

Emergency Management Plan for St Mary's College Seymour

90 High Street Seymour 3660
Ph: 5792 2611



BUSHFIRE STATUS

Fire district: NORTH CENTRAL

This site **IS NOT** a designated neighbourhood safer place.

Signature of School Principal

Principal	Mr Wayne Smith
After Hours Emergency Contact	Mr Wayne Smith 0428 426 851
Is the school on the Bushfire At-Risk Register (BARR)?	No
Bureau of Meteorology District	North Central
Diocese/Region	Melbourne Archdiocese
Designated Neighbourhood Safer Place	No
Issue Date	4 June 2021
Last Review Date	June 2021
Next Review Date	May 2022
Version	1.7

¹ This is a [VRQA requirement](#) for registered schools.

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1 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 2015	Review of previous version to align with Department of Education and Early Childhood Development (DEECD) Emergency Management Plan
1.4	6 May 2016	Add Bushfire Status table to EMP page
1.5	10 October 2017	Minor change to front page Add E number to school's profile page Section on EMP Purpose and Scope Add item, Bulk Messaging System Operator (i.e.SMS) to Emergency contact information – School Personnel table Add more information on Emergency Response Procedure Add more information on Response for Specific Emergencies Upgrade Risk Assessment form P: 12
1.6	1 May 2020	Review of Plan in line with CEM recommendations/template Changes to IMT roles and responsibilities. Email from teachers to office advising of persons present in case of a lock-down
1.7	May 2021	Change CEM to MACS; Change in Leadership Roles; Action Cards

2 Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how St Mary's College will prepare for and respond to emergency situations.

3 Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at St Mary's College.

4 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.

Title / Organisation	Name	Address	Email
MACS	Mr Harry Allard	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 Seymour	Mr Justin Dally 0438 560 575	39 McIntyre St Seymour	j.dally@cfa.vic.gov.au
Mitchell Shire	Mr Brian McCarthy 5734 6478	113 High St Broadford	mitchell@mitchellshire.vic.gov.au cc. bryan.mccarthy@mitchellshire.vic.gov.au

To ensure adherence to the provisions of the Information Privacy Act 2000, please remove any information of a private nature before distributing copies of your EMP to organisations or individuals outside your school.

5 In Case of Emergency

Incident occurs	CALL	000
	CONTACT	As soon as it is appropriate, contact Melbourne Archdiocese Catholic Schools Emergency Management Officer (EMO): Refer to Emergency Management on CEVN (cevn.cecvcatholic.edu.au) for current phone numbers. Harry Allard 9267 0404 or 0439 642 881

Advise	WHO	<ul style="list-style-type: none"> The number and name/s of persons involved
	WHAT	<ul style="list-style-type: none"> Name of the person reporting the emergency
	WHEN	<ul style="list-style-type: none"> The nature of the emergency
	WHERE	<ul style="list-style-type: none"> The time you became aware of the emergency 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.cecvcatholic.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.cecvcatholic.edu.au/StaffingIR.aspx?id=806), and to the relevant Catholic Education Office:</p> <ul style="list-style-type: none"> Fatalities 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>

Note: Whenever students are to be taken off-site for an excursion or camp, an appropriate Emergency Management Plan suitable for the activity needs to be part of the Planning Documentation and its Risk Assessments (see pp. 57–69 of the CECV Catholic Schools Emergency Management Manual).

6 Emergency Numbers & Key Contacts

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	1300 001 001 (Australian Gas Networks)
Electricity	13 17 99 (SP Ausnet)
Water Corporation	1800 454 500 (Goulburn Valley Water)
Department of Human Service (Regional Office)	5771 1600 (Seymour)
Department of Human Service – Child Protection (Regional Office)	5771 1600 (Seymour)
Local Government	5734 6200 (Mitchell Shire)
Environment Protection Authority (EPA)	(03) 9695 2722
WorkSafe Victoria	13 23 60
Group	Phone Number
Melbourne Archdiocese Catholic Schools (MACS)	9267 0228
MACS Emergency Management Officer	Harry Allard: 0439 642 881
MACS Region General Manager Northern Region	John Mills: 0400 801 284
MACS Regional Leadership Consultant	Chris Bence: 0418 544 524

Emergency Contact Information – School

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)
Principal	Wayne Smith	5735 0514	0428 426 851
Deputy Principal Operations	Genevieve Gordon	5792 2611	0408 788 502
Director, Wellbeing	Allison Moore	5792 2611	0409 704 033
Director, Learning & Teaching	Christine Buhler	5792 2611	0418 389 024
Director, Faith & Mission	Rochelle Gough	5792 2611	0419 486 146
Pastoral Coordinator, Primary	Anne Spencer	5792 2611	0427 503 755
Pastoral Coordinator, Secondary	Angela Molinaro	5792 2611	0434 577 609
Parish Priest	Fr Eugene Ashkar	9412 8406	0401 008 183
OHS Officer	Tanya Oakley	5792 2611	0418 379 525
School Board Chair	Andrew Graham		0432 536 728
Business Manager	Felicity Melville	5735 0504	0407 354 960
School Bus Coordinator	George Galea (Seymour Buses)	5792 1181	0415 828 256
Bulk Messaging System Operator (i.e.SMS)	Gail Strahan	5792 2611	0425 801 781

Parent Contact information is provided in the Emergency Management Folder as well as being available in Operoo and Simon.

7 School Profile

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: School Hours 8:45am to 3:15pm Office Hours 8.00am to 4.30pm
School address: 90 High Street Seymour	School E No: E1024
Specify grades: Foundation to Year 10	
Numbers (as required)	
Students: 437	Children with disabilities: 65 students with assessed learning disabilities. No students with physical/mobility disabilities.
Staff: 67	Staff (volunteer) with disabilities: Nil
Floors: 2 (College covers two floors in Mercy 5centre only).	Classrooms: 32 (including portables, Creative Arts Wing, Science Wing, Mercy Centre 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 Multi-Purpose Hall is hired out to groups including: <ul style="list-style-type: none"> • One-off functions. • Various sporting groups that access the hall on regular basis, and All users are required to observe the emergency procedures and guidelines displayed in the hall (ensure evacuation map is displayed) ▪ 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 kilometer 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 is being erected to 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. 	

8 Building Information

Alarms			
Type	Location	Shutoff Instructions	
Fire alarms	N/A		
Intrusion alarms	Located in all areas of the College.	Alarm controls panels at entry doors to each area operated by codes. Phone no. of B&V Security alarm monitoring service: 1300 760 490. R.V.K. Property Protection Services - alarm response.	
Other	N/A		
Telephones			
Type	Location		
Handset (dial 0 for outside line. ## then number if option selection required)	Reception, Principal's office, Staffroom, Leadership Area, Teacher planning areas, Creative Arts wing, Science wing, Multi-purpose Hall, Library, Mercy Centre, Canteen.		
Mobile phone	Principal, Deputy Principal, Business Manager.		
Utilities			
Type	Location	Shut off Service Provider Instructions	
Gas/Propane	See Utilities Location Map – 12.4 (Pg 19)	1300 001 001	Origin
Water	See Utilities Location Map – 12.4 Pg 19)	1800 454 500	GV Water
Electricity	See Utilities Location Map – 12.3 (Pg 18)	13 17 99	SP Ausnet
Sprinkler System			
Control Valve Location	N/A		
Boiler Room			
Location	N/A		
Roof Access			
Location	N/A		
Emergency Power System			
Type	Petrol Generator 5-9kva		
Location	Parish Hall		
Provide Power To	xx		
Shutoff Instructions	xx		
On Site Hazards			
Description	Location		
Science Labs	Science Wing		
Home Economics Kitchen	Mercy Centre		
Portable gas bottles	Barbeque enclosure (bbqs) and MP Hall (heaters)		
e.g. MSDSs, Hazardous Substances/Dangerous Goods manifest	Complete manifest in the Business Manager's Office, hazardous goods and specific registers located at Science Labs, Creative Arts Wing, Cleaners cupboards and Maintenance room.		

9 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					

Complete the risk assessment template and refer to the Guide to Developing an Emergency Management Plan for Schools for further guidance and an example risk assessment.

Consequence Definition

DESCRIPTOR	DEFINITION
Insignificant	No injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

Likelihood Definitions

DESCRIPTOR	DEFINITION
Rare	The event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once in 10 years
Possible	The event should occur at some time, say once in 3 years
Likely	The event will probably occur in most circumstances, say once a year
Almost Certain	The event is expected to occur in most circumstances

Risk Assessment Matrix

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Risk Control Measures List the control measures required to eliminate or minimise the risk	Risk Rating (refer to OHS Risk Management Procedure (Consequences A, B, C))			Treatments to be Implemented Measures to be taken by our school to eliminate or reduce impact of the risk			Revised Risk Rating After Implementing Treatment (Consequences A, B, C)		
			A Consequence	B Likelihood	C Risk Level				A Consequence	B Likelihood	C Risk Level
Grassfires	Grassfires may occur either within or adjacent to the College.	Maintain short grass and green vegetation around areas of the College where possible.									
		Notify Shire, V/Line/Vic Track, Middendorps and/or other appropriate services should grass areas to the College become a risk.	Minor	Unlikely	Medium						
Bushfire	Bushfires within or approaching township could impact on College or travel routes.	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.	Minor	Unlikely	Low						
Fire	Fire bug Electrical Fire within building Chemical reaction/explosion resulting in fire.	Maintain testing and tagging of electrical items. Electrical safety switches checked and compliant. Correct storage and	Moderate	Unlikely	Medium						

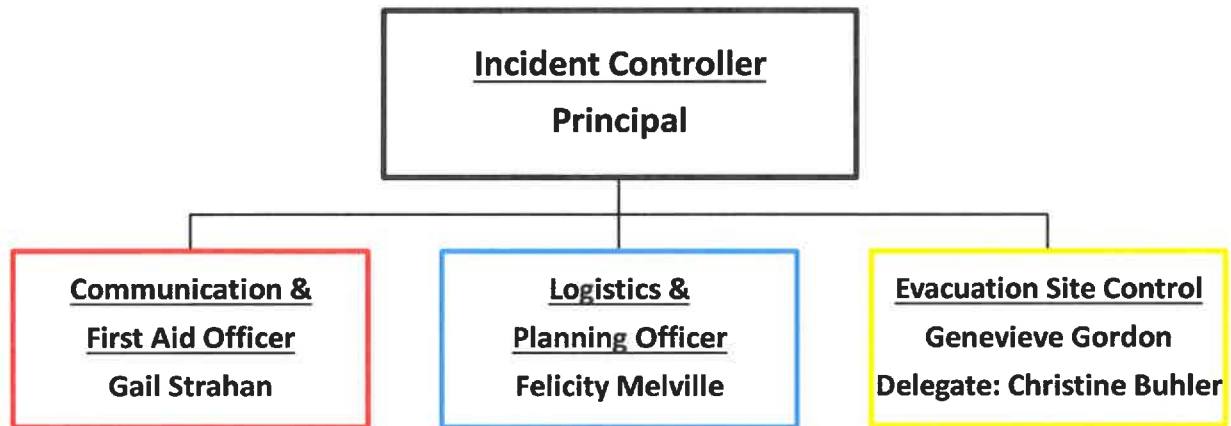
		handling of chemicals.							
Severe weather, storms and flooding	Heavy rainfall could cause flooding along Whiteheads Creek (in the College grounds) and onto the College oval. Flooding of the Goulburn River and its tributaries could affect student movement. Falling trees or branches within the College grounds during severe storms. Falling power lines in College grounds or immediate vicinity.	Maintain College grounds. Maintain arbor plan. Maintain accurate bus list.	Insignificant	Rare	Low				
Intruders/personal threat	Intruder wishing to cause harm to students or staff members attends College with threat and/or weapon 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).	Maintain strict protocols for visitors attending College. I.e. Report to the office to sign in and present WWC. Maintain good communication between teachers and office staff about potential threats. 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	Moderate	Possible	High	Emergency Lockdown Drills scheduled and practiced on a regular basis			

		breaks etc.)							
Earthquake									
Bomb Threat	The College may receive a bomb threat via a phone call, SMS, email A suspicious package may be found within the grounds.	Ensure Bomb Threat Checklist is available and accessible Ensure all staff are aware of protocols and take all threats seriously.	Moderate	Possible	High	Emergency Evacuation Drills scheduled and practiced on a regular basis Bomb Threat check list located next to each phone			
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.	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 behaviour in College car park. Enforce strict student behaviour on buses. Ensure staff on morning and afternoon yard and bus duties. Monitor car park and exits/entrances. Minimise areas where children and traffic can use the same space.	Moderate	Possible	Medium				

Pandemics and communicable diseases	Serious flu or other highly contagious disease may affect both students and staff.	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.	Moderate	Unlikely	Low			
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.	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.	Moderate	Possible	Medium			
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.	Maintain accurate and accessible MSDS register. Ensure staff handling and storing hazardous goods are aware of correct procedures.	Minor	Unlikely	Low			

Off-site emergencies	Accidents, injury, fatality or threatening situation may occur whilst on an excursion or camp.	<p>Ensure staff on excursions/camps are first aid trained.</p> <p>Ensure facilities and activities are age appropriate.</p> <p>Complete</p> <p>Ensure both teachers on excursion and the College have full emergency details of students attending.</p>	Minor	Possible	Medium				
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10 Incident Management Team

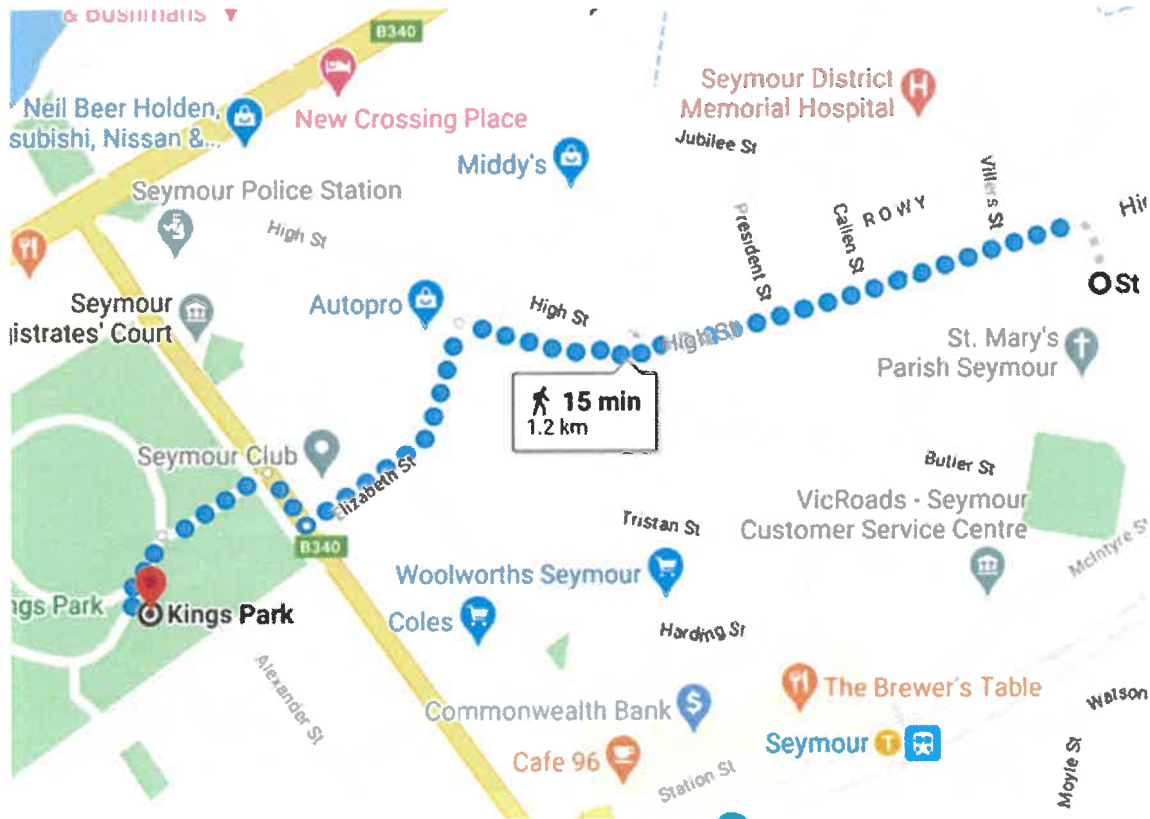


11 IMT Members and Tasks

IMT Role	Tasks	Staff member & contact details
Incident Controller	In charge of overall management of emergency situation.	Wayne Smith 0428 426 851 or 5797 2511 Delegate: Genevieve Gordon 0408 788 502
Communication & First Aid	Field all media enquiries (media management support is available from your diocesan CEO). Principal speaks to the media. Responsible for all First Aid needs in case of emergency. Provides Emergency Management Folder, Emergency Evacuation List, Visitor & Staff Registers to Evacuation Site Controller.	Gail Strahan 0425 801 781
Logistics & Planning Officer	Responsible for securing materials, resources, services, additional staff. 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.	Felicity Melville 0407 354 960
Evacuation Site Controller	Student care/ensuring adherence to school protocols, procedures.	Genevieve Gordon 0408 788 502 Delegate: Christine Buhler 0418 389 024

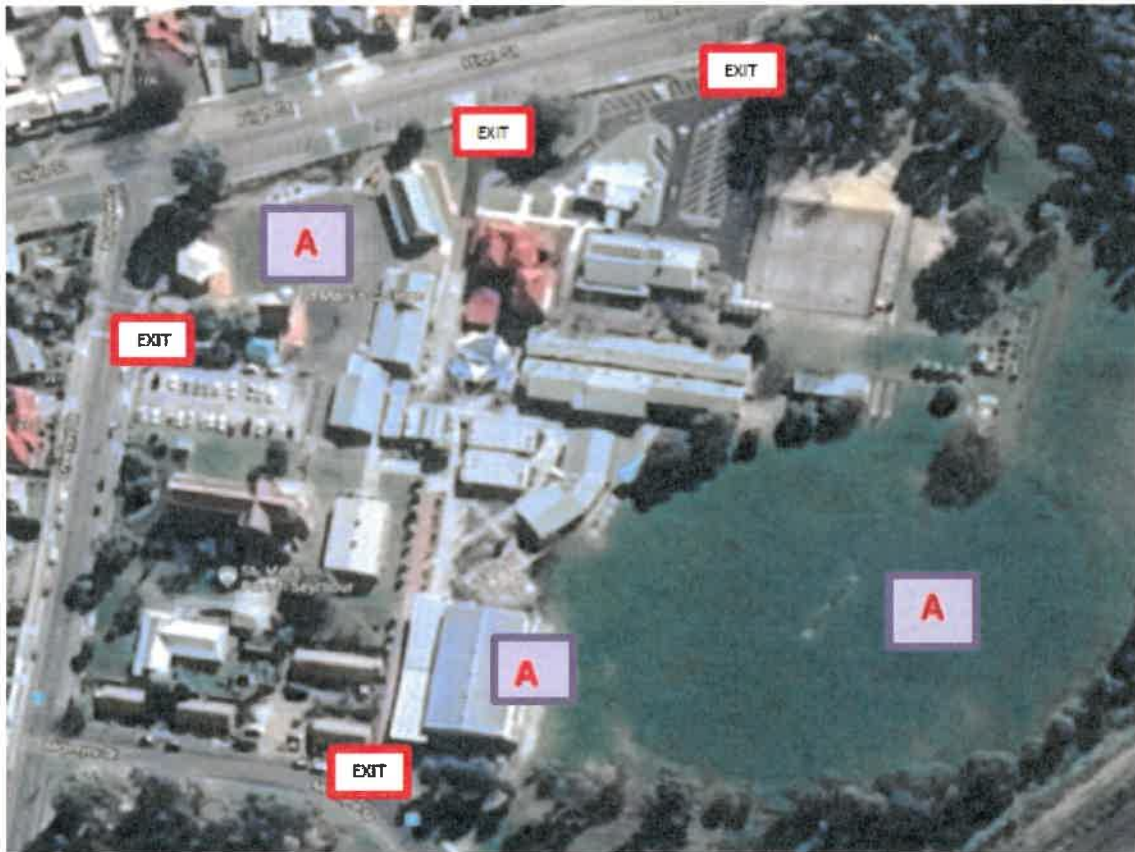
12 Area Maps and Site/Floor Plans

12.1 Evacuation Route_Offsite





Note: 2 staff members are required for traffic control at High & Crawford Sts crossing & Tallrook St Crossing

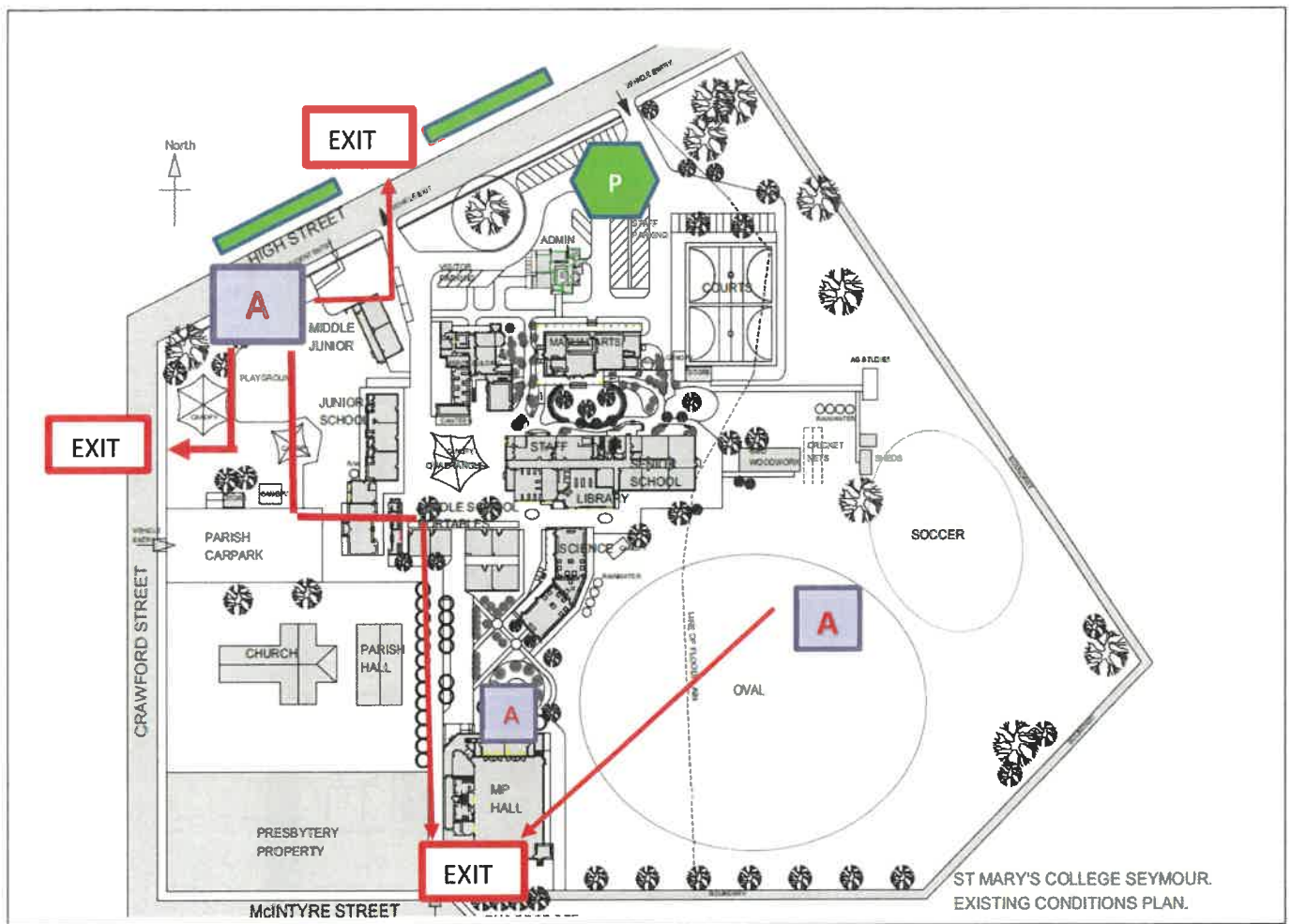
12.2 Evacuation Assembly Points_On-site & Exit Points



Legend

Assembly Points		Vehicle & Pedestrian Exits	
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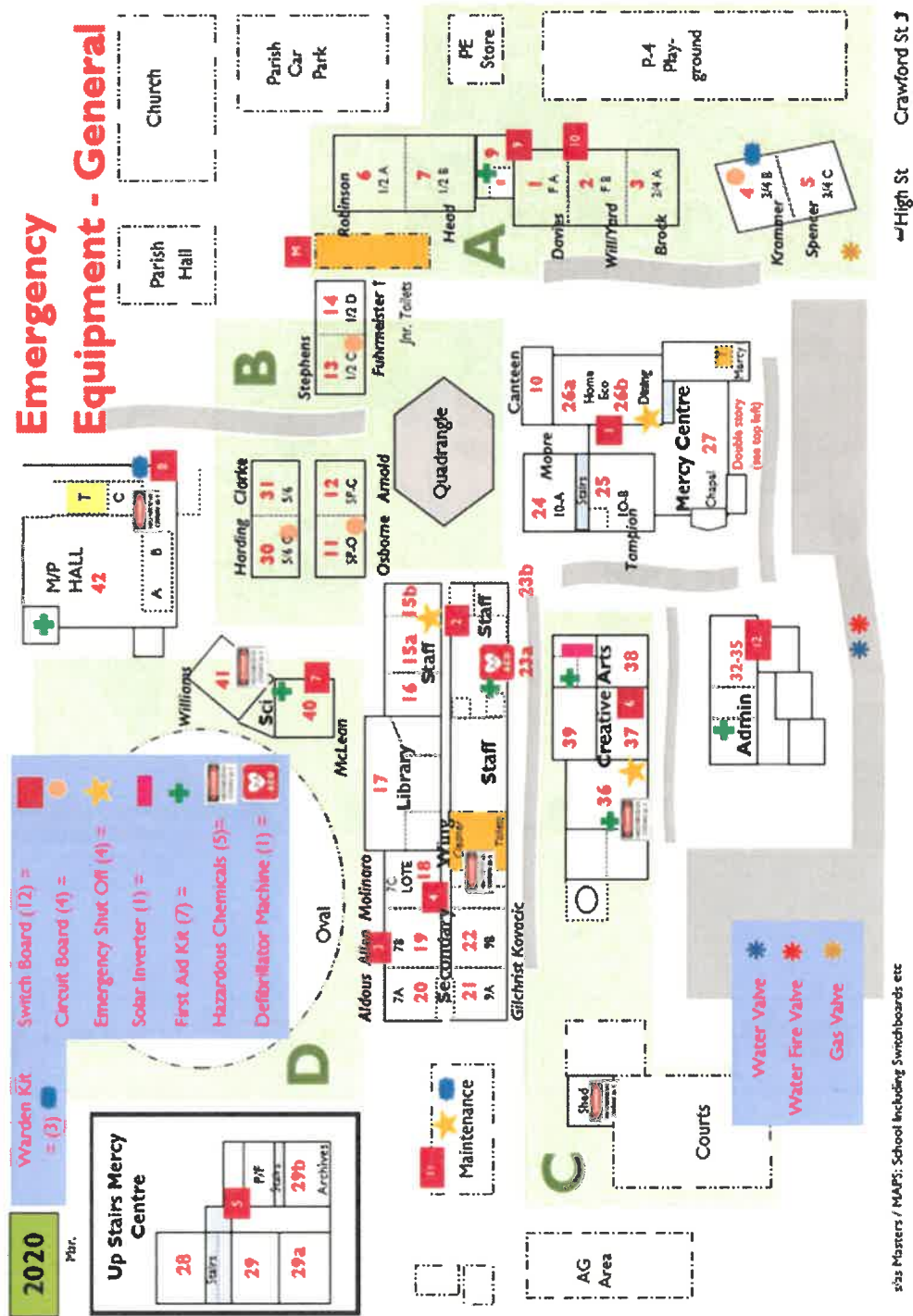
12.3 Site Map Evacuation Assembly Points On-Site & Exits



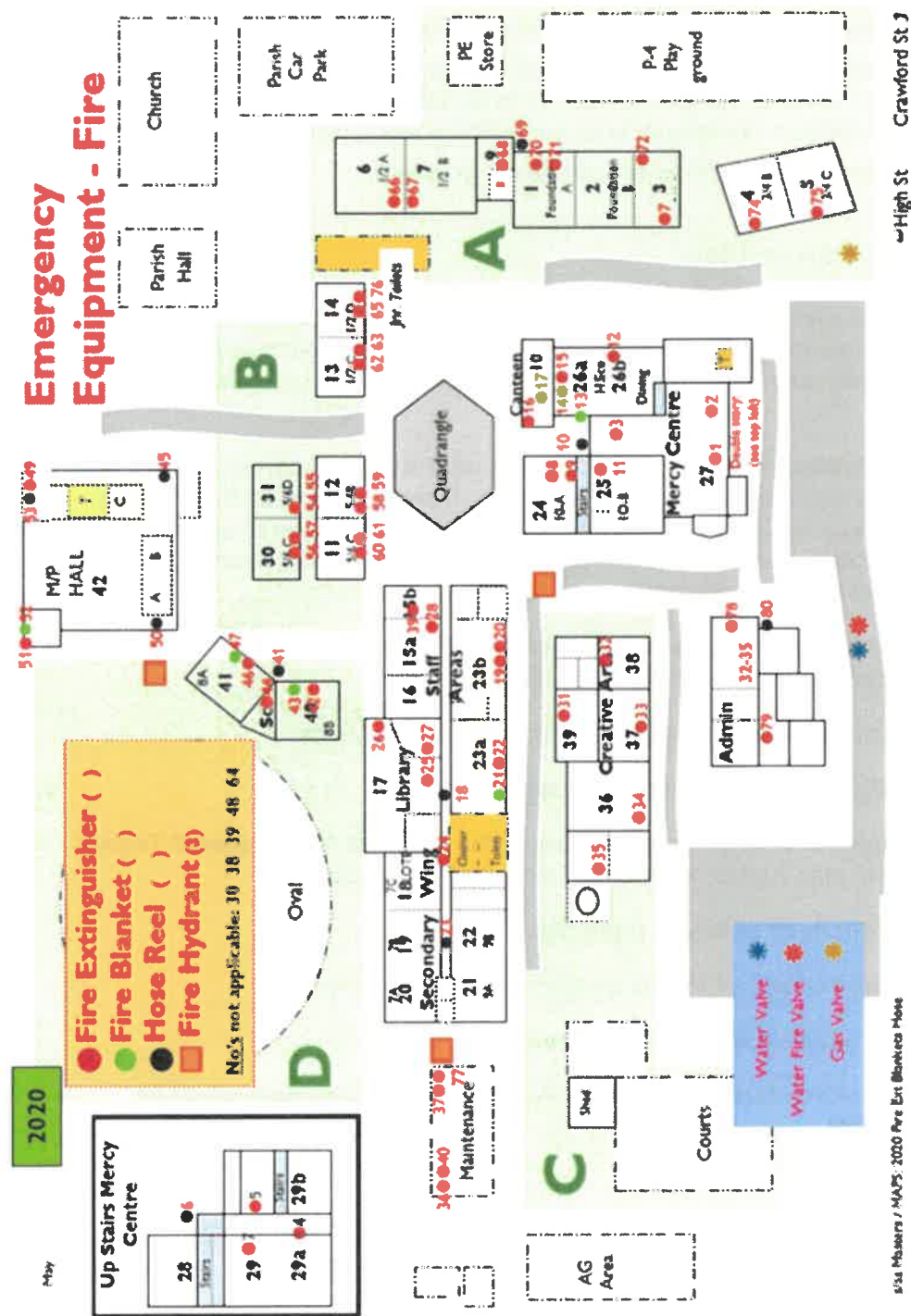
Legend

Evacuation Route		Assembly Points		Vehicle & Pedestrian Exit		Car Park	
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12.4 Map Emergency Equipment – General



12.5 Map Emergency Equipment – Fire



s/sa Manners / MAPS 2020 Fire Ext Blanket More

13 Response Plan

13.1 Lockdown

Staff and students remain in classrooms or go to nearest building

Incident Controller has identified an *external* and immediate danger and determined that it is safer for staff, students and visitors to remain inside the classroom or assemble in an indoors communal area such as the Multipurpose Hall.

Example of this danger could be an intruder or grassfire.

Lockdown Response Plan

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 Lockdown Response Steps 14.).
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).

13.2 On-site Evacuation

Oval, Multi Purpose Hall (MPH) or Area A Playground

Incident Controller has identified an *external* and immediate danger and determined that it is safer for staff, students and visitors to assemble in an **indoors communal** area such as the Multipurpose Hall.

On-site Evacuation Response Plan

1. **Announce and activate the On-site Evacuation.** 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 On-site Evacuation Response Plan 14.2).
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.
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).**

13.3 Off-site Evacuation

Kings Park

Incident Controller or Emergency Services has determined that staff, students and visitors are safer away from the buildings (more than 150 metres distance) or away from the school grounds.

Off-Site Evacuation Response Plan

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 Off-site Evacuation Response Steps 14.3).
3. **Notify Emergency Services** of the nature of the emergency
4. **Take Emergency Data Folder**, containing student, staff and visitor lists, SMION Emergency Evacuation List along with First Aid/Emergency kit, College Keys, Loudspeaker and Mobile phone to assembly/evacuation point. 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:
 - I. Confirm that student data is available at the Information Centre
 - II. Liaise with staff to ensure all students, staff and visitors are accounted for
 - III. Liaise with Emergency Services and advise them of outdoor location
 - IV. Delegate duties to staff as required
 - V. Communicate with staff, students and parents
 - VI. Maintain staff and student welfare
 - VII. 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 Principal – or if unavailable,
- Pastoral Coordinators

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

14 Emergency Response Steps

14.1 Lockdown

Incident Controller

1. PA alert:

Intruder:

- ***“Sr Catherine has arrived”***

Grassfire/Bld Hazard:

- Sound the Klaxon alarm, Announce “St Mary’s College is in Lock-Down, Staff & Students are to remain indoors, close doors & windows and prepare to assemble for evacuation. Await further instruction”
2. Call 000
 3. Notify MACS Emergency Management Officer
 4. Ensure College telephone is kept free
 5. Wait for further directive

Business Manager

1. Inform Incident Controller of Emergency situation or call 000
2. Notify Canteen, Maintenance & Parish Priest

Intruder:

- Front office staff to Lock Administration Building & close blinds
- If required lockdown in Business Manager’s Office

Grass Fire/ Building Hazard:

- Remain indoors, close doors & windows
3. Print Emergency Evacuation list
 4. Excursions: Contact Teacher in Charge and advise school is in lockdown.
 5. Ensure College telephone is kept free
 6. Cross reference emails from teachers against Emergency Evacuation list
 7. Advise incident Controller of any missing persons

Teaching & Learning Support Staff & Maintenance

1. Listen to Incident Controller’s lockdown instructions:

Intruder:

- Lock doors, close blinds
- Staff & students to get under tables/desks and remain quiet
- If outside guide to nearest building
- Send text to **0488 735 585** to advise:
 - i. Any persons not present
 - ii. Any additional persons present: eg: visitors, students from other classes

Grass Fire/ Building Hazard:

- Remain indoors, close doors & windows
 - If outside guide to nearest building
 - Send text to **0488 735 585** to advise:
 - i. Any persons not present
 - ii. Any additional persons present: eg: visitors, students from other classes
 - Assemble students in preparation for possible evacuation
2. Wait for further directive

14.2 Evacuation On-site

Incident Controller

PA alert,

“St Mary’s is evacuating (to the The Oval), or (to the MPH) or (to the Area A Playground). Every person must listen to the instructions. Close windows; read Action Card on the wall near the exit door; make your way to the..... If you are not in your classroom proceed to the.....”

1. Call 000
2. Take Keys & Speaker to Evacuation Centre
3. Incident Controller/Evacuation Site Controller liaise
 - Confirm student data is available
 - Account for all students, staff, visitors
 - Liaise with Emergency Services
4. Notify MACS
5. Communicate with IMT
6. Wait for further directive

Business Manager

1. Alert Canteen & Maintenance
2. Collect laptop/mobile phone, Emergency Evacuation & Staff Extras Lists, Staff In-Out & Visitor registers
3. Print Emergency Evacuation List & Staff Extras List (Simon),
4. Gather Staff In-Out & Visitor registers, Medication Folder, First Aid Kit, Spare Epi Pen & Ventolin
5. Collect Laptop & Mobile Phone
6. Place Evacuation Sign on Office Front & Side Doors alerting visitors of procedures.
7. Lock doors.
8. Drive to Evacuation Centre
9. Set up and activate Evacuation Information Centre
10. Distribute Class Lists to Evacuation Wardens
11. Check returned Evacuation Class Lists from Homeroom teachers
12. Account for all visitors & Staff as per registers
13. Give All Clear to Incident Controller when students/visitors/staff are accounted for
14. Notify Incident Controller if anyone is unaccounted for

Teaching & Learning Support Staff

1. Refer to the Classroom Action Card
2. Assemble students
3. Lock doors
4. Move students toward evacuation point (away from danger zone)
5. Staff must not leave their students unsupervised. If a staff member is directed by the Incident Controller to perform a task the staff member arranges for alternative supervision
6. In an emergency, staff members do not return to collect personal items
7. Assemble students in allocated space of assembly area ensuring they are seated in rows
8. Evacuation Class Lists will be provided
9. Mark and check lists. Alert Area Warden if any student is unaccounted for
10. Area Wardens will collect marked lists and return to Business Manager
11. No student is to leave the Evacuation Centre unless they have authorisation from Incident Controller

Maintenance Team

1. Collect Wardens Kit from (Shed; Room 4 or MPH)
2. Drive to Evacuation Site
3. Set class markers as per seating plan
4. Wait further directive

Area Wardens

1. If in class, have another teacher supervise students
2. Check outside/toilets/storerooms
3. Report to Incident Controller

Areas:

- Administration - Office Manager/Administration Assistant
- Mercy Centre - College Counsellor/Communications Officer
- Junior Wing (including toilet block) – Primary Pastoral Coordinator/Primary Literacy Leader
- Portables/Science – Director Learning & Teaching/Numeracy Leader
- Secondary/Art – Secondary Pastoral Coordinator/Secondary Literacy Leader
- Multi Purpose Hall - Sports Coordinator/Performing Arts Teacher

Staff on Yard Duty (Duty Roster)

Upon hearing the Emergency Announcement warning assemble students and move to Evacuation Centre

First Aid Wardens Action Plan

1. The Office Manager is the First Aid Warden responsible for administering basic first aid
2. Collects First Aid Kit at Evacuation Centre. An Emergency First Aid Kit is stored at the MPH

Evacuation Centre Action Plan

1. Evacuation Site Controller & Business Manager distribute Class Evacuation Lists to Homeroom teachers or staff supervising classes
2. Business Assistant check Visitor and Staff Registers and advise Incident Controller immediately if someone is missing
3. Business Manager Collects Class Evacuation Lists and returns to Information Centre Notify Incident Controller immediately if someone is missing
4. Office Manager or delegate responsible for basic first aid at Evacuation Centre

14.3 Evacuation Off-site

Incident Controller

PA alert,

“St Mary’s is evacuating to Kings Park. Every person must listen to the instructions. Refer to Action Card on the wall near the exit door; make way to the Kings Park.

1. Call 000
2. Take Keys & Speaker to Evacuation site
3. Incident Controller/Evacuation Site Controller liaise
 - Confirm student data is available
 - Account for all students, staff, visitors
 - Liaise with Emergency Services
4. Notify MACS
5. Communicate with IMT
6. Wait for further directive

Business Manager

1. Alert Canteen & Maintenance
2. Collect laptop/mobile phone, Emergency Evacuation & Staff Extras Lists, Staff In-Out & Visitor registers
3. Print Emergency Evacuation List & Staff Extras List (Simon), gather Staff In-Out & Visitor registers and provide to Business Manager
4. Place Evacuation Sign on Office Front & Side Doors alerting visitors of procedures. Lock doors.
5. Collect Medication Folder, First Aid Kit, Spare Epi Pen, Ventolin & Wheelchair,
6. Collect Laptop & Mobile Phone
7. Move to Evacuation Centre
8. Set up and activate Evacuation Information Centre
9. Distribute Class Lists to Evacuation Wardens
10. Check returned Evacuation Class Lists from Homeroom teachers
11. Account for all visitors & Staff as per registers
12. Give All Clear to Incident Controller when students/visitors/staff are accounted for
13. Notify Incident Controller if anyone is unaccounted for

Teaching & Learning Support Staff

1. Refer to the Classroom Action Card
2. Assemble students in order of class roll
3. Move students toward evacuation point (away from danger zone) as per map
4. Staff do not leave their students unsupervised. If a staff member is directed by the Incident Controller to perform a task the staff member arranges for alternative supervision
5. In an emergency, staff members do not return to collect personal items
6. Assemble students in allocated space of assembly area ensuring they are seated in rows
7. Evacuation Class Lists will be provided
8. Mark and check lists. Alert Area Warden if any student is unaccounted for
9. Area Wardens will collect marked lists
10. No student is to leave the Evacuation Centre unless authorisation from Incident Controller

Maintenance Team

1. Collect Wardens Kit from (Shed; Room 4 or MPH)
2. Drive to Evacuation Assembly Area
3. Set class markers as per seating plan
4. Wait further directive

Area Wardens

1. If in class, have another teacher supervise students
2. Check outside/toilets/storerooms
3. Report to Incident Controller

Areas:

- Administration - Office Manager/Administration Assistant
- Mercy Centre - College Counsellor/Communications Officer
- Junior Wing (including toilet block) – Primary Pastoral Coordinator/Primary Literacy Leader
- Portables/Science – Director Learning & Teaching/Numeracy Leader
- Secondary/Art – Secondary Pastoral Coordinator/Secondary Literacy Leader
- Multi Purpose Hall - Sports Coordinator/Performing Arts Teacher

Playground Evacuation Wardens (Duty Roster)

1. Upon hearing the Emergency Announcement, assemble students roll and move to Evacuation Centre

First Aid Wardens Action Plan

1. The DP Wellbeing is the First Aid Warden responsible for administering basic first aid
2. Collects First Aid Kit at Evacuation Centre. An Emergency First Aid Kit is stored at the MPH

Evacuation Centre Action Plan

1. Evacuation Site Controller & Business Manager distribute Class Evacuation Lists to homeroom teachers or staff supervising classes
2. Business Assistant check Visitor and Staff Registers
3. Business Manager Collects Class Evacuation Lists and returns to Information Centre. Notify Incident Controller immediately if someone is missing

15 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.

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	Policy Review – Drafts – Editing – Completion		
March April			
May June			
July August	Lockdown	Wayne Smith	Term 4 2020
September October	Evacuation On-site	Wayne Smith	
November December	Evacuation Off-site	Wayne Smith	

² This is a VRQA requirement for registered schools.

16 Bushfire Preparedness

Bushfire Response Steps

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

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

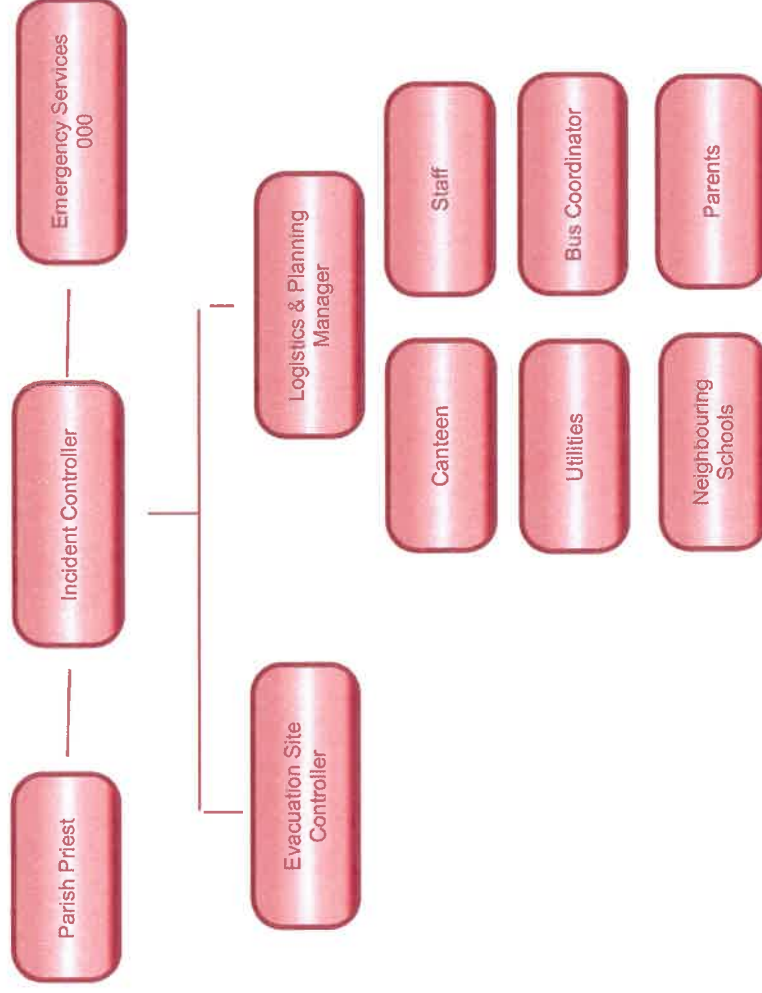
17 Emergency Kit Checklist

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:

SIMON Emergency Management List	
Up-to-date students and staff with special needs list CH	
Emergency contacts telephone list (including for parents/guardians)	
Safety vest and tabards (order vests Incident Controller, Evacuation Site etc.)	
Standard portable first-aid kit	
Special medications e.g. asthma inhalers, EpiPens (other medication & Register)	
Charged mobile phone	
Megaphone	
Copy of school site plan and evacuation routes	
Whistle	
Other (please specify)	

18 Communication Tree



19 Action Cards

Action Cards have been developed for the following:

- Incident Controller (Principal or Delegate)
- Business Manager
- Teacher & Learning Support Staff
- Maintenance Team
- Area Wardens
- Yard Duty Staff

The relevant Action Cards are to be displayed near exit doors in every room together with a Site Evacuation Map

ACTION CARD: Incident Controller

Lockdown

PA alert:

Intruder:

- ***“Sr Catherine has arrived”***

Grassfire/Bld Hazard:

- Sound the alarm, Announce “St Mary’s College is in Lock-Down, Staff & Students are to remain indoors, close doors & windows and prepare to assemble for evacuation. Await further instruction”
1. Call 000
 2. Notify MACS Emergency Management Officer
 3. Ensure College telephone is kept free
 4. Wait for further directive

Evacuation On-site

PA alert:

“St Mary’s is evacuating (to the The Oval), or (to the MPH) or (to the Area A Playground). Every person must listen to the instructions. Close windows; read Action Card on the wall near the exit door; make your way to the..... If you are not in your classroom proceed to the.....”

1. Call 000
2. Take Keys & Speaker to Evacuation Centre
3. Incident Controller/Evacuation Site Controller liaise
 - Confirm student data is available
 - Account for all students, staff, visitors
 - Liaise with Emergency Services
4. Notify MACS Emergency Management Officer
5. Communicate with IMT
6. Wait for further directive

Evacuation Off-site

PA alert:

“St Mary’s is evacuating to Kings Park. Every person must listen to the instructions. Refer to Action Card on the wall near the exit door; make way to the Kings Park.

1. Call 000
2. Take Keys & Speaker to Evacuation site
3. Incident Controller/Evacuation Site Controller liaise
 - i. Confirm student data is available
 - ii. Account for all students, staff, visitors
 - iii. Liaise with Emergency Services
4. Notify MACS Emergency Management Officer
5. Communicate with IMT
6. Wait for further directive

ACTION CARD: Business Manager

Lockdown

1. Inform Incident Controller of Emergency situation or call 000
2. Notify Canteen, Maintenance & Parish Priest

Intruder:

- Front office staff to Lock Administration Building & close blinds
- If required lockdown in Business Manager's Office

Grass Fire/ Building Hazard:

- Remain indoors, close doors & windows

3. Print Emergency Evacuation list
4. Excursions: Contact Teacher in Charge and advise school is in lockdown.
5. Ensure College telephone is kept free
6. Cross reference emails from teachers against Emergency Evacuation list
7. Advise incident Controller of any missing persons

Evacuation On-site

1. Alert Canteen & Maintenance
2. Collect laptop/mobile phone, Emergency Evacuation & Staff Extras Lists, Staff In-Out & Visitor registers
3. Print Emergency Evacuation List & Staff Extras List (Simon),
4. Gather Staff In-Out & Visitor registers, Medication Folder, First Aid Kit, Spare Epi Pen & Ventolin
5. Collect Laptop & Mobile Phone
6. Place Evacuation Sign on Office Front & Side Doors alerting visitors of procedures.
7. Lock doors.
8. Drive to Evacuation Centre
9. Set up and activate Evacuation Information Centre
10. Distribute Class Lists to Evacuation Wardens
11. Check returned Evacuation Class Lists from Homeroom teachers
12. Account for all visitors & Staff as per registers
13. Give All Clear to Incident Controller when students/visitors/staff are accounted for
14. Notify Incident Controller if anyone is unaccounted for

Evacuation Off-site

1. Alert Canteen & Maintenance
2. Collect laptop/mobile phone, Emergency Evacuation & Staff Extras Lists, Staff In-Out & Visitor registers
3. Print Emergency Evacuation List & Staff Extras List (Simon), gather Staff In-Out & Visitor registers and provide to Business Manager
4. Place Evacuation Sign on Office Front & Side Doors alerting visitors of procedures. Lock doors.
5. Collect Medication Folder, First Aid Kit, Spare Epi Pen, Ventolin & Wheelchair,
6. Collect Laptop & Mobile Phone
7. Move to Evacuation Centre
8. Set up and activate Evacuation Information Centre
9. Distribute Class Lists to Evacuation Wardens
10. Check returned Evacuation Class Lists from Homeroom teachers
11. Account for all visitors & Staff as per registers
12. Give All Clear to Incident Controller when students/visitors/staff are accounted for
13. Notify Incident Controller if anyone is unaccounted for

ACTION CARD: Teaching & Learning Support Staff

Lockdown

1. Listen to Incident Controller's lockdown instructions:

Intruder:

- Lock doors, close blinds
- Staff & students to get under tables/desks and remain quiet
- If outside guide to nearest building
- Send text to **0488 735 585** to advise:
 - i. Any person/s not present (include room no.)
 - ii. Any additional persons present: eg: visitors, students from other classes

Grass Fire/ Building Hazard:

- Remain indoors, close doors & windows
 - If outside guide to nearest building
 - Send text to **0488 735 585** to advise:
 - i. Any persons not present (include room no.)
 - ii. Any additional persons present: eg: visitors, students from other classes
 - Assemble students in preparation for possible evacuation
2. Wait for further directive

Evacuation On-site

1. Refer to the Classroom Action Card
2. Assemble students
3. Lock doors
4. Move students toward evacuation point (away from danger zone)
5. Staff must not leave their students unsupervised. If a staff member is directed by the Incident Controller to perform a task the staff member arranges for alternative supervision
6. In an emergency, staff members do not return to collect personal items
7. Assemble students in allocated space of assembly area ensuring they are seated in rows
8. Evacuation Class Lists will be provided
9. Mark and check lists. Alert Area Warden if any student is unaccounted for
10. Area Wardens will collect marked lists and return to Business Manager
11. No student is to leave the Evacuation Centre unless they have authorisation from Incident Controller

Evacuation Off-site

1. Refer to the Classroom Action Card
2. Assemble students in order of class roll
3. Move students toward evacuation point (away from danger zone) as per map
4. Staff do not leave their students unsupervised. If a staff member is directed by the Incident Controller to perform a task the staff member arranges for alternative supervision
5. In an emergency, staff members do not return to collect personal items
6. Assemble students in allocated space of assembly area ensuring they are seated in rows
7. Evacuation Class Lists will be provided
8. Mark and check lists. Alert Area Warden if any student is unaccounted for
9. Area Wardens will collect marked lists
10. No student is to leave the Evacuation Centre unless authorisation from Incident Controller

ACTION CARD: Maintenance Team

Lockdown

1. Upon hearing the Emergency Announcement warning move to the nearest building
2. Wait further directive
3. Send text to **0488 735 585** to advise:
 - i. Any person/s not present (include room no.)
 - ii. Any additional persons present: eg: visitors, students from other classes

Evacuation On-site

1. Collect Wardens Kit from (Shed; Room 4 or MPH)
2. Move to Evacuation Site
3. Set class markers as per seating plan
4. Wait further directive

Evacuation Off-site

1. Collect Wardens Kit from (Shed; Room 4 or MPH)
2. Drive to Evacuation Assembly Area
3. Set class markers as per seating plan
4. Wait further directive

ACTION CARD: Area Warden

Lockdown

1. Upon hearing the Emergency Announcement warning move to nearest building
2. Send text to **0488 735 585** to advise:
 - i. Any person/s not present (include room no.)
 - ii. Any additional persons present: eg: visitors, students from other classes
3. Await Further Directive

Evacuation On-site

1. If in class, have staff member supervise
2. Check outside/toilets/storerooms
3. Lock Doors
4. Report to Incident Controller

Areas:

- Administration - Office Manager/Administration Assistant
- Mercy Centre - College Counsellor/Communications Officer
- Junior Wing (including toilet block) – Primary Pastoral Coordinator/Primary Literacy Leader
- Portables/Science – Director Learning & Teaching/Numeracy Leader
- Secondary/Art – Secondary Pastoral Coordinator/Secondary Literacy Leader
- Multi Purpose Hall - Sports Coordinator/Performing Arts Teacher

Evacuation Off-Site

1. If in class, have staff member supervise
2. Check outside/toilets/storerooms
3. Lock Doors
4. Report to Incident Controller

Areas:

- Administration - Office Manager/Administration Assistant
- Mercy Centre - College Counsellor/Communications Officer
- Junior Wing (including toilet block) – Primary Pastoral Coordinator/Primary Literacy Leader
- Portables/Science – Director Learning & Teaching/Numeracy Leader
- Secondary/Art – Secondary Pastoral Coordinator/Secondary Literacy Leader
- Multi Purpose Hall - Sports Coordinator/Performing Arts Teacher

ACTION CARD: Yard Duty Staff (Duty Roster)

Lockdown

1. Upon hearing the Emergency Announcement warning move students to Classrooms or nearest building
2. Send text to **0488 735 585** to advise:
 - i. Any person/s not present (include room no.)
 - ii. Any additional persons present: eg: visitors, students from other classes
3. Await Further Directive

Evacuation On-site

1. Upon hearing the Emergency Announcement warning move students to Evacuation Centre
2. Await Further Directive

Evacuation Off- site

1. Upon hearing the Emergency Announcement warning, assemble students and move students to Evacuation Centre

20 Appendices

[Appendix A: Main Switchboard](#)

[Appendix B: Electrical Sub Switchboard](#)

[Appendix C: Main Isolation Valve for Natural Gas to School](#)

[Appendix D: Fire water valve, hydrants, hose reels and extinguishers](#)

[Appendix E: Main Isolation Water for Main Water](#)

[Appendix F: Emergency Management Incident Report](#)

[Appendix G: Bomb Threat Telephone Call Checklist](#)

Appendix A: Main Switchboard

At the Main Switchboard it is possible to isolate electricity to the entire school property.



Warning: No persons should commence firefighting operations (involving the use of fire water hoses or water based fire extinguishers) until the electricity has been isolated – this is to protect person/s from the serious risk of electrocution.



Main Switchboard – located at the junior toilets and Room 14.

Appendix B: Electrical Sub Switchboard

At the Main Switchboard it is possible to isolate electricity to the entire school property.



WARNING

Warning: No persons should commence firefighting operations (involving the use of fire water hoses or water based fire extinguishers) until the electricity has been isolated – this is to protect person/s from the serious risk of electrocution.

The Switchboard cabinets are usually locked keys can be obtained from the Office staff.

Sub switchboard locations:

As per Emergency Equipment – General Map

The location of Electrical Switchboard rooms varies throughout the school – so it is important that all staff members are familiar with their location. Emergency Services may require that you show them the location of these sub switchboards in the event of an emergency!

Appendix C: Main Isolation Valve for Natural Gas to School

In the event of a significant gas leak or fire the ability to quickly locate and isolate the gas supply to the school could be vital in preventing the escalation of an incident. The main gas meter and isolation valve is located near the driveway and pedestrian gates on the High Street boundary, outside Room 5.



WARNING

Warning: No persons should commence firefighting operations (involving the use of fire water hoses or water based fire extinguishers) until the electricity has been isolated – this is to protect person/s from the serious risk of electrocution.

The cage has two padlocks – one belonging to the gas company and one belonging to the College. The College padlock is C Key lock. See *Emergency Equipment – Fire map*.



Appendix D: Water fire valve, fire hydrants, fire hose reels and fire extinguishers



Please refer to Emergency Equipment – Fire map for the location of the water fire valve, fire hydrants fire hose reels and fire extinguishers.

The Main Water Valve is located adjacent to the College Office on the High Street fence line – see map.

Appendix E: Main Isolation Water Valves for Main Water



Water Fire Valve - located north of Admin building – High Street Fence line



Water Valve Admin – Mercy - Secondary- Science buildings - located North of Admin building



Water Valve Middle and Junior Primary - Located near RM 5

Appendix F: Emergency Management Incident Report

Return Completed Form To Your Diocesan Emergency Management Officer

Melbourne: Harry Allard, Ph: 03 9267 0228, Mob: 0439 642 881,
Email: emergencymanagement@cem.edu.au

Type of Incident

e.g. Assault off site or onsite, Motor vehicle or bus accident, Theft, Stranger alert, Fire

School Details

Name		Suburb	
Address		Postcode	
Telephone		Facsimile	
Reported by		Position	
Region	REGION	File No	Office use only

Accident / Incident Details

Incident Date		Incident Time	
Report Date		Report Time	
Location			
Details of Accident / Incident			
Description of Perpetrator or Cause			

Agencies Notified

Police	<input type="checkbox"/>	Ambulance	<input type="checkbox"/>	Fire MFB/CFA	<input type="checkbox"/>
DE&T	<input type="checkbox"/>	CEO	<input type="checkbox"/>	Other	<input type="checkbox"/>

Appendix G: Bomb Threat Telephone Call Checklist

A copy of this checklist should be kept at reception, administration and/or the school office.

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

Bomb Threat - Ask the Caller the Following Questions:

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

ACTIONS: _____

REPORTED CALL TO: _____ **PHONE NUMBER:** _____

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

LANGUAGE		
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped	<input type="checkbox"/> Automated (Specify)
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller	

BACKGROUND NOISE		
<input type="checkbox"/> Music	<input type="checkbox"/> Local call	
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call	
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)	