Emergency Management Plan

for

Silverton Primary School

Principal	Amanda Prosser
Address	**77-123 Jacksons Road** **Noble Park North** **3174**
Is the school on the Bushfire At-Risk Register (BARR)?	NO
Is the school a designated Neighbourhood Safer Place	NO
Fire District	Central - Greater Dandenong
Issue Date	1st February 2021
Last Review Date	1st February 2021
Next Review Date	29th January 2022

A copy of this plan has been distributed to:

Name	Title/Organisation	Date	Email
Kylie Kaye- Acting **Glen Tarrant**	SEV - Operations and Emergency Management	Feb 2020	kaye.kylie.m@edumail.vic.gov.au tarrant.glen.g@edumail.vic.gov.au
OIC	Local Police Station	Feb 2020	50 Langhorne Street Dandenong 3175 dandenong.uni@police.vic.gov.au
OIC	MFB Headquarters	Feb 2020	456 Albert Street East Melbourne Vic 3002
All STAFF	Silverton P.S.	Feb 2020	Via edumail DL List
ALL School Councillors	Silverton P.S.	Feb 2020	Via School Council Meeting

Contents

Appendices

1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how Silverton Primary School will prepare and respond to emergency situations.

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Silverton Primary School.

3. In Case of Emergency

Incident occurs	CALL	000
	CONTACT	**Schools:** Contact DEECD Security Services Unit (SSU) on **9589-6266**

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

Report	✓ Verify all details of reportable incidents on receipt of the IRIS incident report forwarded to the school. ✓ For non-student related injuries/incidents enter the incident on eduSafe http://www.education.vic.gov.au/EduSafe/login.aspx ✓ Notify WorkSafe. Refer to DEECD's Notifiable Incidents to WorkSafe Flowchart to determine if WorkSafe notification is required http://www.education.vic.gov.au/school/principals/governance/Pages/ohsriskmgt.aspx ✓ Note: Details relating to DEECD Incident Reporting Requirements can be found in the School Policy and Advisory Guide at

www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx.

4. Emergency numbers and key contacts

Group		Phone Number
Police	Life-threatening or time critical emergency	**000**
	Non-life threatening incident	**000**
	Local Police Station	**9767 7444**
Ambulance		**000**
Fire Services Authority MFB/CFA		**000**
State Emergency Service		**132 500**
Hospital(s)	Dandenong **9554 1000**	The Valley **9790 9333**
Gas (check for local number)	AGL 13 38 85	
Electricity (check for local number)	Origin 13 20 99	
Water Corporation (check for local number)	South East Water 13 16 94	
Department of Human Services (Regional Office)	**Cheltenham: (03) 8585 6000** **Dandenong: (03) 9213 2111** **Frankston: (03) 9784 3100**	
Department of Human Services- Child Protection (Regional Office)	**1300 655 795 or** **After Hours Service (Statewide) 131 278**	
Local Government	City Of Greater Dandenong **(**03) **9239 5100**	
Environment Protection Authority	**9695 2722**	
WorkSafe Victoria	**13 23 60**	

DEECD contacts

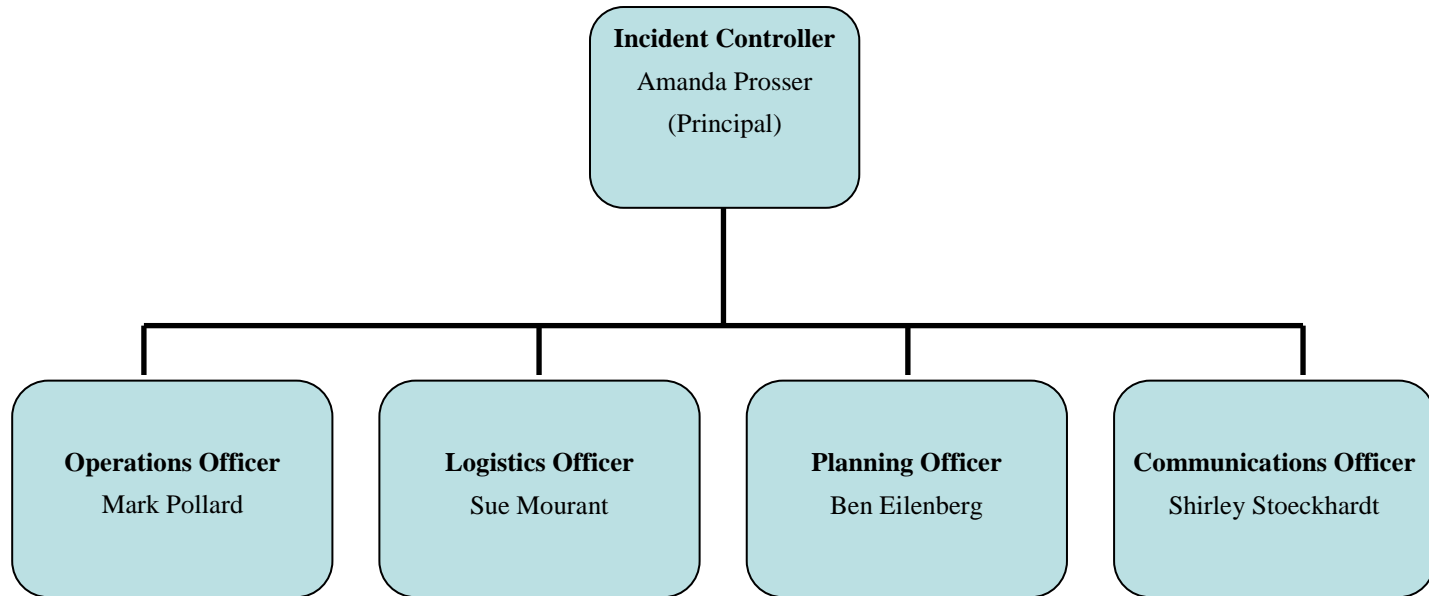| Group	Phone Numbers	Contact names
DEECD Regional Office		
Regional Operations and Emergency Management Manager	**5337 8429** **5440 3148** **5761 2134** **8765 5745** **8765 5706**	Andrea Cox, South Western Bruce Corrie, North Western Stuart Brain, North Eastern Kylie Kaye, South Eastern Glen Tarrant, South Eastern
Regional Director	8765 5600	Angela Singh
Deputy Regional Director – Service Planning	9794 3500	
Security Services Unit	9589 6266	N/A
Employee Assistance Program & Manager Assist	1800 337 068	N/A
DEECD Media Unit	9637 2871	

5. School Emergency Contact Information

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Principal	Amanda Prosser	(03)9795 5033	0412 776 036	(03)9763 9990
Assistant Prin. 1	Mark Pollard	(03)9795 5033	0405 779 063	
Assistant Prin. 2	N/A			
SSSO Network Leader	Hannah Szczepanski	9703 7429	0428 966 421	
Business Manager	Sue Mourant	(03)9795 5033	0404 874 410	
Year leader Foundation	Cat Ham Kristen McNair	(03)9795 5033	0431 136 059 0412 180 718	
Year leader 1/2	Di Rickard Matt Peterson	(03)9795 5033	0402 848 956 0409 216 447	
Year leader 3/4	Karen Wheeler Kaitlyn Studley	(03)9795 5033	0403 831 508 0421 153 764	
Year leader 5/6	Bianca Degering Amisha Kumar	(03)9795 5033	0400 648 542 0423 908 180	
Specialist Leader	Lisa Donnellan Kelly Kittle	(03)9795 5033	0409 701 091 0408 058 738	
Welfare staff	Mark Pollard Lisa Donnellan Robyn Howard	(03)9795 5033	0405 779 063 0409 701 091 0407 807 167	
Health and Safety Representative	Ben Eilenberg	(03)9795 5033	0408 440 022	
First Aid Officer	Christine Baxter	(03) 9795 5033	0417 523 298	
School Council President	Kerry Ngoma	(03)9795 5033	0412 797 860	
School Bus Coordinator	N/A			

5.1 Parent contact information

Name of Parent/ Guardian	Child's Name	Contact	Phone/ Mobile	After Hours	Alternate Contact
The school prints of several copies of **"CASES Report ST21006 Alphabetical List of Students with Family Details"**. A copy is kept with the Emergency Management Checklist for use during emergencies.					

5.2 Communication Trees

Silverton Primary Incident Management Team Structure

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                        ┌─────────────────────┐
                        │ Incident Controller │
                        │   Amanda Prosser     │
                        │    (Principal)       │
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│ Operations Officer│ │ Logistics Officer │ │ Planning Officer  │ │ Communications Officer  │
│   Mark Pollard    │ │   Sue Mourant     │ │   Ben Eilenberg   │ │  Shirley Stoeckhardt    │
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6. School Profile

FACILITY PROFILE SUMMARY	
Name of Facility: Silverton Primary School	Hours of Operation: 8.15AM – 4.30PM
Facility Address: 77-123 Jacksons Road Noble Park North 3174	**Numbers**
	Students: 492
	Students/staff with disabilities: 17
Facility Phone: 9795 5033	Staff: 61
Facility Fax: 9795 7163	Floors: 1
Email: silverton.ps@edumail.vic.gov.au	Classrooms: 5 General Purpose Classrooms
After hours emergency contact: Name: Amanda Prosser Phone: 0412 776 036	Portables: 4

BUILDING INFORMATION			
Alarms			
Type	**Location**	**Monitoring company**	**Shutoff Instructions**
Fire	*fill this in only if required*		N/A
Intrusion	*fill this in only if required*		Silent Alarm back to DEECD Security Base SAMRTCARD FOB
Other	*fill this in only if required*		
Telephones			
Location	Type		
Main Office	X 2 Commander System		
Principal Office	X 1		
Staffroom	X 1		
Assistant Principal	X 1		
Business Manager Centre	X 1		
Learning Centre 1	X 1		
Learning Centre 2	X 1		
Learning Centre 3	X 1		
Learning Centre 4	X 1		
Learning Centre 5	X 1		
Psychologists Office	X 1		
Canteen	X 1		
BER Multipurpose Complex	X 1		
Activities Room	X 1		

Utilities			
Type	**Location**	**Service provider**	**Shut off Instructions**
Gas / Propane	*Shut off Valve , Silverton Drive behind Principals Office beside building* *Jacksons Rd – BER Building*	AGL	
Water	*Shut off Valve – Silverton Drive main entrance* *Jacksons Road beside path to BER Building*	South East Water	
Electricity	Main Switch Board Room beside Learning Resource Centre (Library) All other building have main panels with shut off switches.	Origin	

Sprinkler System	
Control Valve Location	Not Applicable
Shutoff Instructions	

Boiler Room	
Location	Not Applicable
Access	

Roof Access	
Location	
Access	

Emergency Power System	
Type	Not Applicable
Location	
Provide Power To	
Shutoff Instructions	

On Site Hazards	
Hazard – e.g. Science Lab, cleaner's cupboard (chemical storage, fuel storage, technology areas (plant and equipment)	• Storage Shed (Plant, Equipment, Chemical) • Science/STEM Room (Plant and Equipment) • Media Centre (Plant and Equipment)

7. Risk Assessment

*Complete the risk assessment template and refer to page 20 of the **guide to developing an emergency management plan for schools and children's services** for a detailed risk matrix (to assist in the determination of your risk ratings) and for further guidance on completing a risk assessment.*
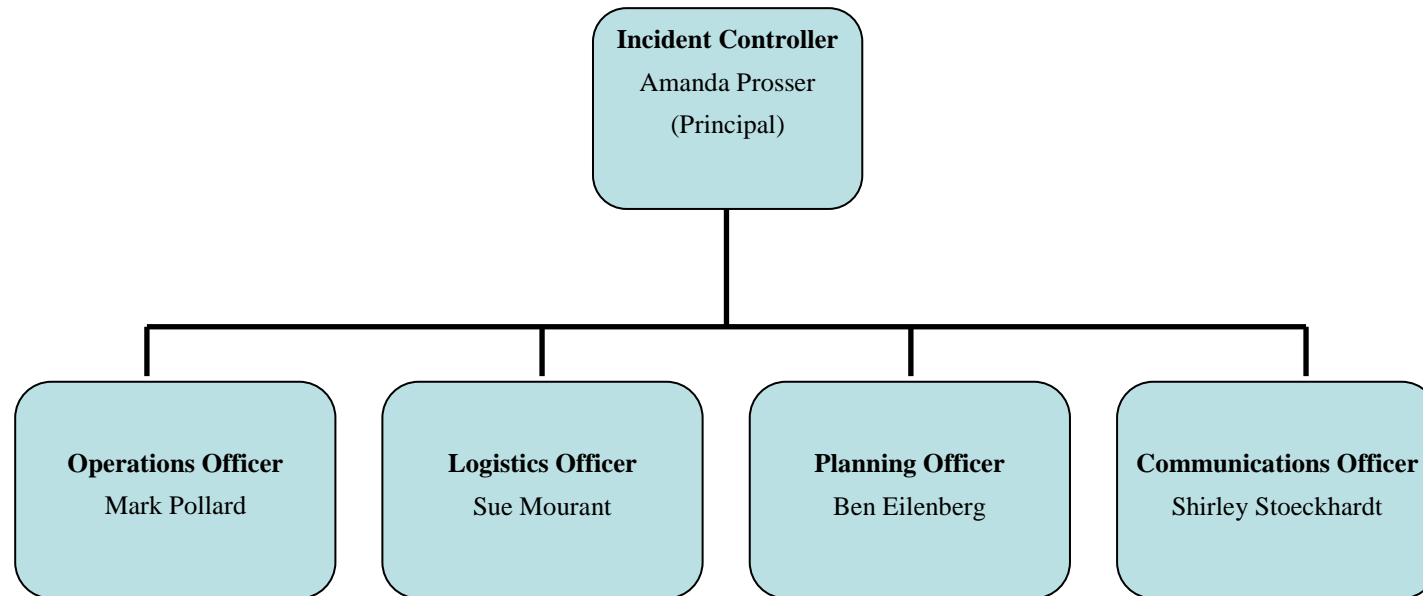
Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place.	Major	Unlikely	Medium	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.

Severe weather, storms and flooding	Risk of roof down flooding Risk of injury. Risk of property damage.	Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. Complete the Flood risk identification assessment.	Major	Possible	High	Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications
Intruders/personal threat	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site. Employee Assistance Program.	Moderate	Possible	Medium	Ensure any visitors/contractors sign in through the office area when they first arrive on site. Employee Assistance Program
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Severe	Unlikely	High	Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April)	Severe	Possible	Extreme	Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser

		Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs.				Ensure staff and children are educated about covering their cough to prevent the spread of germs.
Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures.	Major	Possible	High	First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures.
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD's Work-related driving procedure.	Major	Possible	Medium	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD's Work-related driving procedure.

8. Incident Management Team

Silverton Primary Incident Management Team Structure

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                        │  Incident Controller │
                        │    Amanda Prosser     │
                        │      (Principal)      │
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│  Operations   │  │   Logistics   │  │   Planning    │  │    Communications      │
│   Officer     │  │    Officer    │  │    Officer    │  │       Officer          │
│ Mark Pollard  │  │  Sue Mourant  │  │ Ben Eilenberg │  │ Shirley Stoeckhardt    │
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IMT Member	Name of staff member and contact details	Name of 'Back up' staff member and contact details
Incident Controller (Chief Warden)	Amanda Prosser 0412 776 036	Mark Pollard 0405 779 063
Communications Officer	Shirley Stoeckhardt 0409 350 633	Mark Pollard 0405 779 063
Planning Officer	Ben Eilenberg 0405 793 456	Mark Pollard 0405 779 063
Operations Officer (Area Warden)	Mark Pollard 0405 779 063	Ben Eilenberg 0405 793 456
Logistics (Warden)	Sue Mourant 0404874410	Christine Baxter 0417523298
First Aid Officer	Christine Baxter 0417523298	Ben Eilenberg 0405 793 456

9. IMT Responsibilities

Incident Controller (Chief Warden)

Pre-emergency
- Maintain a current register of IMT members.
- Replace IMT members when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency response procedures are kept up-to-date.
- Coordinate meetings of the IMT as appropriate.
- Attend training and emergency exercises, as required.

During emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure the appropriate response has been actioned.
- Ensure that the emergency services have been notified.
- Establish communications with Operations Officer (Area Warden).
- Initiate evacuation of affected areas if necessary.
- Brief the incoming emergency services and respond to their requests.
- Report to the Departments Security Services Unit on 9589 6266.

Post-emergency
- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to the school.
- Organise a debrief with the IMT and, where appropriate, with any attending Emergency Service.
- Compile a report for the IMT and notify SSU and the region.

Communications Officer

Pre-emergency
- Ensure communications officer is trained in the use of the schools communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency contact details are up-to-date.
- Attend training and emergency exercises.

During emergency
- Ascertain the nature and location of the emergency.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Incident Controller.

Post-emergency
- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents, as required.

Planning Officer

Pre-emergency
- Plan for resources required.
- Attend training and emergency exercises.
- Attend meetings of the IMT as appropriate.

During emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Act as directed by the Incident Controller.

Post-emergency
- Collect and evaluate information related to development of incidents.
- Identify recovery needs and develop a recovery plan (if required).

Operations Officer (Area Warden)

Pre-emergency
- Report on deficiencies of emergency equipment.
- Ensure logistics officer (wardens) have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their logistics officer (wardens).
- Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
- Attend training and emergency exercises.
- Ensure IMT identification is available.

During emergency
On hearing the alarm or on becoming aware of an emergency, the operations officer (area wardens) shall take the following actions:

- Implement the emergency response procedure for their floor or area.
- Ensure that the appropriate emergency service has been notified.
- Direct logistics officer (wardens) to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Communicate with the Incident Controller by whatever means available and act on instructions.
- Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
- Confirm that the activities logistics officer (wardens) have been completed and report this to the Incident Controller or a senior officer of the attending .Emergency Services in the Incident Controller is not contactable.

Post-emergency
- Compile report of the actions taken during the emergency for the debrief.

Logistics (Warden)

Pre-emergency

- Ensure staff and students are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
- Attend training and emergency exercises.

During emergency

Persons selected as logistics officer (wardens) shall carry out activities as set out in the emergency response procedures and as directed by the operations officer (area warden). Activities may include the following:
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the operations officer (area warden) on their completion.
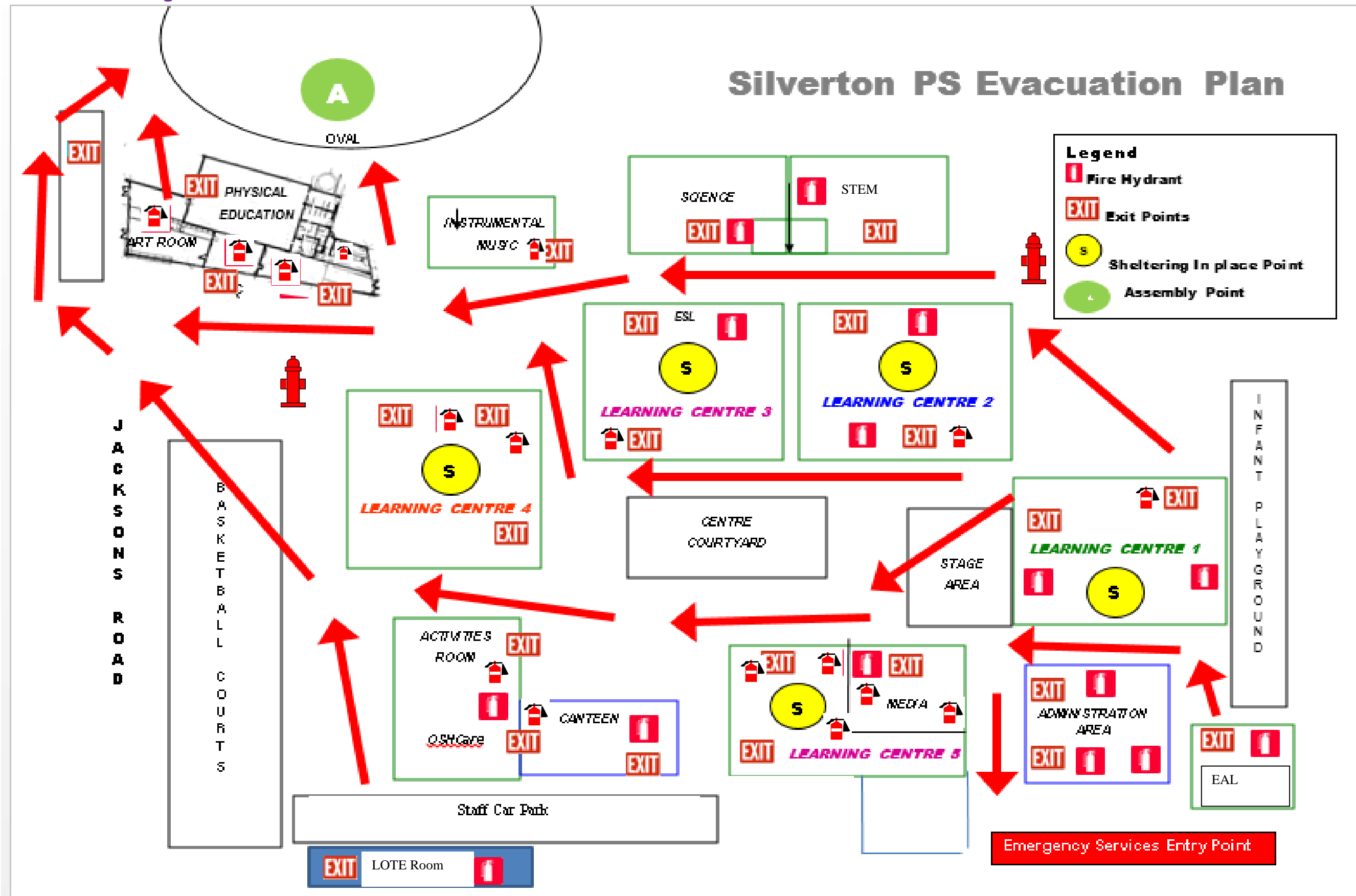
Post-emergency
- Compile report of the actions taken during the emergency for the debrief.

10.   Area Map

Area Map

LEGEND

→ Evacuation route

11. Evacuation Diagram

Silverton PS Evacuation Plan

OVAL

Legend
- Fire Hydrant
- EXIT Exit Points
- S Sheltering In place Point
- A Assembly Point

PHYSICAL EDUCATION
ART ROOM
INSTRUMENTAL MUSIC
SCIENCE
STEM

JACKSONS ROAD

BASKETBALL COURTS

LEARNING CENTRE 4
LEARNING CENTRE 3
ESL
LEARNING CENTRE 2

CENTRE COURTYARD

INFANT PLAYGROUND

STAGE AREA
LEARNING CENTRE 1

ACTIVITIES ROOM
O.S.H.Care
CANTEEN

LEARNING CENTRE 5
MEDIA

ADMINISTRATION AREA

EAL

Staff Car Park

LOTE Room

Emergency Services Entry Point

12.   On-site evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. Incident Controller (Chief Warden) on site will take charge and determines who does what (activate your Incident Management Team).

- Call 000.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- Report to Security Services Unit 9589 6266 and seek advice from your regional office
- If the decision to evacuate is made, evacuate staff, students and visitors out of the building; to the Oval if this is the evacuation option.
- Take the student's attendance list, staff roster and your Emergency Kit.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

Responsibility	Role	Person
Student Information and Visitors Roll	Incident Controller	Amanda Prosser
First Aid Kit	First Aid Officer	Christine Baxter
Class Rolls	Learning Centre Leaders	LC 1 – Diane Rickard/Matt Peterson LC 2 – Cat Ham/Kristen McNair LC 3 – Karen Wheeler/Kaitlyn Studley LC 4 – Bianca Degering/Amisha Kumar
Securing Materials, resources, services for additional staff	Logistics Officer	Sue Mourant / Admin Staff
Student Toilets and Isolated Areas	Non class staff	Shirley Stoeckhardt / Ana Kitharidis

EMERGENCY ASSEMBLY AREA (Oval)

On Hearing the emergency siren or Public Address (P.A.) System teachers will:

- Prepare children for evacuation.
- Turn off all appliances if time permits e.g. lights computers and conditioning/heating.
- Close all windows; the last person to leave the room closes the door.
- Calmly lead the children to the emergency assembly area on the school grounds, unless instructed otherwise over the P.A. system or verbally by a member of the Incident Management Team.

School Location - Exit Points

o **Admin Building** - Main Gate

o **Science** - Gate on South Side of Oval

o **LOTE** - Basketball Court to Main Gate on Jacksons Road.

o **Learning Centre 5** and Media Room – Basketball Court to Main Gate on Jacksons Road

o **Learning Centre 4** – Main gate on Jacksons Road

o **Learning Centre 3** – Main gate on Jacksons Road or Gate on South Side of Oval

o **Learning Centre 2** – Gate on South Side of Oval

o **Learning Centre 1** – Main gate on Jacksons Road or Gate South Side of Oval

o **ART, Music and Stadium** – Main gate on Jacksons Road

- Assemble students on the North side of the oval.
- **Visitors are to assemble on the oval for roll call.**

13.   Off-site evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. The Incident Controller (Chief Warden) on site will take charge and determine who does what (activate your Incident Management Team).

- Call 000.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- If the decision to evacuate is made, determine which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to Barry Powell Reserve
- Take the student's attendance list, staff roster and your Emergency Kit/First Aid kit.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

14. Lockdown Procedure

The following lockdown procedures will be used when an external and immediate danger is identified and it is determined that the students should be secure inside the building for their own safety.

- Incident Controller activates the Incident Management Team
- Announce the lockdown and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Advise Victoria Police and other appropriate emergency service agencies.
- Check that all external doors are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Advise SSU (24hour, 7 days) on 9589 6266.
- Divert parents and returning groups from the school.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Record some details of actions undertaken and times (use the Post-Emergency Record).
- Await de-activation advice from emergency services personnel (if appropriate).
- De-activate lockdown using predetermined de-activation signal.

Actions after lockdown

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Advise the Security Services Unit that the lockdown is over (Government schools only).
- Follow up with any students, staff or visitors who need support. Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from the Manager, Operations and Emergency Management at the region as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockdown and procedural changes that may be required.

15. Lockout procedures

The following lockout procedure will be used when an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety.

- Incident Controller activates Incident Management Team.
- Announce lockout with instructions about what is required. Instructions may include nominating staff to:
    o   lock doors to prevent entry
    o   check the premises for anyone left inside.
    o   obtain Emergency Kit
- Contact emergency services.
- Go to the designated assembly area.
- Check that students, staff and visitors are all accounted for.

Actions after lockout

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Advise the SSU that the lockout is over (Government schools only).
- Follow up with any students, staff or visitors who need support. Ensure all personnel are made aware of Employee Assistance Program contact details.
- Seek support from the regions Manager, Operations and Emergency Management as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.

16. Shelter-in-place procedures

The following Shelter-in-place procedure will be considered when an event takes place outside of the school and emergency services determine the safest course of action is to keep students and staff inside a designated building in the school until the external event is handled.

If a shelter-in-place action is determined:

- Incident Controller activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area.
- Obtain emergency kit.
- Notify parents if the shelter-in-place is going to extend beyond the school day
- Advise SSU (24hour, 7 days) on 9589 6266.
- Advise the Manager, Operations and Emergency Management at the region.

16.   Emergency response procedures (specific emergencies)

FIRE

- Report the outbreak of fire immediately to the Incident Controller (Chief Warden).
- Remain calm and activate the fire alarm.
- Phone **000** to notify the fire brigade.
- Extinguish the fire **(only if safe to do so).**
- If threat exists evacuate the room/s, to the Oval closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check students, staff, visitors and contractors are accounted for.
- Report to the Department's Security Services Unit on 9589 6266.

BUSHFIRE/GRASS FIRE

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Phone **000** to notify the Fire Brigade.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all students, staff and visitors (including contractors) are accounted for.
- Listen to local radio or TV on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Report to DEECD Security Services Unit on 9589 6266.
- Contact the region for advice and support, as appropriate.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

SEVERE WEATHER /STORMS AND FLOODING

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report to the Incident Controller (Chief Warden) regarding the status of children, staff and visitors safety.
- Report to DEECD Security Services Unit on 9589 6266.
- Direct all media enquiries to DEECD Media Unit on 9637 2871.

INFLUENZA PANDEMIC

- Be aware of DEECD Pandemic Incident Response Procedures (the Influenza Pandemic Actions at Appendix E)

26

- Ensure basic hygiene measures are in place
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser
- Educate staff and students about covering their cough to prevent the spread of germs
- Stay alert and follow the instructions of DEECD and the Department of Health (including the Chief Health Officer)
- If a pandemic is declared, report all confirmed cases of influenza to the Security Services Unit on 9589 6266 and the Manager, Operations and Emergency Management in your region
- Contact your region for school closures policy information if required
- Direct all media enquiries to DEECD Media Unit on 9637 2871
- Be prepared for multiple waves

BOMB/CHEMICAL THREAT

- If a bomb/chemical threat is received by telephone:
  - **stay calm**
  - **do not** hang up
  - refer to the bomb threat checklist.

- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Policy immediately.

- If a bomb/chemical threat is received electronically or through the schools website:
  - do not delete the message
  - contact police immediately.

- Ensure doors are left open.
- Do Not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.

Bomb/substance threat checklist

This checklist should be held by persons who regularly accept incoming telephone calls.

KEEP CALM

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

Complete the following for a BOMB THREAT

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

Complete the following for a SUBSTANCE THREAT

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance a liquid, powder or gas?	
Did you put it there?	

CHARACTERISTICS OF THE CALLER	
Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc)	
Speech (fast, slow etc)	
Dictation (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	[ ] Taped
[ ] Well Spoken	[ ] Irrational
[ ] Incoherent	[ ] Message read by caller
[ ] Other (Specify)	

BACKGROUND NOISE	
[ ] Music	[ ] Local call
[ ] Machinery	[ ] Long Distance Call
[ ] Aircraft	[ ] Other (specify)

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	

28

MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)

- Notify the Incident Controller (Chief Warden).
- Call the Fire Brigade by dialling 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify your gas provider (number can be found on the emergency numbers and Key contacts page).
- Evacuate staff, students, visitors (including contractors) to the Oval. This may be an offsite location.
- Check staff, students and visitors are accounted for.
- Report to the Departments Security Services Unit on 9589 6266.
- Contact the Region for advice and support, as appropriate.
- Direct all Media enquiries to the Department's Media Unit on 9637 2871.
- Await 'all clear' or further advice before resuming normal school activities.

INTERNAL EMISSION/SPILL (e.g. chemical spill in the Science Lab or cleaners storeroom)

- Move staff/students away from the spill to a safe area.
- If safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to deal with.
- Notify WorkSafe Victoria if required (refer to Notifiable Incidents to WorkSafe Flowchart).
- Report on eduSafe.

EARTHQUAKE

- Don't panic.

If outside

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.

If inside

Instruct staff and students to:

- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
  - DROP to the ground.
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
  - HOLD on until the shaking stops.

After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.

- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report the status of staff, student and visitor safety to the Incident Controller (Chief Warden).
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is OK to do so, take notes and photographs for insurance purposes.

MEDICAL EMERGENCY

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer.
- Notify the Incident Controller (Chief Warden).
- Notify the ambulance by dialling "000".
- Designate someone to meet and direct the ambulance to the location of the casualty.
- Try not to leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threating situation.
- Report to the DEECD Security Services Unit on 9589 6266.
- For non-student related medical emergency report on eduSafe.

INTRUDER/PERSONAL THREAT

- Notify the Incident Controller (Chief Warden).
- Notify the police by dialling '000' and requesting assistance.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so.
- Report to DEECDs Security Services Unit on 9589 6266.

17. Emergency drills / training schedule

Quarter	Training Event	Person Responsible	Date(s) completed
Term 1	e.g. Lockdown drill		
Term 1	e.g. Incident Management Team Training		
Term 2	e.g. emergency evacuation (on-site)		
Term 3	e.g. emergency evacuation (off-site)		
Term 4	e.g. Lockout drill		

18.   Students and staff with special needs list

Information of a sensitive medical nature should be retained by the school for internal use only and not be distributed. Sensitive medical details of staff and students should be removed from the copy of the EMP you return to your regional office.

CASES Reports (SMC21101) for all children with Medical Alerts have been printed and are attached to the school copy.

There are **12** students with a range of disabilities who are funded under PSDMS.

3 students are Anaphylactic and have Epipens.

50 students are registered as being Asthmatic.

APPENDIX B: Emergency drill/exercise 'observer' record

Item	Yes ✓	No ✓
Were emergency services briefed on exercise prior to exercise being started?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Was the emergency service notified promptly?		
Was Security Services Unit notified promptly (if appropriate)?		
Did staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		
Was a roll call conducted for:		
Students		
Staff		
Visitors (including contractors and volunteers)		
Was someone appointed to liaise with the emergency service/s?		
Was someone appointed to liaise with the parents/community?		
Was the emergency service given the correct information?		
Did anyone re-enter the premises before the "all clear" was given?		
Did anyone refuse to leave the building/site?		
Area of Emergency plan tested by current exercise:		

APPENDIX C: Emergency kit checklist

Have you:	✔
Student Data	
Student and staff with special needs list	
Child Release Forms/sign out book	
Staff Data	
List of staff with emergency management or training skills	
Traffic safety vest and tabards	
Keys	
Standard portable First Aid kit. Refer to First Aid Kits Contents Checklist	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone	
Portable battery powered radio	
Copy of facility site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

APPENDIX C: Emergency kit checklist

APPENDIX D: Post-emergency record

Facility	
Date	
Time Of Notification	
Name Of Person Taking The Call	
Position	
Name Of Person Reporting The Incident	
Contact Telephone Number	
Details	
Immediate Action	Incident Controller notified: YES / NO Time _____ Other staff notified: YES / NO Time _____ Emergency Services notified: YES / NO Time _____ Region and ESMU notified: YES / NO Time _____
Major Activities	
Issues	Operational Debriefing Required: YES / NO Date/Time: _____ Person Responsible to organise: _____ Confirmation of Operational Briefing: Date/Time: _____ Issues for Follow up action:
Signature	
Date	

APPENDIX E: Influenza Pandemic Actions

For more detail, refer to DEECD Pandemic Incident Response Procedures

STAGE 1 PREPAREDNESS AND STAGE 2 STANDBY

Remain alert to the risks of an influenza pandemic; Prepare to commence enhances arrangements and increased vigilance for case detection.

Response Category	Actions	Comments
Emergency management plan preparation	• In April, ensure emergency management plans are up to date and pandemic planning arrangements are included • Ensure contact lists of staff, students, families, local services – Department of Health, Department of Human Services, Local Government Emergency Management Coordinators are up to date • Ensure your call tree of key staff is circulated along with nominated school Incident Management Team members • Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team • Identify minimum requirements and key staff for continued school operations (including planning for the absence of the principal and school council)	

Hygiene measures	• Promote basic hygiene measures within schools (posters are provided every April by the Emergency Management Division, Regional Services Group) including:
	  o Regular hand washing with soap and water
	  o Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings
	  o Covering mouth with a tissue when coughing or sneezing
	  o Careful disposal of used tissues	

	• Provide students, faculty and staff with information about the importance of hand hygiene (see http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important) • Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser • Educate employees and students about covering their cough to prevent the spread of germs (see the germ stopper posters developed by DEECD) • Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health	
Travel	• Follow the advice of the Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/ • Where appropriate, implement procedures to repatriate Australian students who are overseas if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country • For international students studying in Australia, provide advice to students and their parents that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations, etc	

Communications	• In April, ensure hygiene information eg posters provided by the Emergency Management Division, Regional Services Group (central office) are displayed
	
	• In late autumn/early winter hold briefings with school staff, students and parents (as appropriate) about:
	  o influenza symptoms
	  o best practice hygiene measures
	  o vulnerable children
	
	• Follow Department of Health/Department of Health and Ageing advice provided by DEECD and distribute consistent messaging to staff, students and parents/carers, etc.
	
	• Communicate status/situation, personal hygiene measures, availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection)	

	• School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices).	
	• Prepare sample letters for parents for next stage with advice from DEECD (if required)	
	• Direct media queries to the DEECD media unit on 9637 2871	

STAGE 3 RESPONSE

Pandemic declared. Minimise transmission, minimise mortality and morbidity, maintain essential services and inform, engage and empower the public.

Response Category	Proposed Actions	Comments
Emergency management plan enactment	• Enact emergency management plans where necessary • Activate school Incident Management Team	
Containment	• Follow the advice of the Department of Health and DEECD regarding containment activities and exclusion periods for infectious diseases • Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes • If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents • School nurses may be asked to assist the Department of Health in the distribution of antiviral medication at the direction of Regional Nurse Managers (based in regions)	
Outbreak management	• Report confirmed incidents of influenza via Security Services Unit on 9589 6266	

	• *You will be advised of any additional reporting requirements by DEECD and/or the Department of Health*	
Management of school workforce	• Encourage staff who develop flu-like symptoms during a pandemic to stay away from school until completely well • Ensure staff who develop influenza-like illness at school leave immediately and seek medical attention	

School closures	• Contact your Regional Director regarding schools closure policy
	
	• Schools, if required, may be closed by:
	    o the Regional Director in consultation with the Chief Health Officer, Department of Health
	    o the school council, with the approval of the Regional Director
	
	• If required to close, advise the Security Services Unit on 9589 6266 and the Manager, Operations and Emergency Management in your region
	
	• Inform teachers of their obligations during school closures
	
	• For students at home, provide access to educational materials including online learning	

Travel	• Follow the advice of the Department of Health and the Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/	
Communications	• Follow the advice from DEECD and distribute information about individual protective measures and school cleaning procedures • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection) • School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices)	

Response Category	Proposed Actions	Comments
	• Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate • Direct media queries to the DEECD media unit on 9637 2871	

STAGE 4 STAND DOWN

Response Category	Proposed Actions	Comments

Emergency management plan review	• Develop a recovery plan to help regain education of students and stabilize families and the community including:
	    o staff availability
	    o procedures to re-open (if applicable)
	    o provision of counselling to students and staff (if required)
	    o monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance
	
	• Replenish personal protective equipment (if required)
	
	• Incident controller to de-activate Incident Management Team and conduct final debrief(s)
	
	• Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others eg school nurses
	
	• Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves	

Travel	• Continue to follow advice of Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/	
Communications	• Communicate status of situation to staff and parents/carers including supports that may be available	