



# EMERGENCY MANAGEMENT PLAN (EMP)

## MUHAMMADIYAH AUSTRALIA COLLEGE

1-3 KILLARNEY DRIVE, MELTON VIC 3337

### BUSHFIRE STATUS

Fire district: **CENTRAL**

This site **IS NOT** listed on the bushfire at-risk register

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

### DOCUMENT VERSION

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Approved by:	<b>Board of Directors</b>	Position:	Director / Muhammadiyah Australia College



**0.0 DOCUMENT CONTROL**

**0.1 DOCUMENT CONTROLLER**

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**0.2 DOCUMENT AMENDMENTS**

If you become aware of any changes or corrections that are required, please photocopy this page and the relevant page(s) requiring changes, note the corrections and email them to the Document Controller.

PROPOSED EMP AMENDMENTS			
NAME		<b>CONTACT DETAILS</b>	
POSITION		Tel	
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		Email	
PLEASE NOTE PROPOSED CHANGES TO THE FOLLOWING SECTIONS / PAGES			
Document Ref:		Revision:	
Section No		Page No	
Section No		Page No	
Section No		Page No	
Section No		Page No	
OTHER COMMENTS			

When new revisions are issued, changes are summarised on a revision control sheet and highlighted by a vertical bar in the left-hand margin of affected pages.

This plan is to be reviewed annually during Term 2 each year to reflect any changes that may have taken place, such as changes to site facilities and personnel normally on site. Whenever this EMP is updated a copy must be distributed to all parties listed. See **Section 0.4 Distribution List**.

### 0.3 DOCUMENT AMENDMENT HISTORY

Details of amendments to this EMP must be recorded on the table below.

DOCUMENT AMENDMENT TABLE				
DATE	SECTION	NATURE OF AMENDMENT	UPDATED BY (NAME)	APPROVED BY
16.09.21	2.1, 2.2, 2.5, 2.10 (new), 3.1, 5.24,	VRQA Assessment – MAC Rectification	India Anderson (Dynamiq)	Board Directors / MAC
19.09.21	0.3, 0.4, 6, 6.2, 7.1, 7.2, 8.1, 8.3, 8.4, 8.5 (new), 11.0	VRQA Assessment – MAC Rectification	Anita Saijah (MAC)	Board Directors / MAC
23.10.21	6.2, 8.3	Contextualise sections to MAC.	William Nguyen (Dynamiq)	Board Directors / MAC

### 0.4 DISTRIBUTION LIST

A copy of this plan has been distributed to the following.

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## **1.0 INTRODUCTION**

### **1.1 PURPOSE**

The purpose of this plan is to provide a detailed plan of how Muhammadiyah Australia College will prepare and respond to emergencies.

This plan is designed to meet the requirements set out in AS3745 – 2010: Planning for emergencies in facilities.

This plan sets out an emergency management structure and actions for dealing with emergency incidents during normal business hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

### **1.2 SCOPE**

This plan applies to all educators, students, visitors, contractors and volunteers at Muhammadiyah Australia College. This plan also applies to all buildings and grounds at Muhammadiyah Australia College.

### **1.3 DEFINITION OF AN EMERGENCY**

An emergency is broadly defined as an event that arises internally or externally from a facility which may adversely affect the safety of people, the facility's buildings and/or the environment and which requires an immediate response.

### **1.4 PRIORITIES**

This plan demonstrates the commitment of the school to the community, students and stakeholders such as employees and contractors to respond to emergencies promptly and efficiently. The response to an emergency on-site is based on the following objectives:

- Preserve life and the safety of people
- Minimise the impact on the environment
- Minimise damage to property
- Minimise the impact on the neighbouring community
- Learn to prevent reoccurrence

## 1.5 COMPREHENSIVE APPROACH

This plan has been developed to align with the four phases of emergency management defined by Emergency Management Australia, namely the “Comprehensive Approach” to Emergency Management.



- **Prevention** – strategies include hazard and risk assessment aiming to prevent or mitigate the effects of an incident.
  - **Preparedness** – development of strategies including action plans, exercising and reviewing plans, training and awareness campaigns to ensure staff and the Orgs community are prepared to deal with any incident.
  - **Response** – a coordinated implementation of action plans, systems and processes, including issuing warnings, communications and deploying resources in a timely and effective manner.
- Recovery** – reconstruction of assets, restoration of systems and services to a position where activities revert to ‘business as usual’ and can be managed by normal business processes and resources. Recovery operations occur concurrently with response efforts but can continue for a protracted period of time.

Other factors are considered in the development of this plan, such as demographic factors, geographic factors (see **Section 2.0 The Facility** regarding the facility) and specific risks identified (see **Section 11.0 Appendix 3 Risk Assessment**).

### **Emergency Planning Committee (EPC)**

The EPC is responsible for the development, implementation and maintenance of the EMP, emergency procedures and related training and exercises. The EPC will also establish an Emergency Control Organisation (ECO) with the authority to implement these emergency procedures. See **Section 3.0 Emergency Planning Committee (EPC)** for more detail regarding the EPC.

### **Emergency Control Organisation (ECO)**

The ECO will implement the Emergency Procedures (see **Section 5.0 Emergency Procedures**) whenever there is a required response to threats to safeguard building occupants, the building themselves or the environment. This includes the shelter in place, lockdown or evacuation of the site occupants and specific duties dependant on the threat. See **Section 4.0 Emergency Control Organisation** for more detail regarding the ECO.

### **Emergency Services**

The Emergency Services (police, fire brigade, ambulance, State Emergency Service) should be contacted immediately by the ECO when an emergency occurs. One of the Emergency Services may assume legal responsibility for control and coordination of response activity on arrival and will retain control until their services are no longer required.

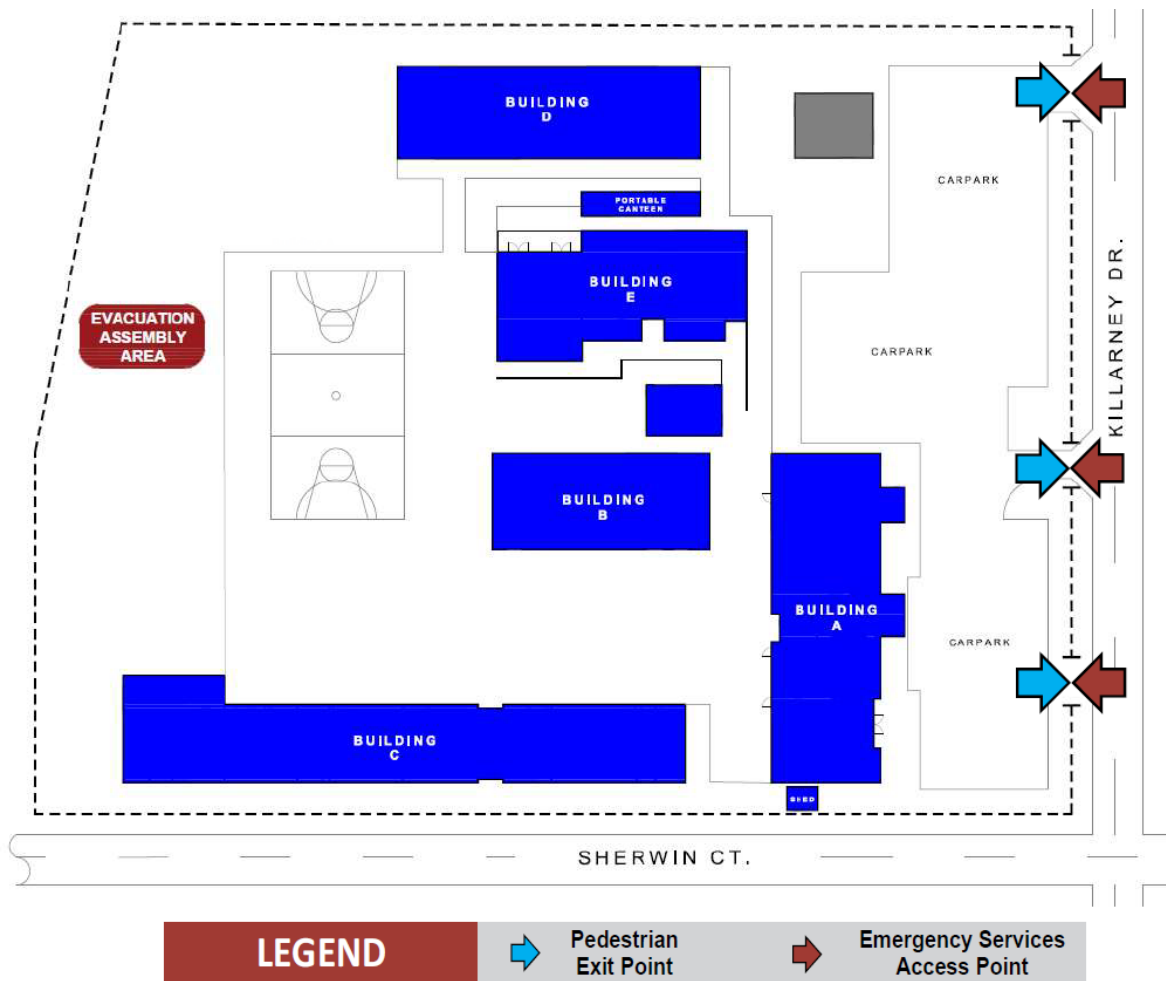
**2.0 THE FACILITY**

**2.1 FACILITY PROFILE**

PROFILE					
School Name	Muhammadiyah Australia College				
Address	1-3 Killarney Drive, Melton Vic 3337				
Hours of Operation	7:30AM-4:30PM				
Principal	Muhammed Edwars				
Telephone	<b>0433374600</b>				
Website	<a href="https://macollege.com.au/">https://macollege.com.au/</a>				
After Hours Emergency Contact	<table border="1"> <tr> <td>Name:</td> <td>Muhammed Edwars</td> </tr> <tr> <td>Telephone:</td> <td>0433374600</td> </tr> </table>	Name:	Muhammed Edwars	Telephone:	0433374600
Name:	Muhammed Edwars				
Telephone:	0433374600				
Number of Students	35 to 180				
Number of Staff	6 to 24				
Students / Staff with Disabilities	To be confirmed				
Total Fire Ban District	CENTRAL				
On 'Bushfire At-Risk' register	IS NOT				

**2.2 SITE DESCRIPTION**

Muhammadiyah Australia College’s designated primary Evacuation Assembly Area is the back oval next to the basketball court (as illustrated below). Depending on weather conditions, location, nature and severity of the emergency situation, the Chief Warden has the authority to decide upon an alternative and more appropriate Evacuation Assembly Area, should the primary area be unsuitable. Throughout the Emergency Planning and Training process other potential onsite Evacuation Assembly Areas have been considered, discussed with staff and are illustrated are below:



2.3 AREA MAP



**2.4 FIRE PROTECTION SYSTEMS AND EQUIPMENT**

This Plan has been designed to take into account the following installed fire and building protection features of the site. These include fixed and portable equipment.

All staff on site will always take life safety as a priority over property protection.

SYSTEM
<input type="checkbox"/> Fire detection and alarm systems
<input type="checkbox"/> Fire Indicator Panel
<input type="checkbox"/> Automatic Fire Sprinkler Systems
<input type="checkbox"/> Fire Suppression Trigger
<input type="checkbox"/> Fire Pump sets
<input type="checkbox"/> Fire Hydrant Systems
<input type="checkbox"/> Water storage tanks for fire protection systems
<input type="checkbox"/> Fire and smoke control features of mechanical services
<input type="checkbox"/> Passive fire and smoke systems
<input type="checkbox"/> Delivery lay flat fire hose reel
<input type="checkbox"/> Fire hose reels
<input checked="" type="checkbox"/> Portable and wheeled fire extinguishers
<input checked="" type="checkbox"/> Fire blankets
<input type="checkbox"/> Smoke Doors
<input type="checkbox"/> Fire isolated stairwells
<input type="checkbox"/> Fire approved lifts
<input type="checkbox"/> Sprinkler Stop Valve

## 2.5 COMMUNICATION SYSTEMS AND EQUIPMENT

This plan has been designed to take into account the following installed communication systems and equipment features of the site. Maintenance requirements of these systems can be found in **Section 8.3 Evacuation and Communication Equipment Requirements**.

SYSTEM
<input checked="" type="checkbox"/> Manual Call Point Break Glass Alarms
<input checked="" type="checkbox"/> Emergency Warning System (EWS)
<input type="checkbox"/> Emergency Warning and Intercommunication System (EWIS)
<input type="checkbox"/> Warden Intercom Points (WIP)
<input checked="" type="checkbox"/> Public Address System (PA)
<input checked="" type="checkbox"/> Evacuation Tone
<input checked="" type="checkbox"/> Loudhailers
<input type="checkbox"/> Portable Radios
<input checked="" type="checkbox"/> Fixed and Portable Phones with internal system
<input checked="" type="checkbox"/> Duress Alarm
ECO Identification Equipment



## 2.6 BUILDING SECURITY SYSTEMS

The nominated site has the following security systems installed. The table outlines the systems installed and outlines their use during a response.

TYPE	DESCRIPTION/LOCATION	USE DURING RESPONSE
CCTV Cameras	Admin Building & Staff Room	Recording of event within camera range
Security Doors	Admin Building main entrance	Alarm activated for unauthorised access during / intrusion outside working hours
Other		

## 2.7 UTILITIES AND BUILDING SERVICES

When an emergency arises there times when it is best to be able to shut down some services from the mains. The following utilities are on-site and can be accessed using the methods described.

UTILITY TYPE	LOCATION OF ACCESS POINT	SHUT OFF
Gas / Propane	Near gas cylinder	<p>Turn valve</p> 
Water	Located near carpark	<p>Turn valve</p> 



<p>Electricity</p>	<p>Near reception (Admin Building)</p>	<p>Flick Switch</p> 
<p>Roof Access</p>	<p>No direct access or dedicated area</p>	<p>N/A</p>

**2.8 DANGEROUS GOODS**

Dangerous goods are those that may initiate or influence an emergency if used improperly or exposed to an existing hazard. The table below indicates the types of dangerous goods and storage locations. For all goods a Material Safety Data Sheet log should be kept up to date and accessible to relevant staff. The schools Safety Data Sheet is stored in Reception.

MATERIAL	LOCATION	QUANTITY
Gas Cylinder	Back of Admin Building adjacent to Girls Toilet	1
Cleaning Products	Cleaner’ Room - Admin Building	1
Cleaning Product / Chemical Storage	Shed adjacent to Admin Building	1
Cooking Equipment	Canteen & Specialty Class	As per on site condition

**2.9 OTHER SITE HAZARDS**

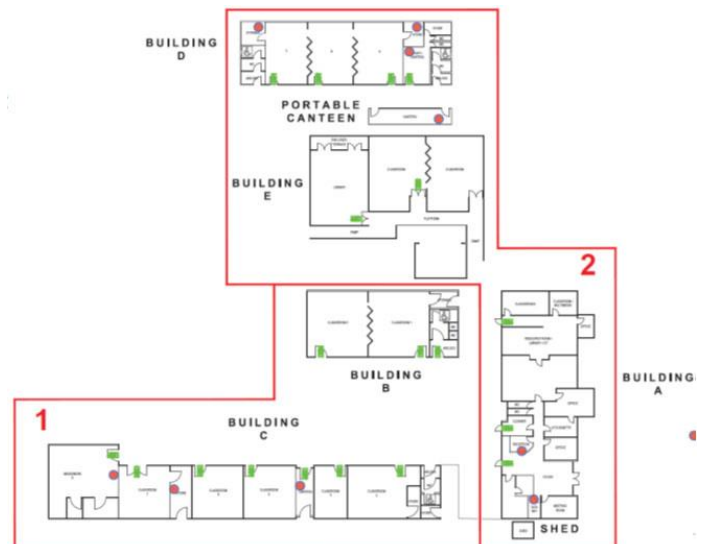
The following table lists other site hazards that may impact the occurrence or management of an emergency.

HAZARD	FURTHER DETAILS
e.g. bulk fuel storage facility located 100m north of the site	

**2.10 FIRST AID KIT LOCATION**

First Aid Kits can be found in the following locations:

- Woodwork (Rm 8)
- Store Room between Classroom 6 & 7
- Canteen (Building C)
- Portable Canteen
- Storage (Building D)
- Staffroom (Building D)
- Reception & Sickbay



### **3.0 EMERGENCY PLANNING COMMITTEE (EPC)**

#### **3.1 RESPONSIBILITIES**

Australian Standard AS3745 – 2010 gives the site EPC responsibility for establishing and maintaining the EMP, Emergency Procedures and appointing adequate numbers of trained personnel throughout the facility as members of the ECO with authority to override normal management during an emergency.

Australian Standard AS3745 – 2010 also requires the EPC to:

- Nominate the validity period for the EMP and the evacuation diagrams. NOTE: The validity period should not exceed five years but maybe less than five yearly, depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.
- Establish an ECO with authority to implement the emergency procedure documentation within this plan.
- Establish arrangements to ensure the continuing operation of the ECO.
- Arrange for all members of the ECO to meet at intervals not greater than six-monthly for training purposes (specific to their role).
- Ensure that the register of ECO members is current and readily available.
- Arrange for fire-extinguisher training bi-annually where the use of fire-extinguishers is documented within the emergency procedures.
- Arrange for the training of all non-ECO occupants annually.
- Obtain legal advice on the level of indemnity afforded to EPC members and the ECO.
- Arrange for regular emergency control exercises to be conducted (every part of the facility must undergo an exercise annually, the first exercise after establishing response procedures should be an evacuation). The EPC shall also amend the emergency procedures if changes are required following the exercise report.
- Review Emergency Procedures annually, ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, or any changes that affect the emergency plan (see **Section 3.3 Emergency Planning Committee Meetings**).
- Undertake emergency prevention including the implementation of emergency safety policies, maintenance of all equipment and measures required in an emergency, correct storage practices and good housekeeping measures.
- Arrange for other appropriate resources, such as financial, equipment or personnel, for the implementation of this EMP.
- Determine whether the facility requires a dedicated Emergency Response Team (ERT). If so, establish an ERT and arrange the development of specific ERT procedures, training and exercises.

### 3.2 EMERGENCY PLANNING COMMITTEE MEMBERSHIP

The EPC shall consist of two members at a minimum who shall be representative of the school’s stakeholders of which one member shall be a member of the management team. External contractors, consultants or others engaged by the school to provide specialist advice should not be members of the EPC but may attend EPC meetings.

Muhammadiyah Australia College EPC consists of the following representatives.

EPC MEMBERS		
NAME	TITLE	EMAIL
Anita Saijah	Director/ Muhammadiyah Australia College	<a href="mailto:anitasaijah@gmail.com">anitasaijah@gmail.com</a> +61 412 079 950
Muhammed Edwars	Principal	<a href="mailto:muhammed.edwars@macollege.com.au">muhammed.edwars@macollege.com.au</a> 0433 374 600

EXTERNAL CONTRACTORS ENGAGED FOR SPECIALIST ADVICE		
NAME	TITLE/ORGANISATION	EMAIL
Will Nguyen	Emergency Management Consultant / Dynamiq	<a href="mailto:eco@dynamiq.com.au">eco@dynamiq.com.au</a>

### 3.3 EMERGENCY PLANNING COMMITTEE MEETINGS

The EPC shall meet at least annually to review the EMP in line with Australian Standard 3745 and 1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, the suitability of the Evacuation Assembly Areas and identification of any introduced hazards.

The EPC may also decide to meet and review following any exercises, actual emergencies or upon receipt of feedback from the ECO regarding the plan.

A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements. NOTE: This may include minutes of meetings, communication, financial position, reports and specialist advice.

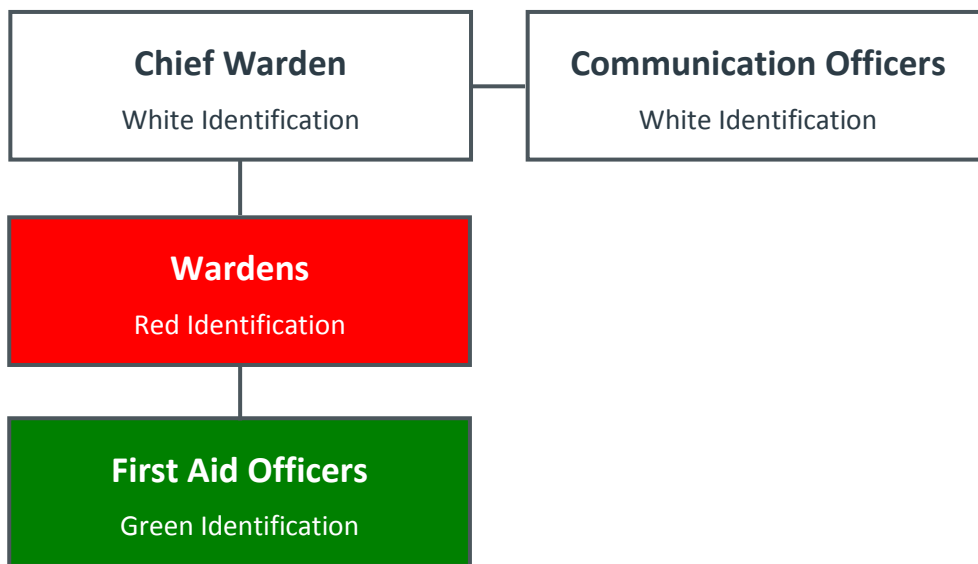
#### 4.0 EMERGENCY CONTROL ORGANISATION

The ECO will implement the Emergency Procedures (as detailed in **Section 5.0 Emergency Procedures**) whenever there is a required response to threats to safeguard building occupants, the building themselves or the environment. This includes the shelter in place, lockdown or evacuation of the site occupants and specific duties dependant on the threat. The ECO takes precedence over normal management during an emergency.

The ECO must undertake training and conduct emergency exercises as outlined in **Section 8.1 Training and Exercise Requirements** of this plan.

#### 4.1 STRUCTURE

The ECO uses the following structure to respond to emergencies on or affecting their grounds. This structure takes into account the size and layout of the school as well as the number of students enrolled.



## 4.2 CONTACT INFORMATION

The table below contains contact information for designated primary and alternate role holders on the Muhammadiyah Australia College’s ECO.

ROLE	NAME	MOBILE / AFTER-HOURS
Chief Warden	Primary: Muhammed Edwars	0433 374 600
	Alternate:	
	All staff have been trained in the responsibilities and duties of the Chief Warden and are able to fulfil the role should the listed personnel be unavailable.	
Communications Officer	All School staff are trained as Communication Officers, however, in the event of an emergency, the Communication Officers are likely to be administration staff as they are readily available to assist the Chief Warden and are familiar with the communication systems on-site.	
Warden	<p>All School staff are trained as Wardens. Upon notification of an emergency staff in the act of teaching (any staff member with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency.</p> <p>All other staff (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment.</p>	
First Aider	Qualified First Aid Personnel may be called upon by the Chief Warden to attend to casualties.	

Name	VIT Registration or WWCC		First Aid Qualification		Completed training	First Aid	Anaphylaxis Management Training	Other Notes
	Certificate number	Expiry date	Qualification	Expiry Date	Type	Level		

## **4.3 RESPONSIBILITIES**

### **4.3.1 Chief Warden**

The Chief Warden’s duties include:

- Being ready to take control over the response to an emergency until the arrival and handover to the emergency services (normal management ceases).
- Ascertaining the nature of a reported incident and whether to declare an emergency.
- Being prepared to take on the role and responsibilities of Chief Warden & lead the ECO.
- Executing the emergency plans and evacuation procedure.
- Monitoring the response and record progress on the ‘Emergency (Evacuation / Lockdown) Checklist’.
- Ensuring the appropriate emergency services are notified, met on arrival and briefed.
- Taking responsibility for the welfare of the site occupants throughout an emergency.
- Wearing the correct Chief Warden identification and return items ready for re-use.
- Ensuring all members of the ECO are clearly identifiable.
- Delegating tasks, giving clear instructions to Wardens and the Communications Officer.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Emergency Services.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Giving the ECO the all-clear when the building is safe for re-occupation.
- Conducting post-incident debriefs using the Debrief Checklist and notifying the EPC of issues identified.

### **4.3.2 Communications Officer**

The Communications Officer’s duties include:

- Being prepared to take on the role and responsibilities of Communications Officer within the ECO.
- Being proficient in the operation of methods of communication used at the school.
- Managing all communications on behalf of the Chief Warden including the notification of emergency services.
- Being ready to take control of a designated Evacuation Assembly Area.
- Maintaining records on behalf of the Chief Warden.
- Being familiar with the evacuation procedures and emergency plans.
- Wearing correct Communications Officer identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.



### **4.3.3 Wardens**

Warden duties include:

- Being prepared to take on the role and responsibilities of a Warden within the ECO.
- Being familiar with the evacuation procedures and emergency plans.
- Wearing the correct Warden identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to take control of a designated area (e.g. conducting searches or making secure).
- Providing assistance and safeguard anyone in danger.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

### **4.3.4 First Aiders**

The First Aiders' duties include:

- Being prepared to take on the role and responsibilities of a First Aider within the ECO.
- Being familiar with the evacuation procedures and emergency plans
- Wearing correct identification and return items ready for re-use.
- Maintaining competency by participating in First Aider Training.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to offer First Aid assistance when required.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

### **4.3.5 Staff Members**

Staff duties include:

- Knowing the evacuation procedure and participate in exercises.
- Being familiar with the site layout, including exits, the location of the Evacuation Assembly Area and any hazardous areas.
- Understanding the methods of communication used at the school.
- Assisting anyone in immediate danger if safe to do so.
- Raising the alarm upon discovering any emergency.
- Taking responsibility for the welfare of students in their care.
- Being aware of any special requirements of students.
- Following any directions from the ECO and to provide any relevant information to the ECO.
- Accounting for students in their care.
- Referring all media comment to an authorised nominated person.

## 5.0 EMERGENCY PROCEDURES

The Emergency Procedures define overall control and coordination arrangements for the response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

These emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for or located on the installed emergency equipment (e.g. firefighting equipment and communication systems).

This EMP is not designed to be used during the emergency itself. Additional documents are available as guidance for all members of the ECO during the emergency, including:

- Chief Warden Emergency Procedure folder
- Personal Emergency Evacuation Plan (PEEP) (see **Section 12.6**)
- Evacuation Diagrams (see **Section 13.0**)

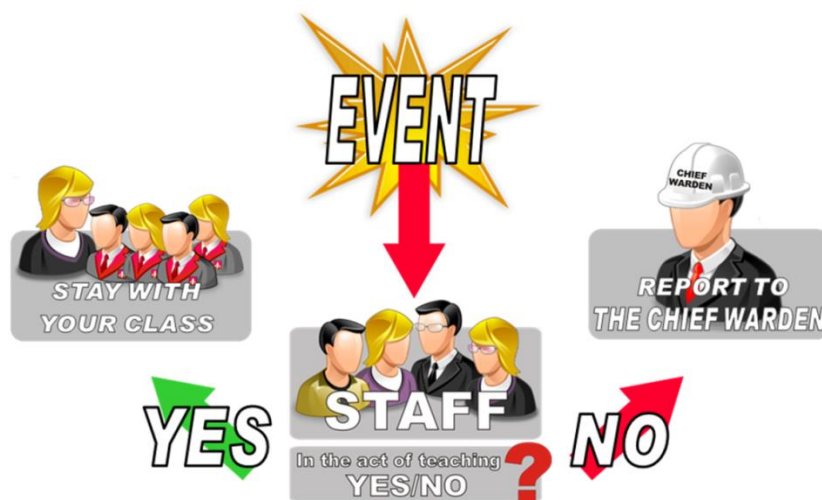
Personal Emergency Evacuation Plans (PEEPs) and the emergency procedures folder are located at the emergency control point. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.

Warden identification is also available at the Emergency Control Point.

## 5.1 ECO ACTIVATION

Upon discovering an emergency staff should remove themselves and others in the immediate vicinity, before shutting the door and raising the alarm in the nearby area. Once safely evacuated from the affected area or building they should then raise the alarm to the RECEPTION. Staff should then restrict access to the affected area until a Warden comes to assist them.

The ECO can be activated via a number of different communication methods. Once the Chief Warden is alerted to an emergency the selection process for Wardens operates as per the following diagram.



## 5.2 ON / OFF-SITE EVACUATION PROCEDURE

The below evacuation procedure applies to evacuation on or off-site. These situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off-site as appropriate).

### EVACUATION

#### **‘Staff in the act of Teaching’ Evacuation Procedure:**

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

#### **WARDENS (staff not in the act of teaching) Evacuation Procedure:**

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

#### **COMMUNICATIONS OFFICER Evacuation Procedure:**

- Report to the Chief Warden for instructions and don White Helmet.

##### **Communications Officer – Emergency Control Point (ECP):**

- Manage all communications on behalf of the Chief Warden.
- Use the ‘Emergency (Evacuation) Checklist’ to log search results.

##### **Communications Officer – Evacuation Assembly Area (EAA):**

- Move to the nominated Evacuation Assembly Area.
- Use ‘Emergency (Evacuation) Checklist’ to log headcount and report status to the Chief Warden.
- Manage all communications at the Evacuation Assembly Area.

#### **CHIEF WARDEN Evacuation Procedure:**

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

- Regularly contact the Evacuation Assembly Areas to give and receive information updates.
- When the Emergency Services declare the building safe, give the “All Clear” and control building re-entry and
- Hold a debriefing session for all Wardens.

### 5.3 LOCKOUT/SHELTER IN PLACE PROCEDURE

The below Lockout Procedure / Shelter-in-Place Procedures are similar, with the main difference being that during a shelter-in-place all occupants will gather at a suitable pre-determined location.

#### LOCKOUT/SHELTER-IN-PLACE PROCEDURE

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##### **STAFF MEMBER Shelter-In-Place Procedure:**

- If outside class time:
  - Yard Duty Teachers direct students to their homerooms, classrooms, designated shelter-in-place location or area nominated by the Chief Warden.
  - Grade Teachers attend class group, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students.
  - All other staff report to Chief Warden for deployment if asked to do so.
  - Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
- If during class time:
  - Move students to the pre-determined Shelter-In-Place Area or remain in the current location.
- Follow instructions explicitly stated by the Chief Warden, direct class group accordingly.
- Wait for further instruction from a Warden or Chief Warden.

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##### **WARDEN Shelter-In-Place Procedure:**

- Report to the Chief Warden for deployment if asked to do so.
- If required, don Red Helmet.
- Direct Students and Teachers to their Home Class Room, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. Assist in moving people with a disability to safety.
- Ensure that all external doors are closed and locked. Consider remaining in place to allow ingress and egress to approved persons.
- Follow instructions as issued by the Chief Warden.
- Once the Shelter-In-Place is complete, report to the Chief Warden and give details of any findings.
- Follow any further directions from the Chief Warden.

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##### **COMMUNICATIONS OFFICER Shelter-In-Place Procedure:**

- Report to the Chief Warden for instructions if asked to do so.
- If required, Don White Helmet.
- Manage all communications on behalf of the Chief Warden.

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##### **CHIEF WARDEN Shelter-In-Place Procedure:**

- Notify Staff and Wardens via the PA system or verbally of a Shelter-In-Place and ring school bell.
- Direct the Communications Officer to contact the appropriate Emergency Services or external supporting agency.
- Refer to the specific emergency procedure and provide directions to Wardens accordingly.
- Use the ‘Emergency Checklist’ to log Warden reports.
- Once the Shelter-In-Place is complete, stop the usual school bell from sounding.
- If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the ECP.
- If necessary, divert parents and returning groups from the school and advise if Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify Independent Schools Victoria.

- If possible, make regular contact with Teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for all Wardens.

## 5.4 LOCKDOWN PROCEDURE

### LOCKDOWN PROCEDURE

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#### **STAFF MEMBER Lockdown Procedure:**

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

#### **CHIEF WARDEN Lockdown Procedure:**

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- Notify Staff of Lockdown initiation via the PA system or verbally. Utilise code call if appropriate.
- Contact the appropriate Emergency Services.
- Secure buildings and prevent movement throughout the site if possible.
- Once the Lockdown is complete, stop the usual school bell from sounding.
- If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify Independent Schools Victoria.
- If possible, make regular contact with Teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for all Wardens.

## 5.5 BUSHFIRE / GRASSFIRE PROCEDURE

### BUSHFIRE/GRASSFIRE

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#### **CHIEF WARDEN total fire ban days / during bushfires in the local district:**

- Inform Staff and Students of total fire ban at the start of the day (or the day prior if possible) and update them with relevant information if required.
- Tune in to ABC radio or local community radio station for updates on the fire's progress or contact the regional bushfire information line.
- Liaise with local Emergency Services to move Staff and Students to a Safer Refuge if required.
- Assess if it is safe for students to undertake outdoor activities (including outside recess/lunch breaks).
- Check with the SCHOOL BUS COORDINATOR and Emergency Services to ensure that there are no fires burning which may endanger your school bus route.
- Refer to Section 7.0 Bushfire / Grass Fire response for additional preparedness and response considerations.

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#### **CHIEF WARDEN upon being notified of a Bushfire:**

Note: Inform the Critical Incident Management Team Leader of an impending bushfire.

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school, and it is unsafe to evacuate, everyone should as a last resort remain in the building after the following precautions are taken:

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Inform Emergency Services operator (000 or 112 if calling from a mobile) of building / s where staff and students will be housed. Keep in contact as fire approaches so the Emergency Services operator can direct services as they become available. The primary responsibility of staff is the safety of students.
- Issue Red Helmets and 'Warden Duty' cards and deploy Wardens:
  - Direct Wardens to assemble staff and students inside (preferably bricked and tiled); away from the part of the building that will be initially exposed to the fire.
- Check attendance against class rolls once assembled.
- Turn off power and gas.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing). Fill gutters, all sinks and washbasins with water.
- Once the threat has passed, direct Wardens to assess the buildings for spot fires, burning embers, casualties and report back.
- Designate trained, properly equipped teams (with firefighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so.
- Remain inside until it has been established that the fire has clearly passed; evacuate the building and remain in a safe area.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.

## 5.6 FIRE / SMOKE PROCEDURE

### FIRE / SMOKE

#### ANYONE upon discovering fire/smoke:

- Assist anyone in immediate danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- RAISE THE ALARM: Notify 0433 374 600 and give details of the location and extent of the fire.
- Alert anyone in the immediate area about the fire.
- Commence evacuation via the closest safe exit.

#### WARDENS upon notification of fire/smoke:

- Report to the Chief Warden for deployment. While performing your duties:
  - Assist anyone in immediate danger if safe to do so.
  - Close doors to prevent fire/smoke spread.
  - Request anyone in the immediate area to evacuate or to assist as necessary.
  - Commence firefighting duties if trained and safe to do so.
- If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation (see **EVACUATION PROCEDURE**).

#### CHIEF WARDEN upon notification of fire/smoke:

- Collect necessary keys and proceed to the Emergency Warning System / PA Panel in RECEPTION (Emergency Control Point).
- Activate the ECO.
- Determine the location and extent of the fire/smoke, by sending a Warden to investigate and report back IN PERSON OR VIA MOBILE PHONE.
- If a fire is evident, direct the Communications Officer to call the Fire Brigade and commence evacuation (see **EVACUATION PROCEDURE**).

## 5.7 BUSHFIRE PROCEDURE

### BUSHFIRE

#### CHIEF WARDEN total fire ban days / during bushfires in the local district:

- Inform Staff and Students of total fire ban at the start of the day (or the day prior if possible) and update them with relevant information if required.
- Tune in to ABC radio or local community radio station for updates on the fire's progress or contact the VICTORIAN BUSHFIRE INFORMATION LINE (see Emergency Contacts).
- Liaise with local Emergency Services (CFA, Police) to move Staff and Students to a Safer Refuge if required.
- Assess if it is safe for students to undertake outdoor activities (including outside recess/lunch breaks).
- Check with the SCHOOL BUS COORDINATOR or CFA to ensure that there are no fires burning which may endanger your school bus route.

#### CHIEF WARDEN upon being notified of a Bushfire:

Note: Inform the Critical Incident Management Team Leader of an impending bushfire. The Critical Incident Management Plan (CIMP) contains further information on Bushfire Preparedness.

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school, and it is unsafe to evacuate, everyone should as a last resort remain in the building after the following precautions are taken:

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.

## 5.8 FLOODING PROCEDURE

### FLOODING

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#### **ANYONE** discovering a flood:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify 0433 374 600 and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.

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#### **CHIEF WARDEN** upon being notified of a flood:

- Collect necessary keys and proceed to the Emergency Warning System / PA Panel in RECEPTION (Emergency Control Point).
- Activate the ECO.
- Direct Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area.
- If required, direct the Communications Officer to call the Fire Brigade.
- Determine the nature of the flood (water main/roof damage/sewerage/ etc.) and shut off the source and/or contact the relevant maintenance provider (see EMERGENCY CONTACTS).
- If the flood is external, commence shelter in place (see **SHELTER IN PLACE PROCEDURE**).
- If the flood is internal, commence evacuation (see **EVACUATION PROCEDURE**).



## 5.9 ADVERSE WEATHER PROCEDURE

### ADVERSE WEATHER

#### **EVERYONE** during Adverse Weather:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside seek shelter.
- Await instructions from the Chief Warden.

#### **CHIEF WARDEN** during and after adverse weather:

- Collect necessary keys and proceed to the Emergency Warning System / PA Panel in RECEPTION (Emergency Control Point).
- Activate the ECO.
- If the threat is external, commence shelter in place (see **SHELTER IN PLACE PROCEDURE**).
- Once the threat has passed, direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

## 5.10 FALLEN TREE / STRUCTURAL FAILURE PROCEDURE

### FALLEN TREE / STRUCTURAL FAILURE

#### **ANYONE** upon discovering a Fallen Tree / Structural Failure:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify 0433 374 600 and give details of the threat.

#### **CHIEF WARDEN** once notified of a Fallen Tree / Structural Failure:

- Deploy a Warden to assess the affected area for casualties, anyone trapped, building damage and hazards and report back.
- Ensure First Aiders attend any casualties.
- If a building is damaged or hazards are identified that threaten occupants inside buildings, commence evacuation (see **EVACUATION PROCEDURE**).
- If anyone is trapped or suspected of being trapped, call the Fire Brigade '000' (Fire Brigade is equipped for rescue).

## 5.11 EARTHQUAKE PROCEDURE

### EARTHQUAKE

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#### **EVERYONE** during an earthquake:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms.
- If outside, move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from the Chief Warden.

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#### **CHIEF WARDEN** after an earthquake:

- Direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

## 5.12 BOMB THREAT / BOMB THREAT EVACUATION PROCEDURE

### BOMB THREAT

#### **ANYONE** receiving a bomb threat via telephone:

- Take the threat seriously. Do not hang up the phone to assist call trace.
- Use the “Bomb Threat Checklist” to obtain as much information as possible.
- RAISE THE ALARM with a discreet response. Notify 0433 374 600 and give details of the threat.

#### **CHIEF WARDEN** in the event of bomb threat via telephone:

- Contact the Police.
- Ensure the recipient completes a “Bomb Threat Checklist” (see **Section 12.4 Bomb Threat Checklist**).
- Assess the information on the “Bomb Threat Checklist” to determine if the threat is specific or non-specific and actions required. (see below)
- Discreetly activate the ECO and decide whether to conduct a search and if a partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below).
  - Direct Wardens to look for items not normally found in the area, items which an owner cannot be found and anything that is considered suspicious for any reason and report back search results.
  - **If no suspicious item is identified**, determine actions to take on subsequent threats.
  - **If a suspicious item is located**, commence evacuation (see **BOMB THREAT EVACUATION** below).
- Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, two-way radios or flash photography within a 25-metre radius.
- Contact the police to confirm that a suspicious item has been found.

### BOMB THREAT EVACUATION

#### **WARDENS** when conducting a Bomb Threat Evacuation:

- Advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings.
- Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open.
- Report to the Chief Warden. Give details of areas clear, people missing or requiring evacuation assistance and any suspicious items.

#### **CHIEF WARDEN** when conducting a Bomb Threat Evacuation:

- Consider selecting an Evacuation Assembly Area not publicly known (at least 100 metres from the item, if a vehicle, evacuate at least 500 metres).
- Determine the safest route to the Evacuation Assembly Area. Ensure paths of travel avoid the vicinity of any suspicious item or area specified in the threat.
- Ensure the Evacuation Assembly Area is a safe distance away from possible flying debris.
- Activate the ECO by directing the Communications Officer to make the ‘Evacuate Announcement’ over the Emergency Warning System / P.A. system and activating the Evacuate tone. Consider instructing evacuees to take their nearby personal effects with them.
- Issue evacuation instructions to Wardens, leaving windows and doors open if time permits.
- Meet the Police upon arrival and give details of the situation.
- Notify Independent Schools Victoria.
- When the Emergency Services declare the building safe, give the “All Clear”, control building re-entry and hold a debriefing session for all Wardens.

**5.13 SUSPICIOUS MAIL / PACKAGE PROCEDURE**

**SUSPICIOUS MAIL / PACKAGE**

**SUSPICIOUS MAIL / PACKAGE RECOGNITION POINTS:**

- **Origin:** Unusual postmark and unknown source.
- **Labelling:** Poor handwriting or typing, misspelling of common words.
- **Physical Characteristics:**
  - Unusual size, weight, feel, sound or smell.
  - Excessive tape or postage
  - Discolouration, stains or powdery deposits.
  - Perforations or protruding objects.
- **Ownership:** Item not normally found in the area, items for which an owner cannot be found and anything that is considered suspicious for any reason.

**WARDEN IMMEDIATE ACTIONS – suspected explosive device:**

- Carefully place the item on the nearest level surface.
- Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, radios or flash photography within a 25m radius
- Contact the police to confirm that a suspicious item has been found.
- Advise the Chief Warden of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area.
- Commence evacuation of the area (see **BOMB THREAT EVACUATION**).

**WARDEN IMMEDIATE ACTIONS – written/recorded threat:**

- Carefully place the item in a clear plastic bag. Avoid unnecessary handling to preserve evidence, such as fingerprints.
- Place all items in an envelope or container for assessment by police.

**WARDEN IMMEDIATE ACTIONS – suspected biological/chemical hazard:**

- Alert others and keep people away from the item but remain nearby.
- Ask the person who handled the item to place it inside an airtight plastic bag and then into another airtight bag.
- If opened, do not disturb any further nor clean up any spilled substance. Cover the item if possible, without disturbing it.
- Ask the handler to remain calm and not to touch their face, anyone or anything else.
- Stop people from entering the immediate area.
- If able to without leaving the immediate area, have the handler wash their hands.
- If possible, shut off the ventilation system and fans and close doors and windows.
- If at any time there is a strong noxious smell, move to an adjoining room and close doors and windows.
- Advise the Chief Warden of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area.
- Await further directions from the Chief Warden.

**WARDEN IMMEDIATE ACTIONS – suspected radiological hazard:**

- Limit exposure/shield yourself from the item.
- Do not handle the item.
- Evacuate the area (see **BOMB THREAT EVACUATION**).

**CHIEF WARDEN when advised of suspicious mail/package:**

- Don white helmet/tabard.
- Ensure the Warden completes **IMMEDIATE ACTIONS** (for the following situations) and isolates the area:
  - A suspected improvised explosive device.
  - A written or recorded threat.
  - A biological/chemical hazard
  - A radiological hazard.
- Inform Police.
- Decide whether the situation warrants a partial or full evacuation and discreetly activate the ECO (see **BOMB THREAT EVACUATION**).

## 5.14 HAZARDOUS MATERIAL / GAS LEAK PROCEDURE

### HAZARDOUS MATERIAL / GAS LEAK

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#### **ANYONE** upon discovering a Hazardous Material Spill or Gas Leak:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify 0433 374 600 and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
- Commence evacuation via the closest safe exit.

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#### **WARDENS** upon being notified of a Hazardous Material Spill or Gas Leak:

- Report to the Chief Warden for deployment. While performing your duties:
  - Assist anyone in immediate danger.
  - Isolate the affected area.
  - Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
  - DO NOT attempt to clean up or confine the spill or leak unless you have been appropriately trained.
  - Isolate anyone contaminated until the arrival of the Emergency Services.
- Complete the evacuation (see **EVACUATION PROCEDURE**).

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#### **CHIEF WARDEN** upon being notified of a Hazardous Material Spill or Gas Leak:

- Collect necessary keys and proceed to the Emergency Warning System / PA Panel in RECEPTION (Emergency Control Point).
- Activate the ECO.
- Direct Wardens to take control of the situation.
- Assess the type and quantity of hazardous materials involved and obtain the 'Material Safety Data Sheet' to determine the appropriate response. Safety Data Sheet is stored in reception.
- If required, direct the Communications Officer to call the **Fire Brigade**.
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- Send a Warden to investigate the source (in case of a gas leak) and shut off supply if safe to do so.
- Direct Wardens to isolate anyone contaminated until the arrival of the Emergency Services.
- If the spill or gas leak is external, commence shelter in place, close all doors and windows and turn off ventilation systems (see **SHELTER IN PLACE PROCEDURE**).
- If the spill or gas leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**).

## 5.15 MEDICAL EMERGENCY PROCEDURE

### MEDICAL EMERGENCY

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#### **ANYONE** discovering a Medical Emergency:

- RAISE THE ALARM: Notify 0433 374 600 and give the location and details of the emergency.
- Contact a nearby trained First Aider, if available.

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#### **CHIEF WARDEN** upon notification of a Medical Emergency:

- Collect necessary keys and proceed to the Emergency Warning System / PA Panel in RECEPTION (Emergency Control Point).
- Activate the ECO and call First Aider(s) to attend to the casualty(s).
- Direct Wardens to take control of the situation.
- If the person is receiving an electric shock, refer to **ELECTRIC SHOCK GUIDELINES**, below.
- If requested by the First Aider, direct the Communications Officer to call an Ambulance.
- Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty.
- For serious incidents and/or if the person is hospitalised, notify the Principal to arrange for next of kin to be notified

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#### **ELECTRIC SHOCK GUIDELINES:**

##### **Avoid direct contact with the affected person while they are in contact with the current.**

- If the emergency has been reported to you, notify the Chief Warden. The Chief Warden will deploy First Aiders.

##### **Low Voltage – Immediate Actions (person discovering):**

- Immediately switch off / disconnect power source.
- If unable to switch off current, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or leg.
- Ensure onlookers are kept away from the live/energised equipment.

##### **High Voltage – Immediate Actions (person discovering):**

- Immediately disconnect the power source.
- Only permit first aid treatment after the current has been switched off (high voltage injuries can be very severe, even fatal, involving burns to the skin and possibly to internal organs).
- Ensure onlookers are kept away from the live/energised equipment.

## 5.16 THREATENING BEHAVIOUR / CIVIL DISORDER PROCEDURE

### THREATENING BEHAVIOUR / CIVIL DISORDER

#### **ANYONE** becoming aware of threatening behaviour or civil disorder:

- If possible, RAISE THE ALARM: Notify 0433 374 600 and give the location and details of the emergency.
- Act calm. Do not interrupt an agitated person; allow them to have their say.
- Do not tell people to calm down.
- Do not take sides in a dispute.

#### **CHIEF WARDEN** in the event of threatening behaviour or civil disorder:

- Notify the Police if assistance is required.
- Direct staff and students not to confront intruders/protestors and keep away.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- Direct a Warden to meet the Police on arrival.

## 5.17 ARMED INTRUSION PROCEDURE

### ARMED INTRUSION

#### **ANYONE** caught up in an armed intrusion:

- Act calm and obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be compliant and answer all questions asked by intruders.
- Hand over valuables when requested. These are replaceable; life is not.
- Do not give chase when intruders depart.
- If possible, RAISE THE ALARM: Notify 0433 374 600 and give the location and details of the emergency.

#### **CHIEF WARDEN** in the event of an armed intrusion:

- Call the Police.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, the weapon used, getaway vehicle and the direction of departure.
- Isolate the crime scene and ensure no one disturbs the area.
- Prevent discussion between witnesses.
- Direct a Warden to meet the Police on arrival.
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## 5.18 ACTIVE ARMED OFFENDER RESPONSE

Active Armed Offender events unfold rapidly and often without the opportunity to formalise ECO roles.

**DEFINITION:** An armed offender who is actively engaged in killing or attempting to kill people, and who demonstrated their intention to do so while having access to additional potential victims.

### OBJECTIVES:

- Initiate immediate response activities
- Minimise the offender’s access to potential victims.
- Move people from danger
- Prevent people from entering the scene
- Help Police to locate and contain the shooter.

There are three main options for teachers and students. In order of priority they are:

- ESCAPE:** leave the school premises to an off-site location
- HIDE:** find a hiding place and block entry into the area
- TELL:** alert emergency services and surrounding occupants at the earliest opportunity

As there may be little time to organise a coordinated response, in order to maintain the safety of the students under their supervision, staff should be trained to independently decide on the appropriate reaction. They must be able to choose to ESCAPE or HIDE and effectively TELL emergency services and nearby occupants.



## ACTIVE ARMED OFFENDER

### STAFF in the event of an Active Armed Offender:

#### ESCAPE (to a safe offsite location):

- Try to confirm that the entire escape route is safe.
- Inform students of a specific point to go to and the path to take.
- Where possible, alert others nearby of the ability to escape
- While escaping
  - Lead the students from the front and move together quickly and quietly
  - Remain as low as possible using available cover (use buildings, fences, trees etc. where available)
  - Avoid open spaces
  - If initial escape location is no longer safe, continue moving until safe

#### HIDE – Hide if Escape is not possible:

- Find a hiding place where the Active Armed Offender is less likely to find you. The hiding place should be out of the Active Armed Offender’s view, provide protection if shots are fired in your direction (e.g. an area with a closed and locked door or heavy wall) and not trap you or restrict your options for further movement.
- Prevent an active shooter from entering your hiding place by locking the door and/or blockade the door with heavy furniture/items.
- If the Active Armed Offender is nearby:
  - Lock the door and silence mobile phones and/or pagers and turn off any source of noise (e.g. radios, televisions).
  - Hide behind large items (e.g. cabinets, desks)
  - Teachers to continue to keep students quiet and calm.
- Constantly reassess your option to escape or hide (including moving to another hiding location).

#### TELL – while escaping or hiding:

- Inform Emergency Services as soon as you become aware the threat exists. Provide information regarding the nature, location and direction of the offender.
- Alert any nearby occupants and direct them to respond appropriately (escape or hide).

#### IF POLICE ARRIVE IN YOUR AREA

- Immediately raise hands and spread fingers.
- Keep your hands visible at all times.
- Behave calmly and follow officers’ instructions.
- Put down any items in your hands (e.g. bags, jackets).
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Provide information regarding the Active Armed Offender (location/direction, number of shooters, weapons, description etc...)

Do not stop to ask officers for help or direction when escaping; just proceed in the direction from which officers are entering the area.

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**CHIEF WARDEN in the event of an Active Armed Offender:**

- Delegate the nearest person to call the Police (000), remain on the phone and inform them of the:
  - the exact location of the shooter
  - the best point for Police to directly enter the school and find the Active Armed Offender (Police want access to the location of the offender)
- If possible, determine the location of the Active Armed Offender – information from notifier – (location/direction, number of shooters, weapons, physical description and number of casualties)
- Notify occupants to undertake Active Armed Offender response by making the Active Armed Offender announcement  
**“Active Shooter, Active Shooter ‘insert threat location’ (repeat as necessary)**
- If the location/direction of the Active Armed Offender is known and it is possible to determine that specific areas of the school are safe to ESCAPE, then staff at these locations should be directed to ESCAPE off-site (using closed communications methods). In areas close to the Active Armed Offender which are not safe to ESCAPE, then staff in these locations should be directed to HIDE (using closed communications methods).
- Continually broadcast updates to occupants about the location of the Active Armed Offender.
- Continually assess and re-contact specific areas and advise them to ESCAPE or HIDE.

**WHEN POLICE ARRIVE**

- Police will likely move straight to the location of the Active Armed Offender.
- Where available provide police with local two-way radio access for monitoring and live updates and offer ongoing information assistance
  - Site information – maps, hazards, choke points, restricted access, any CCTV
  - Communication systems available including P.A, logs etc.
  - Neighbouring facilities / local area insight
- Continue to provide information to 000; this will be distributed to the responding officers.

**WHEN THE THREAT HAS BEEN DECLARED ALL CLEAR OR SAFE BY POLICE:**

- Nominate a staff member to act as a police liaison
- Direct witnesses to assist Police with details and observations of the offender(s). Observations may include details such as speech, mannerisms, clothing, scars, tattoos, the weapon used, getaway vehicle and the direction of departure
- Communicate with offsite escape locations to ascertain those at the location and any issues.
- Prevent discussion between witnesses.
- Notify governing body.
- Assist police as requested

## 5.19 MISSING STUDENT PROCEDURE

### MISSING STUDENT

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**ANYONE** upon the report of a Missing Child / Dependent Person:

- Establish the missing person's name, a clear description, any distinguishing features, the location where last seen and any other critical or useful information.
- RAISE THE ALARM: Notify 0433 374 600 and give details of the location and description.

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**WARDENS** if notified a Missing Child / Dependent Person:

- Alert the Chief Warden if not already notified.
- If requested by the Chief Warden, search designated area for the missing person.
- Report to the Chief Warden following the completion of your search.
- Follow any further instruction from the Chief Warden.

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**CHIEF WARDEN (White Helmet)** once notified of a Missing Child / Dependent Person:

- Collect necessary keys, Emergency Response Procedures, nominate a suitable Emergency Control Point (ECP) & activate the ECO.
- Ensure a Warden or Staff member is directed to maintain contact with missing person's carer / s.
- Establish missing person's name, a clear description, any distinguishing features, the location where last seen and any other critical or useful information. Use 'Missing Persons Checklist' to assist.
- Alert all staff of the missing person's name & description.
- Instruct Wardens to perform a search of the site for the missing person,
- Deploy Wardens at gates to prevent the missing person from leaving the site.
- If necessary, call Police '000' & direct a Warden to meet the Police on arrival.

## 5.20 ANIMAL HAZARD PROCEDURE

### ANIMAL HAZARD

#### **CHIEF WARDEN** in the event of an Animal Hazard:

- Activate & Direct Wardens to keep persons away from any immediate hazard posed by the animal.
- Try to identify the owner of the animal to ensure they aware of the problem.
- Controlling the animal will be the responsibility of the owner/handler.
- In the absence of the owner/handler, inform the RSPCA, Council Rangers or appropriate supporting agency as appropriate.
- Receive updates from Wardens.
- If the threat is external and deemed severe, commence shelter in place (see **SHELTER IN PLACE PROCEDURE**).
- If the threat is internal and deemed severe, commence evacuation (see **EVACUATION PROCEDURE**).
- Stand down Wardens if / when the situation is declared all clear.

## 5.21 PEOPLE WITH DISABILITY / INJURY PROCEDURE

### PEOPLE WITH DISABILITY / INJURY

#### **WARDENS** in the event of an evacuation:

- Assist in moving anyone with a disability/injury out of the danger area via the closest safe exit to the nominated Evacuation Assembly Area.
- If any person cannot be moved to the nominated Evacuation Assembly Area:
  - Attempt to move them to a place of safety.
  - Notify the Chief Warden at the Emergency Control Point, of the location and status of the person.
  - Direct someone to stay with the person until rescued, if safe to do so.
- Wardens should only carry people down flights of stairs as the last resort.

#### **CHIEF WARDEN** in the event of an evacuation:

- Log details of any person that is unable to be evacuated.
- Inform the Emergency Services of the location of anyone that requires rescue.

**NOTE:** It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.

The completed PEEP's should be kept in the Chief Warden's response folder for distribution/deployment of assistance during an emergency response.

## 5.22 STUDENT RELEASE PROCEDURE

### STUDENT RELEASE

**PARENTS / GUARDIANS** must complete the following before a student can be released to them:

- Park in a safe location. Do not block gates or other cars.
- If the school is currently undertaking an emergency procedure, follow the direction of staff members.
- Report to school administration. If the school has been evacuated, report to the EAA.
- Show photo identification to Staff at administration or the Communications Officer at the EAA. Staff will only release a student to an authorised parent/guardian.
- If requested, complete a student release form.
- Staff will then arrange for the student to be released to the parent/guardian.

## 5.23 OFFSITE EMERGENCY PROCEDURE

### OFFSITE EMERGENCY

**CHIEF WARDEN** upon receiving a report of an emergency offsite:

- If the emergency is a threat to your site, then commence shelter in place (see **SHELTER IN PLACE PROCEDURE**).
- Tune in to ABC radio or local community radio station for updates on the emergency or contact the relevant emergency services information line.
- Inform Staff and Students of the emergency and update them with relevant information if required.
- Assess if it is safe for students to undertake outdoor activities (including outside recess/lunch breaks).
- Check with the school bus coordinator and relevant emergency services to ensure that there are no emergencies which may endanger your school bus route.

**CHIEF WARDEN** upon receiving a report of an emergency offsite that involves classes on an excursion:

- Remain in contact with staff at the emergency to receive information about the emergency if possible.
- Instruct them to follow the site's emergency procedures. If there is none, instruct staff to evacuate or shelter in place as required.
- If the staff involved in the emergency have not, instruct a nearby staff member to call Emergency Services for them.
- Consider sending staff to assist if available and safe to do so.
- Inform Staff and Students of the emergency and update them with relevant information if required.
- Notify Independent Schools Victoria of the incident to ensure critical incident management processes begin.

## 5.24 POST INCIDENT PROCEDURE

### POST INCIDENT

**CHIEF WARDEN** post-incident duties include:

- Ensure the building is safe for re-occupation (if emergency services are involved – upon advice from the Incident Commander).
- If there is any building damage restrict access to this area.
- Ensure the Emergency Warning System is placed back into automatic mode.
- Notify 0433 374 600 of the incident to ensure critical incident management processes begin.
- Conduct a post-incident debriefing with all ECO members involved, identifying any areas for improvement and actions to improve the response. If relevant, communicate findings with all staff.
- If any ECO equipment was damaged arrange for a replacement.
- If any fire extinguishers were discharged arrange for a replacement.
- Conduct a post-incident debriefing with all ECO members involved review Emergency Plan after an emergency or significant incident, identifying any areas for improvement and

actions to improve the response. If relevant, communicate findings with all staff and update Emergency Plan if deemed necessary.

- \*Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, or any changes that affect the emergency plan.

#### **5.25**      **OFFSITE ACTIVITY PROCEDURES**

Policies and procedures for the planning and approval of off site activities which consider the risk of bushfire in the activity location to refer to 'Muhammadiyah Australia College – Excursion Policy and Guidelines' \_

## 6.0 PANDEMIC ACTIONS

### 6.1 RELATED DOCUMENTS

- Muhammadiyah Australia College – COVID Safe Plan
- Muhammadiyah Australia College – Infectious Diseases Policy
- Muhammadiyah Australia College – Digital Learning Policy

### 6.2 STAGE 1: PREPAREDNESS AND STAGE 2: STANDBY

RESPONSE CATEGORY	ACTIONS	COMMENTS
Emergency Management Plan preparation	<ul style="list-style-type: none"> <li>• Ensure emergency management plans (including emergency numbers and key contacts) are up to date, and pandemic planning arrangements are included</li> <li>• Ensure contact lists of staff, students, families and local services – Department of Health and 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 the pandemic response section of the emergency management plan with stakeholders and prepare to activate the Incident Management Team</li> <li>• Identify minimum requirements and key staff for continued operations (including planning for the absence of the director)</li> </ul>	
Hygiene measures	<ul style="list-style-type: none"> <li>• Promote basic hygiene measures</li> <li>• Review cleaning procedures and determine whether frequency or other processes should change</li> <li>• Communicate the risk of a pandemic and how to identify cases of possible influenza, coronavirus, etc based on the current up to date case definition by the Chief Health Officer, Department of Health and Human Services</li> </ul>	

RESPONSE CATEGORY	ACTIONS	COMMENTS
Communications	<ul style="list-style-type: none"> <li>• Ensure hygiene information is displayed.</li> <li>• Consider providing information sessions for staff and parents about:               <ul style="list-style-type: none"> <li>• pandemic symptoms</li> <li>• preferred hygienic practices</li> <li>• vulnerable children</li> </ul> </li> <li>• Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations etc. to staff 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</li> <li>• Direct any media queries to Independent Schools Victoria media unit</li> </ul>	
Remote/Online Learning	<ul style="list-style-type: none"> <li>• Enact safe &amp; effective remote/online learning in line with the Muhammadiyah Australia College Digital Learning Policy</li> </ul>	



**6.3 STAGE 3: RESPONSE**

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

RESPONSE CATEGORY	ACTIONS	COMMENTS
Emergency Management Plan enactment	<ul style="list-style-type: none"> <li>• Enact Emergency Management Plans where necessary</li> <li>• Activate Incident Management Team (or Emergency Control Organisation as applicable)</li> </ul>	
Containment	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health and Human Services and the Independent Schools Victoria including service closures and exclusion periods for infectious diseases</li> <li>• Identify a designated area to keep sick children quarantined from others until they can be taken home by parents</li> <li>• Following any closures, notify Independent Schools Victoria according to the requirements of the relevant legislative framework.               <ul style="list-style-type: none"> <li>○ Further information is available at                   <ul style="list-style-type: none"> <li><a href="https://www.coronavirus.vic.gov.au/management-coronavirus-schools">https://www.coronavirus.vic.gov.au/management-coronavirus-schools</a></li> <li><a href="https://is.vic.edu.au/compliance/coronavirus-covid-19/">https://is.vic.edu.au/compliance/coronavirus-covid-19/</a></li> <li><a href="https://www.dhhs.vic.gov.au/health-services-and-professionals-covid-19">https://www.dhhs.vic.gov.au/health-services-and-professionals-covid-19</a></li> <li><a href="https://www.dhhs.vic.gov.au/health-service-planning-covid-19">https://www.dhhs.vic.gov.au/health-service-planning-covid-19</a></li> </ul> </li> </ul> </li> <li>• Inform carers of their obligations during closures</li> <li>• School Nursing Program nurses may be asked to assist the Department of Health and Human Services with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions)</li> </ul>	

RESPONSE CATEGORY	ACTIONS	COMMENTS
Outbreak management	<ul style="list-style-type: none"> <li>• Following any closures, notify Independent Schools Victoria according to the requirements of the relevant legislative framework.               <ul style="list-style-type: none"> <li>○ Further information is available at                   <ul style="list-style-type: none"> <li><a href="https://www.coronavirus.vic.gov.au/management-coronavirus-schools">https://www.coronavirus.vic.gov.au/management-coronavirus-schools</a></li> <li><a href="https://is.vic.edu.au/compliance/coronavirus-covid-19/">https://is.vic.edu.au/compliance/coronavirus-covid-19/</a></li> <li><a href="https://www.dhhs.vic.gov.au/health-services-and-professionals-covid-19">https://www.dhhs.vic.gov.au/health-services-and-professionals-covid-19</a></li> <li><a href="https://www.dhhs.vic.gov.au/health-service-planning-covid-19">https://www.dhhs.vic.gov.au/health-service-planning-covid-19</a></li> </ul> </li> </ul> </li> <li>• You will be advised of any additional reporting requirements by Independent Schools Victoria and/or the Department of Health and Human Services.</li> </ul>	
Management of workforce	<ul style="list-style-type: none"> <li>• Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well</li> <li>• Ensure staff who develop pandemic-like illness leave immediately and seek medical attention</li> </ul>	
Service closures	<ul style="list-style-type: none"> <li>• Following any closures, notify Independent Schools Victoria according to the requirements of the relevant legislative framework.               <ul style="list-style-type: none"> <li>○ Further information is available at                   <ul style="list-style-type: none"> <li><a href="https://www.coronavirus.vic.gov.au/management-coronavirus-schools">https://www.coronavirus.vic.gov.au/management-coronavirus-schools</a></li> <li><a href="https://is.vic.edu.au/compliance/coronavirus-covid-19/">https://is.vic.edu.au/compliance/coronavirus-covid-19/</a></li> <li><a href="https://www.dhhs.vic.gov.au/health-services-and-professionals-covid-19">https://www.dhhs.vic.gov.au/health-services-and-professionals-covid-19</a></li> <li><a href="https://www.dhhs.vic.gov.au/health-service-planning-covid-19">https://www.dhhs.vic.gov.au/health-service-planning-covid-19</a></li> </ul> </li> </ul> </li> <li>• Inform staff of their obligations during service closures</li> </ul>	
Remote/Online Learning	<ul style="list-style-type: none"> <li>• Enable staff &amp; effective remote / Online learning in line with Muhammadiyah Australia College Digital Learning Policy.</li> </ul>	

RESPONSE CATEGORY	ACTIONS	COMMENTS
Communications	<ul style="list-style-type: none"> <li>• Follow the advice from Independent Schools Victoria and distribute information about individual protective measures and cleaning procedures</li> <li>• Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> <li>• Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate</li> <li>• Direct any media queries to your governing body media unit.</li> </ul>	

**6.4 STAGE 4: STAND DOWN**

RESPONSE CATEGORY	ACTIONS	COMMENTS
Emergency Management Plan review	<ul style="list-style-type: none"> <li>• Develop a recovery plan for a return to normal operations which includes:               <ul style="list-style-type: none"> <li>• staff availability</li> <li>• procedures to re-open (if applicable)</li> <li>• provision of counselling (if required)</li> <li>• monitoring cumulative effects of the pandemic and identifying and supporting those who may need assistance</li> </ul> </li> <li>• Chief Warden (Incident Controller) to de-activate ECO (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>• Replenish personal protective equipment (if required)</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>	
Communications	<ul style="list-style-type: none"> <li>• Communicate status of the situation to staff and parents/carers including supports that may be available</li> </ul>	

## 7.0 BUSHFIRE / GRASSFIRE

### 7.1 APPLICATION

Bushfire preparedness is not just a concern of rural and regional schools. Metropolitan schools may be at risk from site-specific factors (e.g. located in a leafy area) or because their students may attend activities or camps in bushfire-prone areas.

During the summer months, the Chief Warden, Principal or Senior Leadership Team should check the CFA website regularly for fire danger ratings.

On days of Very High, Severe and Extreme fire danger days, the Senior Leadership Team should meet to pre-plan actions for the remainder of the day. Once notified of a Code Red day, the team must meet to confirm actions and ensure that all staff and students are advised. Independent Schools Victoria will be advising schools to close on Code Red days (Independent Schools Victoria website will report potential and actual closure notifications). The operation of school buses will also cease on Code Red days.

Policies and procedures for the planning and approval of offsite activities which consider the risk of bushfire in the activity location to refer to **‘Muhammadiyah Australia College – Excursion Policy and Guidelines’**

The table below outlines recommended actions for property holders in fire-prone areas given each classification of fire risk.

#### FIRE DANGER RATING TABLE (VICTORIA)

Triggers	What does it mean?	Actions
<b>CODE RED</b>	<p>These are the worst conditions for a bush or grass fire.</p> <p>Homes are not designed or constructed to withstand fires in these conditions.</p> <p>The safest place to be is away from high risk bushfire areas.</p>	<p>Leaving high risk bushfire areas the night before or early in the day is your safest option – do not wait and see.</p> <p>Avoid forested areas, thick bush and long, dry grass.</p> <p>Know your trigger.</p> <p>Make a decision about:</p> <ul style="list-style-type: none"> <li>–when you will leave</li> <li>–where you will go</li> <li>–how you will get there</li> <li>–when you will return</li> <li>–what you will do if you cannot leave</li> </ul>
<b>EXTREME</b>	<p>Expect extremely hot, dry and windy conditions.</p> <p>If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and will come from many directions.</p> <p>Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Consider staying with your property only if you are prepared to the highest level. This means your home needs to be situated and constructed or modified to withstand a bushfire, you are well prepared and you can actively defend your home if a fire starts.</p> <p>If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option.</p> <p>Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a> or call the Victorian Bushfire Information Line on <b>1800 240 667</b>.</p>
<b>SEVERE</b>	<p>Expect hot, dry and possibly windy conditions.</p> <p>If a fire starts and takes hold, it may be uncontrollable.</p> <p>Well prepared homes that are actively defended can provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Well prepared homes that are actively defended can provide safety – check your bushfire survival plan.</p> <p>If you are not prepared, leaving bushfire prone areas early in the day is your safest option.</p> <p>Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a> or call the Victorian Bushfire Information Line on <b>1800 240 667</b>.</p>
<b>VERY HIGH</b>	<p>If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.</p>	<p>Check your bushfire survival plan.</p>
<b>HIGH</b>	<p>Be aware of how fires can start and minimise the risk.</p>	<p>Monitor conditions.</p>
<b>LOW- MODERATE</b>	<p>Controlled burning off may occur in these conditions if it is safe – check to see if permits apply.</p>	<p>Action may be needed.</p> <p>Leave if necessary.</p>

Courtesy Country Fire Authority

## 7.2 BUSHFIRE PREPAREDNESS CHECKLIST

### BUSHFIRE PREPAREDNESS CHECKLIST

- Check the Governing Body website for potential and actual closure notifications
- Check the relevant Emergency Services website for current information
- Determine who is responsible for monitoring fire risk information and how
- Complete Bushfire & Emergency Management Self-Assessment and review any issues resulting from the assessment.
- Review Emergency Management Plan before the official start of the bushfire season
- Ensure back-up of the payroll master file is part of the school’s normal back-up procedures. Regularly test that the back-ups can be used to recover all vital information
- Ensure communication procedures are in place to contact parents and guardians in the event of closure or evacuation. This includes communications to parents and guardians warning of impending school closures 72, 48 and 24 hours prior to a Code Red day
- Allocate roles and responsibilities of Principals, staff, parents and guardians in executing emergency evacuation procedures
- Ensure that the planning procedures for offsite activities (such as camps and excursions) include consideration of the risk of bushfire in the offsite activity location
- Maintain a schedule for monitoring and removal of materials that may be easily ignited around buildings and schools
- Ensure flammable materials are stored safely
- Ensure building exits are kept clear of obstructions at all times
- Designate assembly points that allow appropriate access to emergency equipment
- Ensure that emergency vehicles have access to schools and grounds

## 7.3 EARLY COMMUNICATION

In the event of a bushfire, the prime consideration is the safety of students, teachers, staff, parents and guardians.

During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted. Schools must make sure that all parents, guardians and other school community members are aware of these procedures. Ask parents, guardians and staff to familiarise themselves with these procedures and to discuss them with students.

## 7.4 TRIGGERS FOR CLOSURE

Planned or Pre-emptive closure:

- On the declaration of a Code Red fire danger day, Emergency Services advises that fire safety plans should be enacted. In this circumstance, Independent Schools Victoria will advise Principals that at-risk schools in the designated areas are to enact their Emergency Management Plans and closure notification processes.
- This includes activating the communication tree and advising local ABC radio to inform all parents and guardians, students, staff and others providing services to the school of the proposed closure. Others to be contacted may include bus operators, suppliers, support agencies, etc.
- Immediate closure: Emergency Services may occupy and control a school site and instruct the Principal to close the school immediately in response to an imminent fire threat.
- Continuing closure: Emergency Services and/or Governing Body may recommend a school remain closed due to:

- The threat of continuing fires.
- Unsafe access.
- Potential smoke, water contamination or building safety concerns.

## **7.5 SCHOOL REOPENING**

Following a bushfire incident schools that have been closed should reopen in close consultation with Independent Schools Victoria

Parents and guardians, students and teachers will be advised when schools will be opened via the school, the media and governing body websites.

## **7.6 DURING HEIGHTENED FIRE DANGER**

Parents and guardians should arrange to collect their children from:

- Bus Stops – if students are passengers.
- School – if students cycle or walk to school.

Students should be housed in their homerooms and moved to the main building if necessary, to ensure they are accessible and safe.

All teachers must maintain an accurate record of students to enable the school to account for missing or extra students.

If parents and guardians need to collect their children prior to the end of the school day, they must ensure the student is signed out and that the student's teacher is informed.

Coordinating teachers will communicate with staff and bus transport authorities to facilitate students coming to designated locations to join their parents and guardians.

Students must only be released to an authorised person. Staff must cross-check with the student emergency card which records the name of the person(s) authorised to pick up a student.

## **7.7 SCHOOL BUSES**

If a fire occurs during school time in a zone serviced by the school, ALL students on possible affected bus routes will be held at that school until the all-clear is given.

NOTE: On Code Red days, school buses would most likely not be operating.

- Bus drivers must make themselves aware of possible hazards on their routes and determine areas of temporary refuge (this information must also be held by the Principal coordinating bus arrangements).
- Buses with students on board must not leave the school without the approval of the Principal.
- Bus drivers must carry some form of a communications device to contact Emergency Services or the school.
- Bus drivers must notify Emergency Services (typically the police) and the school immediately via two-way radios or mobile phone if a bus is delayed en route.
- Bus drivers must not allow students to alight from buses if fires are burning in the area unless parents and guardians are waiting for them. If no-one is waiting, buses will take students to the nearest safe area. (Safe areas to be agreed to by police and Principal coordinating bus arrangements).
- Bus drivers must have a card prominently displayed at all times showing telephone numbers of the school, Police and local CFA.
- If the road is blocked, the bus should return to the school, unless otherwise directed by Emergency Services personnel.

## **7.8 FAMILY FIRE SAFETY PLAN**

It is important that all families (particularly those in bushfire prone or high-risk areas) have a family fire safety plan that aligns with their school Emergency Management Plan.

The family fire safety plan should include information about alternative care arrangements for students in the event that school and children's services are closed with some warning.

The family fire safety plan should be practised so families are familiar with the procedures to be followed in a bushfire.



## 7.9 LOCALISED BUSHFIRE EVENT

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school, and it is unsafe to evacuate, everyone should remain in the building after the following precautions are taken:

- Ensure Safe Refuge is ready for use.
- Assess initial information and confirm fire threat level (refer to Fire Danger Rating Table).
- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Phone 000 for Fire Brigade (dial an additional 0 for an outside line, if required) or dial 112 if calling from a mobile and follow advice. Inform 000 / fire brigade operator which building/s the staff and students will be housed in. Keep in contact as the fire approaches buildings so the operator can direct services as they may become available.
- Contact Independent Schools Victoria emergency contact to report the incident.
- The primary responsibility of staff is the safety of students.
- Move everybody inside, to the pre-determined Shelter-In-Place location (preferably bricked and tiled); away from the part of the building that will be initially exposed to the fire.
- Check attendance against class rolls at the assembly area.
- Turn off power and gas.
- Listen to the local radio or TV on battery-powered sets for bushfire/weather warnings and advice.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing) and fill gutters, all sinks, washbasins and drums with water.
- Stay inside in the identified area (preferably bricked and tiled) with available water and away from windows.
- Once the fire has clearly passed, evacuate the building, assess and remain in a safe area.
- Staff should extinguish fires that may have started in or near the buildings once they have determined it is safe to do so. Designate trained, properly equipped teams (with firefighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so. This should be done in teams of not less than two staff, and they should have some form of communication with the staff member managing the Shelter-In-Place procedure (normally the Chief Warden). Staff should be suitably attired in natural fibre clothes (long-sleeved top, long pants) and sturdy shoes.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Contact Independent Schools Victoria for further advice and support, as appropriate, including media support.
- Implement procedures to resume school activities, including arranging counselling support for anyone affected by the fire.

**7.10 ACTIVATION AND ESCALATION POINTS FOR ACTION**

<p><b>POTENTIAL OF FIRE IN THE SHIRE ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<p>On ‘Very High’ fire danger days, the team will meet to ensure preparedness and agree on actions should an incident arise.</p> <ul style="list-style-type: none"> <li>- Draft messages for staff, students, parents and guardians should be prepared.</li> <li>- All resources checked.</li> <li>- Vigilance encouraged.</li> </ul> <p>This is the minimum level of preparedness for the Fire Danger Period.</p>
<p><b>CONFIRMED FIRE IN THE SHIRE ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<ul style="list-style-type: none"> <li>- Call the team together.</li> <li>- Confirm the potential threat.</li> <li>- Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line.</li> <li>- Confirm the location of the fire and weather forecast.</li> <li>- Does the fire pose any threat to the school?</li> <li>- If likely to escalate, confirm appropriate actions (if late in the day, is there any disruption to student homebound transport?).</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate Site Evacuation Procedure (off-site) if evacuation is required.</li> </ul>
<p><b>FIRE IN THE IMMEDIATE VICINITY OF THE CAMPUS ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<ul style="list-style-type: none"> <li>- Call the team together.</li> <li>- Confirm the location of fire and weather forecast (wind strength and direction).</li> <li>- Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line.</li> <li>- Is the school in the travel path of the fire?</li> <li>- Confirm appropriate action – Early dismissal of students, School Closure, preparation for movement to Safe Refuge</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate site Evacuation Procedure (off-site) if evacuation is required.</li> <li>- Ensure wardens have been activated and are available on the radio.</li> <li>- Considerations – a time of day, transport limitations due to lack of buses, adequate supervision of students when at home, number of staff directly affected and students that reside in an area that is directly under threat.</li> </ul>
<p><b>FIRE THREATENING THE SCHOOL ON A VERY HIGH DANGER DAY OR ABOVE</b></p>	<ul style="list-style-type: none"> <li>- Call the Senior Leadership Team together.</li> <li>- Confirm the location of the fire and weather forecast (wind strength and direction).</li> <li>- Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line.</li> <li>- Is the school in the travel path of the fire?</li> <li>- Confirm appropriate actions – Early dismissal, move to the Safe Refuge, site evacuation if safe to do so.</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate site Evacuation Procedure (off-site) if evacuation is required.</li> <li>- Ensure wardens have been activated and are available on the radio.</li> <li>- Considerations – the time of day, transport limitations due to lack of buses, adequate supervision of students when at home, number of staff directly affected and students that reside in an area that is directly under threat.</li> </ul>

<p><b>CODE RED DAY DECLARED AT LEAST ONE DAY PRIOR</b></p>	<ul style="list-style-type: none"> <li>- Call the leadership team together.</li> <li>- Confirm closure of the school is the appropriate action.</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Considerations – transport limitations due to lack of buses, adequate supervision of students when at home, the number of staff directly affected.</li> </ul>
<p><b>CODE RED DAY DECLARED ON THE DAY</b></p>	<ul style="list-style-type: none"> <li>- Call the leadership team together.</li> <li>- Confirm appropriate action – early dismissal, School closure, site evacuation.</li> <li>- Commence communication strategy to staff, students, parents and guardians.</li> <li>- Initiate site Evacuation Procedure (off-site) if evacuation is required.</li> <li>- Considerations – transport limitations due to lack of buses, adequate supervision of students when at home, the number of staff directly affected.</li> </ul>

**7.11 MORE INFORMATION**

- Local Government Authority.
- ABC Radio broadcasts regular bush fire activity in consultation with relevant authorities as do local radio stations in rural areas.

## 8.0 MAINTENANCE

The Emergency Planning Committee, Emergency Control Organisation, Emergency Management Plan, the emergency procedures and emergency equipment are to be maintained and tested according to AS3745:2010 Planning for emergencies in facilities and AS1851:2012 Routine service of fire protection systems and equipment. The tables below outline these maintenance requirements. Records of all maintenance, testing and inspections must be kept to illustrate compliance.

### 8.1 TRAINING AND EXERCISE REQUIREMENTS

ACTIVITY	CYCLE	REQUIREMENTS
Emergency Planning Committee Training	Ongoing	<ul style="list-style-type: none"> <li>Maintenance of at least one member of the EPC trained in the execution of their obligations under AS 3745:2010 (re emergency preparedness)</li> </ul>
Monitoring the removal of flammable materials.	3 Monthly (Before each term) and as required	<ul style="list-style-type: none"> <li>Monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris, and rubbish around and under buildings, including gutters, and dry grass and vegetation.</li> </ul>
Emergency Control Organisation Member Training / Familiarisation	6 monthly	<ul style="list-style-type: none"> <li>Training for all ECO members (primary and alternate) specific to their individual roles</li> <li>Refresher training following EMP revision</li> <li>This can include exercises and internal training sessions, such as familiarising members with communication systems and other ECO tools.</li> </ul>
First Attack Fire Fighting Training (using portable fire-fighting appliances)	24 monthly	<ul style="list-style-type: none"> <li>Fire extinguisher training where their use is documented within the procedures</li> </ul>
Emergency- Control Exercise An evacuation or an exercise consistent with the identified emergencies in the EMP.	AS 3745:10 Annually	<ul style="list-style-type: none"> <li>All areas of the facility must participate in at least one exercise</li> <li>All occupants within the exercise area must take part unless the EPC grants a written exemption before the exercise.</li> <li>The exercise observer must submit a report to the EPC</li> </ul>
	Education and Training Regulator Per-term	
Facility occupants Training (non-ECO)	Annually	<ul style="list-style-type: none"> <li>Training to allow them to respond appropriately to activation of the emergency procedures</li> </ul>
Emergency Access to buildings and grounds	3 Monthly (Before each term) and as required	<ul style="list-style-type: none"> <li>Ensure appropriate access from assembly points to emergency equipment are maintained and kept clear of obstruction</li> <li>Ensure available access to facilities and grounds for emergency vehicle are kept clear of obstruction and maintained.</li> </ul>



**8.2 DOCUMENTATION REQUIREMENTS**

ACTIVITY	CYCLE	REQUIREMENTS
Emergency Management Plan	Annually <i>Immediately after any significant incident.</i>	<ul style="list-style-type: none"> <li>• Check for relevancy to the facility</li> </ul>
Emergency Procedures	6 monthly	<ul style="list-style-type: none"> <li>• Warden numbers</li> <li>• Procedures relevant to the facility</li> <li>• Contact directories</li> <li>• Training and exercises</li> <li>• Assembly area suitability</li> <li>• Identification of any introduced hazards</li> <li>• Replace/update all documents within 5 years of issue</li> </ul>
Evacuation Diagrams	6 monthly	<ul style="list-style-type: none"> <li>• Check for relevancy to the facility</li> </ul>
<p>Dynamiq will conduct an Annual Assessment each year with the Emergency Planning Committee to determine if all documentation meets current requirements of both VRQA and AS 3745:10.</p>		

**8.3 EVACUATION AND COMMUNICATION EQUIPMENT REQUIREMENTS**

ACTIVITY	CYCLE	REQUIREMENTS
Evacuation Routes & Exits	3 Monthly (Before each term) and as required	<ul style="list-style-type: none"> <li>• Check that exit signs, and emergency lighting illuminate correctly</li> <li>• Check exit doors and routes are marked clearly, free from obstruction and function correctly</li> </ul>
Emergency Access to Buildings and Grounds	3 Monthly (before each term) and as required	<ul style="list-style-type: none"> <li>• Ensure appropriate access from assembly points to emergency equipment are maintained and kept clear of obstructions.</li> <li>• Ensure available access to facilities and grounds for emergency vehicles are kept clear of obstructions and maintained.</li> </ul>
ECO Identification Equipment	Monthly	<ul style="list-style-type: none"> <li>• Check identification is available, accessible, correctly colour coded and functional.</li> </ul>
Manual Call Point Break Glass Alarm	Monthly	<ul style="list-style-type: none"> <li>• Check equipment is accessible</li> </ul>
Emergency Warning System (EWS)	Monthly	<ul style="list-style-type: none"> <li>• Check that alarms are audible</li> <li>• Check that PA messages are audible</li> </ul>
Public Address System (PA)	Monthly	<ul style="list-style-type: none"> <li>• Check that PA messages are audible</li> </ul>
Loudhailers	Monthly	<ul style="list-style-type: none"> <li>• Check the equipment is accessible and operates correctly</li> </ul>
Fixed and Portable Phones	Monthly	<ul style="list-style-type: none"> <li>• Check the equipment is accessible, and signals are received, and messages audible</li> </ul>
Duress Alarm	Monthly	<ul style="list-style-type: none"> <li>• Check equipment is accessible</li> </ul>

**8.4 EVACUATION AND COMMUNICATION EQUIPMENT 3 MONTHLY CHECK LOG**

<b>Check Performed By:</b>		
<b>Date of Check:</b>		
<b>EQUIPMENT &amp; REQUIREMENTS</b>	<b>PASS / FAIL</b>	<b>COMMENTS</b>
<p><b>Evacuation Routes &amp; Exits</b></p> <p>Check that exit signs, and emergency lighting illuminate correctly</p> <p>Check exit doors and routes are marked clearly, free from obstruction and function correctly</p>		
<p><b>Emergency Access to Buildings and Grounds</b></p> <p>Ensure appropriate access from assembly points to emergency equipment's are maintained and kept clear of obstruction.</p> <p>Ensure available access to facilities and grounds for emergency vehicle are kept clear of obstruction and maintained.</p>		



**8.5 EVACUATION AND COMMUNICATION EQUIPMENT MONTHLY CHECK LOG**

<b>Check Performed By:</b>		
<b>Date of Check:</b>		
<b>EQUIPMENT &amp; REQUIREMENTS</b>	<b>PASS / FAIL</b>	<b>COMMENTS</b>
<b>ECO Identification Equipment</b> Check identification is available, accessible, correctly colour coded and functional.		
<b>Public Address System (PA)</b> Check that PA messages are audible		
<b>Loudhailers</b> Check the equipment is accessible and operates correctly		
<b>Fixed and Portable Phones</b> Check the equipment is accessible, and signals are received, and messages audible		
<b>Manual Call Point Break Glass Alarm</b> Check equipment is accessible		
<b>Emergency Warning System (EWS)</b> Check that alarms are audible Check that PA Messages are audible		
<b>Duress Alarm</b> Check equipment is accessible.		



**9.0 APPENDIX 1: ABBREVIATIONS**

LIST OF ABBREVIATIONS	
ACP	Area Control Point
BARR	Bushfire At-Risk Register
CIMP	Critical Incident Management Plan
EAA	Evacuation Assembly Area
ECO	Emergency Control Organisation
ECP	Emergency Control Point
EMP	Emergency Management Plan
EPC	Emergency Planning Committee
EWS	Emergency Warning System
EWIS	Emergency Warning and Intercommunication System
FIP	Fire Indicator Panel
ISV	Independent Schools Victoria
PEEP	Personal Emergency Evacuation Plan
VRQA	Victorian Registration and Qualifications Authority
WIP	Warden Intercom Point

## **10.0 APPENDIX 2: REFERENCES**

The following documentation has been used as a guide when creating this EMP:

AS3745:2010 Australian Standard AS3745 – Planning for Emergencies in Facilities (Amendment 1)

AS1851:2012 Routine service of fire protection systems and equipment

**11.0 APPENDIX 3: RISK ASSESSMENT**

The objective of Risk Assessment is to separate lower priority risks from the major high priority risks. For each risk identified determine the local context and analyse the risk in terms of impact and likelihood, considering the range of potential impacts and how likely they are to occur. Assess hazards and any others you think relevant to your school:

<b>Bushfire / grassfires</b>	<b>Internal fires and smoke</b>	<b>Intruders</b>
<b>Criminal Incidents</b>	<b>Earthquake</b>	<b>Bomb Threat</b>
<b>School Bus Accident / Vehicle Incident</b>	<b>Severe storms and flooding</b>	<b>Pandemics and communicable diseases</b>
<b>Hazardous Substance Release: Inside and Outside Facility Grounds</b>	<b>Off-Site Facility Emergency</b>	<b>Other Incidents</b>

RISK RATING		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	ALMOST CERTAIN	Medium	High	Extreme	Extreme	Extreme
	LIKELY	Medium	Medium	High	Extreme	Extreme
	POSSIBLE	Low	Medium	Medium	High	Extreme
	UNLIKELY	Low	Low	Medium	Medium	High
	RARE	Low	Low	Low	Medium	Medium

CONSEQUENCE DESCRIPTION	DEFINITION	LIKELIHOOD DESCRIPTION	DEFINITION
<b>Insignificant</b>	No Injury	<b>Rare</b>	The event may occur only in exceptional circumstances
<b>Minor</b>	Injury / ill-health requiring first aid	<b>Unlikely</b>	The event may occur at some time, say once in 10 years
<b>Moderate</b>	Injury / ill-health requiring medical attention	<b>Possible</b>	The event should occur at some time, say once in 3 years
<b>Major</b>	Injury / ill-health requiring hospital admission	<b>Likely</b>	The event will probably occur in most circumstances, say once a year
<b>Severe</b>	Fatality	<b>Almost Certain</b>	The event will probably occur in most circumstances, say once every 6 months

Risk Assessment completed by: Anita Saijah

Date: 20/09/2021

HAZARD	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Fire	<p>Risk of death/injury from burns or smoke inhalation</p> <p>Risk of psychological injury</p> <p>Risk of property damage or property loss</p> <p>Closure of school</p>	<p>Liaise with local fire services to determine bushfire status &amp; potential control measures.</p> <p>Monitoring and removal of materials that may be easily ignited including storage of flammable materials</p> <p>Determine shelter in place and location, on site and off site evacuation assembly point</p> <p>Implement MAC (Essential Safety Register) &amp; Maintenance Schedule</p> <p>Maintain EMP &amp; CIMP review &amp; update</p> <p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p> <p>Ensure fire services &amp; all electrical equipment are tested and tagged as per Australian Standard</p> <p>New Staff Induction</p> <p>Ensure Warden Training is completed annually</p> <p>Ensure regular practice drills are conducted (one per term)</p> <p>Test communication systems (PA System) on a regular basis</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p>	Severe	Unlikely	High	<p>Activate ECO</p> <p>Implement Evacuation Procedure</p> <p>Implement Fire Procedure</p> <p>Contact Emergency Services</p> <p>Contact Independent Schools</p> <p>Victoria Emergency Contact</p>
Bushfire / Grassfire	<p>Risk of death/injury from burns or smoke inhalation</p> <p>Risk of psychological injury</p> <p>Risk of property damage or</p>	<p>Liaise with local fire services to determine bushfire status &amp; potential control measures.</p> <p>Monitoring and removal of materials that may be easily ignited including storage of flammable materials</p> <p>Determine shelter in place and location, on site and off site</p>	Severe	Unlikely	High	<p>Activate ECO</p> <p>Implement Evacuation Procedure</p> <p>Implement Fire Procedure</p> <p>Contact Emergency Services</p> <p>Contact Independent Schools</p> <p>Victoria Emergency</p>

	<p>property loss Closure of school</p>	<p>evacuation assembly point Implement MAC (Essential Safety Register) &amp; Maintenance Schedule Maintain EMP &amp; CIMP review &amp; update Implement MAC-OH&amp;S Policy Implement MAC- Duty of Care Policy Ensure fire services &amp; all electrical equipment are tested and tagged as per Australian Standard New Staff Induction Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term) Test communication systems (PA System) on a regular basis Implement MAC Yard Duty &amp; Supervision Policy Implement MAC Excursion Policy &amp; Guidelines</p>				
<p>Medical incl. • Anaphylaxis • Asthma</p>	<p>Risk of death /injury</p>	<p>Implement MAC-OH&amp;S Policy Implement MAC-Anaphylaxis Policy and Guidelines Implement MAC-Asthma Policy and Guidelines Implement MAC-Medical Records and Medication Administration Policy; Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition Implement restriction to any related allergen / trigger in school / classroom.</p>	<p>Severe</p>	<p>Likely</p>	<p>Extreme</p>	<p>Activate ECO Implement Medical Emergency Procedure Contact Emergency Services</p>

		<p>Education, information and communication to student and parent about Anaphylaxis and Asthma Risk</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure reasonable adjustment by having a trained person administer insulin</p> <p>Ensure First Aid bags are stocked</p> <p>Ensure regular practice drills are conducted (one per term)</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p>				
Pandemic	Risk of death /injury Closure of school	<p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Infectious Diseases Policy</p> <p>Implement MAC- Covid Safe Plan</p> <p>Implement MAC-Medical Records and Medication Administration Policy;</p> <p>Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition</p> <p>Education, information and communication to student and parent about Pandemic Risk</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR /</p>	Severe	Likely	Extreme	<p>Activate Critical Incident Management</p> <p>Activate ECO</p> <p>Contact Critical Incident Management Leader &amp; Chief Warden</p> <p>Implement Pandemic Action Stage 3 &amp; Stage 4</p> <p>Contact and follow advise of Emergency Services if needed</p> <p>Contact and follow advise of DHHS &amp; ISV</p> <p>Implement MAC-Digital Learning Policy</p>



		<p>Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure First Aid bags are stocked</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p> <p>Implement Pandemic Action Stage 1 &amp; Stage 2</p> <p>Implement MAC-Digital Learning Policy</p>				
Electric Shock	<p>Risk of death/ injury from electric shock</p> <p>Risk of psychological injury</p> <p>Risk of property damage</p> <p>Closure of school</p>	<p>Implement MAC (Essential Safety Register) &amp; Maintenance Schedule</p> <p>Maintain EMP &amp; CIMP review &amp; update</p> <p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p> <p>Implement MAC-Medical Records and Medication Administration Policy;</p> <p>Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure First Aid bags are stocked</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p>	Severe	Possible	Extreme	<p>Activate ECO</p> <p>Contact Chief Warden</p> <p>Implement Medical Emergency Procedure (Electric Shock Guidelines)</p> <p>Contact Emergency Services</p>
Abduction / Missing Person	<p>Risk of death/ injury</p> <p>Risk of</p>	<p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p>	Severe	Rare	Medium	<p>Activate ECO</p> <p>Implement Medical Emergency Procedure</p>

	psychological injury	<p>Implement MAC-Medical Records and Medication Administration Policy;            Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition            Implement MAC – First Aid Policy including but not limited to;            Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually            Ensure First Aid bags are stocked            Implement MAC Yard Duty &amp; Supervision Policy            Implement MAC Child Safe Standard Policy            Implement MAC Mandatory Reporting Policy            Implement MAC Excursion Policy &amp; Guidelines</p>				Contact Emergency Services
Civil Disturbance	<p>Risk of death/ injury            Risk of psychological injury            Risk of property damage            Closure of school</p>	<p>Test communication systems (PA System) on a regular basis            Ensure Warden Training is completed annually            Ensure regular practice drills are conducted (one per term)            Implement MAC-OH&amp;S Policy            Implement MAC- Duty of Care Policy            Implement MAC-Medical Records and Medication Administration Policy;            Ensure medical register is up to date and photos of students</p>	Severe	Rare	Medium	<p>Activate ECO            Implement Lockdown Procedure            Implement Threatening Behaviour Procedure            Contact Emergency Services</p>

		<p>who suffer from anaphylaxis/ asthma and other medical condition</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure First Aid bags are stocked</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p> <p>Implement MAC Child Safe Standard Policy</p>				
Armed Intrusion	<p>Risk of death/injury</p> <p>Risk of psychological injury</p> <p>Risk of property damage</p> <p>Closure of school</p>	<p>Test communication systems (PA System) on a regular basis</p> <p>Ensure Warden Training is completed annually</p> <p>Ensure regular practice drills are conducted (one per term)</p> <p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p> <p>Implement MAC-Medical Records and Medication Administration Policy;</p> <p>Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy /</p>	Severe	Rare	Medium	<p>Activate ECO</p> <p>Implement Lockdown Procedure</p> <p>Implement Threatening Behaviour Procedure</p> <p>Contact Emergency Services</p>

		Seizure Annually Ensure First Aid bags are stocked Implement MAC Yard Duty & Supervision Policy Implement MAC Child Safe Standard Policy				
Active Shooter	Risk of death/ injury Risk of psychological injury Risk of property damage Closure of school	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term) Implement MAC-OH&S Policy Implement MAC- Duty of Care Policy Implement MAC-Medical Records and Medication Administration Policy; Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition Implement MAC – First Aid Policy including but not limited to; Ensure First Aid Training is Completed & up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually Ensure First Aid bags are stocked Implement MAC Yard Duty & Supervision Policy Implement MAC Child Safe Standard Policy	Severe	Rare	Medium	Activate ECO Implement Active Armed Offender Procedure Commence Lockdown / Evacuation Procedure Contact Chief Warden Contact Emergency Services
Bomb Threat	Risk of death/ injury Risk of psychological injury	Ensure bomb threat checklist is available Test communication systems (PA	Moderate	Rare	Low	Implement Bomb threat Procedure Commence Evacuation Procedure Contact Emergency Services

	<p>Risk of property damage Closure of school</p>	<p>System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term) Implement MAC-OH&amp;S Policy Implement MAC- Duty of Care Policy Implement MAC-Medical Records and Medication Administration Policy; Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition Implement MAC – First Aid Policy including but not limited to; Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually Ensure First Aid bags are stocked Implement MAC Yard Duty &amp; Supervision Policy Implement MAC Child Safe Standard Policy</p>				<p>Contact Chief Warden</p>
<p>Hazardous Weather</p>	<p>Risk of death/ injury Risk of property damage Closure of school</p>	<p>Ensure roofs/gutters/drains are clear Liaise with SES/ local government to identify potential risks Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term)</p>	<p>Moderate</p>	<p>Possible</p>	<p>Medium</p>	<p>Activate ECO Implement Adverse Weather Procedure Commence Lockdown or Evacuation Procedure Contact Chief Warden Contact Emergency Services</p>

		<p>Implement MAC (Essential Safety Register) &amp; Maintenance Schedule</p> <p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p> <p>Implement MAC-Medical Records and Medication Administration Policy;</p> <p>Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure First Aid bags are stocked</p>				
Flood	<p>Risk of death/ injury</p> <p>Risk of property damage</p> <p>Closure of school</p>	<p>Test communication systems (PA System) on a regular basis</p> <p>Ensure Warden Training is completed annually</p> <p>Ensure regular practice drills are conducted (one per term)</p> <p>Implement MAC (Essential Safety Register) &amp; Maintenance Schedule</p> <p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p> <p>Implement MAC-Medical Records and Medication Administration Policy;</p> <p>Ensure medical register is up to date and photos of students who suffer from anaphylaxis/</p>	Moderate	Rare	Low	<p>Activate ECO</p> <p>Implement Flooding Procedure</p> <p>Commence Lockdown or Evacuation Procedure</p> <p>Contact Chief Warden</p> <p>Contact Emergency Services</p>

		<p>asthma and other medical condition</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure First Aid bags are stocked</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p>				
Hazardous Material	<p>Risk of death/ injury</p> <p>Risk of property damage</p> <p>Closure of school</p>	<p>Test communication systems (PA System) on a regular basis</p> <p>Ensure Warden Training is completed annually</p> <p>Ensure regular practice drills are conducted (one per term)</p> <p>Implement MAC (Essential Safety Register) &amp; Maintenance Schedule</p> <p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p> <p>Implement MAC-Medical Records and Medication Administration Policy;</p> <p>Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p>	Major	Unlikely	Medium	<p>Activate ECO</p> <p>Implement Hazardous Material / Gas Leak Procedure</p> <p>Commence Lockdown or Evacuation Procedure</p> <p>Contact Chief Warden</p> <p>Contact Emergency Services</p>

		Ensure First Aid bags are stocked Implement MAC Yard Duty & Supervision Policy				
Air Supply Contamination	Risk of death/ injury Closure of school	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term) Implement MAC (Essential Safety Register) & Maintenance Schedule Implement MAC-OH&S Policy Implement MAC- Duty of Care Policy Implement MAC-Medical Records and Medication Administration Policy; Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition Implement MAC – First Aid Policy including but not limited to; Ensure First Aid Training is Completed & up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually Ensure First Aid bags are stocked Implement MAC Yard Duty & Supervision Policy	Severe	Unlikely	High	Activate ECO Implement Hazardous Material / Gas Leak Procedure Commence Lockdown or Evacuation Procedure Contact Chief Warden Contact Emergency Services
Suspicious Mail/ Package	Risk of injury Risk of psychological injury Closure of school	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted (one per term)	Minor	Possible	Low	Activate ECO Implement Suspicious Mail/ Package Procedure Commence Lockdown or Evacuation Procedure Contact Chief Warden



		<p>Implement MAC-OH&amp;S Policy          Implement MAC- Duty of Care Policy          Implement MAC-Medical Records and Medication Administration Policy;          Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition          Implement MAC – First Aid Policy including but not limited to;          Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually          Ensure First Aid bags are stocked          Implement MAC Yard Duty &amp; Supervision Policy          Implement MAC Child Safe Standard Policy</p>				<p>Contact Emergency Services</p>
<p>Animal Hazard</p>	<p>Risk of death/Injury          Risk of property damage</p>	<p>Implement MAC (Essential Safety Register) &amp; Maintenance Schedule          Implement MAC-OH&amp;S Policy          Implement MAC- Duty of Care Policy          Implement MAC-Medical Records and Medication Administration Policy;          Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition          Implement MAC – First Aid Policy including but not limited to;</p>	<p>Severe</p>	<p>Possible</p>	<p>Extreme</p>	<p>Activate ECO          Implement Animal Hazard Procedure          Commence Lockdown or Evacuation Procedure          Contact Chief Warden          Contact Emergency Services</p>

		<p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure First Aid bags are stocked</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p>				
<p>Fallen Tree / Structural Failure</p>	<p>Risk of death/ Injury</p> <p>Risk of property damage</p>	<p>Implement MAC (Essential Safety Register) &amp; Maintenance Schedule</p> <p>Implement MAC-OH&amp;S Policy</p> <p>Implement MAC- Duty of Care Policy</p> <p>Implement MAC-Medical Records and Medication Administration Policy;</p> <p>Ensure medical register is up to date and photos of students who suffer from anaphylaxis/ asthma and other medical condition</p> <p>Implement MAC – First Aid Policy including but not limited to;</p> <p>Ensure First Aid Training is Completed &amp; up to date CPR / Anaphylaxis / Asthma / Type 1 Diabetes / Epilepsy / Seizure Annually</p> <p>Ensure First Aid bags are stocked</p> <p>Implement MAC Yard Duty &amp; Supervision Policy</p>	<p>Severe</p>	<p>Possible</p>	<p>Extreme</p>	<p>Activate ECO</p> <p>Implement Fallen Tree/ Structural Failure Procedure</p> <p>Commence Evacuation Procedure</p> <p>Contact Chief Warden</p> <p>Contact Emergency Services</p>

**12.0 APPENDIX 4: SUPPORTING DOCUMENTATION**

**12.1 EMERGENCY DRILL / EXERCISE OBSERVER RECORD**

RUNNING LIST:					
<ul style="list-style-type: none"> <li>- Pre-briefing With Chief Warden (outline expectations/duties if required)</li> <li>- Brief Emergency Services (if required)</li> <li>- Start Evacuation - ensure “Exercise Only” Announcement is made</li> <li>- Control Re-entry (thank evacuees for participating)</li> <li>- Hold Warden Debrief</li> </ul>					
DETAILS:					
Chief Warden’s Name:					
Nature of Event:					
Location of Event:					
Date:		Time Event Initiated:		Time All at EAA:	
OBSERVATIONS:					YES / NO
Did the person discovering the emergency alert other occupants and the Chief Warden?					
Was the alarm activated?					
Were the emergency services promptly notified?					
Did staff direct persons from the building/site per the evacuation procedures?					
Were isolated areas searched?					
Were building entrances secured?					
Was the evacuation logical and methodical?					
Did occupants act as per instructions?					
Was a roll call conducted for students, staff and visitors (inc 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?					

**12.2 EMERGENCY CHECKLISTS**

Name:		Date: / /	Time: : hrs
<b>Emergency Services Notification: Telephone 000</b>			
Contact	Time called	Comments	
<input type="checkbox"/> Emergency Services	: hrs		
<input type="checkbox"/> Leadership Personnel	: hrs		
<input type="checkbox"/> Governing Body	: hrs		
<b>WARDEN AREA REPORT</b>			
Warden Area	Warden/s Name	Time of Deployment	Communication Method / Search Complete / Comments
<b>1</b>		:	
<b>2</b>		:	
<b>ASSEMBLY AREA REPORT</b>			
People missing/requiring rescue	Comments		

**12.3 DEBRIEF CHECKLIST**

INCIDENT DESCRIPTION:		
<b>SITE:</b>		
<b>Chief Warden:</b>	<b>Date:</b>	<b>Time:</b>
<b>WHO WAS PRESENT AT DEBRIEF:</b>		
<b>Chief Warden:</b>	<b>Wardens:</b>	
<b>Communications Officers:</b>		
<b>SUMMARY OF THE EMERGENCY:</b>		
<b>WHAT WAS DONE WELL?</b>		
<b>WHAT COULD HAVE BEEN DONE BETTER?</b>		
<b>WHAT ACTIONS WILL BE IMPLEMENTED?</b>	<b>BY WHOM?</b>	
<b>DEBRIEF COMPLETED BY:</b>		
<b>Name:</b>	<b>ECO Position:</b>	
<b>Time:</b>	<b>Date:</b>	
<b>Job Title:</b>	<b>Signature:</b>	

**12.4 BOMB THREAT CHECKLIST**

**BOMB THREAT CHECKLIST**

DO NOT HANG UP AT THE END OF THE CALL.

IMMEDIATELY REPORT THE CALL TO A WARDEN OR THE CHIEF WARDEN.

<b>Call taken by:</b> .....		<b>Date:</b> / /	
<b>Location &amp; phone number:</b> .....			
<b>Exact wording of the threat:</b> ..... ..... ..... ..... ..... .....		<b>Caller's Manner:</b> <input type="checkbox"/> calm <input type="checkbox"/> angry <input type="checkbox"/> excited <input type="checkbox"/> slow <input type="checkbox"/> rapid <input type="checkbox"/> soft <input type="checkbox"/> loud <input type="checkbox"/> familiar <input type="checkbox"/> laughter <input type="checkbox"/> crying <input type="checkbox"/> normal <input type="checkbox"/> distinct <input type="checkbox"/> child <input type="checkbox"/> adult	<b>Caller's Voice:</b> <input type="checkbox"/> slurred <input type="checkbox"/> nasal <input type="checkbox"/> stutter <input type="checkbox"/> lisp <input type="checkbox"/> raspy <input type="checkbox"/> deep <input type="checkbox"/> ragged <input type="checkbox"/> clearing throat <input type="checkbox"/> deep breathing <input type="checkbox"/> cracking voice <input type="checkbox"/> disguised <input type="checkbox"/> accent
<b>Questions to ask (bomb specific):</b> When will it explode? ..... Where is it right now? ..... What does it look like? ..... What kind of Bomb is it?..... What will set it off? ..... Did you place the bomb? .....			
<b>Other questions to ask:</b> Why did you place the bomb? ..... Where are you? ..... What is your name?..... What is your address?..... What number can I contact you on? .....			
<b>Caller's description:</b> Sex: M / F ..... Accent type: .....		<b>If the voice is familiar, it sounded like:</b> .....	
Age: ..... Other: .....		<b>Call:</b>	Time: .....AM / PM Duration: .....secs / min
<b>Background sounds:</b> <input type="checkbox"/> clear <input type="checkbox"/> local <input type="checkbox"/> phone booth <input type="checkbox"/> office <input type="checkbox"/> voices <input type="checkbox"/> music <input type="checkbox"/> motor <input type="checkbox"/> street noise <input type="checkbox"/> static <input type="checkbox"/> crockery <input type="checkbox"/> factory <input type="checkbox"/> public address noise <input type="checkbox"/> animal noise <input type="checkbox"/> long distance <input type="checkbox"/> house noise		<b>Threat delivery:</b> <input type="checkbox"/> irrational <input type="checkbox"/> well spoken <input type="checkbox"/> taped <input type="checkbox"/> foul <input type="checkbox"/> message read out	

**12.5 EMERGENCY KIT CHECKLIST**


HAVE YOU:	YES / NO
Child Data, e.g. sign-in sheet	
Children and staff with special needs list	
Enrolment records including authorisations and parent contacts	
Staff Data	
List of staff with emergency management or training skills	
Traffic safety vest and/or tabards	
Keys	
Standard portable first aid kit	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone	
Portable battery-powered radio	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Copy of facility site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies, e.g. nappies/wipes	
Other	

**12.6 PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**


PEEP prepared for:	Students Parent / Guardian / Responsible Teacher:	ATTATCH PHOTO						
Date:	Students Home Room:							
Review date:	<input type="checkbox"/> Timetable Attached							
Emergency Planning Committee approval: (Signature)	Parent / Guardian / Responsible Teacher: (Signature)							
Reason for PEEP?								
How to notify person of Emergency? i.e. visual cues etc.								
Number of Staff to assist? <input type="checkbox"/> 1 Warden <input type="checkbox"/> 2 Wardens <input type="checkbox"/> Other:								
Equipment Required: i.e. wheelchair, stretcher, visual cues etc.								
<p><b>Who are your designated assistants (name, phone, email):</b>  <i>Note: Assistants must be trained in emergency response procedures and evacuation equipment</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left; padding: 5px;">Name</th> <th style="width: 33%; text-align: left; padding: 5px;">Phone</th> <th style="width: 33%; text-align: left; padding: 5px;">Email</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Name	Phone	Email			
Name	Phone	Email						
<input type="checkbox"/> Advise Person of Procedures	<input type="checkbox"/> Notify the Student Parents of procedures							
<p><b>Extra Information:</b>  <i>e.g. assistance animal</i></p>								
DURING AN EMERGENCY								
<ul style="list-style-type: none"> <li>Do NOT use lifts</li> <li>If using a Wheelchair – Do NOT use stairs</li> <li>If it is not possible to move the person to the Evacuation Assembly Area, move them as far away from the danger as possible.</li> <li>Remain with the person if it is safe to do so</li> </ul>								



**12.7 OFFENDER CHECKLIST**

 <b>OFFENDER CHECKLIST</b>			
<b>Name:</b>	<b>Contact Number:</b>	<b>Date:</b> / /	<b>Time:</b> : hrs
<b>Number of Intruders:</b>		<b>Location of the event:</b>	
INCIDENT DESCRIPTION			
<b>General</b> Gender Age (approximate) Height & posture Weight and build Skin complexion Eye colour Tattoos/scars			
<b>Hair</b> Hair colour Hair length and style Facial hair			
<b>Speech</b> Voice Accent Language used			
<b>Appearance</b> Clothing Accessories Jewellery Footwear Personal belongings			
<b>Weapon Description</b> Type ( <i>gun, knife, axe etc.</i> ) Model ( <i>pistol, rifle etc.</i> ) Size Colour			
<b>Area Description</b> Where did the event take place? Who were witnesses? Did the offender touch anything? Did the offender take anything?			
<b>Vehicle Description</b> Registration Type (make and model) Colour Direction headed			
ADDITIONAL NOTES			

**12.8 MISSING PERSON CHECKLIST**

 <b>MISSING PERSON CHECKLIST</b>			
<b>Reported by:</b>	<b>Contact Number:</b>	<b>Date:</b> / /	<b>Time:</b> : hrs
<b>Relationship with missing person:</b>		<b>Name of missing person:</b>	
<b>Last known location:</b>			
<b>MISSING PERSON DESCRIPTION</b>			
<b>General</b> Gender Age (approximate) Height & posture Weight and build Skin complexion Eye colour Tattoos/scars			
<b>Hair</b> Hair colour Hair length and style Facial hair			
<b>Speech</b> Voice Accent Language			
<b>Appearance</b> Clothing Accessories Jewellery Footwear Personal belongings			
<b>Health</b> Any impairment <i>(physical, mental, hearing or visual)</i> Medical or health issues Medication required			
<b>Area Description</b> Where was the missing person last seen? Who was the last to see them? Anywhere they may go in particular? Could the missing have left with someone? Are they familiar with the area?			
<b>ADDITIONAL NOTES</b>			



12.10 EMERGENCY ANNOUNCEMENTS

## EMERGENCY ANNOUNCEMENTS

### EXERCISE

Prefix all announcements with

**“This is an exercise only”**

### ALERT

**“Attention this is an emergency announcement. Please assemble where you are and await further instructions. (if necessary) Available Wardens, please report to the – insert Emergency Control Point -”**

\*Repeat\*

\*Sound alert tone\*

### EVACUATION

**“Attention this is an emergency announcement. Can all occupants please calmly move to the -insert evacuation assembly area- avoiding the -insert area of emergency-. Available Wardens, please report to the – insert Emergency Control Point -”**

\*Repeat\*

\*Sound evacuation tone\*

### SHELTER IN PLACE

**“Attention this is an emergency announcement. Please -insert explicit instructions- until further notice. (If necessary) Available Wardens, please report to the – insert Emergency Control Point -”**

\*Repeat\*

\*(If necessary) sound alert tone\*

### LOCKDOWN

**“Could -insert code call- please report to the -insert location of person-”**

\*Repeat\*

### ALL CLEAR

**“Attention all occupants, the emergency situation is all clear. Please resume normal activities”**

\*Repeat\*

13.0 APPENDIX 5: EVACUATION DIAGRAMS (SAMPLE)

# EVACUATION DIAGRAM

Building D



**Muhammadiyah Australia College**  
1-3 Killarey Drive  
Melton VIC 3337

## EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO</b></p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</b></p>	<p><b>RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND THE OFFICE AFTER HOURS: 000</b></p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</b></p>
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## EVACUATION ASSEMBLY AREA



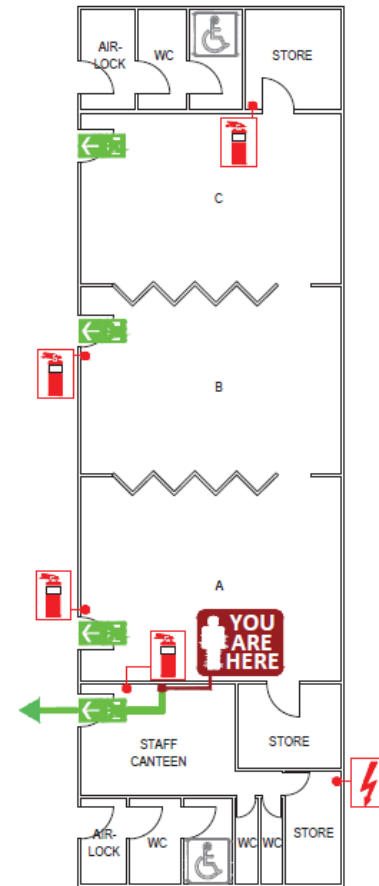
## EMERGENCY TONES

**ALERT TONE (BEEP...BEEP...BEEP...)**  
STANDBY FOR FURTHER ANNOUNCEMENTS

**EVACUATION TONE (WHOOOP...WHOOOP...WHOOOP...)**  
COMMENCE EVACUATION

## LEGEND

- Emergency Exit
- Exit Path
- Dry Chemical Extinguisher
- Switch Board



# EVACUATION DIAGRAM

## Building E

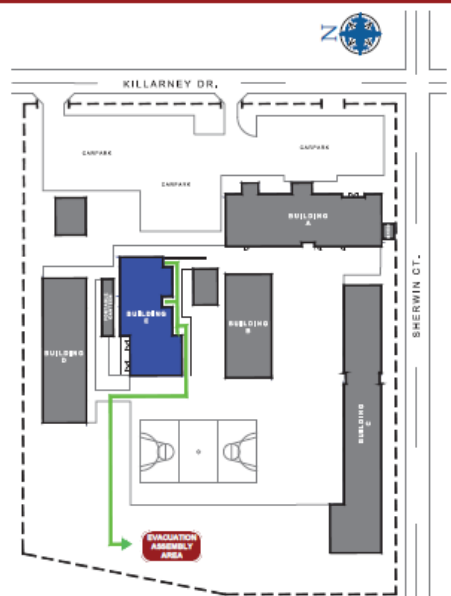


**Muhammadiyah Australia College**  
1-3 Killarey Drive  
Melton VIC 3337

### EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO</b></p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</b></p>	<p><b>RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND THE OFFICE AFTER HOURS: 000</b></p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</b></p>
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### EVACUATION ASSEMBLY AREA

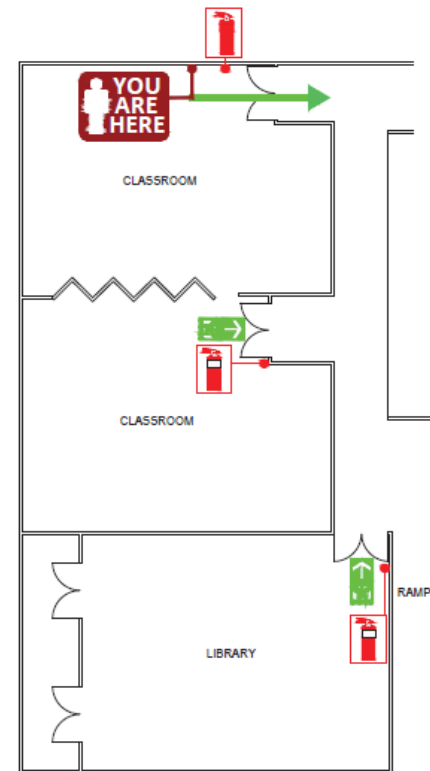


### EMERGENCY TONES

- ALERT TONE (BEEP.. BEEP.. BEEP..)**  
STANDBY FOR FURTHER ANNOUNCEMENTS
- EVACUATION TONE (WHOOOP.. WHOOOP.. WHOOOP..)**  
COMMENCE EVACUATION

### LEGEND

- Emergency Exit
- Exit Path
- Dry Chemical Extinguisher
- Water Extinguisher



# EVACUATION DIAGRAM

Building A

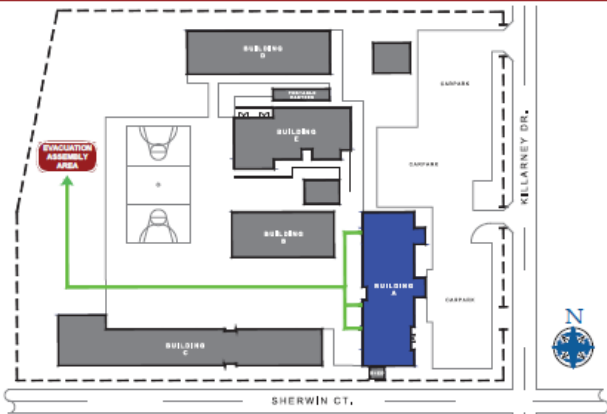


**Muhammadiyah Australia College**  
1-3 Killarey Drive  
Melton VIC 3337

## EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER</b> IF SAFE TO DO SO</p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b> NOTIFY NEARBY OCCUPANTS AND THE OFFICE AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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## EVACUATION ASSEMBLY AREA

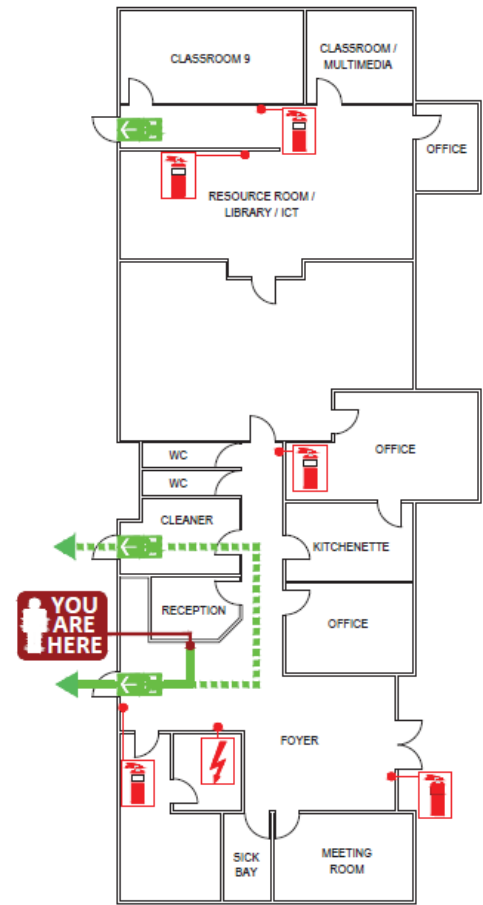


### LEGEND

Emergency Exit	Water Extinguisher
Exit Path	Dry Chemical Extinguisher
Alternate Exit Path	Switch Board

### EMERGENCY TONES

<p><b>ALERT TONE</b> (BEEP.. BEEP.. BEEP..) STANDBY FOR FURTHER ANNOUNCEMENTS</p>	<p><b>EVACUATION TONE</b> (WHOOOP.. WHOOOP.. WHOOOP..) COMMENCE EVACUATION</p>
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# EVACUATION DIAGRAM

## Building C

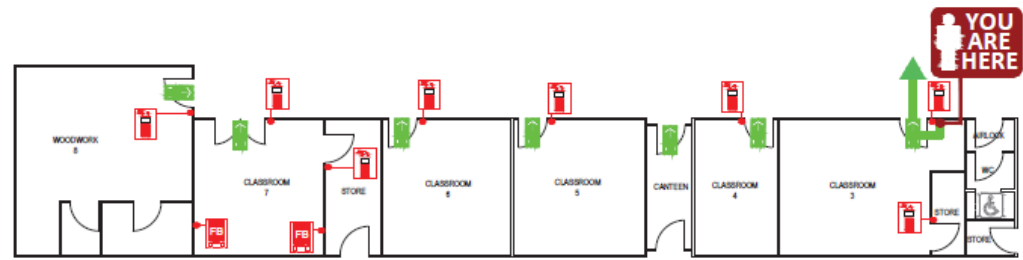
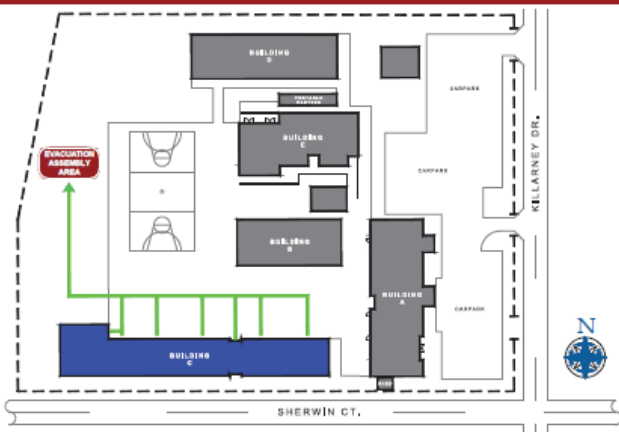


**Muhammadiyah Australia College**  
 1-3 Killarey Drive  
 Melton VIC 3337

### EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER</b>                  IF SAFE TO DO SO</p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b>                  MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b>                  NOTIFY NEARBY OCCUPANTS AND THE OFFICE                  AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b>                  ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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### EVACUATION ASSEMBLY AREA



#### LEGEND

Emergency Exit	Fire Blanket
Exit Path	Dry Chemical Extinguisher

#### EMERGENCY TONES

<p><b>ALERT TONE</b>                  (BEEP... BEEP... BEEP...)                  STANDBY FOR FURTHER ANNOUNCEMENTS</p>	<p><b>EVACUATION TONE</b>                  (WHOOOP... WHOOOP... WHOOOP...)                  COMMENCE EVACUATION</p>
--	---





# EVACUATION DIAGRAM

Building B

**Muhammadiyah Australia College**  
1-3 Killarey Drive  
Melton VIC 3337

**EMERGENCY PROCEDURES**

<p><b>ASSIST ANY PERSON IN DANGER</b> IF SAFE TO DO SO</p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b> NOTIFY NEARBY OCCUPANTS AND THE OFFICE AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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**EVACUATION ASSEMBLY AREA**

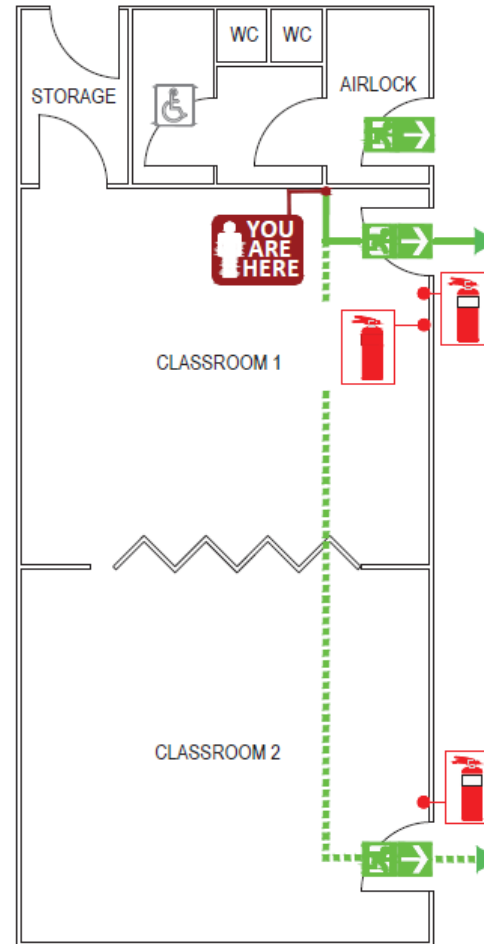
**EMERGENCY TONES**

**ALERT TONE**  
(BEEP..BEEP..BEEP..)  
STANDBY FOR FURTHER ANNOUNCEMENTS

**EVACUATION TONE**  
(WHOOOP..WHOOOP..WHOOOP..)  
COMMENCE EVACUATION

**LEGEND**

- Emergency Exit
- Exit Path
- Alternate Exit Path
- Dry Chemical Extinguisher
- Water Extinguisher



**14.0 APPENDIX 6: SPECIAL NEEDS LIST**

The tables below provide details of the staff and children that may require assistance in an emergency. See **Section 7.15 People with Disability / Injury Procedure** for the evacuation of people with special needs. The template for creating Personal Emergency Evacuation Plans can be found in **Section 12.6 Personal Emergency Evacuation Plan**.

**14.1 STAFF WITH SPECIAL NEEDS**

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
<b>To ensure adherence to the provisions of the Information Privacy Act 2000, this section is not included here.</b>						

**14.2 CHILDREN WITH SPECIAL NEEDS**

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
<b>To ensure adherence to the provisions of the Information Privacy Act 2000, this section is not included here.</b>						

**15.0 APPENDIX 7: CONTACT DIRECTORY**

**15.1 EXTERNAL CONTACT LIST**

<b>EMERGENCY CONTACTS</b>		
<b>Emergency Services (Police, Ambulance, Fire Services)</b>	<b>000</b>	
<b>Police</b>	<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>	131 444
<b>State Emergency Service (SES)</b>	Flood, wind, storm damage	132 500
<b>Independent Schools</b>	Victoria	<a href="https://www.is.vic.edu.au/">https://www.is.vic.edu.au/</a> (03) 9825 7200
<b>Poisons Information Centre</b>	Victoria	<a href="http://www.austin.org.au/poisons">http://www.austin.org.au/poisons</a> 13 11 26 (24 hours)
<b>Dept of Health [including hospitals]</b>	Check local listing or go to <a href="https://www2.health.vic.gov.au/">https://www2.health.vic.gov.au/</a>	
<b>Nearest Hospital</b>	Melton Health Services	(03) 9747 7600
<b>Local Government</b>	Melton City Council	03) 9747 7200
<b>ABC Radio</b>	AM 774 Broadcasts bushfire & emergency warnings	
<b>Bushfire Information Line</b>	Victoria	1800 240 667
<b>Bureau of Meteorology</b>	<a href="http://www.bom.gov.au">www.bom.gov.au</a>	(03) 9669 4965
<b>Metropolitan Fire Response</b>	<a href="https://www.frv.vic.gov.au/">https://www.frv.vic.gov.au/</a>	
<b>Rural Fire Response</b>	<a href="https://www.cfa.vic.gov.au/">https://www.cfa.vic.gov.au/</a>	
<b>Fire Equipment Maintenance</b>	FirePower Fire Services	(03) 9399 9302
<b>Dept of Health and Human Services</b>	Victoria	<a href="https://www.dhhs.vic.gov.au/">https://www.dhhs.vic.gov.au/</a> 24 hour line - 131 278
<b>Dept of Human Services Child Protection (Regional Office)</b>	West Division	1300 664 977
<b>Environment Protection Agency (EPA)</b>	Victoria	<a href="https://www.epa.vic.gov.au/">https://www.epa.vic.gov.au/</a> 1300 372 842
<b>Dept of Sustainability &amp; Environment</b>	Victoria	<a href="https://www2.delwp.vic.gov.au/">https://www2.delwp.vic.gov.au/</a> 136 186
<b>WorkSafe</b>	Victoria	<a href="https://www.worksafe.vic.gov.au/">https://www.worksafe.vic.gov.au/</a> 13 23 60
<b>Gas</b>	Energy Australia	13 34 66
<b>Electricity</b>	Origin Electricity	13 24 61

<b>Water</b>	Western Water	1300 650 422
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**15.2 TRANSPORT NETWORK CONTACTS**

CONTACT INFORMATION		
School	Muhammadiyah Australia College	
Principal	Name	Contact Details
	<b>Muhammed Edwars</b>	0433 374 600
School Bus Coordinator	Name	Contact Details

**15.3 STAFF CONTACT INFORMATION**

Staff contact information can be accessed via administration. This information is not replicated here to better manage its currency, accuracy and for information security purposes.

**15.4 STUDENT AND PARENT / FAMILY CONTACT INFORMATION**

Student and parent/family information can be accessed via administration. This information is not replicated here to better manage its currency, accuracy and for information security purposes.

**16.0 APPENDIX 8: PORTABLE FIRE FIGHTING EQUIPMENT**



# PORTABLE FIRE EXTINGUISHERS

**Suitability for Different Kinds of Small Fires**

**⚠️ Precautions:** - Switch off power or fuel supply to the appliance before attempting to extinguish the fire.  
- In all cases call the Fire Brigade: **Dial 000.**

EXTINGUISHER INDICATORS	NOT ELECTRICALLY SAFE			ELECTRICALLY SAFE			
	ALL	WATER	FOAM	WET CHEMICAL	CARBON DIOXIDE	AB(E) POWDER	B(E) POWDER
<b>TYPE OF EXTINGUISHER</b>							
<b>TYPE OF FIRE</b>							
<b>CLASS A</b> Wood, Paper, Textiles, Rubbish, etc							
<b>CLASS B</b> Flammable Liquids							
<b>CLASS (E)</b> Live Electrical Equipment							
<b>CLASS F</b> Cooking Fats and Oils							

\* Pictograms with a star indicate that the extinguisher is not the agent of choice for the class of fire, but may have a limited fire extinguishing capability

## Fire Extinguisher Usage - P.A.S.S.



### Pull Pin

Twist Pin to break seal, and pull Pin out



### Aim

Aim the nozzle at the base of the fire



### Squeeze & Sweep

Squeeze the handle  
Sweep at the base of the fire

## **17.0 APPENDIX 10: TRANSPORT PROVIDER EMERGENCY MANAGEMENT PLAN**

Copies of all transport providers emergency management plan, transport response plan or emergency response procedures should be attached to this Emergency Management Plan and be readily accessible in the event of an emergency. A copy of all bus routes utilised should be compiled and attached to this document.