place building

All schools (regardless of their BARR/GARR status) must nominate a building or buildings on the school site that can provide temporary accommodation until emergency services arrive and/or as a building of last resort if there is insufficient time or an inability to evacuate. The Emergency Assembly Areas and Shelter-In-Place locations are detailed in Section 8.7 of this EMP.

### FIRE DANGER INDEX (FDI) AND FIRE DANGER RATING (FDR)

**Fire Danger Index (FDI) and Fire Danger Rating (FDR)**

Every day during the fire season, the Bureau of Meteorology uses the Fire Danger Index (FDI) reference in Section 4.7 to provide forecasts of the Fire Danger Rating (FDR) by considering the predicted weather including temperature, humidity, wind speed and dryness of the vegetation. A warning will be issued if the FDI is close to or above 50 for the following day. This advice may be upgraded at any time if the need arises.

Any district that declares a Total Fire Day will also identify the FDI and FDR. This advice will refer to both *grasslands* and *forests* and may identify different FDRs for each. Therefore, it is important to check for both and take action based upon the highest FDR identified. Any bushfires that start in Victoria will be posted on [VIC Emergency](https://www.emergency.vic.gov.au/respond/) website.

The Chief Warden (or nominee) should set up their computers and mobile devices to receive alerts if any FDI is close to or above 50 and follow the advice detailed in Section 4.7.

## general Fire Danger Index (FDI) / Fire Danger Rating (FDR) overview and advice

|  |  |  |
| --- | --- | --- |
| **FDI** | **FDR** | **ADVICE** |
| 100+ | ***Code Red (catastrophic)*** | These are the worst conditions for a bush or grass fire. If you are staying in a bushfire prone area the safest option is to leave the night before, or early in the morning. |
| 75 – 99 | ***Extreme*** | Expect extremely hot, dry, and windy conditions. The safest option is to leave early in the day if you are staying in a bushfire prone area and your Bushfire Survival Plan is to leave. Plan a ‘day trip’ to a safer location, to minimise the risk and need to cancel the activity or close the workplace. |
| 50 – 74 | ***Severe*** | Expect hot, dry, and possibly windy conditions. The safest option is to leave early in the day if you are staying in a bushfire prone area and your Bushfire Survival Plan is to leave. Plan a ‘day trip’ to a safer location, to minimise the risk and need to cancel the activity or close the workplace. |
| 25 – 49 | ***Very High*** | If you are staying in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of the day. Plan a ‘day trip’ to a safer location, to minimise the risk and need to cancel the activity or close the workplace. |
| 12 – 24 | ***High*** | Check your Bushfire Survival Plan. |
| 0 – 11 | ***Low – moderate*** | Check your Bushfire Survival Plan. |

The Chief Warden (or nominee) will complete the Annual Emergency Planning Checklist (section 6.6) - Part C Bushfire Preparedness to confirm that they have identified and documented the bushfire/grassfire risk mitigation strategies to be implemented by the workplace.

## FIREPLACE (BBQ) AND PORTABLE COOKING EQUIPMENT PROTOCOLS

A fireplace (BBQ) and portable cooking equipment checklist has been incorporated into the Annual Emergency Planning Checklist in Section 6.6. This checklist is to be completed by the Chief Warden (or Nominee) prior to the bushfire season, to ensure that all gas BBQs and fire pits comply with CFA/FRV guidelines and with fire restrictions.

## traffic management plan review

The Chief Warden (or nominee) in consultation with the ECO members will complete a review of the workplace traffic management plan on an annual basis, to identify any new or existing hazards that may impact on Emergency Management access or egress from the site.

# emergency RESPONSE guides

A selection of Emergency Response Guides has been created for each of the identified hazards listed below. These can be viewed or downloaded from the [CEVN Emergency Management](https://cevn.cecv.catholic.edu.au/Ball/School-Improvement/Emergency-Management) webpage.

|  |  |
| --- | --- |
| Bomb Threat / Suspicious Package | Intruder (onsite) |
| Building Fire / Bushfire / Grassfire | Lost / Missing Person / Group |
| Camp Cancellation or Discontinuance | Medical Emergency |
| Chemical Spill / Gas, Sewerage or Water leak | Near Drowning |
| Civil Disturbance / Unrest | Overseas Group / Individual Evacuation |
| Cyber Security Breach | Severe Weather / Storm or Air Pollution Event |
| Electrical Failure | Sharps (needles) and Biohazards |
| Entanglement | Structure Damage |
| Explosion | Vehicle Collision (on route) |
| External Emergency | Water or Food Contamination |
| Infection Control / Pandemic |  |

# templates and forms

## Radio Communications guide

* **Emergency** – problem needs to be corrected immediately
* **Urgent** – problem that has major and/or severe hazardous conditions
* **Medium** – problem that is less hazardous, but still represents a concern to safety
* **Low** – problem with minimum danger to life, but correction will enhance safety

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Phonetic Alphabet** | | | | | | |
| **A**lpha | **B**ravo | **C**harlie | **D**elta | **E**cho | **F**oxtrot | **G**olf |
| **H**otel | **I**ndia | **J**uliet | **K**ilo | **L**ima | **M**ike | **N**ovember |
| **O**scar | **P**apa | **Q**uebec | **R**omeo | **S**ierra | **T**ango | **U**niform |
| **V**ictor | **W**hiskey | **X**-ray | **Y**ankee | **Z**ulu |

|  |  |
| --- | --- |
| **Type of Emergency** | **Colour Code** |
| Fire or Smoke | Red |
| Medical Emergency | Blue |
| Bomb Threat or Suspicious Package | Purple |
| Internal Emergency – failure or threat to essential services | Yellow |
| Personal Threat – armed or dangerous threatening person | Black |
| External Emergency | Brown |
| Evacuation | Orange |

**RADIO USE GUIDELINES**

* Keep radio usage to just essential information sharing at all times
* Speak slowly and clearly
* At the start of each broadcast, identify your location as a call-sign or state your emergency role
* If emergency traffic commences cease all other radio use
* Listen to emergency traffic for instructions which may concern your area
* Test radio from time to time to ensure serviceability (conduct a radio check)
* Do not use inappropriate language

|  |
| --- |
| **Example Call Signs** |
| “Area Warden to Chief Warden – Over” |
| “Assembly Warden to Chief Warden – Over” |
| After each transmission say – “OVER” |
| On completion of conversation say – “OUT” |

**EMERGENCY RADIO CHANNEL ONE (1)**

**RADIO AND CHANNEL ALLOCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Radio ID** | **Name** | **Role** | **Call Sign** |
| Chief | **Kate Quin** | Chief Warden | Chief |
| Area | **Mardi Hall** | Area Warden | Area Warden |
| Assembly | **Ginny Gook** | Assembly Warden | Assembly Warden |

## emergency debriefing RECORD

To be convened by Chief Warden (or nominee) in consultation with the Education Consultant

Attendees to be recorded

Attended By:

* Emergency Control Organisation (ECO) members
* Other key stakeholders including members of the Wellbeing Team and/or Converge International if any student or staff wellbeing issues have been identified

Reason for debriefing:

* Following an emergency or significant incident

Minutes to be taken and be distributed to all in attendance along with any identified actions.

|  |  |
| --- | --- |
| **Discussion Topics** | |
| Pre-emergency planning | Communications |
|  |  |
| Emergency Management Planning | Assembly Areas (onsite and offsite) |
|  |  |
| Cleaning and Waste Management | Media Management |
|  |  |
| Incident Reporting and Management | Medical Records Management |
|  |  |
| Student Wellbeing – CEB Wellbeing Team | Staff Wellbeing – Converge International |
|  |  |
| Parking and Traffic Management | Publicity |
|  |  |
| Other Business | Conclusion |

|  |  |  |
| --- | --- | --- |
| **Issue** | **Actions / Tasks** | **Responsible Person** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## emergency observation record (DRILL or INCIDENT)

It is recommended that the Chief Warden (or nominee) appoint one or more observers to record the actions taken by the ECO members and staff during an emergency drill or an incident.

|  |  |  |
| --- | --- | --- |
| This record relates to an: | **Emergency Drill** | **Incident** |
| Emergency Type: | **Code Red/Orange** | |
| Emergency Date: | 7/04/2022 | |
| Observer’s Name: | Maree McLean | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **N/A** |
| **☑** | **🗵** | **🗵** |
| Did the designated or replacement Chief Warden take charge? |  |  |  |
| Was the (simulated) call to Emergency Services done promptly? |  |  |  |
| Was the (simulated) call to the Education Consultant done promptly? |  |  |  |
| Was the (simulated) call to the Critical Incident Management Team (CIMT) done promptly? |  |  |  |
| Was someone appointed to liaise with the Emergency Service/s? |  |  |  |
| Was someone appointed to liaise with the parents/community? |  |  |  |
| Were instructions given by the Chief Warden followed by everyone present? |  |  |  |
| Were floor areas / buildings checked / isolated areas searched by Area Wardens? |  |  |  |
| Was a roll call conducted by the Assembly Wardens for: | | | |
| * Students |  |  |  |
| * Staff |  |  |  |
| * Visitors, contractors, and volunteers |  |  |  |
| * People with special needs |  |  |  |
| Was the Emergency Kit readily available? |  |  |  |
| Did the Emergency Kit contain all the items listed in the EMP template checklist? |  |  |  |
| Did anyone re-enter / leave the premises before the “all clear” was given? |  |  |  |
| Did anyone refuse to leave the building / site? |  |  |  |
| Was the relevant procedure in our EMP followed? |  |  |  |
| Was the EMP communication tree followed? |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Evacuation Drill Sequence Checklist** | **Time** | |
|  | **Hour** | **Minute** |
| Alarm sounded |  |  |
| Warden/s respond |  |  |
| Area Wardens check floor / area |  |  |
| Assembly Wardens commence evacuation |  |  |
| Area Wardens report floor / area clear |  |  |
| Assembly Wardens account for all persons |  |  |
| Assembly Wardens arrive at assembly area / safe place |  |  |
| Assembly Wardens check all present |  |  |
| Evacuation completed |  |  |
| Exercise terminated |  |  |

|  |  |
| --- | --- |
| **Comments** |  |

Note: The Emergency Control Organisation (ECO) debriefing sessions should be held immediately after each Exercise; the session should go through the Emergency Exercise Observer’s Record and discuss actions to improve procedures, the EMP or address identified issues.

## map of fire districts in victoria



## Municipal fire management plan and neighbourhood safe places in victoria

Please left mouse click on the following link to find the local municipality/council website: [Know Your Council](https://knowyourcouncil.vic.gov.au/councils)

Visit the local municipality website (e.g., Mildura Rural City Council) and search for:

* the Municipal Fire Management Plan or Municipal Emergency Management Plan
* Use these plans to:
  + identify the local/township **Residual Fire Risk Rating;**
  + nearest **Neighbourhood Safe Place location** to the workplace.

For more information on the Municipal Plan click on the following link [Municipal Emergency Management Plan 2020](https://www.swanhill.vic.gov.au/wp-content/uploads/2020/08/Municipal-Emergency-Management-Plan-pdf-4MB.pdf)

## annual emergency planning checklist

Complete the checklist Parts A-D. Record all corrective actions and completion dates in Part F.

**Part A – EMERGENCY PLANNING**

|  |  |  |
| --- | --- | --- |
| **Term 3**  **✓ Tick** | **Action Item** | **Date completed** |
|  | Review and update the *EMP Risk Assessment and Response Guides* to include any new or emerging hazards and response guidelines. | 25/10/2021 |
|  | Review observation records of all emergency drills performed. | 15/10/2021 |
|  | Review the Municipal Fire Management Plan (MEMP). | 15/10/2021 |
|  | Ensure adequate budget for Emergency Management equipment and training has been allocated for the forthcoming year. | 15/10/2021 |
|  | Confirm briefing on Emergency Management Plan and Bushfire Preparedness has been provided or scheduled for all school staff. | 15/10/2021 |
|  | Review pre-prepared evacuation or shelter-in-place announcements or messages to staff, parents and students. | 15/10/2021 |
|  | Review Fire Services & Emergency Communication Systems Checklists (see Section 8.5) recommendations, if any. | 15/10/2021 |
|  | Facilitate a briefing to the ECO members and Leadership Team on the DOBCEL Incident Notification and Escalation process detailed in Section 2. | Click or tap to enter a date. |

**Part B - WORKPLACE INSPECTION**

|  |  |
| --- | --- |
| **Action Item** | **Action required?** |
| Check emergency exit doors, walkways and gates are unlocked / clear of obstruction for pedestrian or vehicle access. | No |
| Check emergency vehicle access is a minimum 4 metres wide. | No |
| Check that all powered plant and equipment is within test and tag dates. | No |
| Check availability and the location of fire extinguishers and blankets in risk areas. Crosscheck locations are correct on the evacuation diagrams. | No |
| Fire hydrants & hoses clear and accessible. | No |
| Check that Emergency Assembly Area First Aid kit(s) are full and includes burns, asthma, anaphylaxis, and snake bite modules, as required. | No |
| Check flammable / explosive chemical storage areas are protected, isolated, and secured. | No |
| Check instructions are clearly displayed next to hot surfaces or hot liquids – Avoid injuries - Do not leave hot surfaces or liquids unsupervised. | No |
| Check that workplace areas (indoors and outdoors) are clean, neat, and tidy. | No |
| Check that the EMP Response Guides are easily accessible. | No |
| Check that the ECO members and Leadership Team are familiar with the location(s) of the electrical switchboards, gas, and water mains, in the event of an electrical failure. | No |
| Check that student and visiting teachers are briefed on emergency assembly area location(s). | No |
| Communications methods (mobiles, radios, WIPs etc.) reviewed and practiced each Term. | No |
| Check roadway and walkway conditions around school are good – report any issues to the Council or clear any obstructions on property e.g., low hanging branches. | No |
| Check that external doors to all building can be quickly secured in a Code ‘Black’. | No |
| Speed limit(s) & parking signage is secure, clear and in place. | No |

**Part C – BUSHFIRE PREPAREDNESS PLANNING**

|  |  |  |
| --- | --- | --- |
| **Action Item** | | **Action required? Yes/No** |
| Review Bushfire Preparedness plans to:   * reduce ground fuel loads and clear gutters; * appoint a trained Area Warden to monitor the VIC Emergency & Bureau of Meteorology website during bushfire season; * confirm emergency evacuation arrangements for school and camps are in place; * confirm arrangements with local bus lines for student transport in case of sudden, unexpected bushfire/grassfire event. | | No  No  No  No |
| Overall Fuel Load Rating should be kept at or below Moderate within 100m of the main buildings. Initiate a fuel reduction if rating exceeds Moderate. Indicate if action needed. | | No |
| Overall fuel load rating within 30 m of a structure should be Low-Moderate. | No | |
| Overall fuel load rating within 10 m of a structure should be Low. | No | |
| Check that all fire suppression equipment, and a set(s) of protective clothing, are in good working order and ready for use in an emergency. | No | |
| Check dedicated external fire protection equipment is in service date. | No | |
| Confirm that Wardens are familiar with the locations of fire protection equipment and confident with using it. | Yes | |
| Confirm that all Wardens are familiar with shelter-in-place arrangements. | Yes | |
| Confirm that all external school activities such as camps or sports events have been risk assessed from a bushfire / grassfire perspective as part of the event planning. | No | |

**Part D – EMERGENCY KIT**

|  |  |
| --- | --- |
| **Kit Contents** | **Action required? Yes/No** |
| Access to student and staff medical records and emergency contact information via an application loaded into a phone or a notebook computer | No |
| Clearly identifiable and separate section for staff / student medications | Yes |
| A copy of the EMP and EMP Response Guides | No |
| 2 x High visibility Warden vests and soft peak caps | No |
| 1x High visibility Chief Warden vest and soft peak cap | No |
| Complete set of facility keys / swipe cards | No |
| Basic First Aid Kit with snake bite, anaphylaxis, asthma and burn modules | No |
| Lantern / Torch – dynamo preferable or replace batteries every 12 months | No |
| Bottled water | No |
| Jellybeans for diabetic emergency | No |
| Sunscreen | No |
| Plastic garbage bags and ties | No |
| Personal hygiene products | No |
| Tissues | No |
| Hand Sanitiser | No |
| Two-way radio (if available) – needs to be charged at the beginning of each Term | No |
| Loud hailer or air horn | No |
| Battery bank – for charging mobile phones or notebook – needs to be charged at the beginning of each Term | No |

**Part E - FIREPLACE (BBQ) AND PORTABLE COOKING EQUIPMENT PROTOCOLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **✓ Tick** | | | **Date completed** |
| Cooking areas have been assessed for fire safety | Yes | NO | N/A | 15/10/2021 |
| Fuel supplies are separated from cooking areas | Yes | NO | N/A | 15/10/2021 |
| A fire blanket and extinguisher is located within close proximity to each cooking area | Yes | NO | N/A | 15/10/2021 |
| Gas bottles secured / in date / upright and no ignition source nearby | Yes | NO | N/A | 18/10/2021 |

**Part F – SUMMARY OF ACTIONS TO BE TAKEN**

|  |  |  |
| --- | --- | --- |
| **List actions needed** | **Responsible Person** | **Expected completion date** |
| [Insert details] | [Insert details] | Click or tap to enter a date. |
| [Insert details] | [Insert details] | Click or tap to enter a date. |
| [Insert details] | [Insert details] | Click or tap to enter a date. |
| [Insert details] | [Insert details] | Click or tap to enter a date. |
| [Insert details] | [Insert details] | Click or tap to enter a date. |
| [Insert details] | [Insert details] | Click or tap to enter a date. |

***NOTE:*** *The Chief Warden (or nominee) is expected to complete this checklist, initial & date it at the beginning of Term three (3) each year. A copy of the checklist is to be retained for future reference.*

|  |  |  |
| --- | --- | --- |
| **Chief Warden (or nominee) name** | **Initials** | **Date completed** |
| Kate Quin | KQ | Click or tap to enter a date. |

# WARDENs and other EMERGENCY contact ArrangementS

## workplace emergency Contact list

**Emergency Control Organization (ECO) / Emergency Planning Committee (EPC) members**

| **Duty** | **Name** | **Title** | **Mobile** | **Radio** |
| --- | --- | --- | --- | --- |
| EPC Chairperson | Maree McLean | Business Manager | 0418 582 612 | - |
| Chief Warden | Kate Quin | Principal | 0429 323 521 | - |
| Deputy Chief Warden | Jason Perry | Deputy Principal | 0409 939 266 | - |
| Communication Officer | Ebony Free | Admin Officer | 0428 573 356 | - |
| Communication Officer | Emma Brown | Admin Officer | 0409 971 728 | - |
| Area Warden | Mardi Hall | Curriculum Leader | 0419 113 219 | - |
| Area Warden | Ginny Gook | LD Leader | 0409 250 305 | - |
| First Aid Officer | Breanna McLean | Admin Officer | 0467 291 887 | - |

**Area Wardens**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building Location** | **Primary**  **Contact Name** | **Mobile** | **Secondary**  **Contact Name** | **Mobile** |
| Area 1 –GH, IJ, KL, MN, Port Toilet & Maint Shed | Kyle Doran | 0417 067 703 | Wes Harrison | 0439 792 235 |
| Area 2- Shamrock Park,Canteen, OPQ & RS | Jason Perry | 0409 939 266 | Belinda Davies | 0400 874 530 |
| Area 3 – AB, Art, Wellbeing, WXY, CEO | Andrea Woodburn | 0409 324 306 | Mark Bonney | 0400 600 080 |
| Area 4 – Orange, Yellow, Green, Blue & Toilets | Lisa Anderson | 0407 349 742 | Beth Caruso | 0408 372 788 |
| Area 5 – CD,EF, Circle Room, UT & Toilets | Chris Prockter | 0400 115 162 | Janelle Hogan | 0427 323 384 |
| Area 6 – Gym, Storage Sheds & Garage | Mardi Hall | 0419 113 219 | Sarah Clark | 0422 103 103 |
| Area 7 - Admin | Ginny Gook | 0409 250 305 | Jacob Cleeland | 0432 336 113 |

**Assembly Wardens**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Building Location** | **Student Group/Grade** | **Primary**  **Contact Name** | **Mobile** | **Secondary**  **Contact Name** | **Mobile** |
| Area 1 | Yr 3 & 4 | Arren Smith | 0429 650 788 | Codie Brown | 0408 187 159 |
| Area 2 | Yr 1 & 2, Pre school | Wes Harrison | 0439 792 235 | Jacob Cleeland | 0432 336 113 |
| Area 3 | Yr 6 | Corey Daniels | 0417 093 944 | Lauren Martin | 0428 351 006 |
| Area 4 | Yr 5 | Belinda Crowe | 0429 054 447 | Daniel Cruickshank | 0427 180 089 |
| Area 5 | Foundation & Yr 2 | Stacey Hanns | 0427 399 061 | Olivia Scarce | 0400 229 054 |
| Area 6 | Gym | Kate Dunstan | 0404 968 281 | Sonia Kelly | 0429 700 189 |
| Area 7 | Staff | Breanna McLean | 0467 291 887 | Maree McLean | 0418 582 612 |

**First Aid Officers**

|  |  |
| --- | --- |
| **First Aiders** | **Mobile** |
| Breanna McLean | 0467 291 887 |
| Emma Brown | 0409 971 728 |

## Other Emergency Contacts

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Phone** |
| DOBCEL Education Consultant: | Choose an item. | Choose an item. |
| Regional (DET) Manager, Operations and Emergency Mgmt. | Choose an item. | Choose an item. |
| Local Police Station | Swan Hill | 50360666 |
| Vic Emergency Warnings | [VIC Emergency](https://www.emergency.vic.gov.au/respond/) | 1800 226 226 |
| Country Fire Authority (CFA) or Fire Rescue Victoria (FRV) | [CFA](https://www.cfa.vic.gov.au/) or [FRV](https://www.frv.vic.gov.au/) | “000” |
| SES (flood, storm, and earthquake) | [SES VIC](https://www.ses.vic.gov.au/) | 13 25 00 |
| Poisons Information Centre | [VPIC](https://www.austin.org.au/poisons) | 13 11 26 |
| Depart of Health and Human Services (DHHS) | [DHHS](https://www.dhhs.vic.gov.au/coronavirus) | 1300 650 172 |
| Nearest Hospital | Swan Hill District Hospital | 5033 9300 |
| Local Government | Swan Hill Rural City Council | 5036 2333 |
| ABC Radio | Emergency Warnings | [AM 774](https://www.abc.net.au/radio/melbourne/live/) |
| VIC Bushfire Information Line | n/a | **1800 240 667** |
| Bureau of Meteorology (BOM) | [BOM](http://www.bom.gov.au/) | (03) 9669 4965 |
| DFFH – Child Protection | [West Division](https://services.dffh.vic.gov.au/child-protection-contacts) | 1800 075 599 |
| EPA Victoria | [EPA VIC](https://www.epa.vic.gov.au/) | 1300 372 842 |
| WorkSafe Victoria | [WorkSafe](https://www.worksafe.vic.gov.au/) | 13 23 60 |
| Gas Provider | Ellis Gas | 0429 322 784 |
| Electricity provider | [Powercor](https://www.powercor.com.au/) | 13 24 12 |
| Water Corporation | Lower Murray Water | 5051 3400 |
| Telecom Service Provider | Tekace | 5021 8600 |
| Bus line – General number | Swan Hill College | 5036 4900 |
| Bus line – (emergency) | Lynda McKerrow | 0437200297 |
| Nearest Medical Centre | Swan Hill Medical Group | 5033 1711 |
| Facility Plumber | Mallee Plumbing | 0428500625 |
| Facility Electrician | Arentz Electrical | 0407 386 641 |
| Glazier | Mahers Glass | 5032 1165 |
| Building Contractor | [Insert details] | [Insert details] |
| Facilities Cleaning | Booths Cleaning | 0427 324 918 |
| Fire Equipment Service Provider | CFA | 5036 2800 |
| Fire / Alarm Provider | Fort Protective Services | 5021 1476 |
| Security System Monitor | Fort Protective Services | 5021 1476 |

## Neighbours

|  |  |
| --- | --- |
| **Name** | **Phone** |
| [Insert details] | [Insert details] |
| [Insert details] | [Insert details] |
| [Insert details] | [Insert details] |
| [Insert details] | [Insert details] |

## Critical Incident Management Team (CIMT) Contacts

To notify the DOBCEL Critical Incident Management Team (CIMT) of a major incident use [**HINT**](https://simon.ceob.edu.au/WebModules/HazardIncidentRegister/Dashboard/HazardIncidentReportingDashboard.aspx). To activate the DOBCEL CIMT in relation to a critical incident call 0436 460 275 or Email: [critical.incident@dobcel.edu.au](mailto:critical.incident@dobcel.edu.au)

## staff, student and parent/carer emergency contact information

Staff contact information can be accessed in the Main Administration Office. This information is not replicated in this plan to better manage privacy, currency, and accuracy requirements.

Student and parent/carer information can be accessed in the Main Administration Office. This information is not replicated in this plan to better manage privacy, currency, and accuracy requirements.

## staff and students with special needs

The total number of staff and students with special needs is 82. This includes individuals with disabilities and/or medical conditions that may require additional support during an emergency. For example, a staff member with acute asthma which could be triggered by smoke from a fire or a student in a wheel-chair unable to move between floors in a building emergency.

This information can be accessed in the Main Administration Office. It is not replicated in this plan to better manage privacy, currency, and accuracy requirements.

Use the form at the following link [EMP Staff and Students Special Needs](https://docs.google.com/document/d/1QnpYiBtsz3nvNF2aA-eRDJ3Pft_5ZRmE9GotQlBaaD4/edit?usp=sharing) and [Medical Alert Sheet](../../../Students/Medical%20Alert%20Students/MEDICAL%20ALERT%20SHEET.xlsx) to prepare and maintain an electronic record of the individuals with special needs and their medical requirements.

These records will be reviewed each semester and updated as required.

## commuNication tree

A communication tree or telephone tree allows you to easily identify who will be in contact with whom during an emergency. You will need to develop your own tree based on your particular needs. Make sure to specify which roles will be responsible for contacting parents and ensure that consideration is given to call recipients with languages other than English.

|  |  |  |
| --- | --- | --- |
| **ST. MARY'S SCHOOL WEB 2022** | | |
| **Kate Quin, 0429323521 (Principal) – Contact Fr James, Ginny, Mardi, BJ and Jason** | | |
| **Ginny Gook 0409250305** | **Belinda Davies 0400874530** | **Jason Perry 0409939266** |
| Wes Harrison 0439792235 | Beth Caruso 0408372788 | Mardi Hall 0419113219 |
| Corey Daniels 0417093944 | Leighton Dullard 0409629527 | Maree McLean 0418582612 |
| Codie Brown 0408187159 | Jacqui Forster 0400581239 | Ebony Free 0428573356 |
| Rachel Moroney 0476377247 | Deanne Dacey 0438376941 | Rebecca Sloan 0438333316 |
| Andrea Woodburn 0409324306 | Chris Prockter 0400115162 | Lauren Martin 0428351006 |
| Teagan Lawry 0439372254 | Olivia Scarce 0400229054 | Lisa Anderson 0407349742 |
| Madeleine Nalder 0418626052 | Belinda Crowe 0429054447 | Josh Rodriguez 0430361922 |
| Kate Dunstan 0404968281 | Stacey Hanns 0427399061 | Daniel Cruickshank 0427180089 |
| Brady Davidson 0439546616 | Kyle Doran 0417067703 | Rachael Smith 0407551805 |
| Arren Smith 0429650788 | Mark Bonney 0400600080 | Amy Newman 0401538857 |
| Sonia Kelly 0429700189 | Karen Jobling 0427573362 | Jenna Jenkins 0457266931 |
| Dallas Sloan 0476112990 | Jacob Cleeland 0432336113 | Jo Kick 0407329716 |
| Janine Dow 0418330825 | Archana Patney 0431559186 | Jordan Morris 0422396606 |
| \*Janelle Hogan 0427323384 | Krishell Wilson 0419501593 | Judy Nietvelt 0407098215 |
| Wendy Rodriguez 0400052941 | \*Emma Brown 0409971728 | \*Kerrie Seymour 0430166900 |
| Katrina Conway 0438324705 | Annemaree Stacey 0438330778 | Melanie White 0412402966 |
| Lou Angus 0427831491 | Zoe Morris 0409633004 | Aileen Wait 0429001263Br |
| Deb Parsons 0411016845 | Trudy Travaglia 0448047257 | Melinda Evans 0428875169 |
| Sarah Clark 0422103103 | Nicola Rintoule 0457072125 | Rose Waterson 0421941128 |
| Jo Rogers 0439808972 | Ashlee Polinelli 0448304006 | Renee Hirst 0439322862 |
| Breanna McLean 0467291887 | Nola O’Shannassy 0459356855 | Brenda Ford 0409021491 |
| Brooklan Caruso 0448115499 | Mary Eade 0407870479 | Susan Domaille 0429425256 |
| Megan Bett 0438381516 | Denise Jordan 0422381325 | Melinda Graham 0419543879 |
| \*Brooke Taylor 0400602819 | Christine Free 0409247478 | \*Shandilee Nicholas 0438323000 |
| Chaz Talboys 0452415301 | \*Melita Sartori 0439729297 | Tim O'Sullivan 0438321319 |
| Danielle Hedley 0409376377 | Anne-Maree Sciberras 0427579254 | Anna Hobson 0488000473 |
| Sophie Reed 0428196022 | Alexia Mase 0448478070 | Gene Brooks 0407332295 |
|  | Tarsha Ward 0447389039 | Natasha Gerakis 0407520263 |
|  |  |  |
|  |  |  |
| Message to be passed on as soon as possible within a 24 hour period and ensure that information passed  on is accurate and timely | | |
| If the person you are to call is the one involved in the message, go on to the next name on the list | | |
| If you have a \* next to your name please text the initiator (name at top of list) to advise that you have received the message and passed it on to the next on the list | | |
| If you are unable to speak with the person, please leave a message and ring the next person on the list | | |
| Last person on the list is to text the initiator (name at top of list) that they have received the message providing a feedback loop | | |

# BUILDING SAFETY

## WORKPLACE DESCRIPTION

|  |  |  |
| --- | --- | --- |
| **Particular** | **Description** | |
| Operating days: | Monday – Friday during school Term dates | |
| Operating hours: | 8.30am – 4.00pm | |
| Business hours telephone: | 03 50332541 | |
| After hours telephone: | 0429 323 521 | |
| Email: | office@smswanhill.catholic.edu.au | |
| Website: | www.smswanhill.catholic.edu.au | |
| School profile:  site physical description of grounds | Number of Buildings: | 22 |
| Number of floors: | Single storey |
| No. Classrooms: | 27 |
| Age level of students: | 4-12 |
| Grades / Years: | Foundation to Year 6/Preschool |
| No. of playgrounds: | 4 |
| Other information: | 2 x Gaga Ball Pit |
| Total number of students: | 615 (30 Pre School) | |
| Total number of staff: | 115 | |
| Emergency Control Point: | Primary: Admin Building / Secondary: Gym Office | |

## dangerous goods and other site hazards

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 Material Safety Data Sheet log should be kept up to date and accessible to relevant staff.

|  |  |  |
| --- | --- | --- |
| **Product / Material** | **Location** | **Quantity** |
| Fuel | Maintenance shed | [Insert details] |
| Cleaning products | Cleaner’s store room (Gym, Jnr Toilet, Snr Toilet, Portable Toilets) | [Insert details] |
| Gas | Rear Shamrock Park | 1 bottle |
| Gas | Outside Red Shed | 3 bottles |
| Chemicals | Maintenance Shed | [Insert details] |
| [Insert details] | [Insert details] | [Insert details] |

## other site hazards

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

|  |  |  |
| --- | --- | --- |
| **Product / Material** | **Location** | **Quantity** |
| [Insert details] | [Insert details] | [Insert details] |
| [Insert details] | [Insert details] | [Insert details] |
| [Insert details] | [Insert details] | [Insert details] |

## utility supply locations

|  |  |  |
| --- | --- | --- |
| **Utility Supply** | **Shut off location** | **Shut off instructions** |
| Gas/Propane supply: | Rear of Shamrock Park | [Insert details] |
| Water supply: | Front of school near Junior Playground | [Insert details] |
| Air Conditioning: |  |  |
| * Heating | [Insert details] | [Insert details] |
| * Cooling | [Insert details] | [Insert details] |
| * Electricity Main switchboard | Administration | Right hand cupboard turn off main switch |
| * Electricity Distribution switchboard | Switchboards (see map) | Turn off main isolator |
| * Emergency (Backup) power supply | [Insert details] | [Insert details] |

**Warning:** No persons should commence firefighting operations using water until electricity has been isolated.Access to the water and gas mains / valves is usually restricted – keys can be obtained from the office.

## fire services & Emergency Communications Systems checklist

Please conduct an inspection of the fixed and portable fire and building protection features with the school fire safety service provider. Please tick the relevant boxes in the checklist below and confirm the maintenance inspection program.

|  |  |  |
| --- | --- | --- |
| **School Fire Safety Service Provider** | **Contact Person** | **Contact Number** |
| Specialists On Safety | Chris Tasic | 0401 018 696 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item** | | **Last maintenance inspection/test date/n/a** |
|  | Fire detection and alarm system | Click or tap to enter a date. | |
|  | Fire indicator panel | Click or tap to enter a date. | |
|  | Automatic fire sprinkler system | Click or tap to enter a date. | |
|  | Fire suppression trigger | Click or tap to enter a date. | |
|  | Fire pump sets | Click or tap to enter a date. | |
|  | Fire hydrant system | 3/06/2021 | |
|  | Water storage tanks for fire protection system | Click or tap to enter a date. | |
|  | Fire and smoke control features of mechanical services | Click or tap to enter a date. | |
|  | Passive fire and smoke system | Click or tap to enter a date. | |
|  | Delivery lay flat fire hose reel | Click or tap to enter a date. | |
|  | Fire hose reels | 8/09/2021 | |
|  | Portable and wheeled fire extinguishers | 8/09/2021 | |
|  | Smoke doors | Click or tap to enter a date. | |
|  | Fire isolated stairwells | Click or tap to enter a date. | |
|  | Fire approved lifts | Click or tap to enter a date. | |
|  | Sprinklers stop valve | Click or tap to enter a date. | |
|  | Fire blankets | 8/09/2021 | |
|  | Manual call point break glass alarms | Click or tap to enter a date. | |
|  | Emergency Warning Systems (EWS) | Click or tap to enter a date. | |
|  | Emergency Warning and Intercommunication Systems (EWIS) | Click or tap to enter a date. | |
|  | Warden Intercom points (WIP) | Click or tap to enter a date. | |
|  | Public Address System (PA) | 15/10/2021 | |
|  | Evacuation Tone | Click or tap to enter a date. | |
|  | Loudhailers | Click or tap to enter a date. | |
|  | Portable Radios | 15/10/2021 | |
|  | Mobile Phones | 15/10/2021 | |
|  | Fixed and Portable Phones with internal system | 15/10/2021 | |
|  | Duress Alarms | Click or tap to enter a date. | |

|  |  |
| --- | --- |
| **Recommendations from Fire Service Provider** | **Date** |
|  | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Fire Safety Service Provider Signature** | **Date** |
|  | Click or tap to enter a date. |

## building Safety Features

Please update the building safety features in the following table once the checklist above has been completed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fire Safety Feature** | **Tick Box** | **Control location (including**  **shut off / turn on instructions)** | | **External Monitoring** |
| Fire detection and alarms |  | [Insert details or record N/a] | |  |
| Fire indication panel |  | N/A | |  |
| Mimic fire panel(s) |  | N/A | |  |
| Emergency communications |  | Public Address (PA) system, alert & evacuation tones, megaphone/hailer, two-way radios, internal phone system | |  |
| Security / intrusion alarms |  | Front & Rear of Admin, Gym, Shamrock Park | |  |
| Lockdown / duress alarm |  | Main office of Admin Building | |  |
| Auto sprinkler system |  | N/A | |  |
| Sprinkler stop valve |  | N/A | |  |
| Fire hydrant system |  | 3rd June 2021 | 3rd June 2021 |  |
| Boiler room |  | [Insert details or record N/a] | |  |
| Roof access |  | [Insert details or record N/a] | |  |
| Emergency power system |  | [Insert details or record N/a] | |  |
| Water storage tanks |  | [Insert details or record N/a] | |  |
| Smoke doors |  | [Insert details or record N/a] | |  |
| Emergency equipment |  | Fire Extinguishers (portable and wheeled) , Fire hose reels, Fire hydrants, fire blankets, first aid kits, emergency procedure folders with ECO contacts | |  |
| Recovery room location |  | Sick Bay – Administration Building | |  |

## emergency assembly and shelter-in-place locations

|  |  |  |
| --- | --- | --- |
|  | **Primary location** | **Secondary location** |
| Assembly Area: | Oval | Carpark front of Gym |
| Shelter-in-place: | Gym | [Insert area name and location details] |

The Chief Warden will consider the location and type of emergency, the number of people on site and the wind direction before selecting which emergency assembly area is to be used and informing the *Assembly Wardens.*

## activities with emergency management elements

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Hazard(s)** | **Risk Controls** | **Responsible Person** |
| After hours Sports | Multiple including physical Injuries | Refer to the school EMP Risk Assessment | Principal (or nominee) |
| After hours Community events | Multiple – including slips, trips, falls | Refer to the school EMP Risk Assessment | Principal (or nominee) |
| School Program | Multiple including extreme weather events | Refer to the school EMP Risk Assessment | Principal (or nominee) |
| Outdoor Education / Camps | Multiple – including bushfires / grassfires | Refer to the school EMP Risk Assessment | Principal (or nominee) |

## emergency diagram requirements

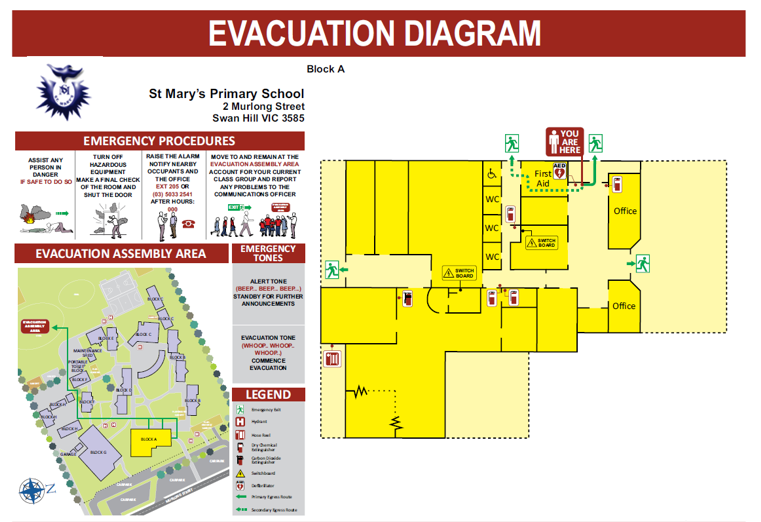
Emergency diagrams must be updated in accordance with the Australian Standards, every three (3) years or when changes are made to any of the school buildings, to ensure that the content remains current. Check in Term 3.

|  |  |  |
| --- | --- | --- |
| **Item** | | **Yes – If No arrange update** |
| Do all school buildings have a current emergency diagram in place? | |  |
| Do the diagrams include all significant structural changes to buildings? | |  |
| Do emergency diagrams detail the locations of:   * Fire safety equipment; first aid kits and defibrillators? * Emergency exits and assembly areas (including shelter-in-place arrangements)? * Emergency contact details and evacuation routes? | |  |
| **Evacuation Diagram Service Provider Name** | **Last Service Date** | **Next Service Date** |
| Dynamic | 1/05/2019 | 1/05/2024 |

## site emergency diagrams

Evacuation diagrams for St. Mary’s School have been developed in line with the requirements set out in the DOBCEL Emergency & Critical Incident Management Policy, Procedure and Guides and the Australian Standard AS3745 – 2010.

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



To view or download an editable version of this template follow the link **[Insert e-Sort Link]**

# EMERGENCY hazards RISK ASSESSMENT

## Risk assessment model

The following Risk Assessment Model is to be used to determine the risk ratings for each emergency hazard identified. The risk rating may change based upon the likelihood and consequence of any injury/illness arising.

Use Tables 1 below to determine how often an injury or damage is ‘most likely’ to occur and Table 2 to determine the ‘most likely’ type of injury that will occur. Then use Table 3 to determine the risk rating.

**Table 1:** Measures of **Likelihood** (the most likely number of times the hazard will occur)

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Example** |
| 5 | Almost certain | Is expected to occur in most circumstances weekly |
| 4 | Likely | Will probably occur in most circumstances monthly |
| 3 | Possible | Might occur at some time 6 monthly |
| 2 | Unlikely | Could occur at some time yearly |
| 1 | Rare | Most unlikely to occur > than yearly |

**Table 2:** Measures of **Consequence** (the most likely injury or damage that will occur)

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Example** |
| 1 | Minimal | First aid treatment, minor injury, no time off work |
| 2 | Minor | Single occurrence of medical treatment, non-permanent injury, < 10 days off work |
| 3 | Moderate | Multiple medical treatments, non-permanent injury, < 10 days off work |
| 4 | Major | Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury / illness, > 10 days off work |
| 5 | Severe | Severe life-threatening injury/illness or fatality, > 250 days off work |

**Table 3:** Level of risk

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Consequence** | | | | |
| **Likelihood** | Minimal  1 | Minor  2 | Moderate  3 | Major  4 | Severe  5 |
| 5 (almost certain) | **M** | **H** | **H** | **E** | **E** |
| 4 (likely) | **L** | **M** | **H** | **H** | **E** |
| 3 (possible) | **L** | **L** | **M** | **H** | **H** |
| 2 (unlikely) | **N** | **L** | **L** | **M** | **H** |
| 1 (rare) | **N** | **N** | **L** | **L** | **M** |

**Risk rating legend:**

|  |  |
| --- | --- |
| E – EXTREME | Extreme risk (action required within 48 hours to control the hazard) |
| H – HIGH | High risk (action required within 7 days to control the hazard) |
| M- MODERATE | Moderate risk (action required within 14 days to control the hazard) |
| L- LOW | Low risk (action required within 30 days to control the hazard) |
| N- NEGLIGIBLE | Negligible risk (action required within 90 days to control the hazard) |

These risk ratings will be referenced in relation to each hazard identified in the following section. Each risk rating in the assessment can be changed to reflect the circumstances and control measures put in place at each workplace.

## Emergency hazards risk assessment

This table below provides a risk assessment of the most common Emergency hazards. Each hazard has been risk rated. The aforementioned Risk Assessment Model has been utilised to arrive at the ‘Inherent’ (e.g., MODERATE) and ‘Residual’ (e.g., LOW) risk ratings for each hazard identified. The risk control measures provide the basis for reducing the ‘Inherent’ level of risk to the ‘Residual’ level of risk and they demonstrate how each workplace will minimise the likelihood and severity of a workplace incident occurring.

| **Event** | **Potential Hazard** | **Current Risk Control Measures Implemented at our workplace** | **Inherent**  **Risk Rating**  (Use Risk Matrix) | **Risk Controls to be Implemented**  Measures to be taken by our workplace to eliminate or reduce impact of the risk | **Residual**  **Risk Rating**  (After implementing risk controls) |
| --- | --- | --- | --- | --- | --- |
| **Bomb Threat / Suspicious Parcel** | Injury / illness and / or asset damage / disruption to operations | * Keep a Bomb Threat Checklist on all reception and administration officer desks next to the phones * Facilitate a (Code Purple) emergency drill at least once a year with all staff and students | LOW | * Develop and maintain a Business Recovery Plan to minimise disruption to normal operations | NEGLIGIBLE |
| **Building Fire / Bushfire / Grassfire** | Injury / illness and / or asset damage / disruption to operations | * Check roofs, gutters and drains are clear six monthly * Check ground fuel level do not exceed the advice referenced is Section 4.5.2 of this plan * Test emergency communications – (Each Term in schools and every six months in CEB Offices) | HIGH | * Check with Essential Safety measures provider (e.g., WORMALD) and CFA/FRV to assess any local risks to the workplace and provide advice * Check that all smoke alarms are being regularly tested & backup batteries are being replaced | MODERATE |
| **Chemical Spill / Gas, Sewerage, or Water Leak** | Injury / illness and / or asset damage / disruption to operations | * Maintain school Chemical Register; Spill Kits and Safety Data Sheets for each chemical stored * Have regular maintenance inspections performed on all supply connection on site. Notify Chief Warden of any potential leaks or outages * Have contingency plans in place to (Stay or Go) at short notice | MODERATE | * Schedule and practice an emergency exercise in preparation for a chemical spill / gas, sewerage, or water leak event * Ensure procedures in place to communicate any pickup changes to staff, students, parents / carers * Review Business Recovery Plan for potential extended workplace closure | LOW |
| **Civil Disturbance** | Injury / illness and / or asset damage / disruption to operations | * Check media reports and online posts prior to departing for any planned public protests * Confirm whether any students or staff with medical condition that may require emergency treatment are identified. Ensure that a suitably stocked first aid kit is carried * Set clear timeframes for all offsite activities | HIGH | * Plan to check-in with the workplace during trip * Staff to carry mobile phones on all offsite activities and to have emergency contacts on speed dial * Brief all staff and students participating in offsite activities on what to do and where to go in an emergency | MODERATE |
| **Cyber Security Breach** | Information theft, damage, disclosure, misdirection, or ransom | * IT Services to establish the type and extent of the breach and the need to suspend all or part of the IT control system * Advise staff, students, and parents of situation * Notify all persons affected by the breach and report to the [Australian Cyber Security Centre](https://www.cyber.gov.au/acsc/report) | HIGH | * If discontinuing normal operations notify parents of any changes to travel or pick up arrangements * Where possible, ensure the potential for any reputational damage is monitored and controlled * If required, coordinate a debriefing of all affected students and staff that may require support | MODERATE |
| **Electrical Failure** | Injury / illness and / or asset damage / disruption to operations | * Confirm outage duration with electricity distributor and have contingency plan in place, if an extended outage is expected * Notify all persons onsite to evacuate building / site (as necessary) | LOW | * Communicate changes to staff as well as parents and students in school * Ensure Wardens are familiar with any available back-up power systems * Review Business Recovery Plan | NEGLIGIBLE |
| **Entanglement** | Injury / illness and / disruption to operations | * Check that safety inspections of guarding are being carried out regularly. * Check that staff and students familiar with all Safe Operating Instructions and use of appropriate PPE | MODERATE | * Ensure all staff and student are familiar with the plant and equipment emergency procedures (including a demonstration / briefing on how to use the E-Stops) | LOW |
| **Explosion** | Injury / illness and / or asset damage / disruption to operations | * Check all potential explosive hazard sources (e.g., gas bottles, Bunsen burners, chemicals, fuels etc.) are correctly stored and inspected regularly * Check all Registers (Plant, Equipment, Chemical) are maintained | LOW | * Ensure all Technology, Science, Grounds and Maintenance staff are familiar with the EMP Response Guide * Schedule and practice an explosion emergency (Code Red) exercise | NEGLIGIBLE |
| **External Emergency** | Injury / illness and / or disruption to operations | * If in immediate danger, call “**000**” and move everyone at workplace away from hazard area * If no immediate danger, contact local authorities and seek advice | LOW | * Liaise with ECO members to decide appropriate course of action – Shelter-in-Place or Evacuate the workplace | NEGLIGIBLE |
| **Infection Control / Pandemic** | Injury / illness and / or disruption to operations | * Display good hygiene and social distancing posters in toilets / bathrooms and adhere to Covid Safe Plans * Keep soap and handtowel dispensers well stocked * Ensure face masks are being worn, as required * Remind staff and students to stay home if unwell | HIGH | * Regularly brief staff, students, and parent / carers on the Covid Safe Plans, as they are updated each Term and when restrictions change * Check that all surfaces are regularly cleaned | MODERATE |
| **Intruder on site** | Injury / illness and / or disruption to operations | * If intruder is armed or dangerous, escalate to a critical incident immediately. If not, follow the EMP Response Guide * Check ability to quickly and safely secure entry into all buildings and maintain a visitor sign in * Practice a lockdown (Code Black) drill annually * Brief staff on intruder response guide * Have Area Wardens practice securing all external doors & reporting in to Chief Warden * Maintain a register of court orders * The workplace will use ‘Code ‘Black’ to alert others of an intruder | MODERATE | * The workplace will provide training for staff in managing aggressive people (de-escalation) * Staff will be informed of potential threats * Where staff need support in meetings or dealing with a student in residence: * two staff will attend * Use signal for additional staff support * Use a room with two exit points * Obtain a trespass order for persons who use threatening behaviour * Communicate DOBCEL values of mutual respect and acceptable behaviour in workplaces | LOW |
| **Lost / Missing Person / Group** | Injury / illness and / or disruption to operations | * Procedures in place for offsite activities and use of public transport by groups * Procedure includes what to do if staff or students become separated from group. | MODERATE | * Designate times for staff to complete group headcount and to check in with school admin staff * Provide an itinerary of activity times and locations to group to assist with reunification process | LOW |
| **Medical Emergency** | Injury / illness and / or disruption to operations | * Maintain Staff health forms as well as student medical records. Review first aid requirements annually to align with emergency medical treatment needs * Implement First Aid procedures * Contact Emergency Services on “**000**”, if required | MODERATE | * Ensure medical info for staff, as well as students is up to date and easily accessible for emergency medical treatment and Emergency Services * If required, ensure the Wellbeing Team are contacted to provide counselling support to students and Converge International to provide support to staff | LOW |
| **Near Drowning** | Injury/ illness and / or disruption to operations | * Trained staff supervise all swimming activities * Students do not participate in unsupervised, off- site swimming activities * Staff are trained in emergency life support | LOW | * Swimming activities off-site, during camps or excursions, are to be supervised by suitably qualified staff and volunteers, in accordance with CECV and DET student to staff ratio guidelines | NEGLIGIBLE |
| **Overseas Group / Individual evacuation** | Injury / illness or disruption to operations | * Ensure all staff and students with medical condition requiring emergency assistance are identified prior to the trip and the itinerary includes the contact details for local Emergency Services and [DFAT](https://www.dfat.gov.au/contact-us) | LOW | * Share local emergency services and DFAT contact details with whole group as well as maps to nearest hospitals. Double check medical authorities completed before departure | NEGLIGIBLE |
| **Severe weather / Storm damage** | Injury / illness and / or asset damage / disruption to operations | * Monitor Bureau of Meteorology and media or Emergency update applications * Liaise with SES / local council to clarify risks * Assess threat and report to ECO members. Decide whether to stay inside or suspend / cancel activities at workplace for the day * Brief all staff, students, parents /carers on the plan * Develop a Business Recovery Plan | HIGH | * Establish a shelter-in-place plan if an unexpected severe weather event occurs * Arrange for the evacuation of all persons via the closest exit points when it is safe to do so * Develop a Business Continuity Plan for any extreme weather event that may occur * Develop contingency for evacuating site or transporting students to and from the workplace | MODERATE |
| **Sharps and Biohazards** | Injury / illness | * Keep everyone away and isolate area * Wear appropriate PPE * Place sharps in portable sharps container * Complete incident report | MODERATE | * Order bio waste clean-up kit and chemical spill kits for the workplace * Arrange for medical waste disposal on a quarterly basis | LOW |
| **Structural Damage** | Injury / illness and / or asset damage / disruption to operations | * Identify and treat any injured persons until Emergency Services arrives. Call “**000**” * Chief Warden to assess situation. Inform ECO members and decide whether to (Stay or Go) | LOW | * Identify an alternative external and internal assembly area in case structural damage prevent use of the normal assembly areas | NEGLIGIBLE |
| **Vehicle Collision (on route)** | Injury / illness and / or asset damage / disruption to operations | * Complete regular safety inspections. Encourage staff to report any vehicle damage * Check that staff are familiar with vehicle safety procedures and have a current, valid license * Work vehicles contain first aid kits, reflective vests, and emergency roadside assist contact numbers * Drivers to provide a copy of their driver’s licence | MODERATE | * Drivers to complete driver safety competency test, prior to driving DOBCEL vehicles * Drivers to check adverse weather conditions e.g., floods, bushfires with CFA / FRV & Vic Roads websites prior to leaving on any offsite activity | LOW |
| **Water or Food Contamination** | Injury / illness and / or disruption to operations | * Arrange for periodic testing of all private water supplies (e.g., Camps) * Check that workplace canteen has appointed a trained Food Safety Supervisor to prepare and maintain the workplace Food Safety Plan (FSP) | MODERATE | * Check the annual Food Safety audit is completed by a certified Food Safety Auditor or Municipal Food Safety Officer, in accordance with the Food Amendment Act 2001 | LOW |