

# 2015 Emergency Management Plan

for

**Albert Park PS**



<b>Principal</b>	Elaine Mills
<b>Address</b>	Bridport Street Albert Park
<b>Is the school on the Bushfire At-Risk Register (BARR)?</b>	No
<b>Is the school a designated Neighbourhood Safer Place</b>	No
<b>Fire District</b>	Central
<b>Issue Date</b>	10/12 2010
<b>Last Review Date</b>	15/11/2014
<b>Next Review Date</b>	15/11/2015

**A copy of this plan has been distributed to:**

Name	Title/Organisation	Date	Email
<b>Kevin O'Rouke</b>	Manager Operations and Emergency Management, Regional Office, DEECD	15/11/2014	
<b>Emergency Management</b>	Emergency and Security Management Unit	15/11/2014	
<b>Elaine Mills</b>	Principal Albert Park PS Incident Controller	15/11/2014	
<b>APPS staff</b>	Elaine Mills Principal	15/11/215	albert.park.ps@edumail.vic.gov.au
<b>Nic Barnes</b>	<b>Camp Australia</b>	9/11/2014	+61 402 094 708
<b>Rebecca George</b>	School Councillor	15/11/2014	0411143406

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## 1. Purpose

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

## 2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Albert Park PS

## 3. In Case of Emergency

<b>Incident occurs</b>	<b>CALL</b>	<b>000</b>
	<b>CONTACT</b>	<b>Schools:</b> Contact DEECD Security Services Unit (SSU) on <b>9589-6266</b>

<b>Advise</b>	<u>WHO</u>	✓ The number and name/s of persons involved. ✓ Name of the person reporting the emergency/critical incident.
	<u>WHAT</u>	✓ The nature of the emergency/critical incident.
	<u>WHEN</u>	✓ The time you became aware of the emergency/critical incident.
	<u>WHERE</u>	✓ 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 Work Safe. Refer to DEECD's Notifiable Incidents to Work Safe 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](http://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	<b>000</b>
	Non-life threatening incident	<b>000</b>
	Local Police Station	<b>92573800</b> <b>96903088</b>
Ambulance		<b>000</b>
Fire Services Authority MFB/CFA		<b>000</b>
State Emergency Service		<b>132 500</b>
Hospital(s)	Alfred Hospital	<b>92762000</b>
	Royal Children's Hospital	<b>03 93455522</b>
Gas		<b>132691</b> AGL Account number <b>87376570</b>
Electricity		<b>1312691</b> Power Direct Account <b>264344</b>
Water Corporation		<b>132812</b> South East Water
Department of Human Services (Regional Office)		<b>Cheltenham: (03) 8585 6000</b> <b>Dandenong: (03) 9213 2111</b> <b>Frankston: (03) 9784 3100</b>
Department of Human Services-Child Protection (Regional Office)		<b>1300655795</b> or <b>131278</b> After Hours State-wide
Local Government		<b>03 92096777</b> City of Port Phillip Council Assist
Environment Protection Authority		<b>9695 2722</b>
WorkSafe Victoria		<b>13 23 60</b>



## DEECD contacts

Group	Phone Numbers	Contact names
DEECD Regional Office	SEVR, DEECD 165-169 Thomas Street, Dandenong 8765 5763	Carolyn Bowes Executive Coordinator
Regional Operations and Emergency Management Manager	87655761	Kevin O'Rourke
Regional Director	165 Thomas Street Dandenong 3175 03 87655743	John Allman
Deputy Regional Director – Service Planning		
Security Services Unit	95896266	Security Services Unit Account
Employee Assistance Program & Manager Assist		
DEECD Media Unit	96372811	System Project Account

## 5. School Emergency Contact Information

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. ( After Hours)
<b>Principal</b>	Elaine Mills	03 96999090		
<b>Assistant Prin. 1</b>	Sue Pattison	03 96999090		
<b>SSSO Network Leader</b>	Fiona Oliver Critical Incident Support			
<b>Business Manager</b>	Leesa Burton			
<b>Year Leader Foundation</b>	Amanda Craig			
<b>Year leader1 &amp;2</b>	Karly Kallinikos			
<b>Year leader 3&amp;4</b>	Tracy Skiba			
<b>Year leader 5&amp;6</b>	Leah Morgan			
<b>Welfare staff</b>	Leesa Burton			
<b>Chaplain</b>	Lanie Tobias			
<b>Health and Safety Representative</b>	Leesa Burton			
<b>First Aid Officer</b>	John Mulligan			
<b>School Council President</b>	Rebecca George			

<b>SARPP</b>	Cheryl Chapple	03 87656741	0418135944	0418135944
<b>OSHC</b>	Robert			
<b>School Staff with Level 2 First Aid Training</b>	Chris Richardson Marsha Music Cassandra Mills Leah Morgan Kete Simon Amanda Coddington Jane Coker			

## 5.1 Parent contact information

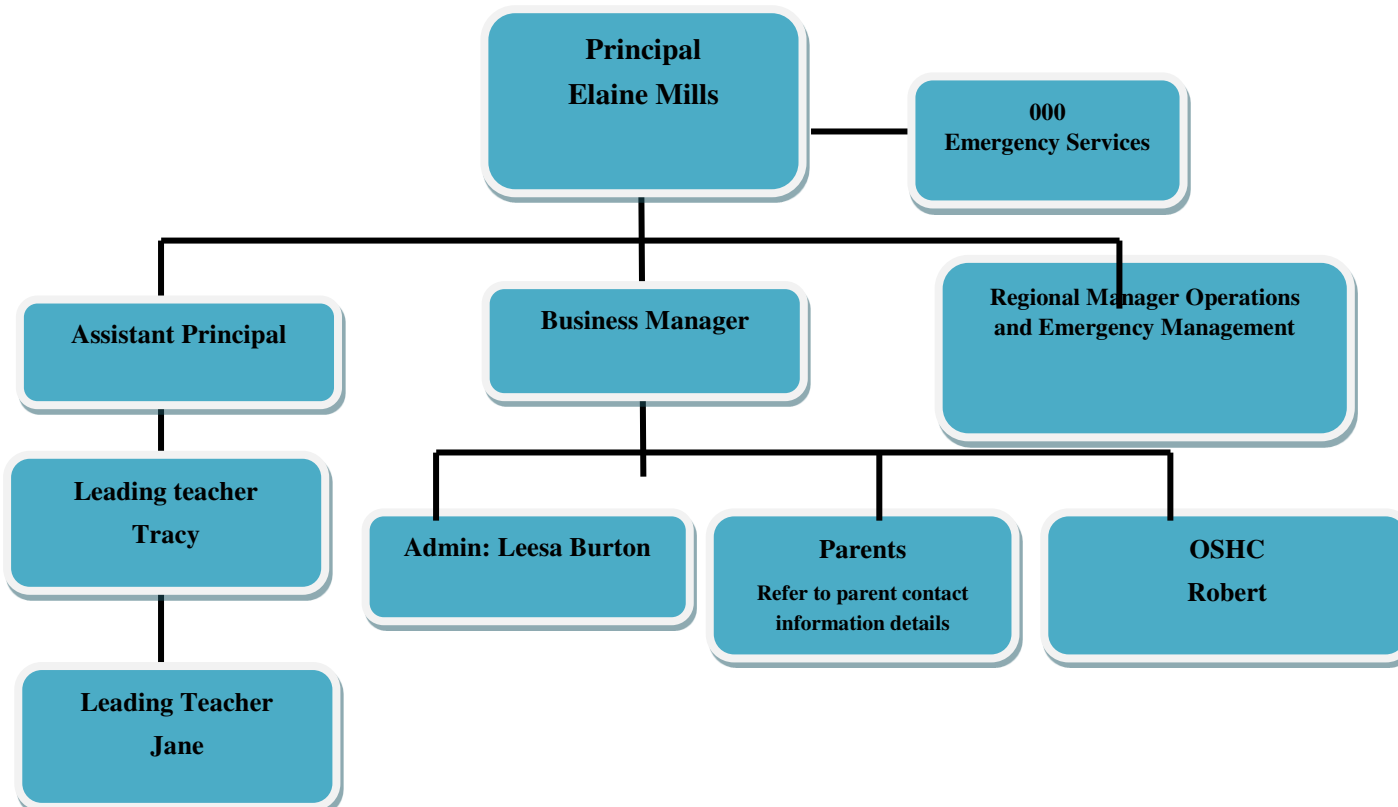
The Principal and Assistant Principal have these details in a folder at home in hard copy.

They also have a file in iBook's in their ipads

As this EMP will be distributed to others outside our school we do not feel that it is appropriate to include all parent names on this file.

DEECD can always access our CASES data which contains all relevant information

## 5.2 Communication Tree



## 6. School Profile

FACILITY PROFILE SUMMARY	
Name of Facility: Albert Park Primary School And Albert Park Out of School Care	Hours of Operation: School; 8.45 to 3.45 Monday to Friday  Out of School Care: 7am to 6.15 pm Monday to Friday in Church Hall on property  Bridport St (Cnr Moubray St) Albert Park 3026 Melway reference 2J K7
Facility Address: Albert Park PS Bridport Street Albert Park	<b>Numbers</b> Students:506  Students/staff with disabilities:5
Facility Phone:03 96999090	Staff:35 + 2 OSHC
Facility Fax:03 9699096	Floors: 2 in main school
Email:albert.park.ps@edumail.vic.gov.au	Classrooms: 21 ( <i>total of 22 including portables</i> )
<b>After hours emergency contact:</b> Name: Elaine Mills	Portables one double storey portable on Cardigan Place and two double storey portables on Victoria Avenue and Moubray Street

## BUILDING INFORMATION

Alarms			
Type	Location	Monitoring company	Shutoff Instructions
Fire	<i>In entrance to main building</i>	Eveready Fire Protection Services 0418 998 907 94672724	
Intrusion	<i>Main building Library Hall</i>		3 separate alarms
Other	<i>fill this in only if required</i>		

## Telephones

Location	Type																																
Main office, assistant principal and principal office, staff room	Commander fixed phones																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4b0082; color: white;"> <th>PHONE LOCATION</th> <th>EXTENSION NUMBER</th> </tr> </thead> <tbody> <tr><td>Office Business Manager</td><td>221 (or 9)</td></tr> <tr><td>Office Manager</td><td>222</td></tr> <tr><td>Office Phone (3)</td><td>223</td></tr> <tr><td>Principal</td><td>224</td></tr> <tr><td>Assistant Principal</td><td>225</td></tr> <tr><td>Staff Room</td><td>226</td></tr> <tr><td>Room 10 Upstairs Main Building</td><td>227</td></tr> <tr><td>FLS/Art room office</td><td>228</td></tr> <tr><td>Cordless Upstairs Main Building</td><td>229</td></tr> <tr><td>Double Portable Vic Ave - Bottom</td><td>231</td></tr> <tr><td>Double Portable Vic Ave - Top</td><td>232</td></tr> <tr><td>Double Portable Moubray St - Bottom</td><td>233</td></tr> <tr><td>Double Portable Moubray St - Top</td><td>234</td></tr> <tr><td>Paradise</td><td>235</td></tr> <tr><td>Room 17 Upstairs Main Building</td><td>236</td></tr> </tbody> </table>	PHONE LOCATION	EXTENSION NUMBER	Office Business Manager	221 (or 9)	Office Manager	222	Office Phone (3)	223	Principal	224	Assistant Principal	225	Staff Room	226	Room 10 Upstairs Main Building	227	FLS/Art room office	228	Cordless Upstairs Main Building	229	Double Portable Vic Ave - Bottom	231	Double Portable Vic Ave - Top	232	Double Portable Moubray St - Bottom	233	Double Portable Moubray St - Top	234	Paradise	235	Room 17 Upstairs Main Building	236
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Hall office (Camp Australia)	Separate number 9682 4565 Robert Co-ordinator																																

<b>Utilities</b>			
<b>Type</b>	<b>Location</b>	<b>Service provider</b>	<b>Shut off Instructions</b>
Gas / Propane	<i>fill this in only if required</i>	Near front office foyer- outside	Open cage using general hall key, turn yellow handle
Water		Victoria Avenue	Open cage, turn cock anticlockwise
Electricity		Toilet foyer in main building	Turn of main switch
<b>Sprinkler System</b>			
Control Valve Location	<i>fill this in only if required</i>		
Shutoff Instructions	<i>fill this in only if required</i>		
<b>Boiler Room</b>			
Location	<i>fill this in only if required</i>		
Access	<i>fill this in only if required</i>		
<b>Roof Access</b>			
Location	<i>Personnel access hole in ceiling near bell in upstairs room near staircase in main building</i>		
Access	<i>Ladder required to access personal access hole in ceiling</i>		
<b>Emergency Power System</b>			
Type	<i>fill this in only if required</i>		
Location	<i>fill this in only if required</i>		
Provide Power To	<i>fill this in only if required</i>		
Shutoff Instructions	<i>fill this in only if required</i>		
<b>On Site Hazards</b>			
Hazard – e.g. Science Lab, cleaner’s cupboard (chemical storage, fuel storage, technology areas (plant and equipment)	Location		

Cleaners storage	Locked room opposite girls toilets in back foyer of main building
Curriculum ICT servers	Near second floor staircase in room called Dark Room
Ipads, notebooks, PCs, Apple TVs, Elmo data cameras, Interactive Whiteboards	All classrooms Ipads and notebooks are in secure trolleys. One trolley contains two classes of ipads and notebooks.



## 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.

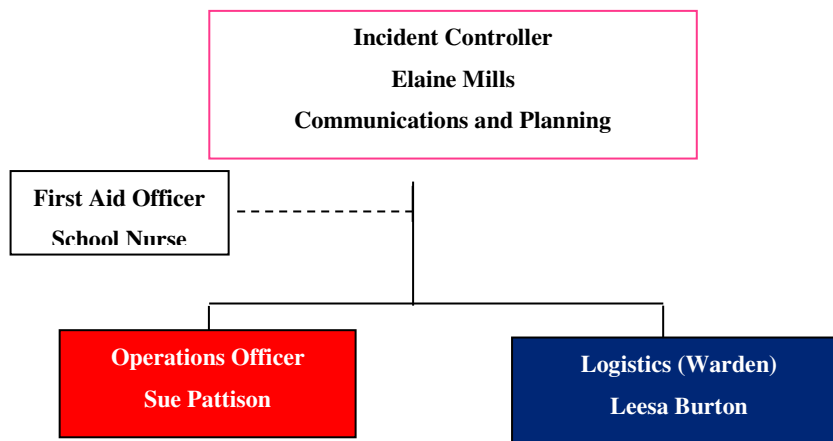
Identify Potential Threats/Hazards <small>List the hazards that could cause injury/incident</small>	Description of Risk	Current Control Measures	Risk Rating <small>(refer to OHS Risk Management Procedure)</small>			Risk Control Measures <small>List the control measures required to eliminate or minimise the risk</small>
			Consequence	Likelihood	Risk Level	
<b>Fire</b>	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	<ul style="list-style-type: none"> <li>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working.</li> <li>Test communication systems (PA system) on a regular basis.</li> <li>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.</li> <li>Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are</li> </ul>	Major	Unlikely	Medium	<ul style="list-style-type: none"> <li>Annual tagging of equipment.</li> <li>Emergency equipment is checked by fire service each year</li> <li>PA system is working. It is used every day</li> <li>Fire blanket taped to wall near stove</li> <li>Passageways are clear for easy access</li> <li>As we are a community school with locals in school after hours, many people keep a close watch on our school. Gates are not locked. Playgrounds are always available</li> <li>There is no rubbish around the school.</li> <li>The maintenance person lives close to the school and is at the school during Saturday and Sunday.</li> <li>Each room has a telephone</li> </ul>

		<p>disposed of in an appropriate manner.</p> <ul style="list-style-type: none"> <li>• Ensure there is a business continuity plan in place.</li> </ul>				
<b>Severe weather and storms</b>	<p>Risk of roof down flooding</p> <p>Risk of injury.</p> <p>Risk of property damage.</p>	<ul style="list-style-type: none"> <li>• Ensure roofs/gutters/drains are clear.</li> <li>• Liaise with SES/local government to identify potential risks.</li> <li>• Develop contingency for storage of equipment/materials if necessary.</li> <li>• Test communications</li> <li>• Ensure there is a business continuity plan in place.</li> </ul>	Major	Unlikely	Medium	<ul style="list-style-type: none"> <li>• No trees can drop leaves into the gutters</li> <li>• New slate roof on two heritage buildings</li> </ul>
<b>Flooding</b>	<p>Risk of Flooding</p> <p>Risk of injury.</p> <p>Risk of property damage.</p>	<ul style="list-style-type: none"> <li>• Ensure EMP includes planning and response procedures for floods.</li> <li>• Liaise with SES/local government to identify potential risks.</li> <li>• Develop contingency for storage of equipment/materials if possible.</li> <li>• Ensure there is a business continuity plan in place.</li> </ul>	Major	Unlikely	Medium	The school is in a low rainfall area
<b>Intruders/personal threat</b>	<p>Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted</p>	<ul style="list-style-type: none"> <li>• Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key.</li> </ul>	Moderate	Possible	Medium	<ul style="list-style-type: none"> <li>• Trespassers Policy</li> <li>• Intervention Orders</li> <li>• Teachers mobile phones on silent in classrooms</li> </ul>

	<p>by an intruder.</p> <p>There is a risk that property could be damaged.</p>	<ul style="list-style-type: none"> <li>Ensure any visitors/contractors sign in through the office area when they first arrive on site.</li> </ul> <p><a href="#">Employee Assistance Program.</a></p>				<ul style="list-style-type: none"> <li>Sign in for all visitors</li> </ul>
<p>000</p> <p><b>Bomb Threat</b></p>	<p>Physical or psychological injury could occur to staff, visitors or contractors.</p>	<ul style="list-style-type: none"> <li>Ensure each phone has a Bomb Threat Checklist available.</li> <li>Schedule and practice emergency evacuation drills on a regular basis.</li> <li>Implement and follow Bomb</li> <li>Threat response procedure (located in EMP).</li> </ul>	Major	Unlikely	Medium	000
<p><b>Pandemics and communicable diseases</b></p>	<p>Risk of health and possible death (in extreme cases).</p>	<ul style="list-style-type: none"> <li>Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template</li> <li>Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April)</li> <li>Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser</li> <li>Ensure staff and children are educated about covering their cough to</li> </ul>	Severe	Possible	Extreme	<ul style="list-style-type: none"> <li>Sanitisers in every classroom provided by School Council</li> <li>Tissues in every room</li> <li>Hand washing facilities in toilets</li> <li>Classroom lessons on good hygiene</li> <li>Newsletter items on hygiene</li> <li>Alerts to parent's smart phones via Konnective application</li> </ul>

		prevent the spread of germs.				
<b>Major medical emergency</b>	There is a risk to health and possibly death.	<ul style="list-style-type: none"> <li>School Nurse in First Aid Room manages risks</li> <li>First Aid Officers are aware of and follow DEECD's <a href="#">First Aid and Infection Control Procedure</a>.</li> <li>Staff are aware of emergency procedures.</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>Level two training of six staff maintained</li> <li>Three part time school nurses work 5 days a week 10.30pm to 2.15pm</li> </ul>
<b>Off-site emergencies</b>	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.	<ul style="list-style-type: none"> <li>Complete the Student Activity Locator.</li> <li>Adhere to the Guidelines for Outdoor Education.</li> </ul> <p>Staff should follow DEECD's <a href="#">Work-related driving procedure</a>.</p>	Major	Possible	High	<ul style="list-style-type: none"> <li>Excursions to safe venues</li> <li>Camps to registered camp sites</li> </ul>

## 8. Incident Management Team



IMT Member	Name of staff member and contact details	Name of 'Back up' staff member and contact details
<b>Incident Controller (Chief Warden)</b>	Elaine Mills	Sue Pattison
<b>Communications Officer</b>	Sue Pattison	Sue Pattison
<b>Planning Officer</b>	Leesa Burton	Jedda Reidy
<b>Operations Officer (Area Warden)</b>	Sue Pattison	Tracy Skiba and Jane Battrick
<b>Logistics (Warden)</b>	Leesa Burton	Jedda Reidy
<b>First Aid Officer</b>	Elizabeth Lawson	Leah Morgan

## 9. IMT Responsibilities

### Elaine Mills: 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.

### Sue Pattison: 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.

## Leesa Burton: 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).

## Sue Pattison: 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.

## **Leesa Burton: 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.

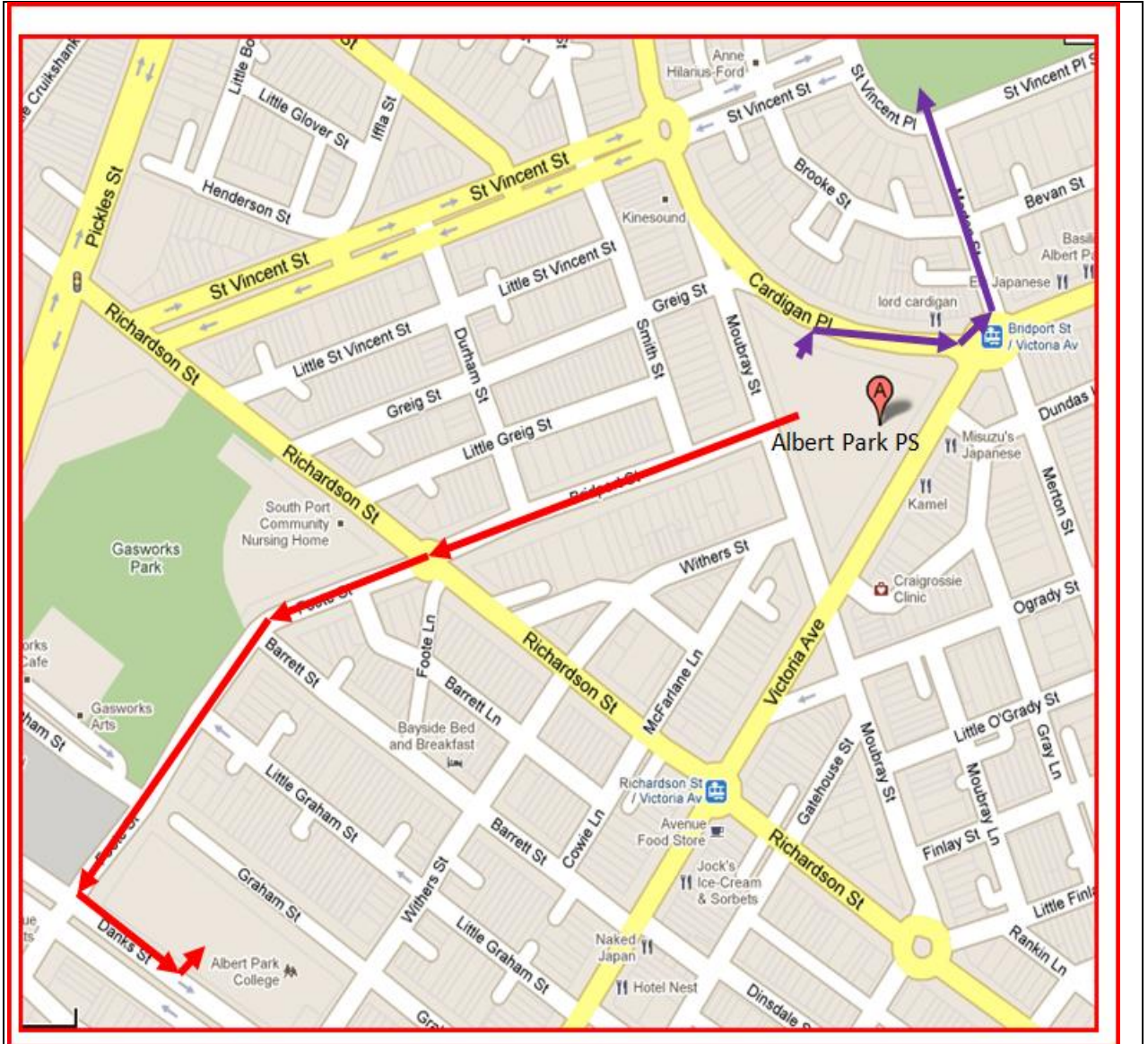
### **Post-emergency**


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



## 10. Area Map

### Area Map



<b>LEGEND</b>	
	Evacuation route

## 11. Evacuation Diagram

*Evacuation routes:*

### *RED*

- *to Albert Park Secondary College (03) 8695 9000*
  - *15 minute walk*
  - *All services available*

### *PURPLE*

*To St. Vincent's Gardens*

- *5 minute walk*
- *Toilets and water available*

## 12. On-site evacuation procedure to OVAL

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 your **oval**.
- 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.

### 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 **St Vincent’s Gardens** or **Albert Park College**.
- 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 (Outside to inside)

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, use air horn and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Room 20 to Room 2 Room 19 to Room 3 Room 24 to Room 6  
Room 23 to Room 7 FLS (29) to Room 18 Room 30 to Room 12  
Room 21 to Room 17 Room 22 to Room 16 Room 25 to Room 11  
Room 26 to Room 10  
Classes in Paradise ( Double Storey Portable) in Cardigan Place to go to their classrooms.
- 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 (Stay Inside)

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:
  - lock doors to prevent entry
  - check the premises for anyone left inside.
  - 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)
- 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	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Other (Specify)	

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

### EXACT WORDING OF THREAT



ACTIONS	
REPORT CALL TO:	
ACTIONS:	

### 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 **St Vincent's Gardens** This is 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 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 Work Safe Victoria if required (refer to Notifiable Incidents to Work Safe 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 threatening 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.*

**NOTE: Due to lack of space 2 classes are in the Library (FLS)**


First name	Last Name	Staff or student	Room / area	Condition	Assistance needed during an emergency	Who will be responsible ?

## 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 <a href="#">First Aid Kits Contents Checklist</a>	
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 D: Post-emergency record

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

## 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 enhanced arrangements and increased vigilance for case detection.*

Response Category	Actions	Comments
Emergency management plan preparation	<ul style="list-style-type: none"> <li>• In April, ensure emergency management plans are up to date and pandemic planning arrangements are included</li> <li>• 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</li> <li>• Ensure your call tree of key staff is circulated along with nominated school Incident Management Team members</li> <li>• Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team</li> <li>• Identify minimum requirements and key staff for continued school operations (including planning for the absence of the principal and school council)</li> </ul>	
Hygiene measures	<ul style="list-style-type: none"> <li>• Promote basic hygiene measures within schools (posters are provided every April by the Emergency Management Division, Regional Services Group) including:               <ul style="list-style-type: none"> <li>○ Regular hand washing with soap and water</li> <li>○ Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings</li> <li>○ Covering mouth with a tissue when coughing or sneezing</li> <li>○ Careful disposal of used tissues</li> </ul> </li> <li>• Provide students, faculty and staff with information about the importance of hand hygiene (see</li> </ul>	



	<p><a href="http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important">http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important</a>)</p> <ul style="list-style-type: none"> <li>• Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser</li> <li>• Educate employees and students about covering their cough to prevent the spread of germs (see the germ stopper posters developed by DEECD)</li> <li>• 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</li> </ul>	
Travel	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Foreign Affairs and Trade at <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> <li>• 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</li> <li>• 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.</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• In April, ensure hygiene information e.g. posters provided by the Emergency Management Division, Regional Services Group (central office) are displayed</li> <li>• In late autumn/early winter hold briefings with school staff, students and parents (as appropriate) about: <ul style="list-style-type: none"> <li>○ influenza symptoms</li> <li>○ best practice hygiene measures</li> <li>○ vulnerable children</li> </ul> </li> <li>• Follow Department of Health/Department of Health and Ageing advice provided by DEECD and distribute consistent messaging to staff, students and parents/carers, etc.</li> <li>• 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)</li> <li>• 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).</li> </ul>	

	<ul style="list-style-type: none"> <li>• Prepare sample letters for parents for next stage with advice from DEECD (if required)</li> <li>• Direct media queries to the DEECD media unit on 9637 2871</li> </ul>	
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### 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	<ul style="list-style-type: none"> <li>• Enact emergency management plans where necessary</li> <li>• Activate school Incident Management Team</li> </ul>	
Containment	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health and DEECD regarding containment activities and exclusion periods for infectious diseases</li> <li>• Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes</li> <li>• If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents</li> <li>• 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)</li> </ul>	
Outbreak management	<ul style="list-style-type: none"> <li>• Report confirmed incidents of influenza via Security Services Unit on 9589 6266</li> <li>• <i>You will be advised of any additional reporting requirements by DEECD and/or the Department of Health</i></li> </ul>	
Management of school	<ul style="list-style-type: none"> <li>• Encourage staff who develop flu-like symptoms during a pandemic to stay away from school until</li> </ul>	

workforce	<p>completely well</p> <ul style="list-style-type: none"> <li>• Ensure staff who develop influenza-like illness at school leave immediately and seek medical attention</li> </ul>	
School closures	<ul style="list-style-type: none"> <li>• Contact your Regional Director regarding schools closure policy</li> <li>• Schools, if required, may be closed by: <ul style="list-style-type: none"> <li>○ the Regional Director in consultation with the Chief Health Officer, Department of Health</li> <li>○ the school council, with the approval of the Regional Director</li> </ul> </li> <li>• If required to close, advise the Security Services Unit on 9589 6266 and the Manager, Operations and Emergency Management in your region</li> <li>• Inform teachers of their obligations during school closures</li> <li>• For students at home, provide access to educational materials including online learning</li> </ul>	
Travel	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health and the Department of Foreign Affairs and Trade at <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• Follow the advice from DEECD and distribute information about individual protective measures and school cleaning procedures</li> <li>• 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)</li> <li>• School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices)</li> <li>• Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate</li> <li>• Direct media queries to the DEECD media unit on 9637 2871</li> </ul>	

## STAGE 4 STAND DOWN

Response Category	Proposed Actions	Comments
Emergency management plan review	<ul style="list-style-type: none"> <li>• Develop a recovery plan to help regain education of students and stabilize families and the community including:               <ul style="list-style-type: none"> <li>○ staff availability</li> <li>○ procedures to re-open (if applicable)</li> <li>○ provision of counselling to students and staff (if required)</li> <li>○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance</li> </ul> </li> <li>• Replenish personal protective equipment (if required)</li> <li>• Incident controller to de-activate Incident Management Team and conduct final debrief(s)</li> <li>• Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others e.g. school nurses</li> <li>• Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves</li> </ul>	
Travel	<ul style="list-style-type: none"> <li>• Continue to follow advice of Department of Foreign Affairs and Trade at <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• Communicate status of situation to staff and parents/carers including supports that may be available</li> </ul>	