Emergency Management Plan

for

Catholic College

51 – 53 Desailly St, Sale

03 5143 9700

BUSHFIRE STATUS

Bushfire at Risk Register　　No

Signature of Principal

Principal Name   Chris Randell

After Hours Emergency Contact Phone Number   0400 148 167

Is the School on the Bushfire At-Risk Register (BARR)?   West and South Gippsland

Bureau of Meteorology Fire District   Go to http://www.cfa.vic.gov.au/warnings-restrictions/find-your-fire-district/ to find your fire district.

Diocese   Diocese of Sale

Issue Date   January 2021

Last Review Date   November 2019

Next Review Date   20th November 2021

(Emergency Management Plans (EMPs) must be reviewed annually and immediately after any significant incident)[1]

Version   3.00

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[1] This is a VRQA Requirement for registered schools

i. Revision History

It is a VRQA requirement that Emergency Management Plans are reviewed and updated annually and immediately after any significant incident, which should be recorded below.

Version Number	Date	Reason for Version
1.0	01/05/2019	Implementation of Diocese of Sale Catholic Education Limited (DOSCEL) Emergency Plan template
2.0	01/06/2020	Transferred to new DOSCEL style template
3.0	01/10/2020	Updated to include place for school logo on front page, the addition of 9.3 Code Red School Closures,17.3 Bushfire at Risk Schools and inclusion of coronavirus in section 17.17.

ii.   Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how School Name will prepare for and respond to emergency situations.

iii.   Scope

This EMP applies to all employees, students, visitors, contractors and volunteers at School Name.

iv.   Distribution List

The list should include every agency and/or employee 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.

Note: To ensure adherence to the provisions of the *Privacy and Data Protection Act 2014* (Vic.), please remove any information of a private nature before distributing copies of your EMP to organisations or individuals outside your school.

Distribution List

Date	Title / Organisation	Name	Address	Email
28th Jan 2021	Diocese of Sale Catholic Education Limited	Oronzo Farina	6 Wilton Street, Warragul	ofarina@ceosale.catholic.edu.au
28th Jan 2021	Regional Bus Coordinator – Sale College	Beth Lanigan	279-295 Guthridge Pde, Sale	beth.lanigan@education.vic.gov.au
28th Jan 2021	CFA		444 Raymond Street, Sale	
28th Jan 2021	St Mary's Primary School	Brett Morris	11 Pearson Street, Sale	
28th Jan 2021	AGL Energy		699 Bourke St, Docklands	
28th Jan 2021	Energy Australia		Level 2 Two Melbourne Quarter 697 Collins Street, Docklands	
28th Jan 2021	Origin		321 Exhibition Street, Melbourne	
28th Jan 2021	PowerDirect		Level 3, 699 Bourke Street, Docklands	

Contents

Glossary

Area Warden
Area Wardens are responsible for individual workplaces or areas of a workplace.

Assembly Area(s)
The designated place or places where people assemble during the course of an evacuation.

AS 3745-2010
Australian Standard *Planning for emergencies in facilities*. Also known as *AS:3745*.

Bomb
A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic / noxious substances, sharps, animals / reptiles). May be referred to as an Improvised Explosive Device (IED).

Bomb Threat
A threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organisation. It is not necessary for any other action to be taken by the offender.

Bombing
An incident where an IED has functioned as designed.

Bushfire At-Risk Register (BARR)
Schools, kindergartens and childcare facilities at the highest risk of fire danger are placed on the Department of Education and Training's Bushfire At-Risk Register. Inclusion on this register is a trigger for the school, kindergarten or child care facility to pre-emptively close on days declared Code Red in their Bureau of Meteorology district.

Chief Warden
The person selected to take control of the Emergency Control Organisation. Usually identified by the wearing of a white coloured helmet / hat / cap.

Code Red Day
Determined by the Emergency Management Commissioner, a Code Red day is the highest level of Fire Danger Rating and signifies the worst conditions for bushfire and grassfires.

Communications Officer
The person selected to take control all media / outside information management. Media management support for schools is available from CEOSale.

Contractor
A person or business that undertakes a contract to provide materials or labour to perform a service or do a job.

Emergency
The actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person, including occupants or visitors in a school, or which destroys or damages, or threatens to destroy or damage, any property or endangers or threatens to endanger the environment or an element of the environment.

Emergency Control Organisation (ECO)
A person or persons appointed by the emergency planning committee to direct and control the implementation of the school's emergency response procedures.

Emergency Management Officer
An Emergency Management Officer will review any reported incident locally and assess the situation.

Emergency Plan
The written documentation of emergency arrangements for a school are generally made during planning processes. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Emergency Services	The public organisations that respond to and deal with emergencies when they occur, especially the ambulance service, police and fire brigade.
Employee	All the people employed by a particular organisation including paid employees, volunteers and contractors.
Evacuation	The orderly movement of people from a place of danger.
Evacuation Diagram	Emergency and evacuation information about the school, comprising a pictorial representation of a floor or area and other relevant emergency response information.
Evacuation Exercise	An emergency response exercise which simulates an emergency that requires an evacuation.
Evacuation Incident Report	A formal recording of the facts related to an incident.
Exercise	Simulation of emergency management events, through discussion or actual deployment of personnel for training, review or testing procedures.
Exit	A way out of a building or room.
Explosion	Sudden release of large amounts of energy in a destructive manner.
Explosive	A substance, whether or not contained in a device specifically prepared, which is manufactured with a view to producing a practical effect by explosion.
Fire	A rapid, persistent chemical change that releases heat and light and is accompanied by flame, especially the exothermic oxidation of a combustible substance.
First Aid	Immediate and temporary care given at school to the victims of an accident or sudden illness in order to avert complications.
First Aid Officer	A person who has completed current and appropriate training, and has been nominated by the employer for that role in the school.
Fire Extinguisher	A portable device containing a fire-fighting medium for extinguishing fire.
Incident	An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response services.
Incident Controller	A person in charge of overall management of an emergency situation.
Neighbourhood Safer Place	A 'Neighbourhood Safer Place' also known as a 'Bushfire Place of Last Resort' (NSP-BPLR) is a place of last resort when all other bushfire plans have failed.
Operations Officer	A person in charge of student care / ensuring adherence to school protocols, procedures.
Personal Emergency Evacuation Plan (PEEP)	An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.
Planning Officer	A person who 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.
Procedures	Pre-planned detailed directions for dealing with specific occurrences.
Regional Facilities Officer	A person who provides assistance to ensure the day-to-day smooth management and operation of a building's infrastructure through administrative support and, at times, overseeing maintenance tasks.

Response	Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.
Safety Data Sheet (SDS)	A document that describes the properties and uses of a substance, that is: identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.
Staff	All the people employed by a particular organisation including paid employees, volunteers and contractors.
Visitor	A person who is within a school who is temporarily visiting the school and is not employed at or for the school, either on a permanent casual, temporary, contracting basis; or studying at the school.
Warden	A person or persons who during an emergency assists, as requested, the Area or Floor Warden in the safe evacuation of their floor or area of responsibility. Usually identified by the wearing of a red coloured helmet, hat / cap / vest.

1 In Case of Emergency

Incident occurs	**CALL**	**000**
	CONTACT	DOSCEL Emergency Management Officer Bernie Myors 03 5622 6603 or 0417 534 695

Advise	WHO	• The name/s and phone number/s of persons involved • Name of the person reporting the emergency
	WHAT	• The nature of the emergency
	WHEN	• The time you became aware of the emergency
	WHERE	• The location of the emergency and contact phone numbers if the emergency is away from the school.

Report

Following resolution of the emergency, complete a copy of the *Emergency Management Accident / Incident Report Form* (Appendix 1)

All incidents listed below must be reported to the DOSCEL Emergency Management Officer bmyors@ceosale.catholic.edu.au and WorkSafe by phoning 13 23 60. All of these incidents are considered notifiable incidents.

• 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.

Minor incidents do **NOT** need to be reported to WorkSafe. If in doubt, phone WorkSafe immediately on 13 23 60 to clarify whether the incident should be reported.

2 Emergency Numbers & Key Contacts

2.1 Emergency Services

Group	Phone Number
Police	000
	(03) 5142 2200
Fire	000
Ambulance	000

2.2 Utilities and Authorities

Group	Phone Number
State Emergency Service (SES)	13 25 00
Hospital – Central Gippsland Health Service	Address: 155 Guthridge Pde, SALE VIC 3850 03 5143 8600
Gas – AGL	13 12 45
Origin	13 24 61 Emergency: 000
Electricity – AGL	13 12 45
Energy Australia	13 34 66
Powerdirect	1300 307 966
Water Corporation – Gippsland Water	1800 050 500 Emergency: 1800 057 057
Local Government – Wellington Shire Council	1300 366 244
Department of Health and Human Services (Regional Office)	Emergency Management – 1300 792 766
Department of Health and Human Services – Child Protection (Regional Office)	After Hours – 13 12 78
Environment Protection Authority (EPA)	1300 372 842
WorkSafe Victoria	13 23 60
Incidents and Warnings (Vic Emergency)	https://www.emergency.vic.gov.au/respond/

2.3 CEO Sale

Catholic Education Office	03 5622 6600
School Leadership Consultant (SLC)	Oronzo Farina – 0417 534 216.
DOSCEL Emergency Management Officer	Bernie Myors – 03 5622 6603 or 0417 534 695
Executive Manager: Industrial Relations / Human Resources	John Jordan – 03 5614 5103 or 0427 648 204
Student Support Services	Martin Keogh – 03 5622 6638 or 0477 272 899
Media and Communications Adviser	Chloe Smethurst – 03 5614 5130 or 0417 534 232
OHS / WorkCover Adviser	Pauline Lalor – 03 5614 5105 or 0447 198 341
Information Communication and Technology	Shane Doyle – 03 5622 6617 or 0417 869 326
Regional Facilities Officer (RFO)	Carl Thomas– 0448 444 615

2.4 Emergency Contact Information – School Personnel (as appropriate)

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Principal	Chris Randell	03 51439700	0400 148 167	0400 148 167
Assistant Principal	Cindy Foat	03 51439700	0438 896 296	0438 896 296
Deputy Principal/Chief Warden	Tim Morrison	03 51439700	0455 500 270	0455 500 270
First Aid Officer	Jenny Hurst	03 51439721	0419 446 015	
Parish Priest	Fr. Peter Bickley		0408 517 073	0408 517 073
OHS Officer	Marie Peatling	03 5143 9700	0407 389 397	0407 389 397
School Board Chair	Chris Morrison	03 5144 7188	0419 381 832	0419 381 832
Bulk Messaging System Operator	Hans Gierens	03 5143 9700	0439 357 585	0439 357 585
Property Manager	Steve Duggan	03 5143 9700	0421 282 177	0421 282 177

2.5 Bus Emergency Contacts

Bus Route Name and Number	Client School(s) & Bus Company	Contact Name	Phone / Mobile Numbers
All	Sale College	Beth Lanigan	03 5144 3711
All	Catholic College	Tim Morrison	03 5143 9700
All	Catholic College	Jenny Hurst	03 5143 9700

2.6 Emergency Contact Information – Other (as appropriate)

Group	Phone Number
Lords Cleaning Service	03 5144 3538
Ralcon Homes	03 5144 7977

3 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 (e.g. childcare operators).

SCHOOL PROFILE SUMMARY

Name of School	Catholic College Sale
School Address	51-53 Desailly Street Sale
School E Number	E4006
Hours of Operation	8:30am-4:30pm
Grade / Year Levels	Year 7 - Year 12

Numbers

Students: Approx 900	Students with additional needs:2
Staff: Approx 140	Staff with additional needs: 1
Floors: 2	Classrooms: 70
Portables: 0	

Other Details

BUILDING INFORMATION

Alarms

Type	Location of Alarm Pad	Detailed Shutoff Instructions
Fire	Some buildings are automated and others are manually activated by front reception alarm panel located in admin	Push Red button and call 000
Intrusion	Front reception alarm panel located in admin	Push yellow standby/alert button. Two buttons under desk locks all doors and Green button opens all doors
Other		

Communication Systems

Type	Location
Public Address System	Admin - SP113B
Two-way Radio	Admin - SP113B and Allman Building
Telephone System	Admin - SP113B
Satellite Phone	AL102
Loud Hailer	Admin - SP113B

Utilities

Type	Location	Shutoff Instructions	Service Provider
LPG / Gas	Outside Rooms SC105, SC102A & OL104	Stadium	AGL & Origin
Water	Evacuation Assembly Area (rear left of school)		Gippsland Water
Electricity	Outside Rooms SC101 & SE109	St Pats, J23rd, O'Connor Centre &	AGL & Energy Australia

Fire Suppression Systems

Sprinkler System	Control Valve Location	N/A
	Shutoff Instructions	N/A
Fire Suppression	Hose Reels	Yes
	Hydrants	Yes
	Fire Blankets	Yes
Fire Extinguishers	Dry Chemical	Yes
	Foam	Yes
	Carbon Dioxide	Yes
	Water	Yes
	Wet Chemical	No

Access / Security Systems

Proximity Card Access	Yes
Duress Alarms	Yes
Visitor Procedures	Yes

Boiler Room

Location	N/A
Detail Access	N/A

Roof Access

Location of anchor points	St Patricks Building
	John 23rd
	Stadium
	Trade Skills Centre
	Science

Emergency Power Systems

Type	Battery Backup for Server
Location	Allman Building
Provide Power To	Server
Shutoff Instructions	

Electrical Switchboards

Type	Location
Main Switchboard	SP132 & SP103
Sub Switchboard	TS137
Sub Switchboard	Cleaner room next to JT106
Sub Switchboard	Room next to JT118
Sub Switchboard	Room next to JT203
Sub Switchboard	SC106
Sub Switchboard	SC102
Sub Switchboard	OL101
Sub Switchboard	Next to SP126
Sub Switchboard	Next to SP116C
Sub Switchboard	SP207
Sub Switchboard	SP229
Sub Switchboard	Allman Building Reception
Sub Switchboard	BP104
Sub Switchboard	TS115
Sub Switchboard	TS116
Sub Switchboard	SM108C

| Sub Switchboard | Montagne Centre workroom 2 |
| Sub Switchboard | TS120 |

On Site Hazards

Description	Location
Fuel, oils and thinners	Maintenance Shed
Flammable Chemicals	Trade Skills Centre – Metal Work
Machinery & Equipment	Trade Skills Centre - Workshop
Ovens & Cooktops	Trade Skills Centre - Kitchen

4 Risk Assessment

Risk Assessment Steps

The school risk assessment is the cornerstone of the EMP as it addresses the hazards and potential threats specific to the school, the level of risk of each, and how employees will prepare for, reduce and manage the risks.

In order to effectively plan for emergencies, it is important that school leaders and the EMP planning team are able to identify the hazards to the school and the associated risks they carry that could lead to an emergency.

If the level of risk is assessed as being at an unacceptable level, consideration needs to be given to how the risk can be reduced to an acceptable level.

A sample risk assessment is provided in the 'Risk Assessment Matrix' example document.

Follow the steps below to complete the **Risk Assessment** table.

Step 1 – Establish the context

The context of the risk assessment relates to the school; the environment, the location, the number of students and staff etc.

Step 2 – Risk identification

Identify the specific hazards and potential threats to your school. In **Column 1** of the Risk Assessment example table list the more common types of hazards the school could encounter.

Please note that the examples provided in the risk assessment are not intended to be exhaustive and may not be applicable to every school.

Only include in the Emergency Management Plan the hazards / threats that are relevant.

Some hazards and threats to consider are:

- Building fire
- Major external emission / spill
- Bomb / substance threat
- Severe weather event
- Influenza / pandemic
- School bus emergencies
- Heat health
- Snakes

- Bushfire
- Intruder
- Internal emissions / spill
- Earthquake
- Loss of essential service
- Smoke
- Flood

In **Column 2** of the risk assessment table, describe the risk each hazard and potential threat creates for students, staff, visitors and contractors at the school in terms of the probable cause(s) and consequence(s) of each.

Only describe the probable causes and consequences of the risks that are relevant.

Step 3 – Risk analysis

For each risk, the existing controls currently in place should be captured. In **Column 3** of the risk assessment table identify the controls or measures that are currently in place to manage the risks.

Only include the controls that are currently in operation.

Risk is analysed in terms of consequence and likelihood, considering any controls identified.

On the basis of the current controls, use the **consequence definition** and **likelihood scale** tables below to work out the appropriate consequence and likelihood level for each risk.

Consequence definition

Descriptor	Description
Insignificant	Minor injury requiring no first aid or peer support for stress / trauma event.
Minor	Injury / ill health requiring first aid. Peer support for stress / trauma event.
Moderate	Injury / ill health requiring medical attention. Stress / trauma event requiring professional support.
Major	Injury / ill health requiring hospital admission. Stress / trauma event requiring ongoing clinical support.
Severe	Fatality or permanent disability. Stress / trauma event requiring extensive clinical support for multiple individuals.

Likelihood scale

Note: The likelihood scale refers to the likelihood of the risk occurring.

Descriptor	Description	Indicative
Almost certain	Expected	(>95%)
Likely	Probably will occur (no surprise)	(66 – 95%)
Possible	May occur at some stage	(26 – 65%)
Unlikely	Would be surprising if it occurred	(5 – 25%)
Rare	May never occur	(<5%)

Risk rating matrix

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
	Almost certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	High	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Step 4 – Risk evaluation

Risk evaluation involves comparing the current risk rating found during the analysis process with the risk acceptance chart.

Use the table below as a guide to determine whether the level of risk is acceptable. If the level of risk is not acceptable, additional treatments will need to be identified.

Risk acceptability chart

Extreme	Unacceptable (must have Principal / DOSCEL oversight)
High	Tolerable (with Principal review)
Medium	Tolerable (with frequent risk owner review)
Low	Acceptable (with periodic review)

Risks rated Low or Medium do not necessarily require further treatments as this level of risk is considered to be acceptable. Risks rated High or Extreme require further treatments to reduce their level of risk to a more acceptable level.

Step 5 – Risk treatment

Risk treatment involves a cyclical process of:

- assessing the risks
- deciding whether the risk levels are acceptable (by reference to the Risk Acceptability Chart)
- if not, determine appropriate risk treatment options
- implement risk treatments.

Options for risk treatment include:

- Terminate – cease the activity
- Accept – risk acceptance requires appropriate authority
- Reduce – reduce the risk level by applying additional treatments until the risk is acceptable.

Insert any additional treatments or measures to manage or reduce the risk in **Column 5** of the risk assessment table. Only include those treatments that will be implemented.

A second risk assessment is then made to confirm that treatments will reduce the level of risk to where the expected risk level to be once treatments have been implemented. Once implemented, treatments become existing controls. Re-assess the level of risk in **Column 6** on the basis of the new treatments.

Step 6 – Communication and consultation

Communication and consultation with all relevant internal and external stakeholders should take place during all stages of the risk management process.

Step 7 – Monitoring and review

Monitoring and review should be a planned part of the risk management process and should take place at intervals appropriate to the nature of the objective and the level of risk.

Risk Assessment Table

1. Identify Potential Threats / Hazards	2. Description of Risk	3. Risk Control Measures	4. Risk Rating (refer to OHS Risk Management Procedure) (Consequences A, B, C)			5. Treatments to be Implemented	6. Revised Risk Rating After Implementing Treatment (Consequences A, B, C)		
List the hazards that could cause injury / incident		List the control measures in place to eliminate or minimise the risk	**A** Consequence	**B** Likelihood	**C** Risk Level	Additional measures to be taken by our school to eliminate or reduce impact of the risk	**A** Consequence	**B** Likelihood	**C** Risk Level
Bushfire	Fire Lightning strike Arson Spark ignited by machinery	Liaise with local fire services to determine potential control measures (such as clearing trees etc.) Maintaining building and OHS requirements Ensure fire services equipment is tested and tagged as per Australian Standard Test communication systems (PA System) on a regular basis Ensure all electrical equipment is tested and tagged as per Australian Standard Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term)	Severe Risk of death/injury from burns or smoke inhalation Risk of psychological injury Risk of property damage or property loss Closure of school	Possible	Medium	Review fire danger rating for the week ahead of staff meetings Activate ECO Implement Evacuation Procedure Implement Fire Procedure Contact Emergency Services Contact Catholic Education Victoria Emergency Contact	Severe	Unlikely	Low

Risk	Cause	Control Measures	Consequence	Likelihood	Rating	Risk Impact	Response	Consequence	Likelihood	Rating
Grassfire	Intentional or accidental ignition of unmanaged dry/dead grass in summer months	Liaise with local fire services to determine potential control measures (such as clearing trees etc.); Check CFA website for alerts during bushfire season; Test communication systems (PA System) on a regular basis; Ensure all electrical equipment is tested and tagged as per Australian Standard; Ensure Warden Training is completed annually; Ensure regular practice drills are conducted (one per term)	Major	Possible	High	Risk of death/injury from burns or smoke inhalation; Risk of psychological injury; Risk of property damage or property loss; Closure of school	Activate ECO; Implement Evacuation Procedure; Implement Fire Procedure; Contact Emergency Services; Contact Catholic Education Victoria Emergency Contact	Severe	Unlikely	Medium
Medical Emergency	Medical - Anaphylaxis & Asthma	Ensure First Aid Training is completed; CPR / Anaphylaxis / Asthma Annually; Ensure First Aid bags are stocked; Ensure medical register is up to date and photos of students who suffer from anaphylaxis/asthma and other medical condition; Ensure regular practice drills are conducted (one per term)	Moderate	Possible	High	Risk of injury or death; Risk of psychological injury	Activate ECO; Implement Medical Emergency Procedure; Contact Emergency Services; Contact Catholic Education Victoria Emergency Contact	Minor	Possible	Medium
Pandemic	Spread of infectious disease	Ensure medical register is up to date; Ensure Pandemic Response Plan is reviewed annually; Act upon any recommendations given by the government.	Major	Possible	High	Risk of school closure; Risk of injury or death	Follow advice of Chief Health Officer; Implement frequent cleaning regimes to reduce risk of transmission; Implement Pandemic Response Plan	Major	Rare	Medium

Hazard	Risk	Control Measures	Consequence	Risk Description	Likelihood	Rating	Emergency Response	Consequence	Likelihood	Rating
Machinery/Electrical Appliances	Electric Shock	Ensure First Aid Training is completed Maintaining building and OHS requirements Ensure all electrical equipment is tested and tagged as per Australian Standard Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term)	Severe	Risk of injury or death Risk of property damage or property loss	Possible	Medium	Contact Catholic Education Victoria Emergency Contact Activate ECO Implement Lockdown Procedure Implement Medical Emergency Procedure Contact Emergency Services Contact Catholic Education Victoria Emergency Contact	Major	Possible	Low
Severe Weather Event	Electrical storm causing fire. High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows. Rain inundation resulting in unsafe electrical wiring/loss of power and communications	Regular scheduled maintenance to roofs/gutters/drains to keep clear. Liaison with SES/local government to identify potential local risks. Contingency for storage of equipment/materials if necessary. On the basis of weather forecast, secure loose objects in open areas e.g. garbage bins, play equipment. Communications tested. Utility shut-off instructions/points are known. Back up communications and contact lists maintained in case power fails. Condition of large trees regularly checked. Shade sail structures regularly checked. Provide Employee Assistance details to all staff. Provide counselling support services to affected students	Moderate	Risk of injury / death Risk of psychological injury	Possible	Medium	Active ECO Contact Emergency Services	Major	Possible	Low

Risk	Cause / Description	Existing Controls	Potential Consequences	Consequence	Likelihood	Risk Rating	Additional Controls / Response	Consequence	Likelihood	Risk Rating
Heatwave	Prolonged period of excessively hot weather	Sun and UV protection policy as per SunSmart program. Playground areas are shaded. Sufficient shelter available for students awaiting pick-up by parents. Sufficient unrestricted water available. Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area). Staff are trained in identifying early signs of heat stress/dehydration.	Risk of injury such as heat stroke, exhaustion and stress / death; Risk of psychological injury	Major	Possible	High	Restricted outdoor time during hot days; Staff trained in identifying early signs of heat stress/dehydration; Contact Emergency Services	Minor	Possible	Medium
Loss of Essential Services	Issue with supply due to storm/accident or unplanned outage; Planned outage; Power outage	The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary. Alternative communication source such as charged mobile phone/satellite phone is available. Alternate lighting sources, such as a torch or battery-operated light are contained in the emergency kit. A list of emergency phone numbers is located next to all office phones.	Lack of resources; Lack of drinking water and running water for toilets	Moderate	Unlikely	Low	Activate ECO; Contact Emergency Services	Minor	Unlikely	Low
Armed Intruder/Bomb Threat	Active Shooter; Threatening Behaviour	Ensure all reception staff are clear on procedures. Phones in all rooms to call in threat. Secure fencing of site. Test communication systems (PA System) on a regular basis. Ensure Warden Training is completed annually. Ensure regular practice drills are conducted (one per term).	Risk of injury / death	Moderate	Rare	Medium	Activate ECO; Implement Lockdown Procedure; Implement Threatening Procedure; Contact Emergency Services	Major	Rare	Low

Hazard / Event	Source	Controls	Consequence	Risks	Likelihood	Risk Rating	Response Actions	Consequence	Likelihood	Risk Rating
Major External Emission / Spills	Hazardous materials spill at petrol station	Ensure roofs/gutters/drains are clear / Liaise with SES/local government to identify potential risks / Test communication systems (PA System) on a regular basis / Ensure Warden Training is completed annually / Ensure regular practice drills are conducted (one per term)	Moderate	Risk of injury / Risk of property damage or property loss / Closure of school	Rare	High	Activate ECO / Implement Lockdown Procedure / Contact Emergency Services / Contact Independent Schools Emergency Management Coordinator	Major	Rare	Low
Major Accident on a Main Road	Pedestrian / Cyclists / Vehicle	Implement Critical Call Matrix to contact emergency services / Implement lock out procedures / Contact relevant bus services to check any changes to services	Moderate	Risk of injury / Risk of property damage or property loss / Closure of school	Possible	Medium	Activate ECO / Implement Evacuation/Lockdown Procedure / Implement Hazardous Material / Gas Leak Procedure / Contact Emergency Services / Notify Utility providers	Major	Possible	Low
Snakes	Warm, dry temperatures / Bites	School grounds are cleared of all refuse and grass is cut regularly. / Staff with first aid qualifications are trained in responding to a snake bite / Staff wear protective footwear on yard duty. / School has a closed shoe policy. / Provide Employee Assistance details to all staff. / Provide counselling support services to affected students)	Moderate	Risk of injury/death / Risk of psychological injury	Possible	Medium	Activate ECO / Implement evacuation/lockdown Procedure / Implement Flooding Procedure / Contact snake catcher	Major	Possible	Low

| Hazard	Event/Trigger	Preventive Measures	Consequence	Likelihood	Risk Rating	Potential Impact	Response Actions	Residual Consequence	Residual Likelihood	Residual Risk
Flood	Prolonged period of wet weather / Flash Flooding	Test communication systems (PA System) on a regular basis; Ensure Warden Training is completed annually; Ensure regular practice drills are conducted (one per term); Ensure all Hazardous material kept on site is located in a safe space.	Moderate	Possible	Medium	Risk of property damage or property loss; Closure of school	Activate ECO; Implement Evacuation/Lockdown Procedure; Implement Hazardous Material / Gas Leak Procedure; Contact Emergency Services; Notify Utility providers	Minor	Possible	Low
Animal Hazard	Animal Bite	Secure fencing of site; Annual Emergency Training session for all staff members; Staff complete First Aid/CPR training	Low	Possible	Low	Risk of injury; Risk of psychological injury	Implement incident management plan. Contact emergency services; Contact Independent Schools Emergency Management Coordinator	Minor	Possible	Low
Drop off/Pick up area	Traffic Congestion / Accident	Communications to families; Trained traffic Manager; Staff complete First Aid/CPR training	Moderate	Possible	Medium	Risk of injury; Risk of psychological injury	Implement incident management plan. Contact emergency services	Moderate	Possible	Medium

5 Emergency Control Organisation / Incident Management Team

School Name utilises the following Emergency Control Organisation (ECO) structure to respond to emergencies on or affecting the school grounds. This structure considers the size and layout of the school as well as the number of students enrolled.
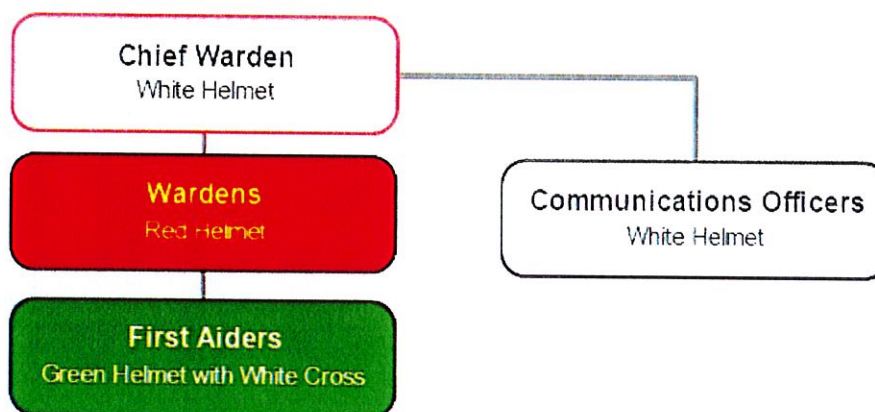
In order to meet the requirements set out by the Department of Education and Training (DET) as well as those contained in AS 3745-2010, the Chief Warden and Wardens also fulfil roles on an Incident Management Team (IMT) in addition to those shown in the ECO structure above. This does not require the role holders to carry out any extra response actions, but is solely to demonstrate compliance with the response structures set out in AS 3745 as well as in the Australasian Inter-Service Incident Management System (AIIMS), of which the IMT forms a part. The equivalent roles are laid out in the table below:

ECO Role	IMT / AIIMS Equivalent
Chief Warden	Incident Controller Operations Officer Planning Officer
DOSCEL Emergency Management Officer	Emergency Management Officer
Communications Officer	Communications Officer
Warden	Logistics Officer
First Aid Officer	First Aider

6 Incident Management Team and Tasks

Position	Tasks	First Contact Name of staff member and contact details	Second Contact Name of staff member and contact details
Chief Warden	In charge of overall management of emergency situation	Tim Morrison 03 5143 9700 or 0455 500 270	Jim Sutton 03 51439700 or 0407 856 248
Operations Officer	Student care / ensuring adherence to school protocols, procedures	Chris Randell 03 5143 9700 or 0400 148 167	Tim Morrison 03 5143 9700 or 0455 500 270
Planning Officer	Collects and evaluates information related to development of incident, status of resources and ensures a record (log) is kept of any emergency that occurs, including the timing of events and reasoning for any decisions made	Jayne Holland 03 5143 9700 or 0429 456 306	Jaclyn Gieschen 03 51439700
Emergency Management Officer	Responsible for ensuring appropriate personnel are notified and resources required are provided	Bernie Myors 0417 534 695 or 5622 6603	Chris Randell 0400 148 167
Communications Officer	All media / outside information management. Media management support is available from CEOSale	Chris Randell 03 5143 9700 or 0400 148 167	Cindy Foat 03 51439700
Warden	All school employees are trained as Wardens. Upon notification of an emergency, employees in the act of teaching (any employee with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency situation. All other employees (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment.		
First Aid Officer	Responsible for all first aid needs in case of emergency	Jenny Hurst 03 5143 9721 or 0419 446 015	Gail Perry 03 5143 9700

7 Emergency Responsibilities

7.1 Chief Warden

The Chief Warden's duties include:

- being ready to take control over the response to an emergency situation until the arrival and handover to the Emergency Services (normal management ceases)
- ascertaining the nature of a reported incident and whether to declare an emergency
- being prepared to take on the role and responsibilities of Chief Warden and lead the Emergency Control Organisation (ECO)
- executing the emergency plan and evacuation procedure
- monitoring the response and record progress on the 'Emergency (Evacuation / Lockdown) Checklist'
- ensuring the appropriate Emergency Services are notified, met on arrival and briefed
- taking responsibility for the welfare of the site occupants throughout the emergency
- wearing the correct Chief Warden identification and return items ready for re-use
- ensuring all members of the ECO are clearly identifiable
- delegating tasks, giving clear instructions to Wardens and the Communications Officer
- maintaining competency by participating in Warden Training and exercises
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards
- acting under the direction of Emergency Services personnel
- being able to operate the methods of communication used at the school
- referring all media questions to CEOSale Media and Communications Adviser
- giving the ECO the all clear when the building is safe for re-occupation
- conducting post-incident debriefs using the Debrief Checklist and notifying the ECO of issues identified.

7.2 Communications Officer

The Communications Officer's duties include:

- being prepared to take on the role and responsibilities of Communications Officer within the ECO
- being proficient in the operation of methods of communication used at the school
- managing all communications on behalf of the Chief Warden including the notification of Emergency Services
- being ready to take control of a designated Evacuation Assembly Area
- maintaining records on behalf of the Chief Warden
- knowing the evacuation procedure and the emergency plans

- wearing correct Communications Officer identification and return items ready for re-use
- maintaining competency by participating in Warden Training and exercises
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards
- acting under the direction of the Chief Warden and Emergency Services personnel
- referring all media questions to CEO Sale Media and Communications Adviser
- participating in post-incident debriefs.

7.3 Wardens

During an emergency, all staff who have received Warden Training and who are not in the act of working directly with students must present themselves to the Chief Warden at the Emergency Control Point and make themselves available to act as a Warden. When acting as a Warden, their duties include:

- being prepared to take on the role and responsibilities of a Warden within the ECO
- knowing the evacuation procedure and the emergency plans
- wearing the correct Warden identification and return items ready for re-use
- maintaining competency by participating in Warden Training and exercises
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards
- acting under the direction of the Chief Warden and Emergency Services personnel
- being ready to take control of a designated area (e.g. conducting searches or making areas secure)
- assisting and safeguarding anyone in danger
- being able to operate the methods of communication used at the school
- referring all media questions to CEO Sale Media and Communications Adviser
- participating in post-incident debriefs.

7.4 First Aid Officers

The First Aid Officer's duties include:

- being prepared to take on the role and responsibilities of a First Aid Officer within the ECO
- knowing the evacuation procedure and the emergency plans
- wearing correct First Aid Officer identification and return items ready for re-use
- maintaining competency by participating in First Aid Training and completing emergency exercises
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards
- acting under the direction of the Chief Warden and Emergency Services personnel
- being ready to offer first aid assistance when required

- being able to operate the methods of communication used at the school
- referring all media questions to CEO Sale Media and Communications Adviser
- participating in post-incident debriefs.

7.5 Staff Members

Staff duties include:

- knowing the evacuation procedure and participating in exercises
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards
- understanding the methods of communication used at the school
- assisting anyone in immediate danger if safe to do so
- raising the alarm upon discovering any emergency
- taking responsibility for the welfare of students in their care
- being aware of any special requirements of students
- following any directions of, and provide any relevant information to, the ECO
- accounting for students in their care
- referring all media questions to CEO Sale Media and Communications Adviser.

8 Students and Staff with Additional Needs

Register

Staff and students with additional needs should be included in this register to ensure appropriate procedures have been developed and implemented in case of an emergency.

Personal Emergency Evacuation Plan (PEEP) should be developed for all students and staff who require assistance in the event of an emergency as per Appendix 2.

Students and Staff with Additional Needs

Students and staff with additional needs register

Name	Assistance Required	Person Responsible	Location of PEEP
Will Firth	Mobility - Wheelchair confined	Denise Slattery	Emergency Procedures Folder. All teachers.
Blayke Baldock-Bartilotta	Communicating - guidance	Denise Slattery	Emergency Procedures Folder. All teachers.
Rachael Bown	Mobility – Broken Leg	Rachael Bown	Emergency Procedures Folder.
Ken Holmes	Communicating guidance – limited hearing	Ken Holmes	Emergency Procedures Folder.

9 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.

9.1 Bushfire Response Steps

When the risk of bushfire is high and/or there is a bushfire in the school's vicinity, the Chief Warden is allocated responsibility for monitoring and checking the following:

- www.emergency.vic.gov.au
- VicEmergency Hotline – free call 1800 226 226.
- VicEmergency app
- ABC Radio 828 AM, 774 AM or Gippsland 100.7 FM
- For air quality information download the Air Matters app air-matters.com

Shelter-in-place

If early evacuation advice is not issued or the fire is approaching the school and it is unsafe to evacuate, everyone should remain in the building after the following precautions are taken:

- Phone 000 for Fire Brigade and follow advice. Inform 000 / Fire Brigade operator which building(s) employees and students will be housed in.
- Check student and employee attendance against class rolls at the assembly area.

If a lockdown is implemented

- Where possible select a building with at least two clear exits.
- Move everybody inside, assembled away from the part of the building that will be initially exposed to the fire.
- Turn off power and gas, ensure that gas bottles (e.g. barbecue gas bottles) have been removed from the area, close all windows and doors and block crevices with wet materials (e.g. towels).
- Fill gutters, all sinks, washbasins and drums with water.
- Stay inside in the identified area (preferably bricked and tiled) with available water and away from windows.
- Once the fire has clearly passed, evacuate the building if safe to do so. Assess and remain in a safe area.
- Contact the DOSCEL Emergency Management Officer on 5622 6603 or 0417 534 695 to report the incident and for further advice and support, as appropriate (including media support).

- Implement procedures to resume school activities, including arranging counselling support.
- Chief Warden to complete Appendix 3 *Evacuation and Incident Report.*

9.2 Offsite Activities

In the event of a bushfire retreat to a safe area such as a river, broad track, rocky or cleared area including already burnt ground if possible. Fire usually travels much faster uphill than downhill. However, it is virtually impossible to outrun a fire whether it is traveling up or downhill.

In case of an approaching or near-by fire:

- Keep calm and reassure the group.
- Drink as much water as possible and carry water.
- Cover as much exposed skin as possible, preferably with woollen and thick clothing (synthetic clothing can melt, whereas natural fibres are more fire resistant.)
- Saturate clothing if possible.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible.
- Decide on the intended route and signals, and ensure all know them.
- Place experienced walkers in the front and rear of the group.
- Conserve as much energy as possible and take rests, if viable.

If trapped by fire:

The heat radiated by fire is intense (320° Celsius compared to flames at 50° Celsius) and can badly burn skin, even some distance from the flames.

- Cover as much exposed skin as possible, preferably with woollen and thick clothing (synthetic clothing can melt, whereas natural fibres are more fire resistant.)
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil.

9.3 Code Red School Closures

Schools that have been identified as being at high fire risk are on the Department of Education and Training's Victoria-wide Bushfire At-Risk Register and will close on days declared *Code Red*.

Schools and services not on the Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency.

Where possible, three days' notice of a planned closure will be provided. However, experience indicates that a *Code Red* fire danger rating day may be forecast at short notice. Parents and guardians should expect that in some instances less than three days' notice may be provided.

Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help families plan for how their children will be cared for when their school is closed.

When a school is closed in response to bushfire risk, no one, including staff, contractors and other users, will be permitted on site.

List of Actual and Potential School Closures

Where possible, information on *Code Red* weather-related closures will be provided up to three days in advance.

View the latest total fire ban and fire danger ratings.

See the Department of Education and Training's list of school and early childhood service closures.

Evacuation Route Map and Alternative Evacuation Route Map

Whilst an Assembly Area is stipulated in the Evacuation Route Map, it may be necessary to utilise an alternative Assembly Area depending on the nature and extent of the emergency. Assembly Area(s) shall, so far as reasonably practicable, be sufficiently distant from the emergency to allow for the protection of the evacuees.
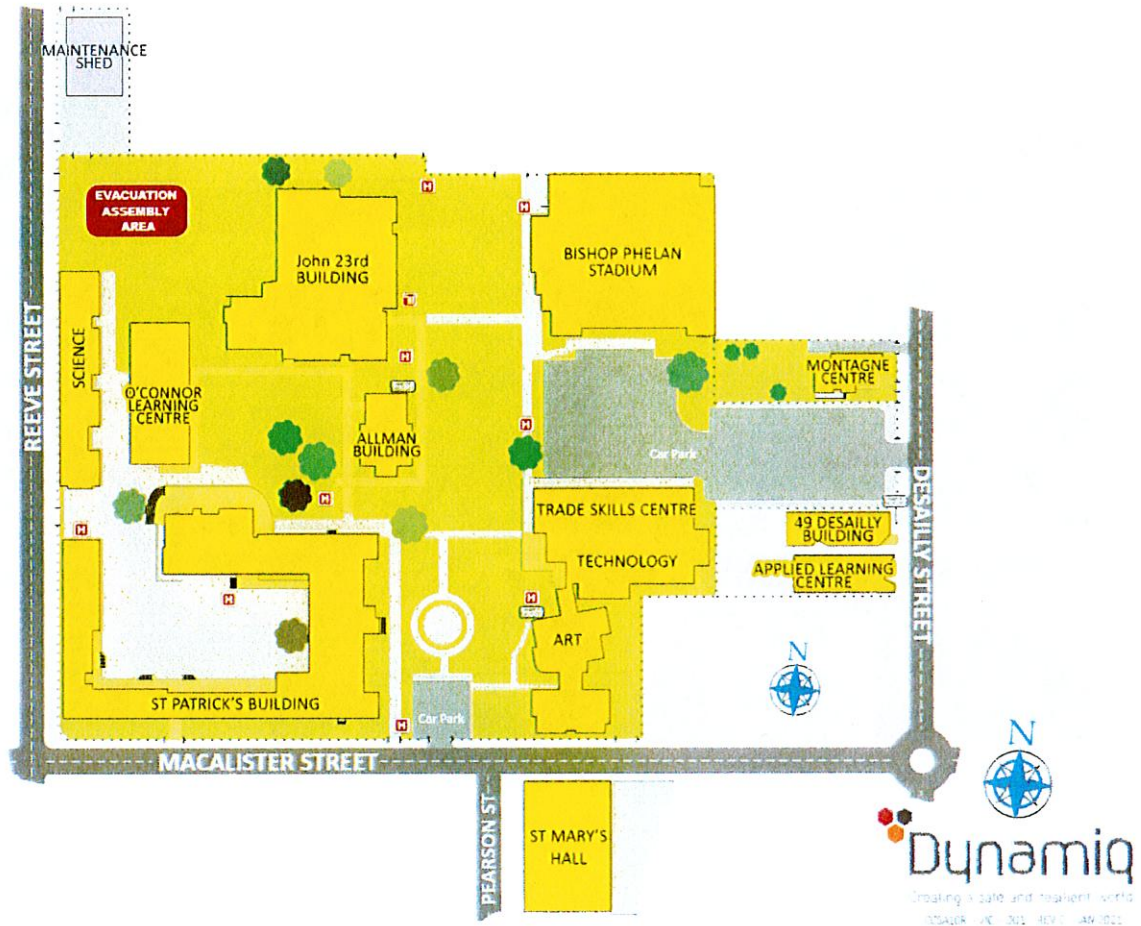
11 Traffic Management Plan

Insert a detailed traffic Management Plan of the school and its surrounding area. Traffic Management should show internal traffic flow.

Depending on the emergency the College would contact local Police, local Council and an external Traffic Management Company.
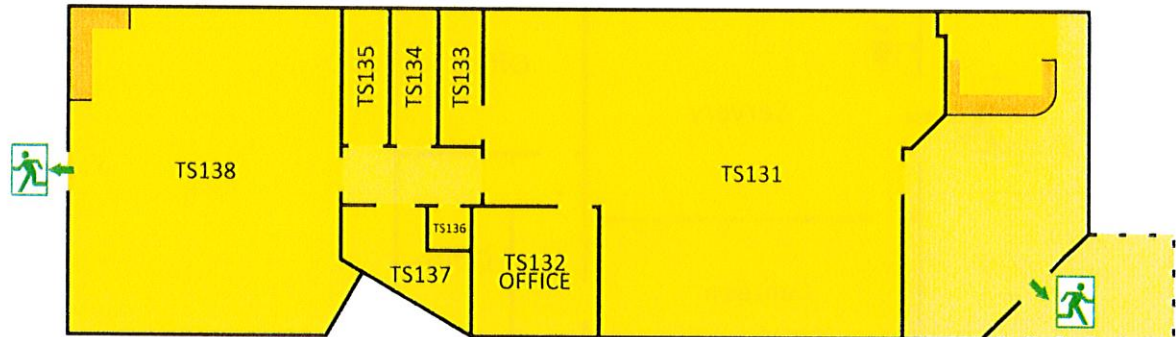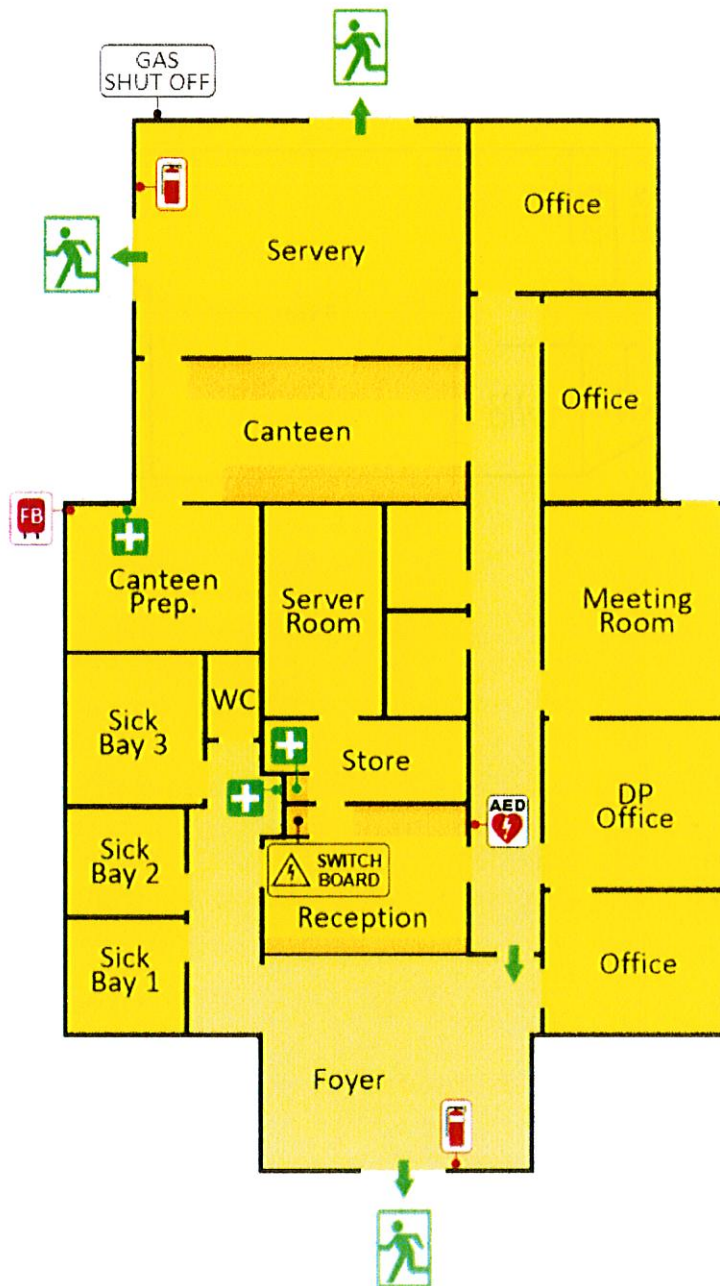
VET/VCAL

TS138

TS135

TS134

TS133

TS131

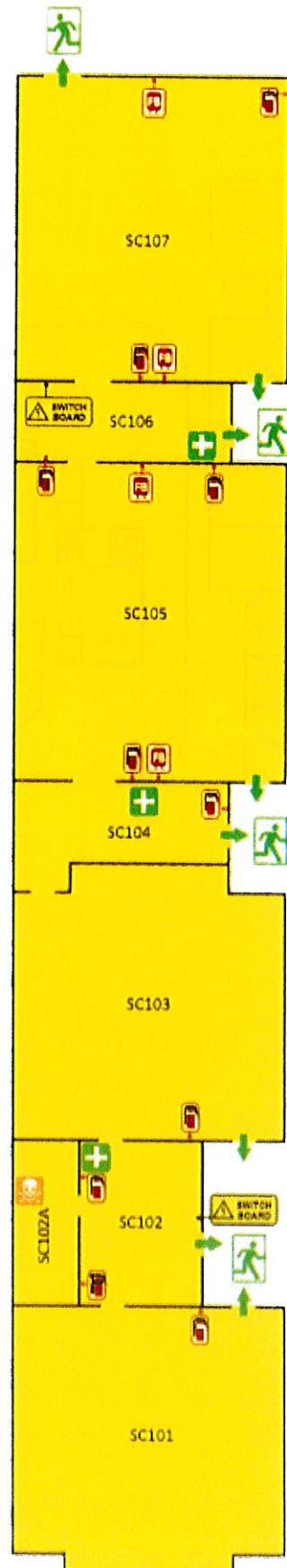TS137

TS136

TS132
OFFICE

Allman Centre

GAS SHUT OFF

Servery

Office

Canteen

Office

Canteen Prep.

Server Room

Meeting Room

Sick Bay 3

WC

Store

DP Office

Sick Bay 2

AED

SWITCH BOARD

Sick Bay 1

Reception

Office

Foyer

FB

Science

John 23rd Building

JT 121

JT 122   **JT 123**

JT 119

JT 120   **JT 125**

JT 118

JT 114   **JT 116**   **JT 126**

JT 115

JT 112   **JT 117**   **JT 127**

JT 111

JT 101

JT 110

CLNR.   **JT 104**   **JT 102**

JT 109   **JT 108**   **JT 107**   **JT 106**   **JT 105**

D   **C**

B   **JT 103**

A

First Floor

JT 205   **JT 206**   **JT 207**

Lift

JT 203   **JT 202**   **JT 201**

N

Dynamiq
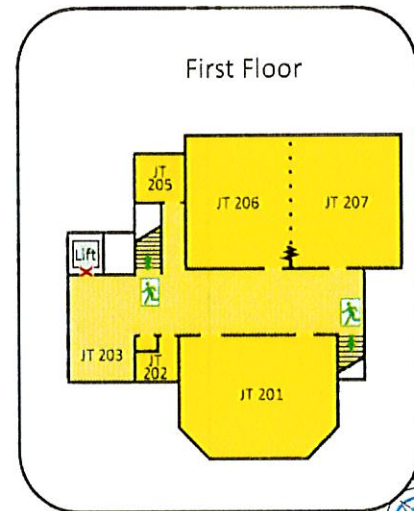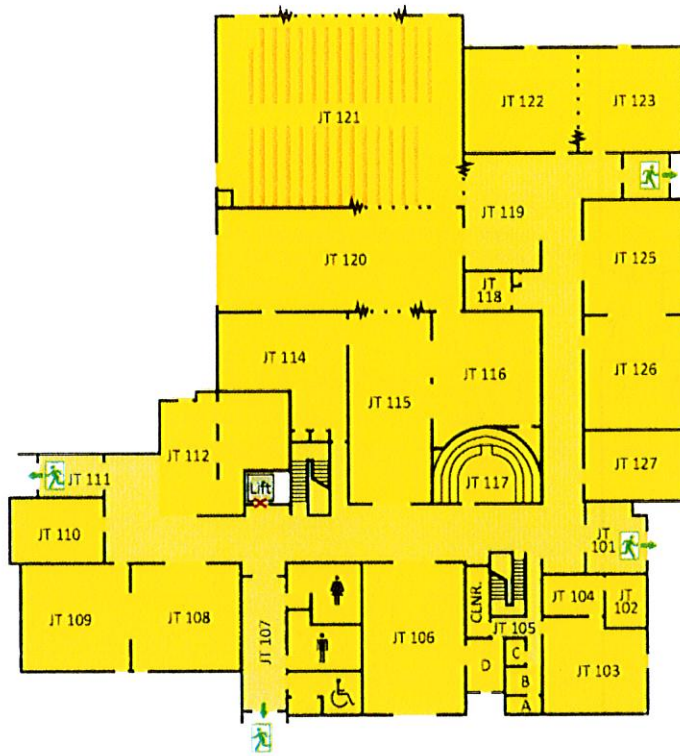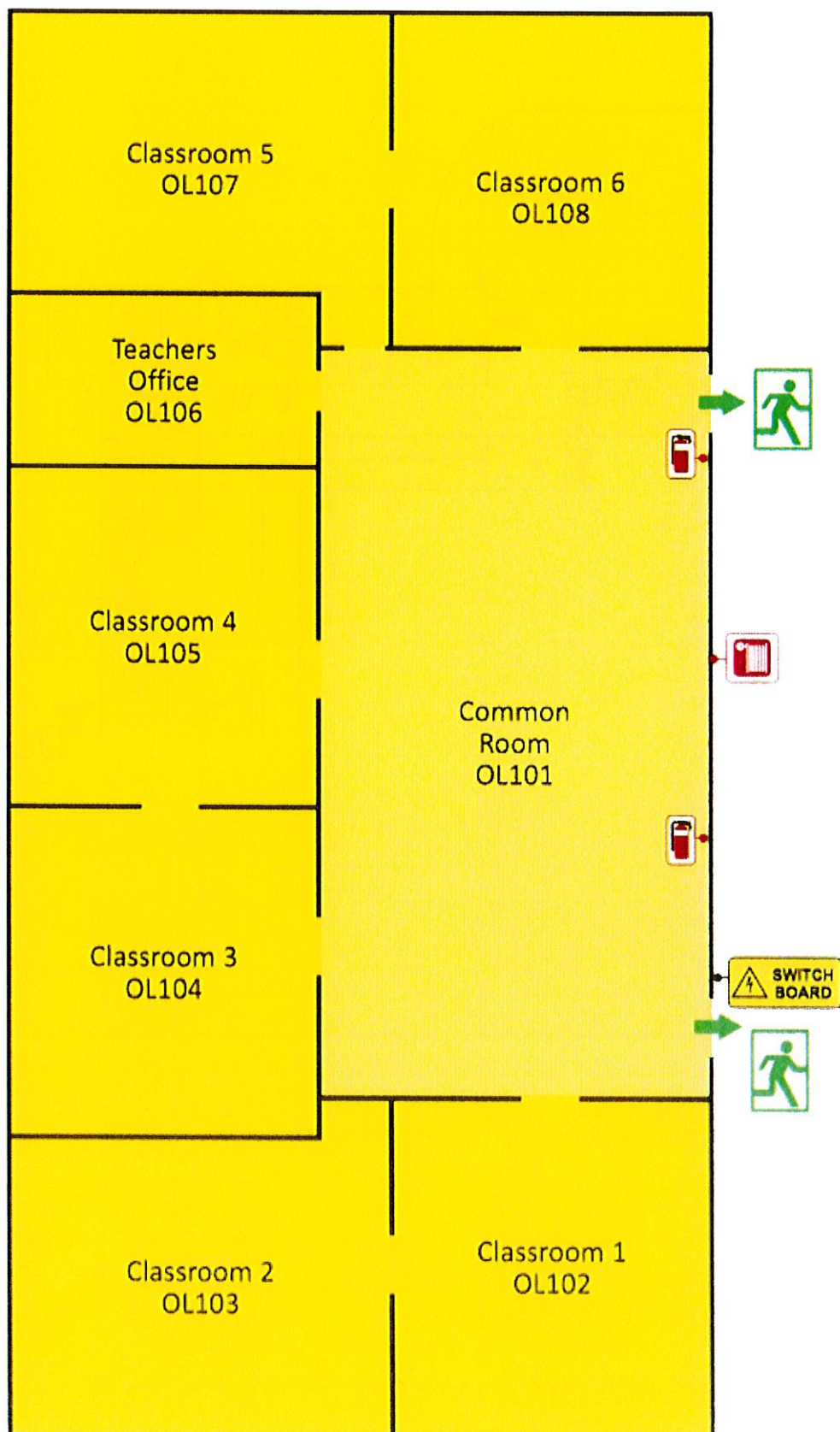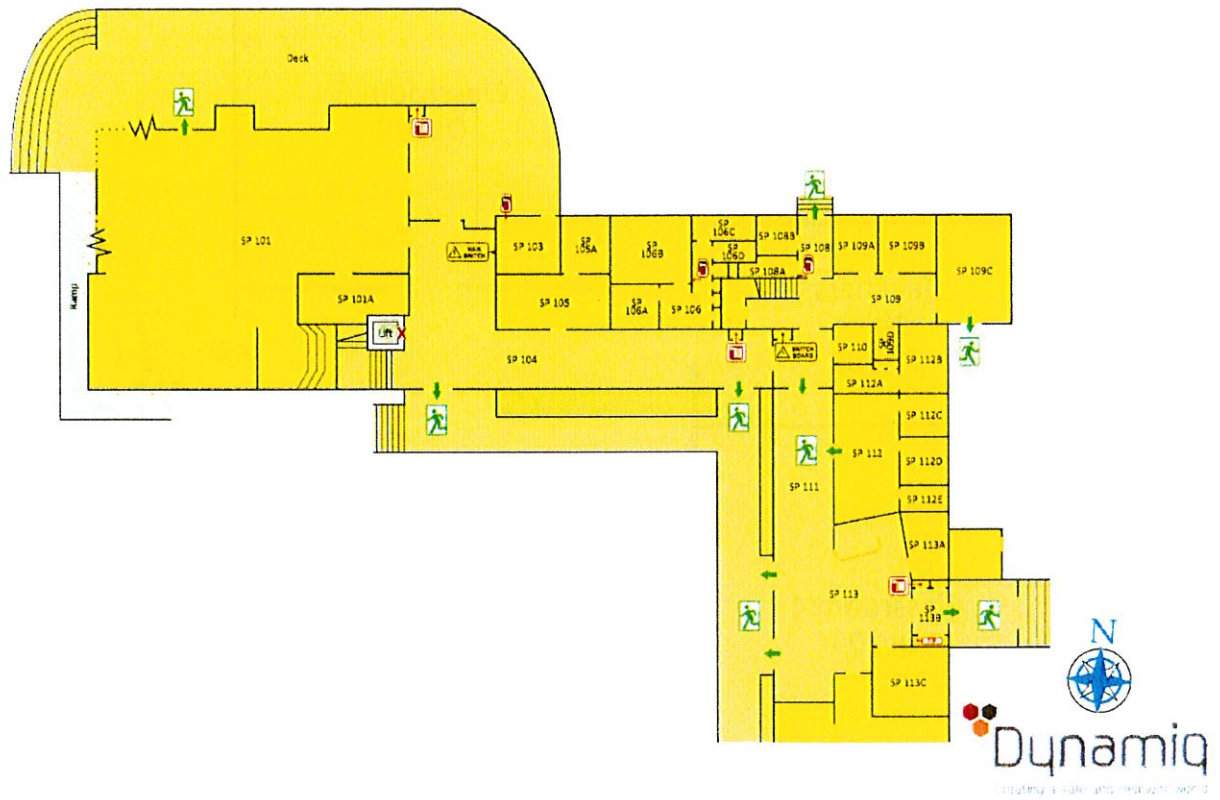
O'Connor Learning Centre

St Patricks Building
Ground Floor

St Patricks Building
Ground Floor

St Patricks Building
First Floor

SP 201D
SP 201E
SP 201G
SP 201C
SP 201F
SP 201B
SP 201
SP 201A
SP 201J
SP 201H
Lift
SP 203
SP 206B
SP 207
SP 207A
SP 208A
SP 206A
SP 206G
SP 208C
SP 208
SP 204
SP 205
SP 209
SP 210
SP 211
SP 212
SP 213
SP 214

SWITCH BOARD

N

Dynamiq
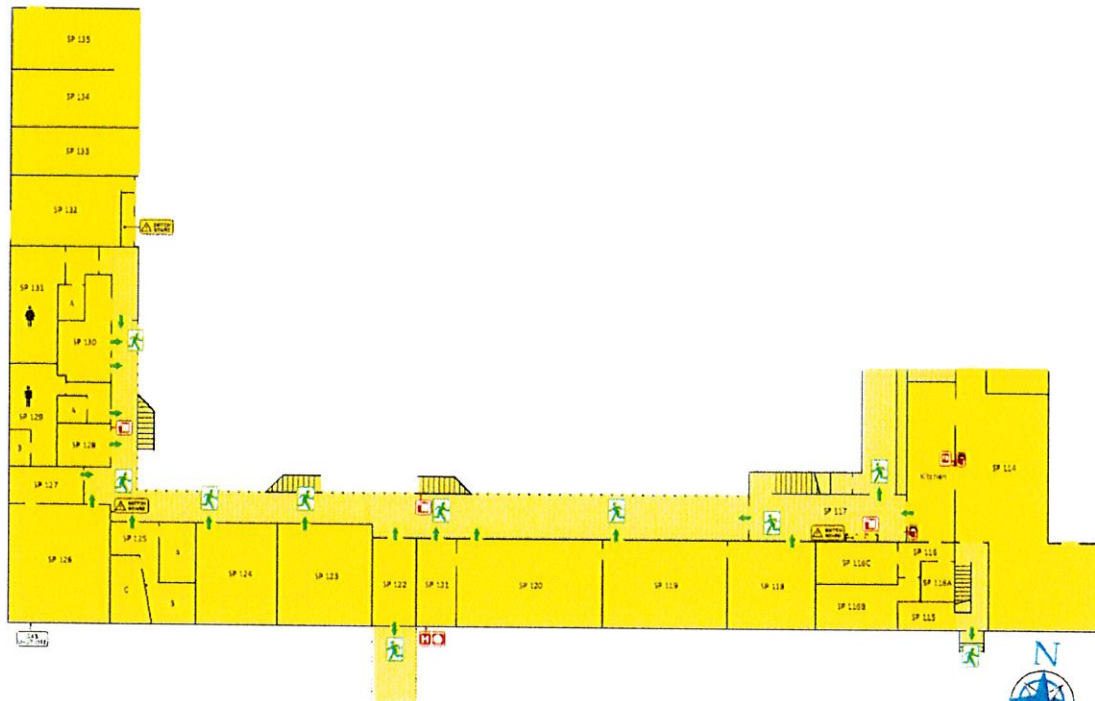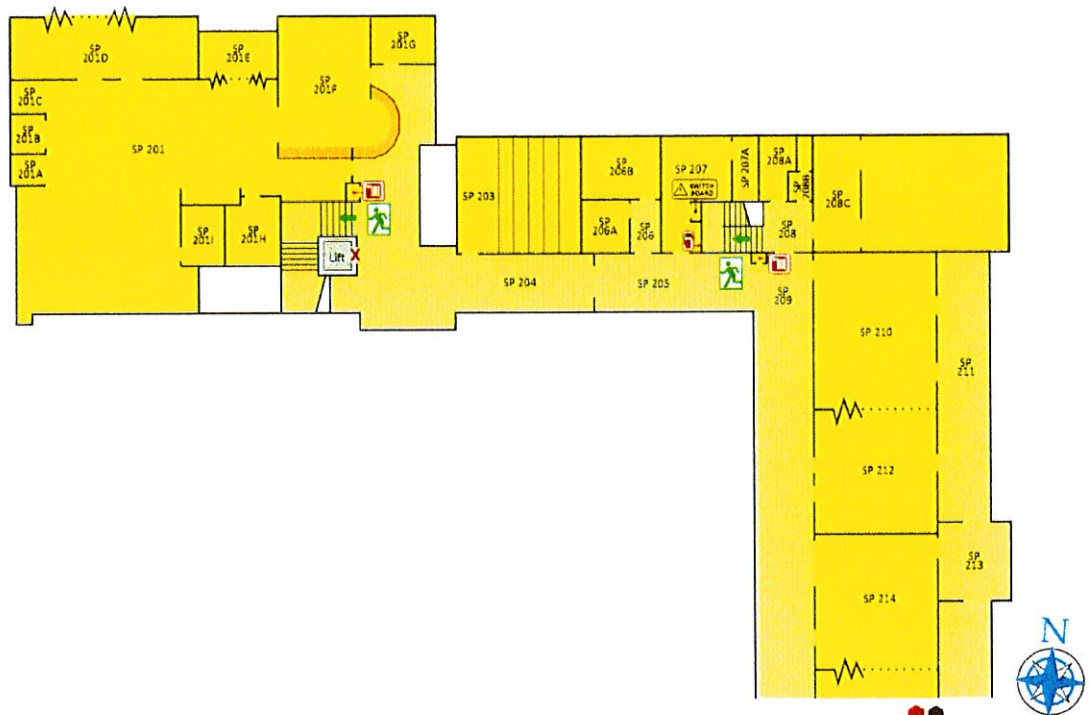
St Patricks Building
First Floor

Montagne Centre

Kitchen

WC

Room 1

Room 2

Open Activity
Space

Workroom
1

Workroom
2

SWITCH
BOARD

Ramp

N

Dynamiq
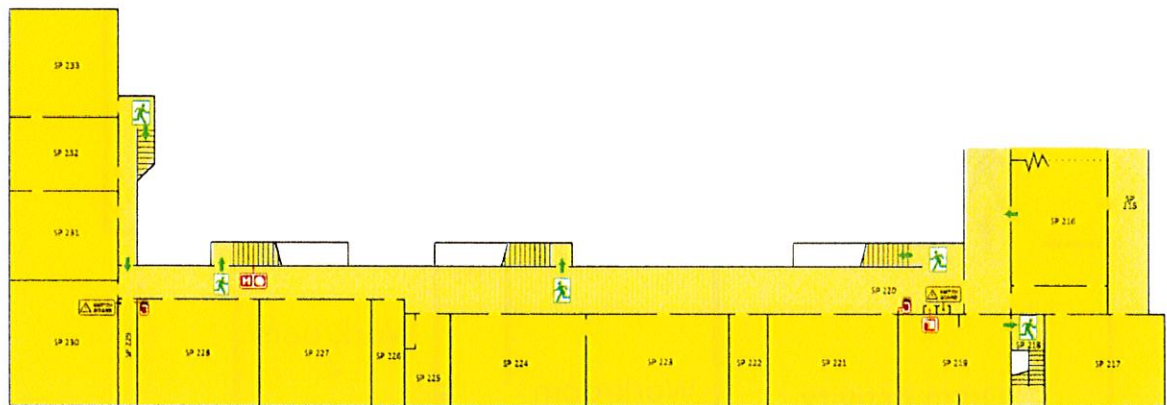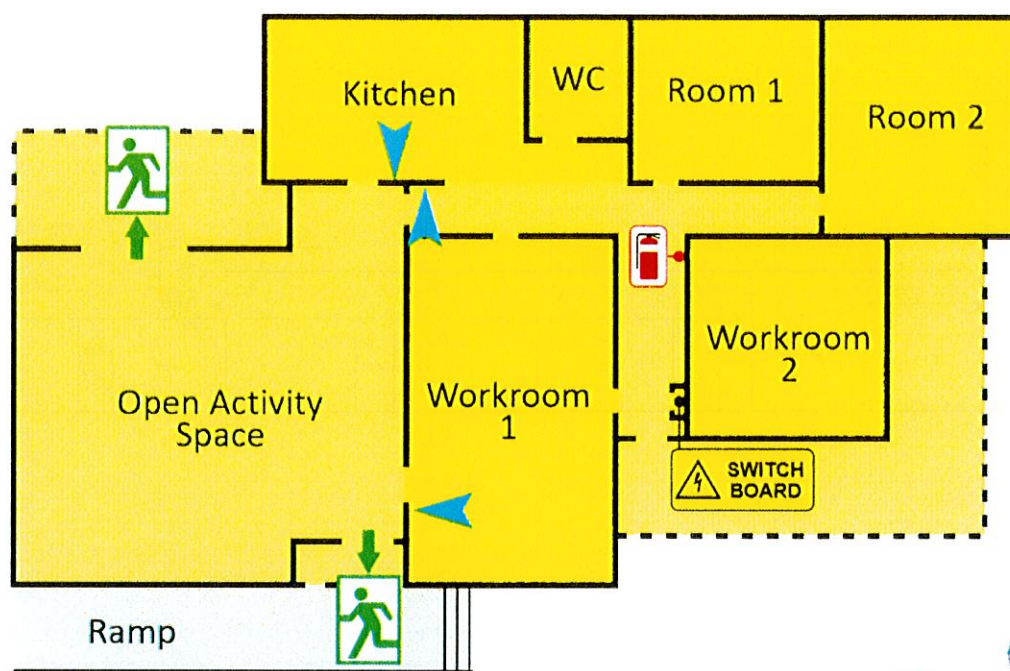
Bishop Phelan Stadium
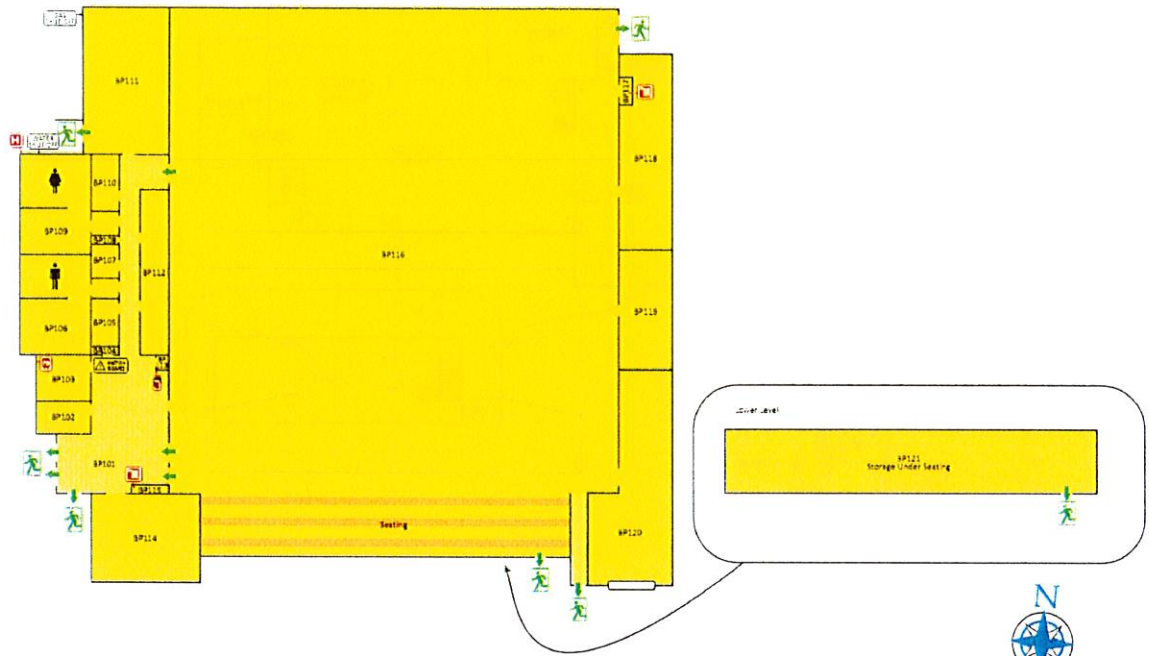
Trade Skills Centre, Art and Technology

St Mary's Hall
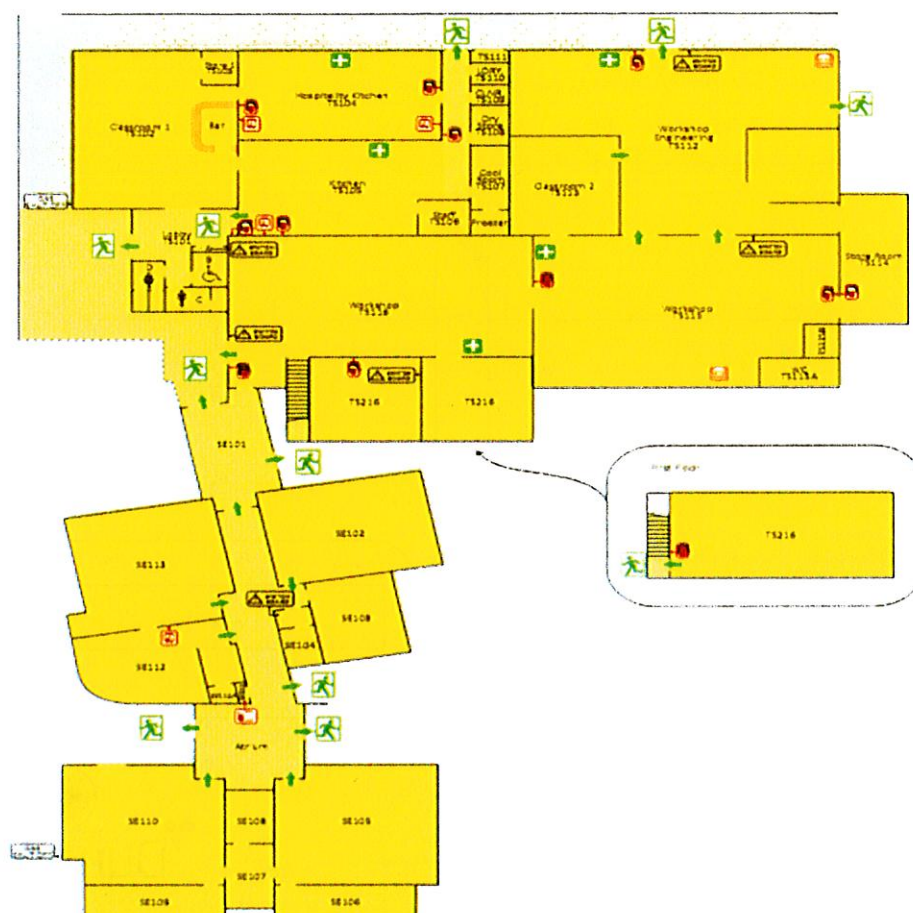
Applied Learning Centre

GAS SHUT OFF

SWITCH BOARD

TS126

TS125

TS124

TS127

TS120

TS122

TS123

TS121

WATER SHUT OFF
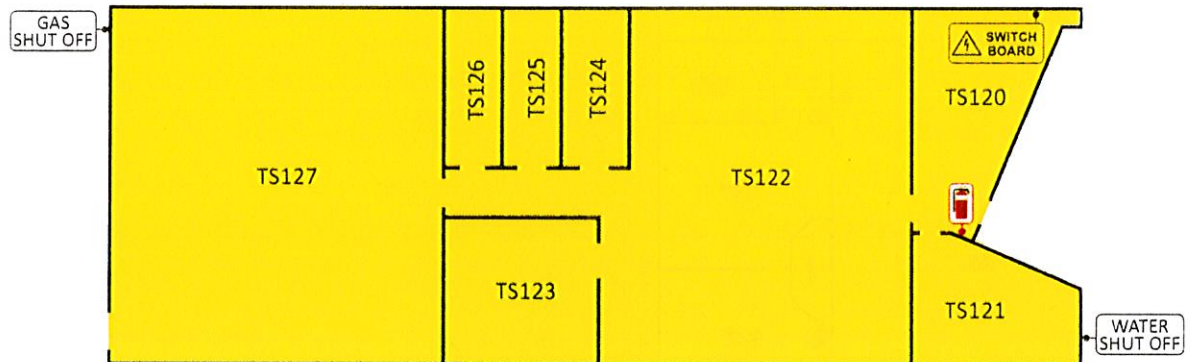
13 Lockdown Response Procedure

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

Lockdown Procedure

When external and immediate danger is identified and it is determined that students, employees and visitors should be secured inside the building for their own safety, the Incident Chief Warden will take charge and activate the Emergency Plan if necessary. Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services is maintained.

Staff Member
- If outside class time:
  - Yard Duty Teachers usher students to their nearest secure building
  Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together Prevent students from peering through windows or doors.
- Give students reassurance and help them remain quiet & calm throughout the incident.
- Wait for further instruction from the Chief Warden
  - All other staff commence the lockdown procedure.
- If during class time.
  - Commence the Lockdown procedure in current classroom.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together. Prevent students from peering through windows or doors.
- Give students reassurance and help them remain quiet & calm throughout the incident.
- Wait for further instruction from the Chief Warden

Chief Warden
- Notify Staff of Lockdown initiation via the PA system or verbally. Utilise code call if appropriate.
- Contact the appropriate Emergency Services
- Secure buildings and prevent movement throughout the site if possible.
- Once the Lockdown is complete, stop the usual school bell from sounding.
- If possible, divert parents and returning groups from the school and advise if
Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency
- Meet and brief the Emergency Services, handover the situation and assist as required
- Notify Catholic Education Victoria.

If possible, make regular contact with Teachers to give and receive updates
When the Emergency Services declare the school safe, give the All Clear

Actions After Lockdown Procedure

- Ensure all employees, students with medical or other needs are supported.
- Determine if there is specific information employees, students and visitors need to know, e.g. alternative evacuation assembly area to be used.
- Undertake operational debrief with employees and Incident Management Team to identify any lockdown and procedural changes that may be required.
- Complete your *Evacuation Incident Report* as per Appendix 3.

14 Lockout Response Procedure

Lockout is a procedure that prevents unauthorised persons form entering the school and is commonly used when the threat is general or the incident is occurring off the school property.

This procedure allows school activities to continue as normal inside school buildings during the outside disruption.

Lockout Procedure

- Call 000 for Emergency Services, and seek and act under the direction of the Emergency Services personnel. Ensure communications with Emergency Services is maintained
- If students are gathered or playing outdoors, bring them in by following school procedure
- Lock all external doors
- Wait for Emergency Services

Actions After Lockout Procedure

- Ensure all employees, students with medical or other needs are supported.
- Determine if there is specific information employees, students and visitors need to know, e.g. alternative evacuation assembly area to be used.
- Undertake operational debrief with employees and Incident Management Team to identify any lockout and procedural changes that may be required.
- Complete your *Evacuation Incident Report* as per Appendix 3.

15 Evacuation Response Procedure

Evacuation may be the appropriate response when it is determined that students, employees and visitors are safer away from the building (more than 150 metres distance) or away from the school grounds. Examples of this type of emergency may include internal fires, chemical spills, bomb threats.

Evacuation Response Steps

- Chief Warden takes charge and allocates duties to wardens.
- Call 000 and inform Emergency Services of the nature of the emergency (e.g. 'there is smoke in the building'). Ensure communications with Emergency Services personnel is maintained.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- If the decision to evacuate is made, use all available employees / volunteers to calmly move / carry / walk students out of the building to the nominated evacuation assembly area.
- Take student attendance lists, employee roster and where applicable, visitor sign-in device / book and emergency / first aid kit and evacuate the building to the assembly area.
- Implement Personal Emergency Evacuation Procedures (PEEPs) for students and employees that require assistance.
- Once at assembly area, check all students, employees and visitors are accounted for.
- Focus on safety and wellbeing of students, employees and visitors.
- Wait for Emergency Services to arrive or for further information.
- Do NOT re-enter the school until given the 'all clear' by the Emergency Services.

Reporting an Emergency

- Notify the School Office immediately about any threat that may constitute an emergency observed by staff or students.
- When an evacuation is necessary, sound the evacuation siren or utilise the PA or loud hailer.

Evacuation – Employees

- If time permits, close windows and doors, turn off all electrical appliances.
- Take student information folder, pen and mobile phone.
- Leave the building and proceed to the emergency area according to the Evacuation Plan Map. Proceed by walking in a QUIET and orderly manner.
- Move away from any danger zones when evacuating. If the designated route moves you closer to the danger zone, then take an alternative route.
- Monitor students for the effects of heat or cold if evacuation is likely to be prolonged.

- Wardens to check designated areas to ensure that all areas are evacuated.
- If classes are with a specialist teacher, e.g. Library, Physical Education (PE), etc., move to the Evacuation Point immediately when the alarm is sounded. The class will evacuate with the specialist teacher. If an event occurs during recess or lunch, employees on yard duty will direct students to assemble at Evacuation Point #1 unless otherwise directed by Incident Controller.
- **Education Support Officers** (ESOs) are to evacuate with the class they are working with unless otherwise directed by Incident Controller.

Assembly Area

Mark the attendance rolls and account for all students and employees. The names of students and employees who are unaccounted for are to be reported immediately to the nominated person who will then report to the Communications Officer.

Ensure students remain together in their class group.

Do Not Leave Students Unsupervised

If instructed by the Incident Controller to complete a task, arrange for alternative supervision first.

Release of Students

Students are not to be dismissed or released to a parent or other adult without the specific authority of the Incident Controller.

Record the name of the student, the adult, destination and time of release if the Incident Controller has authorised the release of students.

Administration Action Procedures

- Sound evacuation siren by pressing the 'Evacuation' button.
- Contact employees via Public Address System (PA) / internal telephone / mobile phone / messenger / loud hailer if the Alternative Evacuation Point is to be used.
- Wardens assume designated roles.
- Contact Emergency Services.

School Specific Evacuation Procedure

Staff
- Turn off any equipment that may become a hazard.
- Direct students to the nearest safe exit.
- Make a final check of the room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area

Wardens
- Report to the Chief Warden for deployment and don Red Helmet.
- Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.
- Anyone refusing to evacuate must be reported to the Chief Warden.
- Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a 'Room Checked' post-it note.
- Once the evacuation and search are complete, report to the Chief Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Chief Warden

Chief Warden
- Collect necessary keys and proceed to the Emergency Warning System / PA Panel in Reception (Emergency Control Point (ECP)).
- Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
- Activate the ECO by directing the Communications Officer to make the 'Evacuate Announcement' over the Emergency Warning System / P.A. system and activating the Evacuate tone.
- Direct the Comms Officer at the ECP to contact the appropriate Emergency Services.
- Issue White Helmet and clipboard and deploy Comms Officer to the Evacuation Assembly Area.
- Issue Red Helmets 'Warden Duty' cards and relevant PEEP's and deploy Wardens using the following three
- stages:
   o Stage 1: Occupants of buildings in immediate danger
   o Stage 2: Occupants of nearby buildings
   o Stage 3: If required complete Site Evacuation
- Use the 'Emergency (Evacuation) Checklist' to log Warden and EAA reports.
- Restrict building access and vehicular movement by placing Wardens at entrances.
- Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- Consider notifying neighbouring facilities about the emergency.
- Brief the Emergency Services, handover the situation and assist as required.
- Notify Catholic Education Victoria.
- Regularly contact the Evacuation Assembly Areas to give and receive information updates.

· When the Emergency Services declare the building safe, give the "All Clear" and control building re-entry and

Actions After Evacuation Procedure

When an evacuation is implemented, all classes are to evacuate to the nominated Evacuation Point #1 unless otherwise advised. Students must be moved away from the danger zone and not towards or through the affected area.

Teachers are responsible for the safety and supervision of their students for the duration of the evacuation. NO TEACHER IS TO LEAVE STUDENTS UNSUPERVISED.

No student is to leave the school or the evacuation area with a parent or other adult unless specific authorisation to do so has been issued by the Incident Controller.

Visitors are to follow the instructions as advised by an employee.

- Take computer back-up disks, print-outs of student records, employee attendance record and class lists.
- Wardens to check designated areas are evacuated.
- Proceed to evacuation assembly area.
- Maintain a record of actions / decisions undertaken and times, as per Appendix 3.

16 Shelter-in-Place
Response Procedure

This protective action refers to both a process and a location. Sheltering in safety may be used when the Chief Warden determines that this action provides the best protection from external hazards, such as a severe weather event or intruder threat. In the case of a bushfire, a Shelter-in-Place location may be considered as an option as a central assembly area prior to evacuation, or as a last resort, when evacuation is no longer possible.

The location in which you Shelter-in-Place, such as during a severe weather event may not be the same location you would use to Shelter-in-Place from a bushfire or grassfire.

If there is a risk of the fire becoming a threat to the safety of the school population, immediate evacuation must be activated. A Shelter-in-Place location is not a bushfire refuge.

Shelter-in-Place Procedure

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services is maintained.
- The Shelter-in-Place location is the Bishop Phelan Stadium.
- Chief Warden activates the Incident Management Team.
- Take the first aid kit.
- Check that all students, employees, visitors, contractors and volunteers are accounted for.
- Wait for Emergency Services to arrive or provide further information.
- Maintain a record of actions / decisions undertaken and times.
- Where appropriate, confirm with Emergency Service personnel that it is safe to return to normal operations.
- Seek advice from DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

Actions after Shelter-in-Place Procedure

- Ensure all employees, students with medical or other needs are supported.
- Determine if there is specific information employees, students and visitors need to know, e.g. alternative evacuation assembly area to be used.
- Undertake operational debrief with employees and Incident Management Team to identify any Shelter-in-Place and procedural changes that may be required.
- Complete your *Evacuation Incident Report* (Appendix 3).

Note: Moving outside the building while Shelter-in-Place has been directed may take occupants from a place of safety to a place of danger

17 Response Procedures for Specific Emergencies

17.1 Building Fire

- Call 000 for Emergency Services, and seek and act under the direction of the Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Activate the fire alarm.
- If appropriate, follow the procedure for on-school evacuation.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the evacuation Assembly Area.
- Check that all areas have been cleared and notify the Chief Warden.

- Check that all students, employees, visitors, contractors and volunteers are accounted for.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

17.2 Bushfire

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- Determine appropriate response strategy (evacuate or Shelter-in-Place) in consultation with Emergency Services, if possible.
- If evacuation is required and time permits before you leave:
    - make sure you close all doors and windows
    - turn off power.
- Check that all students, employees, visitors, contractors and volunteers are accounted for.
- Access the VicEmergency App.
- Listen to TV or local radio on battery-powered sets for bushfire / weather warnings and advice.
- Ensure employees and visitors do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

17.3 Bushfire At-Risk Register Schools

This section is only relevant to schools on the Bushfire At-Risk Register.

Schools on the Bushfire At-Risk Register must complete a number of additional VRQA requirements. These are listed below.

Please note that the VRQA requires documented evidence of completion.

Bushfire At-Risk Register Schools Checklist	Completed
Ensure that staff (including relief staff) and parents have current information regarding the school's bushfire preparedness policy and procedures.	☐
Ensure staff with specific roles and responsibilities are trained in preparing for, monitoring and executing emergency bushfire procedures, including the effective operation of relevant emergency equipment.	☐
Practise relocation procedures and drills at least once per term during the October to March bushfire season.	☐
Maintain a register of bushfire emergency equipment in good condition. The equipment should be checked and the register updated at least once per school term during the October to March bushfire season. Equipment may include: fire hydrants, hose reels and extinguishers; sprinkler systems; alarms; first aid materials and medical equipment; fire blankets; communication systems.	☐

Maintain notices of bushfire evacuation procedures and locate them appropriately around the school. ☐

Maintain bushfire emergency contact numbers and locate them appropriately around the school. ☐

Consult local agencies where relevant (the CFA, Fire Rescue Victoria (FRV), local Council) on your bushfire preparedness and compliance with local bushfire regulation of buildings, schools and grounds. ☐

Identifying the most appropriate building on site in which to shelter-in-place as a last resort. Note all buildings constructed after 2009 will have a BAL (Bushfire Attack Level) rating which may assist schools identifying the most appropriate building or site. ☐

17.4 Grassfires

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- Determine appropriate response strategy (evacuate or Shelter-in-Place) in consultation with Emergency Services, if possible.
- If it is safe to do so and time permits:
    - close all doors and windows
    - turn off LPG cylinders
    - turn off power.
- Check that all students, employees, visitors, contractors and volunteers are accounted for.
- Access the VicEmergency App.
- Listen to local radio on battery-powered sets for grassfire / weather warnings and advice.
- Ensure employees and visitors do not hinder Emergency Services or put themselves at risk by going near damaged areas, buildings or trees.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

17.5 Prepare Gas Cylinders for Bushfire

- Turn LPG cylinders off (clockwise) at the valve on top of the cylinder.
- Leave LPG cylinders where they are installed.
- LPG cylinders should be in an upright position – never lie them down.
- Ensure LPG cylinders cannot fall over – secure to a solid structure and sit on a solid base.
- Remove LPG cylinders attached to wooden framed barbecues and place on a solid base.
- Face LPG cylinder safety valves away from combustible building materials to reduce damage caused by over-pressurised cylinders venting at the building.
- Remove gas bottles or cylinders stored indoors, in storage sheds or underneath the property away from school buildings.

17.6 Major External Emissions / Spills (includes Gas Leaks)

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- If safe to do so, evacuate students, employees, visitors, contractors and volunteers to the evacuation assembly area.
- Check all students, employees, visitors, contractors and volunteers are accounted for.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- Await 'all clear' advice from Emergency Services or further advice before resuming normal school activities.

17.7 Intruder

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the emergency immediately to the Chief Warden.
- Do not say anything to the person that may encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether evacuation, lockdown or Shelter-in-Place is required. Do this in consultation with the police where possible.
- Evacuation should only be considered if safe to do so.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

17.8 Bomb / Substance Threat

These guidelines are a composite of procedures and recommendations derived from the experiences of national and international police, security and law enforcement agencies. There is no conclusive solution for bomb threats: all differ in circumstance, location, motive, time of day etc. With logic, realistic and probing threat assessment, and a properly installed and rehearsed procedure, the perceived level of risk can be adjudged and actions taken in response.

Assessment of Threat

Collate all available information and categorise threat as either specific or non-specific. This assists in deciding what further actions have to be taken.

- Specific

    It is the least common but may be the most credible.

    The caller provides detail that may describe the device, its placement, the reason, its time of activation, etc.

- Non-Specific

  Little detail provided before the call is terminated.

Do not discount either threat. An assessment team now has to make decisions. When a bomb threat is received, the Principal and/or Chief Warden should be notified as soon as possible.

The following four options are available:

1. Take no further action but inform Victoria Police.
2. Search without evacuation (if an item is identified as suspect during the search then evacuation should be considered).
3. Evacuate and search.
4. Evacuate (without search).

If the significance of the response increases from one (take no action) to four (being *Evacuate (without search))*, the appropriate response will depend on the level of the perceived risk.

Consider the following issues when determining the perceived risk:

- The nature or type of caller:
    - Was there any site-specific knowledge demonstrated by the caller?
    - Was it seemingly premeditated by the caller? (i.e. scripted threat, or recorded voice) This may increase the level of perceived risk.
    - Was it a child's voice or were there people giggling in the background?
    - If there are factors that suggest the call is less genuine, this will lessen the perceived risk.

- The frequency of the threats being received. If threats are received on a more frequent basis, the level of perceived risk will be reduced.

- Timing of the threat:
    - If the threat is received during school holidays or April Fool's day, the perceived risk will be less.
    - If the threat is received during periods of increased activity within the school, the perceived risk may be elevated.

- Is it possible that the call is a *Copycat* call? If there have been recent media reports, this may lead to an increase in frequency of false threats and hence would reduce the perceived risk.

- Will immediate evacuation of the building expose students and employees to greater danger? If you believe the location of the bomb / threat is in building vicinity, students and employees may be safer remaining in the building.

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

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- Call 000 for Emergency Services, and seek and act under the direction of the Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the threat to the Chief Warden who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

Evacuation

- Evacuate the school and:
    - ensure employees are not directed past the object
    - check that all employees, students, visitors, contractors and volunteers are accounted for.
- Restrict all access to the school and ensure there are no barriers inhibiting access by police.

Communication

- Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
- Contact the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695 when evacuation is complete and it is safe to do so.
- Await 'all clear' advice from police before returning to school buildings to resume normal school activities.

If a bomb / substance threat is received by telephone:

- DO NOT HANG UP.
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a colleague to (this can be done via email, instant messenger, written on a large piece of paper):
    - call 000 for police on a separate phone
    - notify the Chief Warden.
- If possible, fill out the *Bomb Threat, Threatening Telephone Call Checklist* (see Appendix 4) while you are on the phone to the caller, (a copy should be printed and kept next to all desk phones).
- Listen carefully for a full description and take note of:
    - gender of caller
    - age of caller
    - accents or speech impediments
    - background noises

- words / voices of people in the background (gender, age, accents, speech impediments)
- key phrases used and whether the threat is automated / robotic / taped / recorded.

- Ask the caller:
  - Where exactly is the bomb / substance located?
  - What time will the bomb explode / the substance be released?
  - What will make the bomb explode / how will the substance be released?
  - What does the bomb look like?
  - What kind of device / substance is it?
  - Who put the bomb / substance there? Why was it put there?
  - What kind of substance is it (gas, powder, liquid)? How much is there?
  - Where are you? Where do you live?
  - What is your name?
  - What are your contact details?

Once a call is finished:

- **DO NOT HANG UP** – it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.

Immediately:

- Inform the Chief Warden if this has not yet been done
- Call 000 to report threat to police if this has not yet been done. Use a different telephone line or mobile phone. Ensure communications with Emergency Services are maintained.
- Clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and response procedure.

Ensure all of the caller's information has been written down and provided to police on arrival.

If a bomb / substance threat is received by letter:

- Place the letter in a clear bag or sleeve and store in a secure place.
- Avoid any further handling of the letter or envelope.
- Advise DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.

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

- DO NOT DELETE THE MESSAGE.
- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Notify DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.

- Implement evacuation response procedure as indicated in section 13.

If you are at the school at the time of an explosion:

- Direct students, employees, visitors, contractors and volunteers to shelter under sturdy tables or desks if objects are falling.
- Implement evacuation and communication procedures. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area.
- Be aware of weakened floors and stairways and watch for falling debris.

Once out of the affected building:

- Move students, employees, visitors, contractors and volunteers away from windows and glass doors or other potentially hazardous areas.
- Use caution to avoid debris that could be hot or sharp.
- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Be aware of any potential secondary explosions.
- Limit use of phones as communications systems may become congested.

EMERGENCY OPTIONS
BOMB THREAT STRATEGY

Bomb Threat Received

↓

Notify Principal & Chief Warden

↓

Analyse

↓

OPTIONS

1. TAKE NO FURTHER ACTION	2. SEARCH WITHOUT EVACUATION	3. SEARCH AND EVACUATE	4. IMMEDIATE EVACUATION

* Decisions to be made by Principal or Chief Warden

Ring Police
Dial: 000

P | **Police**

Wardens Search emergency exits

Remember: you are looking for something that does not belong – it is a visual search only

If you find something suspicious

DO NOT move or touch it

↓

Evacuate the area

↓

Notify the Chief Warden

↓

Wardens search assembly area

↓

Take personal items

↓

Use lifts only if instructed

↓

Go to Assembly Area until the 'all clear' has been given by emergency services

Evacuation ordered

If you do not find something suspicious

Principal and Chief Warden make decision

↓

OPTIONS

↓

No evacuation required

↓

Resume duties

SEARCH AREAS TO BE COVERED BY WARDENS:
1. Exits   2. All common areas   3. Reception area   4. Hose reel cabinets   6 Outside areas

17.9 Health Effects of Bushfire Smoke

- Bushfire smoke can reduce air quality in rural and urban areas, and may affect people's health.

- Signs of smoke irritation can include itchy eyes, sore throat, runny nose, coughing and wheezing.

- Children, the elderly and people with pre-existing illnesses such as heart or lung conditions (including asthma) are more sensitive to the effects of breathing in fine particles. Symptoms may worsen and include wheezing, chest tightness and difficulty breathing.

- It is very important that employees and students with pre-existing health conditions take their medication, follow their treatment plan and seek immediate medical advice if symptoms persist.

Actions required

- Employees who experience difficulty breathing or chest pain should arrange for appropriate medical assistance.

- Employees to monitor students for signs of breathing difficulties and arrange for appropriate medical assistance.

- Principal and school leaders should ensure that employees and students follow their personal asthma plan.

- Other actions that can assist include:
    - close all windows and doors
    - block gaps under doors
    - ensure all air conditioners are switched to 'recycle' or 'recirculate' to reduce smoke coming inside
    - limit outdoor activities as appropriate.

17.10   Planned Power Outages

In the event of planned power outages, it is recommended that Principals contact the CEO Sale in accordance with DOSCEL Delegation of Powers, Functions and Duties for Schools. If the school will be closed, parents must be informed and students remain at home for the day of the planned power outage.

If it is not possible for students to remain at home and parents need to send their children to school, a safe and suitable learning program should be provided by the school for students who need to attend school. Employees will be expected to attend work for the day.

It would be helpful for planning and staffing purposes to distribute a form to parents asking parents to indicate whether they need to send their child / children to school on the day of the planned power outage.

Employees may also undertake other duties, including preparation, planning and collaboration that does not require electricity. Alternatively, Principals may allow employees to work from another location on that day (i.e. staff can work from home undertaking planning, preparation and student assessments etc.), provided that suitable supervision can be provided to students who will attend school.

Procedure

Preparing for power outages should include the following:

- Notify the Deputy Director, Catholic Identity, Leadership, Learning and Teaching as per DOSCEL Delegation of Powers, Functions, and Duties for Schools.
- Delegation reference - Operations (OPS) 3.0 for all School Closure Days from primary and secondary schools.
- Notify all employees, visitors, contractors and volunteers who are scheduled to attend the school on the day.
- Parents should be notified and a form distributed to indicate whether they need to send their child / children to school on the day of the planned power outage.
- Cancel incursions that may have been arranged and consider the cancellation of excursions if appropriate.
- Keep a list of emergency contact numbers in a location that is accessible to all employees.
- Review the current Emergency Management Plan.
- Ensure all mobile phones are fully charged and, where possible, have a portable charger on hand.
- Ensure a first aid risk assessment is used to determine:
    - the number of first aid officers needed
    - the size and location of the school
    - availability of Emergency Services and medical facilities
    - employees or students with specific medical conditions who will be in attendance.
- All medical management plans are available.
- Any medications are stored correctly and easily accessible.
- Turn off light switches.
- Turn off and unplug all electrical appliances at the power points to help prevent damage in the event of a power surge.
- Try to keep food cold. Move food from the refrigerator to the freezer and only open the refrigerator / freezer when absolutely necessary.
- Cold food remains safe to eat while it is still cool to touch (less than 5ºC) and for up to four hours after this. It should then be either cooked and eaten, or thrown away.
- Choose a location within the school that has a fresh airflow and natural light.
- Where possible, keep all students within the same area.

17.11   Burglary

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services is maintained.
- If you hear noises inside, DO NOT enter. Leave the premises quietly.
- Call the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- Do not enter the school until police give the all clear.
- Take note of any stolen or damaged property.
- Supply video surveillance to police.
- Contact your Regional Facilities Officer to assist in securing the premises.
- Review security procedures.

17.12   Offsite Emergency

Offsite activities include excursions, camps, tours and attendance at sporting fixtures. All employees and, where appropriate, students need to be familiar with the procedures for dealing with an emergency at the particular offsite activities they attend.

- An Offsite Activity Planning Checklist and Risk Register is completed and Principal and/or DOSCEL approval gained for every offsite activity.
- The teacher in charge has obtained and evaluated a copy of the EMP for the venue(s).
- Upon arrival at an offsite activity, emergency procedures including an evacuation drill and safety instructions are explained to students and supervising employees.
- A contingency plan is in place that documents the arrangements to cancel, relocate, recall or otherwise change the offsite activity should the activity be affected by extreme weather (specifically bushfires during the bushfire season). VRQA requires schools to include in their EMP offsite activity planning and approval policies and procedures that consider the risk of bushfire (or any other extreme weather) in the activity location.
- On days of extreme fire danger, Principals may need to cancel offsite activities at short notice. Where offsite activities are not cancelled, special fire safety precautions may be required.
- When the offsite activity is interstate or overseas, the teacher in charge of the offsite activity has filled in the Emergency and Critical Incident Support Information form and will keep a copy of it during the offsite activity.
- All offsite activities are entered into the Student Activity Locator.

School Bus Accident / Vehicle Incident

Teachers in charge of offsite activities prepare permission slips with student emergency contact information. One copy of the permission slip, including emergency numbers for all students who will be taking the bus, should remain at the school and a second copy should accompany the teacher on the trip.

Where permission is granted, using an electronic app, the teacher in charge ensures that the emergency contact information is accessible when offline and that the school can access the emergency contact information.

Control measures are in place to make contact with student and staff emergency contacts in the event of a bus or vehicle accident or incident.

The teacher in charge and all relevant employees and/or volunteers are familiar with the bus company risk registers and emergency evacuation plans.

17.13   Severe Storms, Flooding and Earthquakes

Severe storms can be categorised into heavy rain (causing flash flooding), hail, lightning and thunder, tornadoes, extreme wind gusts, and land gales.

On notification of impending severe weather event:
- Secure all loose items.
- Close all windows, curtains, blinds and external doors.
- Move computers and valuables away from windows or items that may fall.
- Turn off electrical appliances. Lightning strikes may cause power failure, which will affect services such as lighting, heating or air conditioning, ventilation and building fire systems.
- Seek shelter under tables or desks and away from items such as bookcases and other furniture that may fall or slide.
- Refrain from using the telephone immediately unless for serious injury.
- Restrict the use of vehicles and use only where necessary.

17.14   Medical Emergency

The possibility of a medical emergency has to be considered during the course of a normal working day. Although not directly related to the operation of the building, employees must be prepared to take appropriate steps to assist the ill or injured.

If any person is made aware of a medical emergency, they should dial 000 and advise the ambulance service of details of the injured person:

School Name:	Catholic College Sale
School Address:	51-53 Desailly Street Sale
Nearest cross street:	Macalister Street
Type of emergency:	Ambulance, Fire, Police

17.15   First Aid

If possible, there should be qualified persons (with recognised first aid qualifications) available in the event of an emergency. Whenever possible, arrangements should be made between First Aid Officers to ensure that they are not absent from school at the same time.

Responsibilities prior to an emergency include:

- Ensuring a first aid kit is fully maintained and accessible at all times.
- Maintaining first aid qualifications.
- Attending training and emergency exercises, as required.

Responsibilities during an emergency include:

- Raising the alarm if an emergency situation is encountered.
- Rendering assistance / treatment to any persons prior to, or during, evacuation, if safe to do so.
- Transporting a first aid kit to the Assembly Area during an evacuation.
- Setting up a First Aid Post at the Assembly Area.
- Rendering first aid treatment to any casualties.
- Ensuring that the Wardens or Chief Warden are aware of any injuries requiring treatment.
- Alerting the ambulance service if persons require medical aid or transport to hospital.
- Prioritising of patient assistance / care (triage).
- Maintain patient confidentiality regarding treatment or medical condition(s).

17.16   Siege or Hostage

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Do not provoke assailants.
- If one room is being used to hold hostages or is in a siege situation, evacuate other buildings and move to the designated Evacuation Point.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- Record the following information:
    - occurrence and sequence of events
    - number of hostages (including names, colouring, height etc.)
    - number of assailants (including colouring, height, weapons, etc.)
    - description of getaway vehicle and route taken (if applicable).
- While waiting for police, compile a list of events, descriptions, etc. to assist in rapid apprehension.

17.17   Pandemic and Communicable Diseases

- Implement a school-wide approach to personal hygiene ensuring students and employees:
    - cover their nose and mouth with a tissue when they cough or sneeze
    - wash their hands regularly.

- Send unwell students, employees, visitors, contractors and volunteers home as soon as possible.

- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695 in accordance with *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA) as varied or altered from time to time, if any instance of:
    - Chicken pox
    - Glandular fever
    - Measles
    - Rheumatic fever
    - Whooping cough
    - German measles
    - Hepatitis
    - Mumps
    - Scarlet fever
    - Any other prescribed infectious disease, such as coronavirus (COVID-19), other than poliomyelitis, pulmonary tuberculosis or infectious hepatitis.

- Schools are required to notify the Department of Health and Human Services (DHHS) immediately if a child is suspected of having coronavirus (COVID-19). Notification is through:
    - the Coronavirus hotline 1800 675 398 (24 hours, 7 days).

- Ensure students and employees understand the signs of flu, i.e. sudden onset of fever, cough, extreme tiredness and body aches. Other common signs are headaches and a sore throat.

- Ensure students, employees, visitors, contractors and volunteers stay at home if they have flu-like symptoms.

17.18   Gas Leak Explosion and/or Fire

- Chief Warden takes charge and allocates duties to Wardens.

- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.

- Seek advice from the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

- If the decision to evacuate is made, use all available employees / volunteers to calmly move / carry / walk the students out of the building to the nominated evacuation assembly area.

- Take the student attendance list, employee roster and emergency / first aid kit and evacuate the building to the assembly area.

- Implement Personal Emergency Evacuation Procedures (PEEPs) for students and employees that require assistance.

- Once at assembly area, check all students, employees, visitors, contractors and volunteers are accounted for.

- Focus on safety and wellbeing of students, employees, visitors, contractors and volunteers.
- Wait for Emergency Services to arrive.
- DO NOT re-enter the school until given the 'all clear' by Emergency Services.

17.19　Extreme Heat

- Modify or postpone school activities during periods of extreme heat (e.g. if possible move outdoor activities to indoor / air-conditioned gyms or halls).
- Minimise extended exposure of employees whilst undertaking outdoor activities such as yard duty, bus duty and maintenance works etc.
- Ensure employees and students (particularly students with special needs) are appropriately supervised, including monitoring their hydration.
- Ensure school lunch boxes are stored in cool areas.
- Undertake normal first aid procedures in the event of a student or employee becoming ill or distressed due to the heat.
- Ensure that equipment such as air conditioners, fans, sun shades, etc. remain operational and are in good condition.
- Complete a risk assessment on any work or activities that may take place during periods of extreme heat.

17.20　Loss of Essential Services, Electricity, Water or Communications

Notify the Deputy Director, Catholic Identity, Leadership, Learning and Teaching in accordance with DOSCEL Delegation of Powers, Functions, and Duties for Schools.

17.21　Major Accident on Main Road

- Chief Warden takes charge and allocates duties to Wardens.
- Call 000 for Emergency Services, and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Seek advice from the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- Lockdown may be the appropriate response if the Chief Warden or Emergency Services have identified an external and immediate danger, and determined that it is safer for students, employees, visitors, contractors and volunteers to remain inside or assemble in an indoors communal area, such as the hall.

17.22　Snakes

If a snake is seen or reported on or near any locations within the school:
- Note the location of the snake and ensure that this area is isolated until the snake is removed.

- Remove all students, employees, visitors, contractors and volunteers from the immediate area or evacuate the room until the snake is removed.
- DO NOT approach, attack or otherwise provoke the snake.
- Contact a local snake catcher or Department of Environment, Land, Water and Planning on 136 186 to find out the names of the nearest licensed snake catchers.

18 Emergency Response and Drills Schedule

Emergency response drills[2] provide the opportunity for the school to ensure the procedures that are in place are practical and that employees with responsibilities during an emergency have the knowledge to carry out their role.

- Drills should be appropriate to the school's specific hazards identified in the risk assessment.
- Identify simple objectives and outcomes for each drill. The outcomes can be recorded in Appendix 3.

Title of Training	Date	Location
Warden & Staff Awareness Training	2017	Catholic College Sale
Conducted 1 drill per term (alternating lockdown and evacuation)	2018	Catholic College Sale
Conducted 1 drill per term (alternating lockdown and evacuation)	2019	Catholic College Sale
Evacuation of Allman House from Science Building	17.02.2020	Catholic College Sale
Evacuation of O'Connor and John 23rd Building	26.08.2020	Catholic College Sale
Emergency Management Training and drill booked for 2021	16.02.2021	Catholic College Sale

19 Emergency Kit Checklist

Keep the Emergency Kit in a designated, easily accessible place. The Warden in the IMT is responsible for making sure the contents are complete and regularly reviewed. If attendance rolls are kept electronically, ensure there is an updated printout available as electronic information may not be accessible in the event of an emergency. The Emergency Kit Checklist should be completed annually.

Is there?	Yes / No
Up-to-date student with special needs list	Yes
Up-to-date employee with special needs list (available from administration)	Yes
Critical call matrix	Yes
List of employees with emergency management or training skills	Yes
Traffic safety vest	Yes
Keys	Yes
Standard portable first aid kit	Yes
Special medications, e.g. asthma inhalers, EpiPens	Yes
Charged mobile phone and charger	Yes
Torch with replacement batteries (or wind up torch)	Yes
Megaphone	Yes
Copy of school plan and evacuation routes	Yes
Other (please specify):	N/A

20 School Communication Tree

```
                    Diocese of Sale
                    Catholic Education
                    Limited
                          |
MSA --- Principal ------- Business Manager
        Chris Randell           |
            |          +---------+---------+
            |          |         |         |
    Deputy Principal   Property  Administration  ICT Manager
    Tim Morrison       Manager   Manager         Hans Gierens
            |          Steve Dugan Jayne Holland      |
    Wellbeing Staff &      |         |            ICT Staff
    House Leaders      Maintenance  Admin/Support
            |          Staff        Staff
    Assistant Principal
    Cindy Foat
            |
    Curriculum Leaders
            |
    Teaching Staff
```

Appendix 1: Emergency Management Accident /

Incident Report

Emergency Management Accident / Incident Report Form

This form is required for all incidents (including near miss incidents).

Incident Type:	Employee injury	Volunteer / Visitor injury	Contractor injury	Property damage	Security	Near miss
Ensure you complete sections A, B, F plus ▯	Yes/No • C	Yes/No • C	Yes/No • C	Yes/No • D	Yes/No • E	Yes/No N/A
Risk Assessment Required?	☒ YES	☒ YES	☒ YES	☒ YES	☒ YES	☒ YES

A. General Incident Details *(mandatory)*

Location:	Date of Report:

Incident Date:	Day :	Time (incl. AM/PM):

Department:

Name of Person Logging Incident:	Position:		
Reported To:	Position:	Witness?	Yes/No
Reported By:	Position:	Witness?	Yes/No
Witness 1 Name:	Contact Details:	Statement?	Yes/No
Witness 2 Name:	Contact Details:	Statement?	Yes/No

B. Preliminary Incident Investigation *(mandatory)*

Please describe the incident in detail (e.g. what, when, who, how and why):

What task was the injured person performing at the time of the incident (e.g. removing posters from the wall)?

What factors were involved in or led to the incident (e.g. faulty equipment or slippery floor surfaces)?

Detail any action taken to prevent further injury or reoccurrence (e.g. isolated area)?

What further action is required to prevent reoccurrence?

C. Injury Details *(Employee or Contractor Injury – Only complete if section relevant)*

Injury / Illness Severity
(Please highlight)

- First Aid Injury Only *(on-school first aid only)*
- Medical Treatment Only *(professional treatment but less than one whole shift of work lost)*
- Lost Time Injury *(one or more shifts of lost time from work)*

How much work time was lost (if any)?

Remainder / part of one hour
Yes/No

2 hours
Yes/No

More than 2 hours
Yes/No

Detail Any Time Lost:

Injury Sustained By: Employee /visitor / contractor

First Name: **Last Name:**

Role / Position: **Employment Status:**   Full time / part time / casual

Gender: Male / Female   **Date of Birth:**

Address: **Phone Number(s):**

Body Part(s) Injured:
(Please highlight)

- Lower back
- Upper back
- Neck
- Head / Face
- Eye
- Leg
- Knee
- Ankle / Foot / Toes
- Hip
- Shoulder
- Arm / Elbow
- Hand / Fingers
- Psychological
- Internal
- Other

Body Map:
(Please mark where injury occurred)

Comments:

Mechanism of Injury:
(Please highlight)
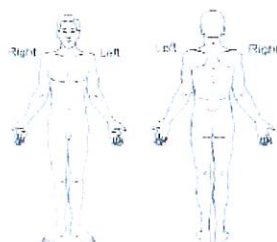
- Slips, Trips & Falls
- Manual Handling
- Hitting Object
- Being Hit by Object
- Bullying / Harassment
- Heat
- Electricity
- Chemicals
- Environmental Factors
- Hand Tools / Knives
- Power Tools
- Other

Nature of Injury:
(Please highlight)

- Fractures
- Sprains & Strains
- Cuts & Abrasions
- Laceration
- Concussion
- Psychological
- Foreign Body
- Skin
- Infection
- Head Injury
- Internal system / organs
- Bruising
- Burns & Scalds
- Occupational Disease
- Other

**Description of Injury /
Illness (incl. side):**

Initial Treatment Details:	If attended Doctor:	Doctors Name:	Phone:
First Aid: Yes/No	Administered By:	Treatment Details:	
Attended Hospital?	Hospital Name:	Transport Details: (ambulance times)	

Employee Status *(after initial action taken).*	Unfit for Work Yes/No	Fully Fit Yes/No	Partially Fit: <u>Detail work restrictions:</u> Yes/No

D. Building Property Damage *(Only complete if section relevant)*

Description of the Damage:

Estimated Cost of Damage: $

Details of Parties Involved.   Staff / visitor / contractor

Name of Person Involved:

Was a Police Report Made?   Yes/No   Reported By:

Police Report Number: Attending Officer Name:

**Evidence taken or provided
to Police:** (list items)

E. Security Incident *(Only complete if section relevant)*

Details of Security Breach:

Details of Parties Involved: Staff / visitor / contractor

Name of Person Involved:

Was a Police Report made?   Yes/No   Reported By:

Police Report Number: Attending Officer Name:

**Evidence taken or provided
to Police:** (list items)

F. Authorisation and Incident Notification *(mandatory)*

**Does this incident need to be notified to the relevant safety regulator (e.g.
WorkCover)?**   Yes/No

Name of Manager Responsible:		Serious Injury? Yes/No	Dangerous Incident? Yes/No
Is a Risk Assessment required?	Yes/No	Name of Person Responsible for completing Risk Assessment:	
Form Completed By:	Position:		Phone:

Signature: _____   Date:

Form Authorised By: Position: Phone:

Signature: _____   Date:

Appendix 2: Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEP) should be developed for all staff and students who require assistance in the event of an emergency.

Name:

Building Name:

Location / Room:

Is an assistance animal involved?   Yes/No

Are you trained in emergency response procedures?   Yes/No

Preferred method of receiving updates to the emergency response procedures?

Text   Email
         Braille

(Please circle / highlight one option)

Type of assistance required:

Equipment required for evacuation:

Egress Procedure: *(give step by step details)*

Designated assistants and contact details:

Are the designated assistants trained in the emergency response procedures?   Yes/No

Are the designated assistants trained in the evacuation procedure?   Yes/No

Issue date: **Review date:**

Occupant approved: **Date:**

Chief Warden: **Date:**

Principal: **Date:**

Appendix 3: Evacuation Incident Report

Evacuation Incident Report

To be completed by Chief Warden.

Insert School Name

Date of evacuation

Time of evacuation

Cause of evacuation (e.g. fire, bomb threat, false alarm, drill)

Did the fire brigade attend?

Reports & Comments

At the Assembly Area:

Are there any casualties?

Duration of Evacuation:

Comments and Notes:

• Appendix 4: Bomb Threat, Threatening Telephone Call Checklist

A copy of this checklist should be kept at reception.

Call Taker	Call Taken
Name:	Date & Time:
Telephone No.:	Duration of Call:
Signature:	No. 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?	
What is your address?	

Threatening Telephone Call - Ask the Caller the Following Questions

Questions	Responses
When are they coming?	
How many?	
How are they travelling (car, truck, walking, flying etc.)?	
What sort of weapons (gun rifle knife)?	
Why are you doing this?	
What is your name?	
Where are you going?	
What is your address?	
Message (Voice, Recorded, Automated)?	

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

☐ Abusive

☐ Well Spoken

☐ Incoherent

☐ Taped

☐ Irrational

☐ Message read by caller

☐ Automated (specify)

☐ Other (specify)

Background Noise

☐ Music

☐ Machinery

☐ Aircraft

☐ Local call

☐ Long distance call

☐ Other (specify)

• **Appendix 5: Property Damage Report**

This report should be filled out by the Chief Warden in conjunction with the allocated Regional Facilities Officer or other relevant specialist contractors.

Priority   State importance or seriousness of damage by rating it High, Medium or Low.

Made Safe   State what, if any actions you have taken to make safe the damage, e.g. cordoned off the area, isolated the utilities, etc.

Temporary Repairs   Confirm repairs have started and an overview of works to be done.

Priority	Description of Damage	Make Safe	Temporary Repairs

EMERGENCY PROCEDURE
IN CASE OF FIRE

R   REMOVE PEOPLE FROM IMMEDIATE DANGER

Do not obstruct exits and exit

Exit

A   ALERT OTHER PEOPLE NEARBY

Dial 000 and ask for the fire brigade

000 EMERGENCY

C   CONFINE FIRE AND SMOKE

Close doors behind you and where possible windows (if safe to do so)

Close Doors and Windows

E   EVACUATE TO THE ASSEMBLY AREA

WHEN FIRE ALARM SOUNDS
EVACUATE IMMEDIATELY

Appendix 7: Critical Call Matrix

Critical Call Numbers

These telephone numbers should be clearly displayed at reception and other relevant locations for immediate access in the case of any emergency.

FIRE 000	AMBULANCE 000	POLICE 000

WATER PROVIDER 1800 050 500	POWER PROVIDER 13 34 66	GAS PROVIDER 1300 657 386	LIFT MAINTENANCE PROVIDER 0421 282 177