

Emergency Management Plan

for

St Mary's College Seymour

90 High Street Seymour 3660

Ph: 5792 2611



Signature of School Principal

Principal	Mr Peter Kelly
After Hours Emergency Contact	Mr Peter Kelly 0417 922 601
Is the school on the Bushfire At-Risk Register (BARR)?	No
Bureau of Meteorology District	North Central
Issue Date	13/2/2018
Last Review Date	1/2/2017
Next Review Date (EMP's must be reviewed at least annually and immediately after any significant incident ¹)	1/2/2019
Version	1.3

i. Revision History

Version Number	Date	Reason for Version
1.1	21 March 2011	Factors to consider when identifying evacuation points outside of the school grounds added to component 7.
1.2	23 September 2013	Review of previous version to align with Department of Education and Early Childhood Development (DEECD) Emergency Management Plan.
1.3	13 February 2018	Revision of school contacts and new site plan.

ii. Distribution List

The list should include every agency and/or staff person who has been given a copy of this plan. It is important to keep this list up-to-date and to distribute new copies of the plan to every recipient whenever it is updated or amended.

Date	Title / Organisation	Name	Address	Email
	CEM	Mr Harry Allard 0439 642 881	PO Box e East Melbourne 8002	hallard@cem.edu.au
	Seymour Police	Sen. Sgt Clayton Munro 0418 282 053	58 Tallarook St Seymour	clayton.munro@police.vic.gov.au
	CFA	Mr Justin Dally 0438 560 575	39 McIntyre St Seymour	j.dally@cfa.vic.gov.au
	Mitchell Shire	Mr Brian McCarthy 0408 398 041	113 High St Broadford	



This plan should be completed with reference to the Catholic Schools Emergency Management Manual. In particular, Section 9 of the manual covers creating your EMP and details each component listed below.

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1. In Case of Emergency

Incident occurs	CALL	000
	CONTACT	<p>As soon as it is appropriate, contact Catholic Education Office Emergency Management Officer (EMO): Refer to Emergency Management on CEVN (cevn.cecv.catholic.edu.au) for current phone numbers.</p> <p>Mr Harry Allard: 9267 0404 or 0439 642 881</p>

Advise	<u>WHO</u>	<ul style="list-style-type: none"> • The number and name/s of persons involved • Name of the person reporting the emergency
	<u>WHAT</u>	<ul style="list-style-type: none"> • The nature of the emergency
	<u>WHEN</u>	<ul style="list-style-type: none"> • The time you became aware of the emergency
	<u>WHERE</u>	<ul style="list-style-type: none"> • The location of the emergency and contact phone numbers if the emergency is away from the school.

Report	<ul style="list-style-type: none"> • Following resolution of the emergency, complete a copy of the Emergency Management Accident/Incident Report (available on CEVN on the Emergency Management page, http://cevn.cecv.catholic.edu.au/emergency.htm) and forward it to your Catholic Education Office EMO.
	<p>The school must report the following incidents to WorkSafe (Ph: 132 360 or http://cevn.cecv.catholic.edu.au/StaffingIR.aspx?id=806), and to the relevant Catholic Education Office:</p> <ul style="list-style-type: none"> • Fatalities

	<ul style="list-style-type: none"> • Hospitalisation: Injuries requiring immediate treatment as an inpatient in a hospital. • Medical treatment for fractures, broken bones, serious lacerations, serious head and eye injuries, amputations, degloving, scalping, electric shock, loss of bodily functions, etc. • Chemical exposure: if a person requires medical treatment within 48 hours of exposure to a chemical. • Incidents or near misses where a person in the immediate vicinity is exposed to an immediate risk from the collapse of a building or an excavation, explosion, fire, the spillage of dangerous goods or the fall from a height of any plant or equipment, etc. <p>Minor incidents do NOT need to be reported to WorkSafe. If in doubt, phone WorkSafe immediately on 132 360 to clarify whether the incident should be reported.</p>
<p>Government SMS Service</p>	<p>A circular went out earlier this year regarding Bushfire preparedness and the Government SMS service – it can be accessed on the CEVN website here.</p>

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

2. Emergency Numbers & Key Contacts



Display a copy next to your telephone or prominently on the wall nearby

Group	Phone Number
Police	000
	Local Police: 5735 0200
Fire Services Authority MFB / CFA	000
Ambulance	000

Group	Phone Number
State Emergency Service	132 500
Hospital(s)	5793 6100
Gas (check for local number)	1800 676 300 (Origin)
Electricity (check for local number)	133 799 (AGL)
Water Corporation (check for local number)	1800 454 500 (GV Water)
Department of Human Service (Regional Office)	
Department of Human Service – Child Protection (Regional Office)	
Local Government	5734 6200 (Mitchell Shire)
Environment Protection Authority (EPA)	(03) 9695 2722
WorkSafe Victoria	13 23 60

Group	Phone Number
Catholic Education Office	9267 0228
CEO Emergency Management Officer	0439 642 881 (Harry Allard)
Student Support Services	
Media Coordinator	
CECV Industrial Relations / OHS Officer.	

3. Emergency Contact Information – School Personnel (as appropriate)

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Campus Principal	Peter Kelly	5792 2611	0417 922 601	
Assistant Prin. 1	Catherine Evans	5792 2611	0458 494 397	5797 2511
Assistant Prin. 2	Christine Buhler	5792 2611	0418 389 024	
Assistant Prin. 3	Sean O'Brien	5792 2611	0457 098 894	
Year 8-10	Mary Tampion	5792 2611	0438 358 978	
Year 5-7	Zine Dovara	5792 2611	0419 586 651	
Year P-4	Anne Spencer	5792 2611	0427 503 755	
Parish Priest	Fr Eugene Ashkar	5792 1064	0455 123 509	
OHS Officer	Brian O'Dwyer	5792 2611	0417 356 215	
College Board President				
Business Manager	Meryl Connell	5792 2611	0432 684 811	
School Bus Coordinator	George Galea	5792 1181	0415 828 256	

Parent Contact information can be added as an attachment here if required.

4. School Profile



Complete this profile to reflect your school's profile. There is no need to fill out all of the sections, only those that are relevant to your school.

The school profile is a brief description of the school, including what grades or age levels attend and how many staff and students make up the school's population. Be sure to include any unique situations or information, such as other tenants.

SCHOOL PROFILE SUMMARY	
Name of School: St Mary's College	Hours of Operation: 8.30 – 3.15
Specify grades: <i>e.g. Prep to 6, 7–12</i> Prep to Year 10	
Numbers (as required)	
Students: 385	Children with disabilities: 31 students with assessed learning disabilities. No students with physical/ mobility disabilities
Staff: 60	Staff with disabilities: Nil
Floors: 2 (College covers two floors in Mercy Centre only)	Classrooms: 32 (including portables, Creative Arts wing, Science Wing and Multipurpose Hall)
Portables: 3 double portables	
Other details	
<ul style="list-style-type: none"> The College consists of seven large buildings, with three double relocatable classrooms. There is a Multi-Purpose Hall located on College grounds with water, power, heating and cooling, toilets, a kitchen and backup power. The hall is large enough to hold the entire College population. (There is also a Parish hall on the same site which has a petrol generator 5-9kva if needed). The College lies adjacent to the Melbourne – Sydney train line which is used for freight and passenger service. The Seymour Station is less than 1 kilometre from the College. High Street, which runs along the north side (and front) of the College, is the designated over dimensional route (O.D) through Seymour for heavy vehicles. Whiteheads Creek runs through the north-eastern section of the College property. The College is on a large rural site and there are multiple access points that are not formally recognised on maps. Fencing does not enclose the entire perimeter of the College. The Seymour and District Hospital is less than 500 metres from the College and its heliport is used for emergency purposes. Catholic Church Insurances (CCI) assess fire risk for the College. 	

BUILDING INFORMATION			
Alarms			
Type	Location	Shutoff Instructions	
Fire	N/A		
Intrusion	Located in all areas of the College	Alarm controls panels at entry doors to each area operated by codes. Phone no. of ART alarm monitoring service: 1300 278 666	
Telephones			
Type	Location		
Handset (Dial 0 for outside line)	Reception, Principal's office, Staffroom, DP area, Level Coordinators' office, Teacher Prep areas, Creative Arts, Science Wing, Multipurpose Hall, Library		
Mobile phone	Business Manager's office		
UTILITIES			
Type	Location	Shut off Instructions	Service Provider
Gas / Propane	See Utilities Location Map – Appendix 1		Origin
Water	See Utilities Location Map – Appendix 1		GV Water
Electricity	See Utilities Location Map – Appendix 1		SP Ausnet
Sprinkler System			
Control Valve Location	N/A		
Shutoff Instructions			
Boiler Room			
Location	N/A		
Access			
Roof Access			
Location	N/A		
Access			
Emergency Power System			
Type	Generator		
Location	Parish Hall		
Provide Power To			
Shutoff Instructions			
On Site Hazards			
Description	Location		
Science Lab	Science Wing		
Portable gas bottles	Barbeque enclosure and MP Hall		

MSDSs, Hazardous Substances/Dangerous Goods manifest	Complete manifest at Reception and Business Manager's Office. Hazardous goods and specific registers located at Science lab, Creative Arts wing, cleaners cupboards and maintenance room.
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RISK ASSESSMENT MATRIX

Likelihood	Extreme	Medium	High	Extreme	Extreme
	High	Medium	Medium	High	Extreme
	Medium	Low	Medium	High	High
	Low	Low	Low	Medium	Medium
		Low	Medium	High	Extreme
Impact					

Identify Potential Threats/ Hazards <small>List the hazards that could cause injury/incident</small>	Description of Risk	Risk Rating <small>(refer to OHS Risk M'gement Procedure</small>	Risk Control Measures <small>List the control measures required to eliminate or minimise the risk</small>
Grassfires	Grass fires - may occur either within or adjacent to the College.	Medium	Maintain short grass and green vegetation around areas of the College where possible. Notify Shire, V/Line or other appropriate service should adjacent grass areas to the College become a risk.
Bushfire	Bushfire within or approaching township could impact on College or travel routes	Low	Maintain awareness of emerging situations on high risk days Close school on Code Red days to avoid travel through areas of higher risk by staff or students
Fire	Fire bug Electrical Fire within building Chemical reaction /explosion resulting in fire	Medium	Maintain testing and tagging of electrical items. Electrical safety switches checked and compliant Correct storage and handling of chemicals
Severe weather, storms and flooding	Heavy rainfall could cause flooding along Whiteheads Creek (in the College grounds) and onto the College oval. Flooding of the Goulburn River and its tributaries could affect student movement. Falling trees or branches within the College grounds during severe storms. Falling power lines in College grounds or immediate vicinity.	Low	Maintain College grounds. Maintain arbor plan. Maintain accurate bus list.
Intruders/ personal threat	Intruder wishing to cause harm to students or staff members attends College with threat and/or weapon	Medium	Maintain strict protocols for visitors attending College (sign in book). Maintain good communication between teachers and office staff about potential threats.

	Emotional, angry parents attending the office Person attending the College in intoxicated or drug affected state Hostage situation (domestic situation, mental illness or political statement)		Ensure admin staff and teachers have means of communicating if need arises. Maintain strict control over movements of students in class time and children to travel in pairs when leaving classroom (toilet breaks etc)
Earthquake		Low	
Bomb Threat	The College may receive a bomb threat via a phone call, SMS, email A suspicious package may be found within the grounds	High	Ensure Bomb Threat Checklist is available and accessible Ensure all staff are aware of protocols and take all threats seriously
School Bus accident/Vehicle Incident	An accident may occur on the regular bus route to/from school or during an excursion. An accident may occur on the Sydney-Melbourne rail line which run adjacent to the College. A staff member driving a bus may be involved in an accident. A student may be hit by a vehicle entering or exiting College	Medium	Maintain accurate bus travellers' lists and lines of communication with bus company Regularly communicate to all families the safety protocols for entering and leaving the College and safe behavior in College car park Enforce strict student behavior on busses Ensure staff on morning and afternoon yard duties monitor car parks and exits/entrances Minimise areas where children and traffic can use the same space
Pandemics and communicable diseases	Serious flu or other highly contagious disease may affect both students and staff	Low	Ensure accurate contact lists of families Encourage annual flu vaccinations for staff Review cleaning policies and ensure adequate supplies of soap for hand washing throughout College. Encourage families to keep students at home if unwell
Major medical emergency	Staff member may suffer heart attack, stroke, asthma etc. Student suffers anaphylactic reaction or asthma attack Snake bite Electrocution to staff or student	Medium	Maintain accurate medical data on staff and students Ensure trained first aid staff list is accessible Maintain high ratio of CPR trained staff Train staff regularly in good OH&S practices
Hazardous substance release: inside and outside facility grounds	The College has hazardous and dangerous substances stored on site. Chemical substances transported by road or rail nearby may be released in the event of an accident.	Low	Maintain accurate and accessible MSDS register Ensure staff handling and storing hazardous goods are aware of correct procedures
Off-site emergencies	Accidents, injury, fatality or threatening situation may occur whilst on an excursion or camp	Medium	Ensure staff on excursions/camps are first aid trained Ensure facilities and activities are age appropriate Complete Ensure both teachers on excursion and the College have full emergency details of students attending

5. Incident Management Team



Every Incident Management Team (IMT) needs a clearly designated Incident Controller, with (if possible) delegates assigned to each area of responsibility. The areas of responsibility include: operations, planning, logistics and communications.

The focus of the IMT is to clarify roles and responsibilities for the sake of safety.

Your IMT must suit your school and staffing resources.

Insert your school's Incident Management Team structure here. (Refer to page 18 of the Catholic Schools Emergency Management Manual for further information about IMTs.)

IMT Members and Tasks



Complete the following table to reflect the roles and responsibilities allocated at your school.

IMT Member	Tasks	Name of staff member and contact details	Name of delegate staff member and contact details
Incident Controller	In charge of overall management of emergency situation	Peter Kelly 0417 922 601	Catherine Evans 5797 2511 0458 494 397
Communications Officer	All media/outside information management/ (media management support is available from your diocesan CEO)	Peter Kelly 0417 922 601	Sean O'Brien 0457 098 894
Operations Officer	Student care/ensuring adherence to school protocols, procedures	Peter Kelly 0417 922 601	Catherine Evans 5797 2511 0458 494 397
Logistics Officer	Responsible for securing materials, resources, services, additional staff	Peter Kelly 0417 922 601	Meryl Connell 0432 684 811
Planning Officer	Collects and evaluates information related to development of incident/status of resources/ensures a record (log) is kept of any emergency that occurs, including the timing of events and reasoning for any decisions made.	Peter Kelly 0417 922 601	Christine Buhler 0418 389 024
First Aid Officer	Responsible for all First Aid needs in case of emergency.	Stacia Read 5792 3733 0419 549 078	Karen Dalrymple 0408 197 431

6. Area Maps and Site / Floor Plans



Insert a detailed Area Map of the school and its surrounding area. Such a map should show external evacuation routes and destinations. A minimum of two external evacuation points are required: one at least 150 metres from the building, one further than 150 metres but still within reasonable distance from the school.

This map should also be made available to emergency response agencies. The map can be created by using Microsoft Word to mark up a map of the school and surrounding area from [Google maps](#) (use satellite view). See example overleaf.

The map should show:

- Evacuation assembly areas
- Evacuation routes
- Surrounding streets
- Major Landmarks
- Exit points

Assembly Points and Exits



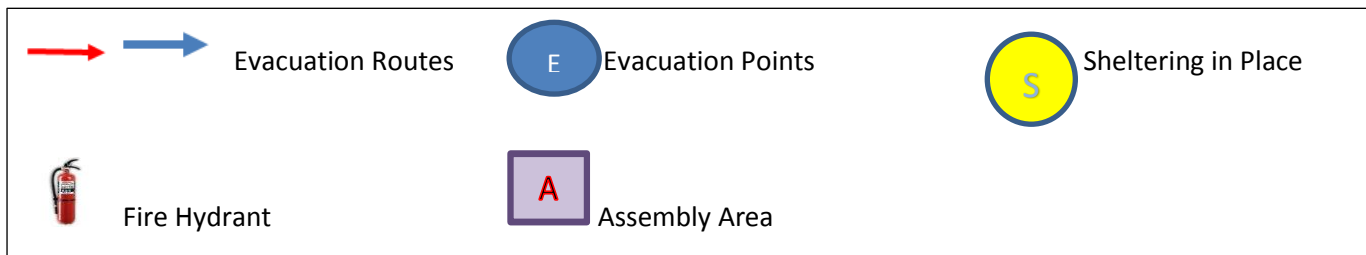
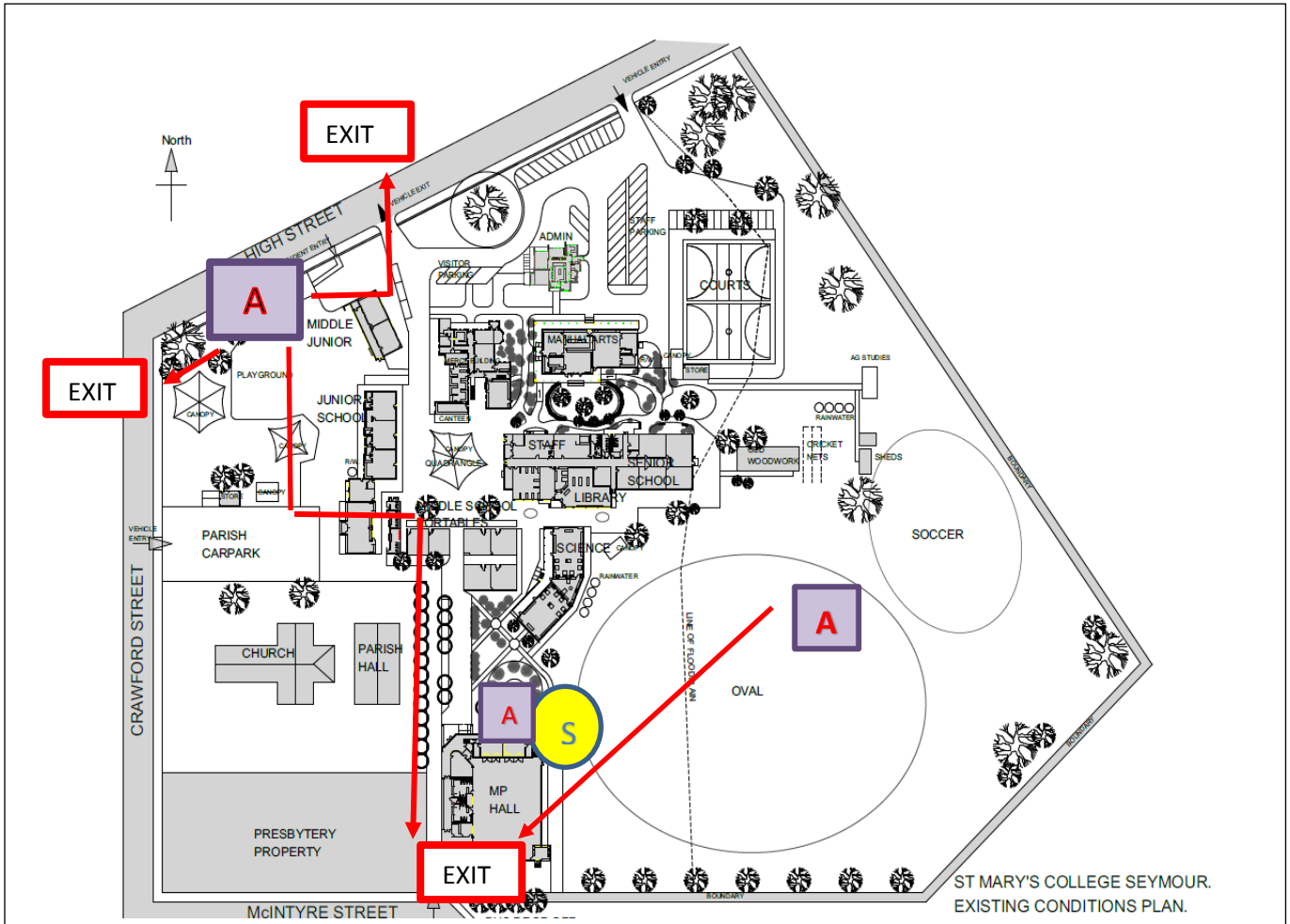
Evacuation route to Kings Park



Evacuation Route to College oval



6.2 Site Map



Site Plans / Floor Plans



Insert a Site Plan/Floor Plan of the school. Plans should be as detailed as possible. See example overleaf. Your school's architect (if applicable) should have the latest version of your school's plans.

Site Plans/Floor Plans should show:

- The boundaries of the site
- The location of the car park, oval etc.
- Evacuation assembly areas
- Evacuation routes
- Exit Points
- Hazardous chemical locations
- Sheltering in place areas
- Emergency equipment

7. Response Plan



For a lockdown response, it may be necessary to either keep students, staff and visitors in their designated classrooms or move them to a communal indoors location (such as a gymnasium). This location is known as the Sheltering-In-Place Area on your site/floor plan.

For lockout and evacuation responses, designate two external assembly areas:

- i. One designated assembly point should be approximately 150 metres from the building (lockout)
- ii. For emergencies that require you to move children further than 150 metres, a second designated assembly point should be within a reasonable distance from your building or school grounds (evacuate)
- iii. shelter, drinking water, food and toilets
- iv. open spaces and/or play equipment
- v. vehicular access and parking if students need to be discharged and collected by parents

For evacuations that require leaving the school grounds, consider appropriate evacuation points that provide:

(Refer to pages 25-27 of the Catholic Schools Emergency Management Manual for further information about lockdown, lockout and evacuation.)

7.1 Lockdown

Lockdown may be the appropriate response when the Incident Controller has identified an *external* and immediate danger and determined that it is safer for students, staff and visitors to remain inside the classroom or assemble in an indoors communal area such as the gymnasium. Examples of this type of hazard may include an intruder, severe storms, gas leaks and chemical spills.

Lockdown Response Steps

1. Announce and activate the Lockdown. The Incident Controller (Principal or delegate) will announce the lockdown where students are to remain in classrooms or make their way to nearest building if outdoors. (See specific emergency responses).

2. Communicating the Lockdown may be via the public address system or, if power is unavailable, by a power pak horn. It should be noted that publicly announcing a lockdown may not be appropriate in the case of an intruder. In this instance, code words or another predetermined form of communication may be used. (See specific emergency responses).

3. Secure external doors and entrances. Constantly monitor entrances if possible and restrict access to authorised people only.

4. Notify Emergency Services and follow their instructions

5. Notify CEO Emergency Management Officer

6. Communicate with other members of the Incident Management Team if possible to plan further actions and enact response plan.

7. Guide visitors to safety is possible.

8. Await instructions of Police or other emergency services.

9. Ensure a telephone line is kept free.

10. Await de-activation advice from emergency services personnel (if appropriate).

7.2 Lockout

Lockout may be the appropriate response when an *internal* and immediate danger is identified and it is determined that students, staff and visitors are safer outside but still within the school grounds. Examples of this type of emergency may include an internal fire, a gas leak or a bomb threat. Provide below your school's procedure to be followed in the event of a lockout scenario (evacuation within the school grounds, if possible but at least 150 metres from the building).

Lockout Response Steps

The Incident Controller (Principal or Delegate) will co-ordinate the Lockout. This may occur if the danger zone is contained to one College building or area. Students are to make their way to an assembly point outside the affected school building.

1. Activate the Lockout - The Incident Controller will alert students and staff by the Emergency tone (klaxon) across the Public Address system or, if power is unavailable, by a power pak horn.

2. Communicate the activation of the Lockout with the appropriate announcement, indicating the designated assembly area. This will depend on the nature and location of the threat.

3. Notify Emergency Services of the nature of the emergency

4. Take Emergency Data Folder, containing student, staff and visitor lists, along with First Aid kit, College Keys, Loudspeaker and Mobile phone to assembly/evacuation point

5. At Assembly area establish an Information Centre. From here:

- Confirm that student data is available at the Information Centre
- Liaise with staff to ensure all students, staff and visitors are accounted for
- Liaise with Emergency Services and advise them of outdoor location
- Delegate duties to staff as required
- Communicate with staff, students and parents
- Maintain staff and student welfare
- Provide any other resources required to manage the emergency

6. Notify Emergency Management Officer (CEM)

7. Await instructions of Police or other emergency services.

8. Communicate with other members of the Incident Management Team if possible to plan further actions and enact response plan.

9. Ensure a telephone line is kept free.

10. Await de-activation advice from emergency services personnel (if appropriate).

In the Principal's absence, the role of **Incident Controller will be performed by:**

- Acting Principal - or if unavailable,
- Deputy Principals – or if unavailable,
- The three Year Level Coordinators

One of these people will be at the College at all times.

7.3 Evacuate

Evacuation may be the appropriate response when it is determined that students, staff and visitors are safer away from the buildings (more than 150 metres distance) or away from the school grounds. Examples of this type of emergency may include internal fires, gas leaks, chemical spills, bomb threats and floods. The recommended steps for evacuation included below should be tailored to the particular circumstances of your school.

Evacuation Response Steps

The Principal (Incident Controller or Delegate) will co-ordinate the Evacuation. Students are to make their way to the nominated assembly point away from the affected area.

1. Activate the Evacuation. The Principal will alert students and staff by the Emergency tone (klaxon) across the Public Address system or, if power is unavailable, by a power pak horn.

2. Communicate the activation of the Evacuation with an appropriate announcement indicating the designated assembly/evacuation point. This will depend on the nature and location of the threat. (See specific emergency responses).

3. Notify Emergency Services of the nature of the emergency

4. Take Emergency Data Folder, containing student, staff and visitor lists, along with First Aid kit, College Keys, Loudspeaker and Mobile phone. In the event of total Off-site Evacuation the Principal (or Delegate) is to take College car, if possible.

5. At assembly area establish an Information Centre. From here:

- Confirm that student data is available at the Information Centre
- Liaise with staff to ensure all students, staff and visitors are accounted for
- Liaise with Emergency Services and advise them of outdoor location
- Delegate duties to staff as required
- Communicate with staff, students and parents
- Maintain staff and student welfare
- Provide any other resources required to manage the emergency

6. Notify Emergency Management Officer (CEM)

7. Await instructions of Police or other emergency services.

8. Use all available staff to calmly move, carry, walk the students from the assembly area to the assigned evacuation point along pre-determined route if instructed by emergency services/control agency.

In the Principal's absence, the role of **Incident Controller will be performed by:**

- Acting Principal - or if unavailable,
- Deputy Principals – or if unavailable,
- The three Year Level Coordinators

One of these people will be at the College at all times.

7.4 Specific Emergency Responses

Intruder/Personal Threat within school grounds Response Plan Lockdown

Role of the Principal

The Principal (or Delegate) will co-ordinate the Emergency Response. The Action Plan for the Principal is as follows:

1. Communicate the Emergency. The Principal will alert students and staff by the Emergency tone (klaxon) across the Public Address system or, if power is unavailable, by a power pak horn. Sound the Klaxon for at least 4 rounds, then select the relevant response for announcement. *If the threat or emergency is such that a public announcement is not appropriate (i.e threatening person at the administration office) another method of communication such as a pre-determined code word to gain assistance and enact lockdown may be required.*

2. Communicate the Lockdown procedure which will require students to remain in classrooms or make their way to nearest building if outdoors.

“Every person at the College must listen to and follow these instructions. Remain in your classroom. Close windows and blinds, lock doors, turn off lights, get under the tables or desks, remain quiet and wait for further instruction. Refer to your Yellow Action Card”

3. Notify Emergency Services and follow their instructions

4. Notify Zone Education Authority

5. Communicate with other members of the Incident Management Team if possible to plan further actions and enact response plan.

6. Await instructions of Police or other emergency services.

7. Ensure a telephone line is kept free.

In the Principal’s absence, the role of **Incident Controller will be performed by:**

- Acting Principal - or if unavailable,
- Deputy Principals – or if unavailable,
- The three Year Level Coordinators

One of these people will be at the College at all times.

Role of the Administration staff

Upon notification by staff or student of an Emergency, College Office Staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Upon Principal’s instruction notify the appropriate emergency service(s)

3. Lock front and rear doors and any other entrances to Mercy Centre. Close blinds.
4. Listen for Principal's alert and following instructions – lockdown in Principal's office
5. Ensure telephone line is kept free.

Role of Business Staff

Upon notification by staff or student of an Emergency, College Office Staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Upon Principal's instruction notify the appropriate emergency service(s)
3. Notify Ancillary staff (Canteen and Maintenance staff) of situation by internal or mobile phone.
4. Listen for Principal's alert and follow instructions – lockdown in Principal's office below window level.
5. Ensure telephone line is kept free.

Role of other College Staff

Upon notification by student of an Emergency, college Staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Listen to the Principal's alert regarding the Lockdown instructions.
3. Close all windows and blinds and lock doors and instruct students to get under tables and remain quiet.
4. If outside with students, guide them to nearest building and remain inside and below window level.
5. Remain in lockdown until advised by Incident Controller or emergency services.

Grass Fire Response Plan

Lockdown

Role of the Principal

The Principal (or Delegate) will co-ordinate the Emergency Response. The Action Plan for the Principal is as follows:

1. Communicate the Emergency. The Principal will alert students and staff by the Emergency tone (klaxon) across the Public Address system or, if power is unavailable, by a power pak horn. Sound the Klaxon for at least 4 rounds, then select the relevant response for announcement.

2. Communicate the Lockdown procedure which will require students to remain in classrooms or make their way to nearest building if outdoors.

“Every person at the College must listen to and follow these instructions. Remain in your classroom. Close windows and doors and await further instructions. All students are to remain indoors. Any students who are outside are to make their way to the nearest building. “

3. Notify Emergency Services and follow their instructions

4. Notify Zone Education Authority

5. Communicate with other members of the Incident Management Team if possible to plan further actions and enact response plan.

6. Await instructions of Police or other emergency services.

7. Ensure a telephone line is kept free.

In the Principal’s absence, the role of **Incident Controller will be performed by:**

- Acting Principal - or if unavailable,
 - Deputy Principals – or if unavailable,
 - The three Year Level Coordinators
- One of these people will be at the College at all times.

Role of the Administration staff

Upon notification by staff or student of an Emergency, College Office Staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Upon Principal’s instruction notify the appropriate emergency service(s)
3. Close front and rear doors and any other entrances to Mercy Centre.
4. Listen for Principal’s alert and following instructions. Remain inside unless instructed otherwise.
5. Ensure telephone line is kept free.

6. Print Class Evacuation List (Reports/Student/Period Absences/Roll Status/Class Evacuation) and deliver to Business Manger.

5. Prepare for possible evacuation – collect:

- **Emergency Data Folder** which will contain up-to-date:
 - Class Lists
 - Student/Family Directory
 - Staff List and emergency contact details
 - Bus traveller information
 - Timetable
 - Utility cut-off phone numbers
- **Visitor Register**
- **Early Pass Register**
- **Lock front door**

Role of Business Staff

Upon notification by staff or student of an Emergency, College Office Staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Upon Principal's instruction notify the appropriate emergency service(s)
3. Notify Ancillary staff (Canteen and Maintenance staff) of situation by internal or mobile phone and advise them to remain inside.
4. Listen for Principal's alert and follow instructions. Remain inside unless instructed otherwise.
5. Ensure telephone line is kept free.
6. Prepare for evacuation and:
 - Collect laptop and mobile phone with SMS capabilities and SAS/Caremonkey program
 - Collect a list of all class groupings
 - Collect / print staff absences list and staff extras for the day
 - Collect car keys
 - Collect First Aid kit, epi pens and medical records

Area Warden’s Action Plan – Deputy Principals will become Area Wardens in an Emergency. If they are not available, Level Coordinators will assume the role. Upon hearing the Emergency warning (Klaxon), Area Wardens will:

1. Listen to the Principal’s alert regarding the type of emergency.
2. **If in class**, appoint another staff member if practical to supervise your class.
3. Check that no person remains outside or in toilets or storerooms in your area.
6. The three Area Wardens are to meet in quadrangle, if safe to do so, then report to Principal.

Areas: A	Mercy Centre	Business Admin. Assistant
B	Junior Wing	DP RE (or P-4 Coordinator)
C	Portables & Science Wing	DP SW (or 5-7 Coordinator)
D	Secondary & Art Wings	DP T&L (or 8-10 Coordinator)
E	Multi Purpose Hall	DP SW (or PE Coordinator)

GRASSFIRE

Role of other College Staff

Upon notification by student of an Emergency, college Staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Listen to the Principal’s alert regarding the Lockdown instructions.
3. Close all windows and doors and instruct students to remain inside. Assemble students in preparation for evacuation.
4. If outside with students, guide them to nearest building and remain inside.
5. Remain in lockdown until advised by Incident Controller or emergency services.

Bomb Threat Response Plan

Evacuation on site (College oval)

The Principal (or Delegate) will co-ordinate the Emergency Response. The Action Plan for the Principal is as follows:

1. Communicate the Emergency. The Principal will alert students and staff by the Emergency tone (klaxon) across the Public Address system or, if power is unavailable, by a power pak horn. Sound the Klaxon for at least 4 rounds.

2. Communicate the type of Evacuation. The Principal (or Delegate) will specify the type of evacuation required. The announcement will be as follows:

“Every person at the College must listen to and follow these instructions. Close the windows, read the Red Action Card posted on the wall near the exit door, and make your way to the College oval and await further instructions. *If you are not in your normal homeroom or are outside, proceed directly to the College oval as a class group.*”

3. Notify Emergency Services of the nature of the emergency and the planned response.

4. Take Emergency Data Folder, containing student, staff and visitor lists, along with First Aid kit, College Keys, Loudspeaker and Mobile phone. The Principal (or Delegate) is to take College car, if possible.

5. At Evacuation Area establish an Information Centre. From here:

- Confirm that student data is available at the Information Centre
- Liaise with staff to ensure all students, staff and visitors are accounted for
- Liaise with Emergency Services and advise them of outdoor location
- Delegate duties to staff as required
- Communicate with staff, students and parents
- Maintain staff and student welfare
- Provide any other resources required to manage the emergency

6. Notify Emergency Management Officer (CEM)

7. Await instructions of Police or other emergency services.

8. Use all available staff to calmly move, carry, walk the students from the evacuation area to any other assigned evacuation point if instructed by Control Agency.

In the Principal’s absence, the role of **Incident Controller will be performed by:**

BOMB THREAT

- Acting Principal - or if unavailable,
- Deputy Principals – or if unavailable,
- The three Year Level Coordinators

One of these people will be at the College at all times.

College Office Staff Action Plan

If College office staff member receives a phone call regarding a bomb threat, **the bomb threat checklist** will be used to assist in taking down important details. All bomb threats are to be taken seriously. As soon as possible, College office staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Upon Principal's instruction notify the appropriate emergency service(s)
3. Listen for Principal's alert via PA regarding Evacuation/Lockout instructions type
4. Print Class Evacuation List (Reports/Student/Period Absences/Roll Status/Class Evacuation) and deliver to Business Manager.
5. Collect
 - **Emergency Data Folder** which will contain up-to-date:
 - Class Lists
 - Student/Family Directory
 - Staff List and emergency contact details
 - Bus traveller information
 - Timetable
 - Utility cut-off phone numbers
 - **Visitor Register**
 - **Early Pass Register**
 - **Lock front door and post notice alerting visitors of emergency.**
6. Move to Evacuation Area and attend Information Centre
7. Distribute Class Evacuation Lists to Wardens for distribution to classes
8. Deliver Emergency Data Folder to Information Centre
9. In the event of an off-site evacuation, assist with the movement of staff and students.

Business Administration Assistant Action Plan

Upon notification by Principal (or Delegate) of an Emergency, the Business Administration Assistant will:

1. Listen for Principal's alert via PA regarding Evacuation type

2. Alert Ancillary staff (Canteen via internal phone, Maintenance and Grounds staff via mobile, Cleaner via mobile if applicable)
3. Close and lock safe
4. Check Sick Bay and rest of building for students/visitors
5. Collect First Aid Kit , spare Epi Pens, ventolin and Student Medical Reports (non-CareMonkey).
6. Lock back door and evacuate Mercy Centre
7. Move to Evacuation Point and attend Information Centre
8. Assist with the movement of students to any other off-site Evacuation point if/when advised by Control Agency.

BOMB THREAT

Business Manager Action Plan - Upon notification by Principal (or Delegate) of an Evacuation Emergency, the Business Manager will:

1. Listen for Principal's alert via PA regarding Evacuation type
2. Collect laptop and mobile phone with SMS capabilities and SAS/Caremonkey program
3. Collect a list of all class groupings
4. Collect / print staff absences list and staff extras for the day
5. Collect car keys
6. Move to Evacuation Point
7. Set up and activate Information Centre
8. Receive and check returned Evacuation Class Lists from Wardens
9. Receive and check returned visitor check list from Visitor Warden
10. Receive and check returned staff check list from Staff Warden
11. Give All Clear to Principal (or Delegate) when all classes, students, visitors and staff are accounted for or notify if anyone is unaccounted for.
12. Assist with the movement of students to any other off-site Evacuation point if/when advised by Control Agency.

College Teachers / Aides / Ancillary Staff Action Plan - Upon hearing the Emergency warning (Klaxon), classroom teachers and all staff will:

1. Listen to the Principal's alert regarding the type of emergency. Teachers should not evacuate unless instructed to do so during the emergency announcement.
2. Refer to the Classroom Action Card depending on the type of emergency. Classroom Action Cards which outline procedures and exit routes to be followed in an emergency evacuation, are posted in each room. Alternative exit routes will be announced if necessary. Each teacher is required to be familiar with the contents of the Action Cards.
3. Assemble students
4. Close all windows and turn off appliances
5. Move students toward evacuation point. When moving to the designated assembly area, the students and staff must move away from the danger zone and not towards or through it. Staff are responsible for the safety and supervision of the students or group they are with during the evacuation and for the duration of the emergency. Staff are not to leave their students unsupervised. If a staff member is directed by the Principal to perform a task, which prevents effective supervision being maintained, it is the staff member's responsibility to arrange for alternative supervision before engaging in other tasks. In an emergency, staff members may not return to the staff study or staffroom to collect personal items.
6. Assemble students in correct area of assembly area ensuring they are seated in rows.
7. Evacuation Class Lists will be provided to teachers by Wardens. Mark and check lists. Alert Warden immediately if any student is unaccounted for.
8. Wardens will collect marked lists.
9. No student is to leave the College or assembly area with a parent or any other adult unless specific authorisation to do so has been issued by the Principal (or Delegate)

BOMB THREAT

Area Warden's Action Plan – Deputy Principals will become Area Wardens in an Emergency. If they are not available, Level Coordinators will assume the role. Upon hearing the Emergency warning (Klaxon), Area Wardens will:

1. Listen to the Principal's alert regarding the type of emergency.
2. **If in class**, refer to the appropriate **Classroom Action Card** depending on the type of emergency. Classroom Action Cards which outline procedures and exit routes to be followed in an emergency, are posted in each room. Alternative exit routes will be announced if necessary. Each teacher is required to be familiar with the three action cards.

3. Assemble students
4. Appoint another staff member if practical to take your class to the assembly area.
5. Check that no person has been left behind in rooms, toilets or storerooms in your area if practical, close and lock doors as you move through the building and lock external doors.
6. The three Area Wardens are to meet in quadrangle, if safe to do so, prior to proceeding to evacuation point.
7. Report to Principal (or Delegate) immediately you have cleared the building and arrived at the assembly.

Areas	A	Mercy Centre	Business Admin. Assistant
	B	Junior Wing	DP RE (or P-4 Coordinator)
	C	Portables & Science Wing	DP SW (or 5-7 Coordinator)
	D	Secondary & Art Wings	DP T&L (or 8-10 Coordinator)
	E	Multi Purpose Hall	DP SW (or PE Coordinator)

First Aid Wardens Action Plan – PE Coordinators and/or Business Admin Assistant will become First Aid Wardens during an Emergency.

A First Aid warden will be responsible for administering basic first aid at the assembly site. Wardens will collect a first aid kit before they move towards the assembly area. An Emergency First Aid Kit will also be stored at the MPH in case of an emergency. (VEST)

Evacuation Wardens Action Plan – Upon hearing the Emergency warning (Klaxon), Hall Wardens will:

1. Listen for Principal’s alert via PA regarding Evacuation type
2. Make their way to the Assembly Area. (VEST)
3. Collect class lists relevant to their assigned level from Office Admin staff at the Information Centre
4. Distribute Class Evacuation Lists to homeroom teachers or staff supervising classes
5. Collect checked Class Evacuation Lists from class groups and return them to Information Centre. Notify Principal or delegate immediately if notified of a missing student.
6. Await Instructions from Principal should any student or class be missing.

Evacuation Wardens:

Prep – 4	Library Assistant
Years 5-7	Special Needs Assistant
Years 8-10	Careers Practitioner

Visitor Wardens Action Plan – Upon hearing the Emergency warning (Klaxon), the Visitor Wardens will:

1. Listen for Principal's alert via PA regarding Evacuation type
2. Make their way to the Assembly Area.
3. Collect Visitor register from Information Centre
4. Check off visitors as present at the assembly Area. Notify Principal or delegate if any person missing.
5. Return marked list to staff at the Information Centre

Visitor Wardens: Home Eco Assistant

Playground Evacuation Wardens – Upon hearing the Emergency warning (Klaxon), the Playground Evacuation Wardens will:

1. Listen for Principal's alert via PA regarding Evacuation type
2. Make their way to the Assembly Area
3. Collect designated markers and set out on the assembly area as per seating plan.

Playground Evacuation Warden: Home Eco Assistant

* Substitutes for wardens and other roles to be determined by the Principal.

Fire in College Building Response Plan

Lockout

***The Multi purpose hall will be used as the assembly area in the first instance. If this area of the College is under threat, the Primary playground is the nominated assembly area.**

The Principal (or Delegate) will co-ordinate the Emergency Response. The Action Plan for the Principal is as follows:

1. Communicate the Emergency. The Principal will alert students and staff by the Emergency tone (klaxon) across the Public Address system or, if power is unavailable, by a power pak horn. Sound the Klaxon for at least 4 rounds.

2. Communicate the type of Evacuation. The Principal (or Delegate) will specify the type of Lockout required and preferred assembly area. The announcement will be as follows:

“Every person at the College must listen to and follow these instructions. Close the windows, read the Blue Action Card posted on the wall near the exit door, and make your way to the Multi Purpose Hall and await further instructions. If you are not in your normal homeroom or are outside, proceed directly to the hall as a class group.”

3. Notify Emergency Services of the nature of the emergency and the planned response.

4. Take Emergency Data Folder, containing student, staff and visitor lists, along with First Aid kit, College Keys, Loudspeaker and Mobile phone. The Principal (or Delegate) is to take College car, if possible.

5. At Evacuation Area establish an Information Centre. From here:

- Confirm that student data is available at the Information Centre
- Liaise with staff to ensure all students, staff and visitors are accounted for
- Liaise with Emergency Services and advise them of outdoor location
- Delegate duties to staff as required
- Communicate with staff, students and parents
- Maintain staff and student welfare
- Provide any other resources required to manage the emergency

6. Notify Emergency Management Officer (CEM)

7. Await instructions of Police or other emergency services.

In the Principal’s absence, the role of **Incident Controller will be performed by:**

- Acting Principal - or if unavailable,
- Deputy Principals – or if unavailable,
- The three Year Level Coordinators

One of these people will be at the College at all times.

College Office Staff Action Plan

If College office staff member receives a phone call regarding a bomb threat, the bomb threat checklist will be used to assist in taking down important details. All bomb threats are to be taken seriously. As soon as possible, College office staff will:

1. Inform Principal (or Delegate) of Emergency situation
2. Upon Principal's instruction notify the appropriate emergency service(s)
3. Listen for Principal's alert via PA regarding Evacuation/Lockout instructions type
4. Print Class Evacuation List (Reports/Student/Period Absences/Roll Status/Class Evacuation) and deliver to Business Manager.
5. Collect
 - **Emergency Data Folder** which will contain up-to-date:
 - Class Lists
 - Student/Family Directory
 - Staff List and emergency contact details
 - Bus traveller information
 - Timetable
 - Utility cut-off phone numbers
 - **Visitor Register**
 - **Early Pass Register**
 - **Lock front door**
6. Place sign on front door of College alerting **visitors of procedures**. Lock front door.
7. Move to Evacuation Area and attend Information Centre
8. Distribute Class Evacuation Lists to Wardens for distribution to classes
9. Deliver Emergency Data Folder to Information Centre

Business Administration Assistant Action Plan

Upon notification by Principal (or Delegate) of an Emergency, the Business Administration Assistant will:

1. Listen for Principal's alert via PA regarding Evacuation type
2. Alert Ancillary staff (Canteen via internal phone, Maintenance and Grounds staff via mobile, Cleaner via mobile if applicable)
3. Close and lock safe

4. Check Sick Bay and rest of building for students/visitors
5. Collect First Aid Kit, spare Epi Pen, ventolin and Student Medical Reports (non CareMonkey)
6. Lock back door and evacuate Mercy Centre
7. Move to Evacuation Point and attend Information Centre

BUILDING FIRE

Business Manager Action Plan - Upon notification by Principal (or Delegate) of an Evacuation Emergency, the Business Manager will:

1. Listen for Principal's alert via PA regarding Evacuation type
2. Collect laptop and mobile phone with SMS capabilities and SAS/Caremonkey program
3. Collect a list of all class groupings
4. Collect / print staff absences list and staff extras for the day
5. Collect car keys
6. Move to Evacuation Point
7. Set up and activate Information Centre
8. Receive and check returned Evacuation Class Lists from Wardens
9. Receive and check returned visitor check list from Visitor Warden
10. Receive and check returned staff check list from Staff Warden
11. Give All Clear to Principal (or Delegate) when all classes, students, visitors and staff are accounted for or notify if anyone is unaccounted for.

College Teachers / Aides / Ancillary Staff Action Plan - Upon hearing the Emergency warning (Klaxon), classroom teachers and all staff will:

BUILDING FIRE

1. Listen to the Principal's alert regarding the type of emergency. Teachers should not evacuate unless instructed to do so during the emergency announcement.
2. Refer to the **Classroom Action Card** depending on the type of emergency. Classroom Action Cards which outline procedures and exit routes to be followed in an emergency evacuation, are posted in each room. Alternative exit routes will be announced if necessary. Each teacher is required to be familiar with the contents of the Action Cards.
3. Assemble students
4. Close all windows and turn off appliances
5. Move students toward evacuation point. When moving to the designated assembly area, the students and staff must move away from the danger zone and not towards or through it. Staff are responsible for the safety and supervision of the students or group they are with during the evacuation and for the duration of the emergency. Staff are not to leave their students unsupervised. If a staff member is directed by the Principal to perform a task, which prevents effective supervision being maintained, it is the staff member's responsibility to arrange for alternative supervision before engaging in other tasks. In an emergency, staff members may not return to the staff study or staffroom to collect personal items.
6. Assemble students in correct area of assembly area ensuring they are seated in rows.
7. Evacuation Class Lists will be provided to teachers by Wardens. Mark and check lists. Alert Warden immediately if any student is unaccounted for.
8. Wardens will collect marked lists.
9. No student is to leave the College or assembly area with a parent or any other adult unless specific authorisation to do so has been issued by the Principal (or Delegate)

Area Warden's Action Plan – Deputy Principals will become Area Wardens in an Emergency. If they are not available, Level Coordinators will assume the role. Upon hearing the Emergency warning (Klaxon), Area Wardens will:

1. Listen to the Principal's alert regarding the type of emergency.
2. **If in class**, refer to the appropriate **Classroom Action Card** depending on the type of emergency. Classroom Action Cards which outline procedures and exit routes to be followed in an emergency, are posted in each room. Alternative exit routes will be announced if necessary. Each teacher is required to be familiar with the three action cards.
3. Assemble students
4. Appoint another staff member if practical to take your class to the assembly area.

5. Check that no person has been left behind in rooms, toilets or storerooms in your area if practical, close and lock doors as you move through the building and lock external doors.
6. The three Area Wardens are to meet in quadrangle, if safe to do so, prior to proceeding to evacuation point.
7. Report to Principal (or Delegate) immediately you have cleared the building and arrived at the assembly.

Areas	A	Mercy Centre	Business Admin. Assistant
	B	Junior Wing	DP RE (or P-4 Coordinator)
	C	Portables & Science Wing	DP SW (or 5-7 Coordinator)
	D	Secondary & Art Wings	DP T&L (or 8-10 Coordinator)
	E	Multi Purpose Hall	DP SW (or PE Coordinator)

First Aid Wardens Action Plan – PE Coordinators and/or Business Admin Assistant will become First Aid Wardens during an Emergency.

A First Aid warden will be responsible for administering basic first aid at the assembly site. Wardens will collect a first aid kit before they move towards the assembly area. An Emergency First Aid Kit will also be stored at the MPH in case of an emergency. (VEST)

Evacuation Wardens Action Plan – Upon hearing the Emergency warning (Klaxon), Hall Wardens will:

1. Listen for Principal’s alert via PA regarding Evacuation type
2. Make their way to the Assembly Area. (VEST)
3. Collect class lists relevant to their assigned level from Office Admin staff at the Information Centre
4. Distribute Class Evacuation Lists to homeroom teachers or staff supervising classes
5. Collect checked Class Evacuation Lists from class groups and return them to Information Centre. Notify Principal or delegate immediately if notified of a missing student.
6. Await Instructions from Principal should any student or class be missing.

Evacuation Wardens:

Prep – 4	Library Assistant
Years 5-7	Special Needs Assistant
Years 8-10	Careers Practitioner

Visitor Wardens Action Plan – Upon hearing the Emergency warning (Klaxon), the Visitor Wardens will:

1. Listen for Principal's alert via PA regarding Evacuation type
2. Make their way to the Assembly Area.
3. Collect Visitor register from Information Centre
4. Check off visitors as present at the assembly Area. Notify Principal or delegate if any person missing.
5. Return marked list to staff at the Information Centre

Visitor Wardens: Home Eco Assistant

Playground Evacuation Wardens – Upon hearing the Emergency warning (Klaxon), the Playground Evacuation Wardens will:

1. Listen for Principal's alert via PA regarding Evacuation type
2. Make their way to the Assembly Area
3. Collect designated markers and set out on the assembly area as per seating plan.

Playground Evacuation Warden: Home Eco Assistant

* Substitutes for wardens and other roles to be determined by the Principal.

8. Emergency Exercise and Drill Schedule



Complete the following table to schedule all training events and emergency drills throughout the year. It is recommended that schools also perform 'unplanned' emergency drills. All schools should schedule an emergency drill at the start of the year. Schools on the Bushfire At-Risk Register are required to practise evacuation procedures and drills at least once per term during the October-March bushfire season².

The Emergency Management Plan Exercise Record in Appendix A of the Manual can be used to assess what worked in the drill/exercise and what could be improved for next time.

Months	Training Event	Person Responsible	Date(s) completed
January February			
March April	Lockout drill - MPH	Peter Kelly	23/3/2017
May June	Lockout drill - MPH	Peter Kelly	7/12/2017
July August			
September October			
November December			

² This is a VRQA requirement for registered schools.

9. Students and Staff with Special Needs List

Include information about students who have medical management plans, e.g. for asthma and allergies to peanuts/bee stings (anaphylaxis), and details of their medications, EpiPens etc.

It is important to keep this list regularly updated such as when students change rooms or their medical conditions change.



IMPORTANT: Information of a sensitive medical nature should be retained by the school for internal use only and not be distributed. While this list is a mandatory component of your Emergency Management Plan, sensitive medical details of students and staff should be removed from the copy of your EMP that you submit to your CEO.

Students/Staff Name		Room / Area	Condition	Assistance Needed During an Emergency / Evacuation	Who Will Be Responsible?
First name	Last Name				
e.g. Nicole	Smith	5	Asthma - uses inhaler and takes medication	Will require assistance in heavy smoke	[Insert staff/volunteer name here]
e.g. Brett	White	3	Broken leg	Requires extra assistance during evacuation/chair	[Insert staff/volunteer name here]

10. Bushfire Preparedness

Bushfire preparedness is relevant to all schools, not just rural schools and/or those on the Bushfire At-Risk Register. Metropolitan schools may be at risk from site specific factors (e.g. located in a leafy area) or because their students attend offsite activities in bushfire-prone areas. All schools should use this section to document their response to active bushfires, including those that may affect offsite activities.

Bushfire Response Steps

When the risk of bushfire is high, or there is a bushfire in the school's vicinity:

- Someone will be allocated responsibility to listen to local radio or CFA emergency services websites etc
- Someone will be allocated responsibility to monitor CECV and DET websites for potential and actual school closure notifications
- The College will follow the advice of Emergency Services whether to relocate students internally or externally.
- If it is unsafe to evacuate and fire is approaching, students will be relocated to the Multi Purpose Hall
- Emergency services will be notified of the location of the students
- Student rolls will be checked
- Students will be kept inside and assembled away from the external walls of the building
- Doors and windows will remain closed, power will be turned off and any gas bottles removed from the area.
- CEO will be contacted and advised of the situation
- Building to be evacuated only when safe to do so and/or advised by Emergency Services

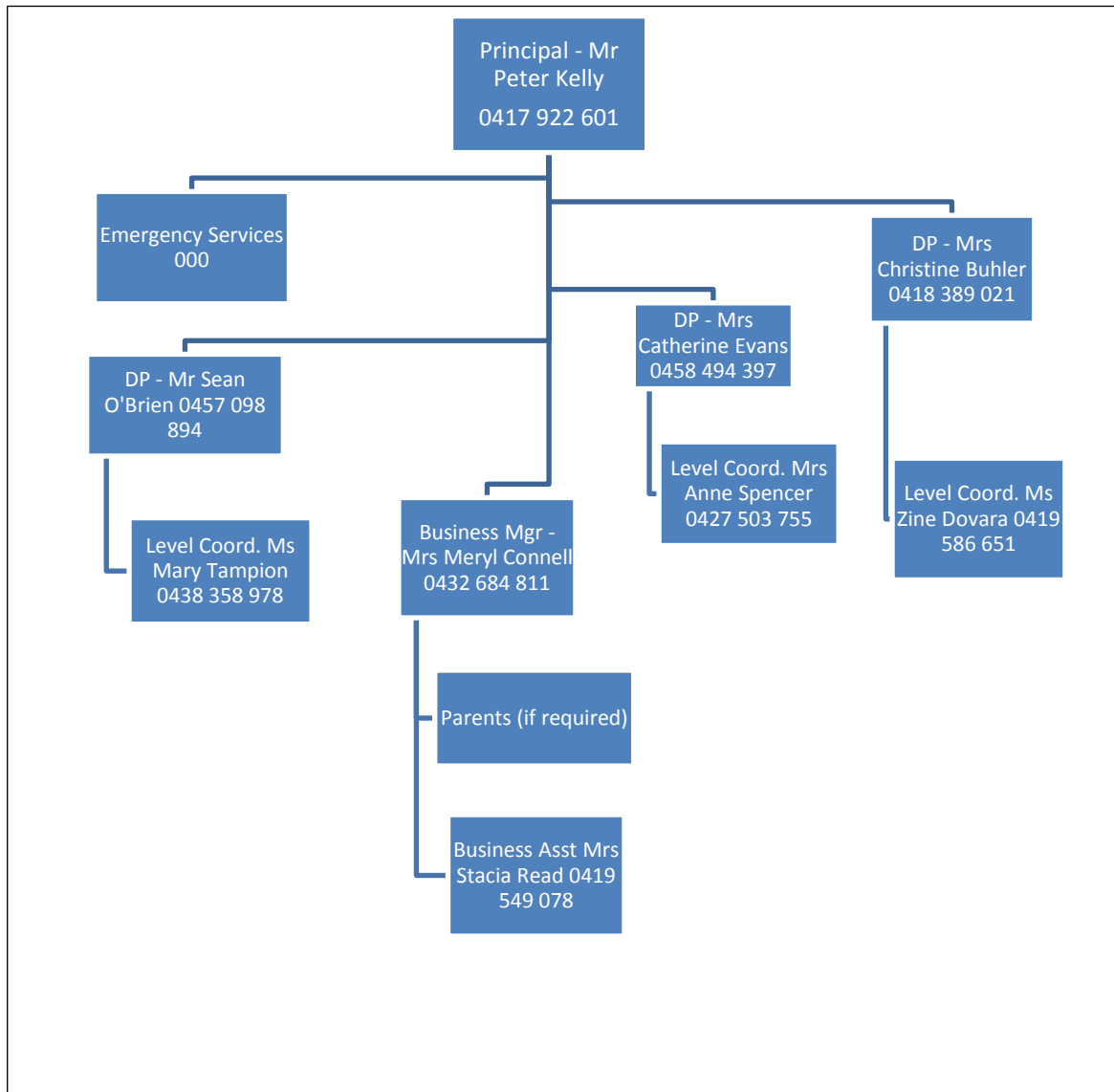
11. Emergency Kit Checklist

Keep the Emergency Kit in a designated, easily accessible place. The Logistics Person in your IMT is responsible for making sure the contents are complete and regularly reviewed. If your attendance rolls are kept electronically, ensure you have an updated printout available as you may not be able to access electronic information in the event of an emergency.

Have you:	
Up-to-date student attendance list/roll, including child release forms / sign out book	
Up-to-date students and staff with special needs list	
Emergency contacts telephone list (including for parents/guardians)	
List of staff with emergency management or training skills	
Traffic safety vest and tabards	
Keys	
Standard portable first-aid kit	
Special medications e.g. asthma inhalers, EpiPens	
Charged mobile phone	
Torch with replacement batteries (or wind up torch)	
Megaphone	
Portable battery powered radio	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Copy of school site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	
Other (please specify)	

12. Communication Trees

A communication tree or telephone tree allows you to easily identify who will be in contact with whom during an emergency. For a telephone tree to work, each person in the tree needs to know beforehand who they are responsible for calling. Below is an example. 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.



13. Bushfire At-Risk Register Schools

Schools on the Bushfire At-Risk Register should use this section to document their procedures for pre-emptive closure of the school in response to a declaration of Code Red in their Bureau of Meteorology District.

Pre-emptive closure of the school Response Steps

Bureau of Meteorology District school is located in: <enter name of district here>

Appendix 1. Utilities Location

