

# **Emergency Management Plan 2021-2022**

## **Cire Community School Berwick Campus**

School Number	2091
Manager Approving our Plan	██████
Physical Address	120 Enterprise Avenue, Berwick
Telephone Number	03 9989 2431
DET Region	South Eastern
Fire District	Central
Is the school on the Bushfire- At-Risk Register?	No
Date Approved	August 2021
Next Review Date	August 2022

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## 1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Cire Community School at Berwick Campus (BKCCS) will prepare for and respond to emergency situations.

## 2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at BKCCS.

## 3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
[REDACTED]	Chair – Cire Board	Aug 2021	[REDACTED]
[REDACTED]	Chief Executive Officer – Cire Services	Aug 2021	[REDACTED]
[REDACTED]	Executive Manager Education – Cire Community School	Aug 2021	[REDACTED]
[REDACTED]	Chief Operating Officer – Cire Services	Aug 2021	[REDACTED]
[REDACTED]	Campus Principal – Cire Community School, Berwick Campus	Aug 2021	[REDACTED]
[REDACTED]	Warden Representative – Cire Community School, Berwick	Aug 2021	[REDACTED]
[REDACTED]	Safety Manager – Cire Services	Aug 2021	[REDACTED]
[REDACTED]	CFA Brigade Administrative Support Officer	Aug 2021	[REDACTED]
[REDACTED]	Narre Warren Police	Aug 2021	[REDACTED]

## PART 1– EMERGENCY RESPONSE

### 4. In case of emergency

In an Emergency	
<b><i>Call</i></b> <b>Police, Ambulance, Fire Services</b>	<b>000</b> <b>(zero zero zero)</b>
<b><i>Call the</i></b> <b>Organisational Contact</b>	<b>Executive Manager Education</b> [REDACTED] <b>and</b> <b>Safety Manager</b> [REDACTED]
<b><i>Convene your</i></b> <b>Incident Management Team (p.7)</b>	

## 5. Emergency Contacts

### 5.1 Emergency Services

In an emergency requiring **Police, Ambulance and CFA** attendance call **000**.

### 5.2 School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Executive Manager Education				
Campus Principal				
First Aid Officer				
Wellbeing Leader				
Warden Representative				
Safety Manager				

### 5.3 Key Organisational/Regional Contacts

	Name	Phone	Mobile
Regional Manager, Operations and Emergency Management	South Eastern Victoria: Glen Tarrant	03 8904 2406	0438 018 269
DET Region	Southern Melbourne	1300 338 738	N/A

### 5.4 Local/Other Organisations Contacts

	Phone
Police Station (Narre Warren)	03 9705 3111
Hospital (Monash Health Casey Hospital)	03 8768 1200
Electricity Provider (AusNet Electricity Services)	131 799
Water Corporation (South East Water)	03 9552 3770
Facility Plumber (D&D Liquid Plumbing)	0419 103 545
Facility Electrician (CR Electrical Services)	0417 389 258
Local Government (City of Casey)	03 9705 5200
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority	132 360

### 5.5 School Bus Emergency Contacts

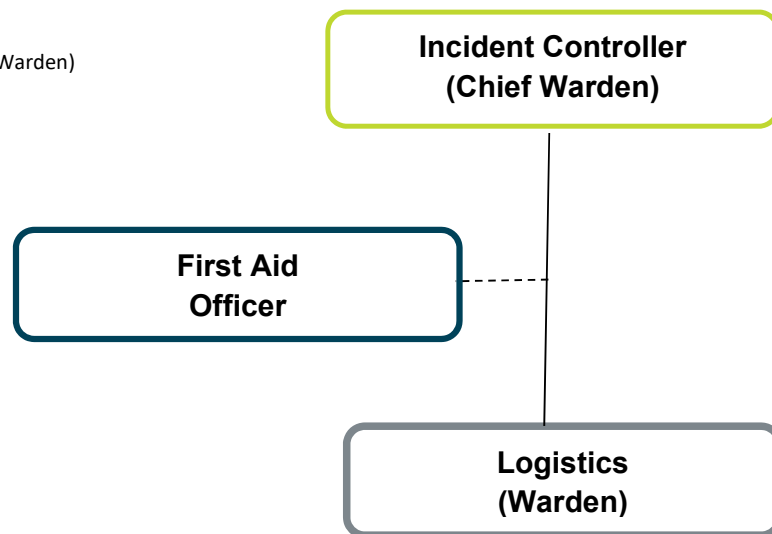
Coordinating School - School bus emergency contacts			
Bus Route Name and Number	Client School(s) & Bus Company	Contact Name	Phone/Mobile Numbers
Cire Community School	Cire Services Inc.		

## 6. Incident Management Team

### 6.1 Incident Management Team structure

Incident Controller (Chief Warden) performs the roles of:

- Communications Officer,
- Planning Officer, and
- Operations Officer (Area Warden)



### 6.2 Incident Management Team (IMT) contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	[REDACTED]	Name	[REDACTED]
	Phone/Mobile	[REDACTED]	Phone/Mobile	[REDACTED]
Planning tasks will be performed by:	Name	[REDACTED]	Name	[REDACTED]
	Phone/Mobile	[REDACTED]	Phone/Mobile	[REDACTED]
Operations (Area Warden) tasks will be performed by:	Name	[REDACTED]	Name	[REDACTED]
	Phone/Mobile	[REDACTED]	Phone/Mobile	[REDACTED]
Communications tasks will be performed by:	Name	[REDACTED]	Name	[REDACTED]
	Phone/Mobile	[REDACTED]	Phone/Mobile	[REDACTED]
Logistics (Warden) tasks will be performed by:	Name	[REDACTED]	Name	[REDACTED]
	Phone/Mobile	[REDACTED]	Phone/Mobile	[REDACTED]
First Aid tasks will be performed by:	Name	[REDACTED]	Name	[REDACTED]
	Phone/Mobile	[REDACTED]	Phone/Mobile	[REDACTED]

## 7. Incident Management Team Responsibilities

### 7.1 Chief Warden

#### Pre-Emergency

- Maintain current contact details of IMT members. Communicate any changes to Cire Safety Manager for update of EMP.
- Conduct regular exercises/drills once per term, or at least one of each type per year (Refer to Section 18 Emergency Response Drills Schedule, below); forward a copy of the evacuation drill checklist to Cire Safety Manager.
- Ensure students/staff with special needs list and staff trained in first aid list are up to date. Forward a copy of update listings to Cire Safety Manager.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the IMT are aware of their responsibilities.

#### During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Raise the *Alert Alarm* to convene our IMT as required:
  - The **Alert Alarm** switch is on the evacuation tone generator console at the data room.
- Raise the *Evacuation Alarm* to initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required:
  - The **Evacuation Alarm** switch is on the evacuation tone generator console at the data room.
- In case of lock-down/shelter-in-place, use the *Public Address* system to raise the alarm by *public announcement* with details:
  - The **Public Address** (PA) system is accessed from the table stand microphone at the Reception office. The PA system will simultaneously transmit the communication to the internal and external loudspeakers around the building.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to Cire Services Safety Manager on [REDACTED].

#### Post-Emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service or Cire's Employee Assistance Program providers, Caraniche at Work.
- Complete the Post Emergency Record for the IMT, Cire Safety Manager and Cire's Executive Leadership Team

### 7.1 Planning Officer

#### Pre-Emergency

- Assist the Chief Warden.
- Identify resources required.
- Participate in emergency exercises/drills.

#### During Emergency



- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden.
- Act as directed by the Chief Warden.
- Plan for contingencies.

### **Post-Emergency**

- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).

## **7.2 Operations (Area Warden)**

### **Pre-Emergency**

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate safety practices (for example clear egress paths, access to first attack equipment such as, fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Participate in emergency exercises/drills.

### **During Emergency**

On hearing alarm or becoming aware of an emergency, the Operations Officer/Area Warden will:

- Attend the emergency control point.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
- Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency.
- Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
- Confirm that the Logistics Officer's/Warden's activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

### **Post Emergency**

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

## **7.3 Communications Officer**

### **Pre-Emergency**

- Assist the Chief Warden.
- Attend training in the use of the school's communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills.

### **During Emergency**

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- Notify the Nossal High School (03 8762 4600) on the Monash precinct of the nature and location of emergency.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.

#### **Post-Emergency**

- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents as required.

### **7.4 Logistics (Warden)**

#### **Pre-Emergency**

- Ensure staff and students are aware of the emergency response procedures.
- Carry out safety practices (for example, clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

#### **During Emergency**

Persons selected to perform as Logistics Officer/Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer/Area Warden.

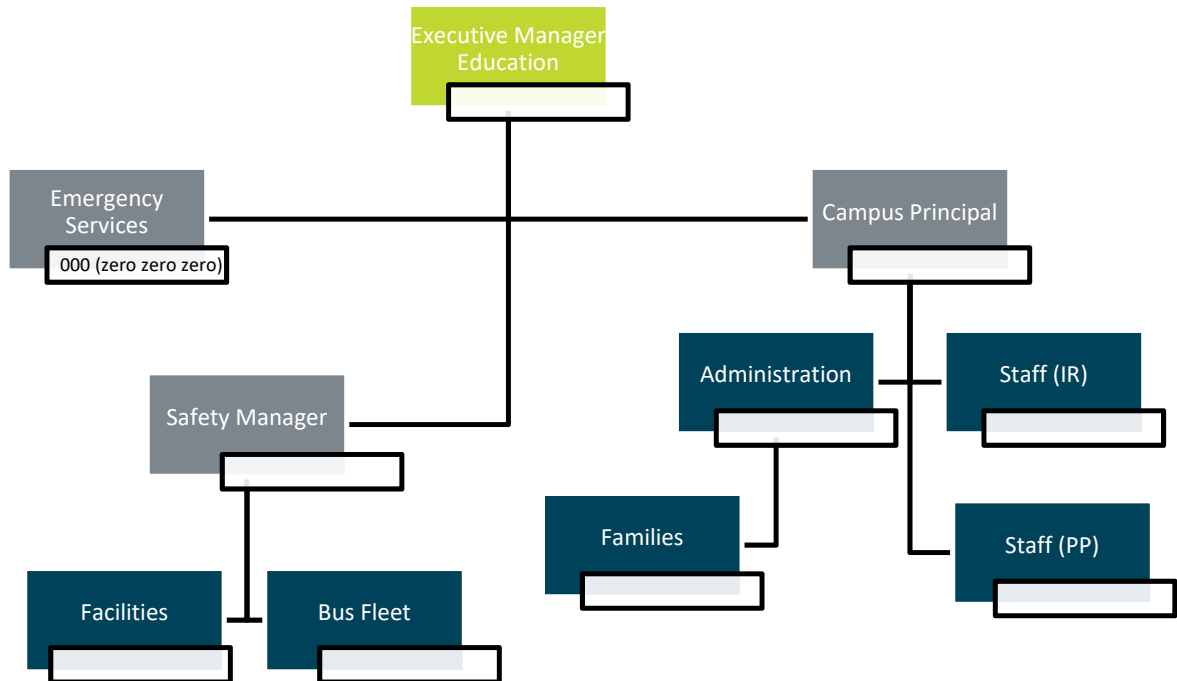
Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the Operations Officer/Area Warden on their completion.
- Act as directed by the Chief Warden.

#### **Post-Emergency**

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

## 8. Communication Tree



## 9. Staff Trained in First Aid

Teaching, wellbeing and support staff at Cire Community School maintain current first aid qualifications. CPR refreshers are conducted annually.

NAME	Campus	ROLE	Current First Aid	Expiry	CPR refresher Required (Y)
[REDACTED]	BK	Learning Assistant	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Wellbeing Specialist	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Admin	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Learning Assistant	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Teacher	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	VET Leader	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Learning Assistant	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Teaching Leader	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Teacher	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Wellbeing Leader	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Learning Assistant	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Campus Principal	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Learning Assistant	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	BK	Teacher	[REDACTED]	[REDACTED]	[REDACTED]

## 10. Emergency Response Procedures

### 10.1 On-site Evacuation/Relocation Procedure

When it is unsafe for students, staff and visitors to remain inside the school building the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

Situations may include but are not limited to:

- Fire
- Electrical issues
- Building damage, such as a tree fall or storm damage
- Chemical release
- Bomb threat
- Person/s displaying life threatening behaviour

**Call 000** for emergency services and seek and follow advice.

- Report the emergency and evacuation to the Executive Manager Education and Cire Services Safety Manager.
- Evacuate students, staff and visitors to the assembly area at the ***Bus shelter at the south western corner of the school, and if required to the car park on the western side of the school. If needed, use the alternate site at the north east corner of the playground (basketball court).***
- Take your emergency kit/first aid kit (including your student and staff attendance (Compass Access and Passtab iPad) lists and a copy of this EMP.
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from Cire Services Safety Manager if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

### Actions After On-site Evacuation/Relocation Procedure

- Notify the Executive Manager Education and the Cire Services Safety Manager that the evacuation is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Send SMS notification advising parents of the incident.
- Ensure staff are made aware of Employee Assistance Program contact details.
- Seek support for the school leadership/ Cire Services Senior Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record.

## 10.2 Off-site Evacuation Procedure

If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team.

Situations may include but are not limited to:

- Fire
  - Flood
  - Person/s displaying life threatening behaviour
  - Loose live electrical wire
  - Chemical release
  - Bomb threat
  - Explosion
  - Earthquake
  - Structural instability
  - Loss of services
- 
- **Call 000** for emergency services and seek and follow advice.
  - Report the emergency and evacuation to the Executive Manager Education and Cire Services Safety Manager.
  - Identify which off-site assembly point you will evacuate staff, students and visitors to.
  - Evacuate staff, students and visitors to ***Nossal High School sports oval (south side of school) or alternatively to the vacant ground to the west of the school*** (determine the safest evacuation option/route).
  - Take your emergency kit/first aid kit (including your student and staff attendance (Compass Access and Passtab Ipad) lists and a copy of this EMP).
  - Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
  - Ensure communications with emergency services is maintained.
  - Wait for emergency services to arrive or provide further information.
  - Contact families as required.
  - Seek advice from Cire Services Safety Manager if required.
  - Maintain a record of actions/decisions undertaken and times.
  - Confirm with Emergency Service personnel that it is safe to return to normal operations.

### Actions After Off-site Evacuation Procedure

- Notify the Executive Manager Education and the Cire Services Safety Manager that the evacuation is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Send SMS notification advising parents of the incident.
- Ensure that staff are made aware of Employee Assistance Program contact details.
- Seek support for the school leadership/ Cire Services Senior Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record.

### 10.3 Lock-Down Procedure

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

Situations include but are not limited to:

- Person/s displaying life threatening behaviour
  - Bomb threat
  - Robbery – armed or unarmed
  - Imminent severe weather event
- 
- **Call 000** for emergency services and seek and follow advice.
  - Initiate the lock-down and provide instructions to staff, for example, close and lock internal doors and windows, remain in classroom, sit below window level or move into corridors.
  - Check that all external doors (and windows if appropriate) are locked.
  - If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
  - Report the emergency and lock-down to the Executive Manager Education and Cire Services Safety Manager.
  - Divert parents and returning groups from the school.
  - Ensure a telephone line is kept free.
  - Keep public address system free.
  - Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
  - If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
  - As appropriate, ascertain that all students, staff and visitors are accounted for.
  - Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
  - Seek advice from Cire Services Safety Manager if required.
  - Maintain a record of actions/decisions undertaken and times.
  - Contact parents as required.

#### Actions After Lock-Down Procedure

- Notify the Executive Manager Education and Cire Services Safety Manager that the lock-down is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Send SMS notification advising parents of the incident.
- Ensure that staff are made aware of Employee Assistance Program contact details.
- Seek support for the school leadership/ Cire Services Senior Management if required.
- Seek support for the school leadership/ Cire Services Senior Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record.

## 10.4 Lock-Out Procedure

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

Situations include but are not limited to:

- Person/s displaying life threatening behaviour
  - Person/s self-harming or displaying suicidal behaviour
  - Person/s using drugs or alcohol
- 
- **Call 000** for emergency services and seek and follow advice.
  - Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
    - lock doors to prevent entry
    - check the premises for anyone left inside
    - obtain Emergency Kit
  - Report the emergency and lock-out to the Executive Manager Education and Cire Services Safety Manager.
  - Take your emergency kit/first aid kit (including your student and staff attendance (Compass Access and Passtab iPad) lists and a copy of this EMP.
  - Go to the designated assembly point/s Bus Shelter (on site) or, Nossal High School sports Oval (off site).
  - Check that students, staff and visitors are all accounted for.
  - Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
  - Seek advice from Cire Services Safety Manager if required.
  - Maintain a record of actions/decisions undertaken and times.
  - Contact parents as required.

## Actions After Lock-Out Procedure

- Notify the Executive Manager Education and the Cire Services Safety Manager the evacuation is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Send SMS notification advising parents of the incident.
- Ensure that staff are made aware of Employee Assistance Program contact details.
- Seek support for the school leadership/ Cire Services Senior Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record.



## 10.5 Shelter-in-Place Procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team.

Situations include but are not limited to:

- Storm
  - Fire
  - Flood
  - Road accident
  - Public disorder
  - Imminent severe weather event
- 
- **Call 000** for emergency services and seek and follow advice.
  - Incident Controller activates the Incident Management Team.
  - Shelter all students in their normal designated classrooms. Move all staff and visitors to the Admin area.
  - Report the emergency and shelter-in-place to the Executive Manager Education and Cire Services Safety Manager.
  - Take your emergency kit/first aid kit (including your student and staff attendance (Compass Access and Passtab iPad) lists and a copy of this EMP.
  - Check that all students, staff and visitors are accounted for.
  - Ensure communications with emergency services is maintained.
  - Wait for emergency services to arrive or provide further information.
  - Maintain a record of actions/decisions undertaken and times.
  - Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
  - Seek advice from Cire Services Safety Manager if required.
  - Contact parents as required.

### Actions After Shelter-in-Place Procedure

- Notify the Executive Manager Education and the Cire Services Safety Manager the evacuation is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Send SMS notification advising parents of the incident.
- Ensure that staff are made aware of Employee Assistance Program contact details.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

## 11. Response Procedures for Specific Emergencies

### 11.1 Building Fire

- **Call 000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (**only if safe to do so**).
- Evacuate students, staff and visitors out of the buildings to the designated assembly area at the western car park or Nossal sports oval, closing all doors and windows.
- Check that all areas have been cleared, windows and doors closed, and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Seek advice from Cire Services Safety Manager if required.
- Contact parents as required.

### 11.2 Bushfire/Grassfire

- **Call 000** for emergency services and seek and follow advice.
- If appropriate, follow the procedure for **shelter-in-place**, in consultation with emergency services, if possible.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Take your emergency kit/first aid kit (including your student and staff attendance (Compass Access and Passtab iPad) lists and a copy of this EMP.
- Check that all students, staff, visitors and contractors are accounted for.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Report the emergency to the Executive Manager Education and Cire Services Safety Manager
- Seek advice from Cire Services Safety Manager if required.
- Contact parents as required.

### 11.3 Major external emissions/spill (includes gas leaks)

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and contractors to the Nossal sports oval.
- Check students, staff and visitors are accounted for.

- Report the emergency to the Executive Manager Education and Cire Services Safety Manager.
- Seek advice from Cire Services Safety Manager if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Contact parents as required.

#### 11.4 Intruder/Personal Threat

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation should only be considered if safe to do so.
- Report the emergency to the Executive Manager Education and Cire Services Safety Manager.
- Seek advice from Cire Services Safety Manager if required.
- Contact parents as required.

#### 11.5 Bomb/substance threat

- **Call 000** for emergency services and seek and follow advice.
- Report the threat immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- If a bomb/substance threat is received by telephone:
  - **Do not** hang up
  - Refer to the bomb threat checklist.
- If a bomb/substance threat is received by mail:
  - Avoid handling of the letter or envelope or object.
  - Place the letter in a clear bag or sleeve
  - Inform the Police immediately
- If a bomb/substance threat is received electronically or through the school's website:
  - Do not delete the message
  - Contact the Police immediately
- Ensure the school's doors are left open.
- Do not touch any suspicious objects found.
- All threats need to be taken seriously and evacuation may be called. If a suspicious object is found or if the threat specifically identified a given area, then proceed to evacuate to a safe area off site:
  - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of students and staff
  - Ensure students and staff are not directed past the object
  - Ensure students and staff that have been evacuated are moved to a safe, designated location
- Report the emergency to the Executive Manager Education and Cire Services Safety Manager.
- Seek advice from Cire Services Safety Manager if required.
- Contact parents as required.

## 11.6 Bomb/substance Phone threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls.

CALL TAKER		CALL TAKEN	
Name:	Phone No.	Date of Call:	Call Start/End Time:
Signature:		Number Called:	Was call Local or STD:

BOMB THREAT QUESTIONS	
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is in the bomb?	
When did you put it there?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	
SUBSTANCE THREAT QUESTIONS	
What kind of substance is in it?	
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	

CALLER'S VOICE		
Sex of caller		Estimated age
Accent (specify)		
Speech impediments (specify)		
Voice (loud, soft, and so on)		
Speech (fast, slow and so on)		
Dictation (clear, muffled, and so on)		
Manner (calm, emotional, and so on)		
Did you recognise the voice?		If so, who do you think it was?
Was the caller familiar with the area?		

THREAT LANGUAGE		BACKGROUND NOISE	
Well spoken		Street noises	
Incoherent		House noises	
Irrational		Aircraft	
Taped		Voices	
Message read by caller		Music	
Abusive		Machinery	
Other:		Other:	

EXACT WORDING OF THREAT

ACTIONS			
Report call immediately to:		Phone Number	
Notes/Actions taken:			

## 11.7 Bus Emergency While En-Route

Use this procedure for an emergency that arises involving a school bus en-route

The Cire Services Safety Manager will:

- Contact emergency services agencies to ascertain local information on status of any notified emergency.
- Advise emergency services of the status and location of bus services and seek assistance if required.
- Notify the Executive Manager Education.
- Confirm/provide instruction to driver with regards to destination.
- Consult with the Executive Manager Education to ensure parents/guardians of all affected students are advised of action taken and other relevant information (such as where to collect their children).
- Keep an accurate log of all communication in relation to the event.
- Receive confirmation of buses arrival at destination from driver.
- Where possible keep an accurate record of the event.

## 11.8 Internal emission/spill

- Call **000** to notify the emergency services and seek advice. For poisons, seek advice from the Victorian Poisons Information Centre on 13 11 26. Report gas emergencies to Energy Safe Victoria on 1800 652 563 option 0.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene your IMT if necessary.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Report the emergency to the Executive Manager Education and Cire Services Safety Manager.
- Seek advice from Cire Services Safety Manager if required.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact families as required.
- The Safety Manager will notify the Victorian WorkCover Authority if required.

## 11.9 Severe Weather Event

- Call **000** to notify the emergency services and seek advice. Also consider calling for advice and assistance from the State Emergency Service (SES) on 132 500.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- Report the emergency to the Executive Manager Education and Cire Services Safety Manager.
- Seek advice from Cire Services Safety Manager if required.
- **During a severe storm**, practice the Protection in Place guidelines and remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- **After the storm passes**, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.

- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Incident Controller (Chief Warden).
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Seek advice from your organisation/auspice body if required.
- Listen to ABC radio (774 AM) or TV on battery-powered sets for weather warnings and advice.

### **11.10 Earthquake**

- Call **000** to notify the emergency services and seek advice.
- The Incident Controller (Chief Warden) will convene the IMT if necessary.
- Report the emergency to the Executive Manager Education and Cire Services Safety Manager.
- Seek advice from Cire Services Safety Manager if required.

#### **If outside:**

Instruct staff and students to:

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

#### **If inside:**

Instruct staff and students to:

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

#### **After the earthquake**

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Incident Controller (Chief Warden).
- Tune in to ABC radio (774 AM) if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Contact parents as required.

### **11.11 Influenza pandemic**

For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to: [Human Influenza Pandemic Response Procedures](#)

If you have any queries about pandemic response, contact the Manager, Operations and Emergency Management in your region.

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<ul style="list-style-type: none"><li>Review your Emergency Management Plans (EMP), including:<ul style="list-style-type: none"><li>pandemic planning arrangements</li><li>contact lists of staff, students, families, local services and DHHS Emergency Management coordinators</li><li>communication tree of key staff.</li></ul></li></ul>	Preparedness activities should be incorporated into normal business.  This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered.
Influenza prevention	<ul style="list-style-type: none"><li>Promote basic hygiene measures within schools by:<ul style="list-style-type: none"><li>providing students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li><li>providing convenient access to water and liquid soap and alcohol-based hand sanitiser</li><li>educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs</li><li>ensuring careful disposal of used tissues.</li></ul></li><li>Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.</li><li>Encourage staff to seek immunisation for seasonal influenza.</li></ul>	Regularly review, exercise and update plans.  Communicate pandemic plans with staff.
Communications	<ul style="list-style-type: none"><li>Communicate personal hygiene messages to staff and students.</li><li>Convey seasonal influenza messages as directed by DET.</li></ul>	
Travel advisories	<ul style="list-style-type: none"><li>Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li></ul>	
Business continuity	<ul style="list-style-type: none"><li>Ensure currency of business continuity plan which:<ul style="list-style-type: none"><li>identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal)</li><li>considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.</li></ul></li></ul>	

RESPONSE STAGE - STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas				
Category	Key Actions	Low	Med	High
<b>Review Emergency Management Plan</b>	<ul style="list-style-type: none"> <li>In April, (or at the time of the overseas detection, if earlier):               <ul style="list-style-type: none"> <li>ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included</li> <li>ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date</li> <li>ensure communication tree of key staff is circulated to nominated school Incident Management Team members.</li> </ul> </li> </ul>	Apply	Apply	Apply
<b>Incident response</b>	<ul style="list-style-type: none"> <li>In April, (or at the time of the overseas detection, if earlier):               <ul style="list-style-type: none"> <li>prepare to enact pandemic response section of your EMP with stakeholders</li> <li>prepare to activate Incident Management Team.</li> </ul> </li> </ul>	Apply	Apply	Apply
<b>Hygiene measures</b>	<ul style="list-style-type: none"> <li>Continue to reinforce basic personal hygiene measures within schools including:               <ul style="list-style-type: none"> <li>provide students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs</li> <li>careful disposal of used tissues.</li> </ul> </li> <li>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.</li> </ul>	Not suggested	Not suggested	Apply
<b>Communications</b>	<ul style="list-style-type: none"> <li>Continue to reinforce basic personal hygiene measures within schools including:               <ul style="list-style-type: none"> <li>provide students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs</li> <li>careful disposal of used tissues.</li> </ul> </li> <li>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.</li> </ul>	As required	Recommended	Recommended
<b>Communications</b>	<ul style="list-style-type: none"> <li>In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.</li> <li>In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about:               <ul style="list-style-type: none"> <li>the local status</li> <li>the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS</li> <li>best practice hygiene practices</li> <li>vulnerable children.</li> </ul> </li> <li>Access and follow Chief Health Officer, DHHS/Chief Medical Officer, Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.</li> <li>Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).</li> <li>School nurses (or equivalent) may assist with information dissemination (provided by the DHHS).</li> <li>Prepare sample letters for parents/carers for next stage (if required).</li> </ul>	Apply	Apply	Apply
<b>Travel advisories</b>	<ul style="list-style-type: none"> <li>Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> <li>Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.</li> <li>For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased</li> </ul>	Apply	Apply	Apply
		Not suggested	Apply	Apply
		Not suggested	Apply	Apply



	influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.			
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>Ensure currency of business continuity plan which: <ul style="list-style-type: none"> <li>identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal)</li> <li>considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.</li> </ul> </li> </ul>	Apply	Apply	Apply

RESPONSE STAGE – INITIAL ACTION		Clinical severity		
Description – Cases detected in Australia – information about the disease is scarce				
Category	Key Actions	Low	Med	High
<b>Review Emergency Management Plan</b>	<ul style="list-style-type: none"> <li>In April, (or at the time of the overseas detection if earlier): <ul style="list-style-type: none"> <li>ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included</li> <li>ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date.</li> </ul> </li> <li>Ensure communication tree of key staff is circulated to nominated school Incident Management Team members.</li> </ul>	Apply	Apply	Apply
<b>Incident response</b>	<ul style="list-style-type: none"> <li>Enact your EMP.</li> <li>Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from DET.</li> <li>Ensure staff who develop influenza-like illness at school to leave immediately and ensure that students are collected from school immediately to seek medical attention.</li> <li>Encourage staff and students who develop flu-like symptoms during a pandemic to stay away from school until completely well.</li> </ul>	Seek advice Not suggested  Apply  Apply	Seek advice Not suggested  Apply  Apply	Apply  Seek advice  Apply  Apply
<b>Hygiene measures</b>	<ul style="list-style-type: none"> <li>Reinforce basic hygiene measures including: <ul style="list-style-type: none"> <li>provide students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs</li> <li>careful disposal of used tissues.</li> </ul> </li> <li>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.</li> </ul>	Apply      As required	Apply      Recommended	Apply      Recommended
<b>Communications</b>	<ul style="list-style-type: none"> <li>Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> <li>the local status</li> <li>personal hygiene measures</li> <li>containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.</li> </ul> </li> <li>Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.</li> <li>School nurses (or equivalent) may assist with information dissemination as directed.</li> </ul>	Apply      Apply   Not required	Apply      Apply   Apply	Apply      Apply   Apply
<b>Containment strategies</b>	<ul style="list-style-type: none"> <li>The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.</li> <li>Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.</li> <li>If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:</li> </ul>	Not suggested  Apply  N/A	Seek advice  Apply  Apply	Apply  Apply  Apply

	<ul style="list-style-type: none"> <li>inform teachers of their obligations during school closures</li> <li>for students at home, provide access to educational materials including online learning.</li> <li>Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.</li> </ul>	Apply	Apply	Apply
<b>Travel advisories</b>	<ul style="list-style-type: none"> <li>Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> </ul>	Apply	Apply	Apply
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> <li>prioritising work functions to ensure adequate workforce availability to deliver education</li> <li>implementing contingency strategy, which may include employing replacement staff and/or modifying programs.</li> </ul> </li> </ul>	Apply	Apply	Apply
<b>Governance and reporting obligations</b>	<ul style="list-style-type: none"> <li>Report confirmed incidents of influenza. You will be advised of any additional reporting requirements by DHHS.</li> </ul>	Apply	Apply	Apply

RESPONSE STAGE – TARGETTED ACTION		Clinical severity		
Description – Cases detected in Australia – enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
<b>Incident response</b>	<ul style="list-style-type: none"> <li>Enact your EMP.</li> <li>Activate your school Incident Management Team to implement the organisation's response as appropriate to advice from DET.</li> </ul>	Not suggested	Apply	Apply
<b>Hygiene measures</b>	<ul style="list-style-type: none"> <li>Reinforce basic hygiene measures including: <ul style="list-style-type: none"> <li>provide students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs</li> <li>careful disposal of used tissues.</li> </ul> </li> <li>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.</li> </ul>	Apply	Apply	Apply
<b>Communications</b>	<ul style="list-style-type: none"> <li>Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> <li>the local status</li> <li>personal hygiene measures</li> <li>containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.</li> </ul> </li> <li>Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.</li> <li>School nurses (or equivalent) may assist with information dissemination as directed.</li> </ul>	Apply	Apply	Apply
<b>Containment strategies</b>	<ul style="list-style-type: none"> <li>Encourage staff and students who develop flu-like symptoms during a pandemic to: <ul style="list-style-type: none"> <li>leave school immediately and seek medical attention</li> <li>stay away from school until completely well.</li> </ul> </li> <li>Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases.</li> <li>Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes.</li> </ul>	Apply	Apply	Apply

	<ul style="list-style-type: none"> <li>If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.</li> <li>If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: <ul style="list-style-type: none"> <li>inform teachers of their obligations during school closures</li> <li>for students at home, provide access to educational materials including online learning.</li> </ul> </li> </ul>	N/A	Seek advice	Apply
<b>Travel advisories</b>	<ul style="list-style-type: none"> <li>Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> <li>Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.</li> <li>For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.</li> </ul>	Apply  Not suggested  Not suggested	Apply  Apply  Apply	Apply  Apply  Apply
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> <li>prioritising work functions to ensure adequate workforce availability to deliver education</li> <li>implementing contingency strategy, which may include employing replacement staff and/or modifying programs.</li> </ul> </li> </ul>	Apply	Apply	Apply
<b>Governance and reporting obligations</b>	<ul style="list-style-type: none"> <li>Report confirmed incidents of influenza.</li> <li>You will be advised of any additional reporting requirements by the DHHS.</li> </ul>	Apply  As required	Apply  As required	Apply  As required

<b>RESPONSE STAGE – STAND DOWN</b>		<b>Clinical severity</b>		
<b>Description – The public health threat can be managed within normal arrangements and monitoring for change is in place</b>				
<b>Category</b>	<b>Key Actions</b>	<b>Low</b>	<b>Med</b>	<b>High</b>
<b>Containment strategies</b>	<ul style="list-style-type: none"> <li>Be aware that multiple waves of the virus may occur.</li> <li>Replenish PPE (if required).</li> </ul>	N/A N/A	Apply As required	Apply As required
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> <li>restoring workforce capacity</li> <li>following procedures for re-opening of service (if applicable)</li> <li>providing supports, including counselling (if required)</li> <li>monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.</li> </ul> </li> <li>Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).</li> <li>Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available.</li> <li>Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur.</li> </ul>	N/A  As applicable  Apply	Apply  Apply  Apply	Apply  Apply  Apply
<b>Communications</b>	<ul style="list-style-type: none"> <li>Communicate the updated status of situation to staff and parents/carers including supports that may be available.</li> </ul>	Apply	Apply	Apply
<b>Travel</b>	<ul style="list-style-type: none"> <li>Continue to encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> </ul>	Apply	Apply	Apply

## 11.12 Coronavirus (COVID-19) pandemic

The Coronavirus disease (COVID-19) is an infectious disease caused by a virus. The disease causes respiratory infections (like the flu) with symptoms ranging from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly.

People with coronavirus may experience symptoms such as a cough, fever, sore throat, fatigue and in more severe cases, difficulty breathing. Other symptoms can include runny nose, acute blocked nose (congestion), headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

To stop the spread of COVID-19 people even with mild symptoms of cold or flu, should get [tested for COVID-19](#) as soon as possible.

You can protect yourself and help prevent spreading the virus to others if you:

- Practice good hygiene
  - wear a face mask unless you have a safe or medical reason not to
  - cover your coughs and sneezes with your elbow or a tissue
  - put used tissues straight into the bin
  - wash your hands often with soap and water, including before and after eating and after going to the toilet
  - use alcohol-based hand sanitisers
  - avoid touching your eyes, nose and mouth
  - clean and disinfect frequently used surfaces such as benchtops, desks and doorknobs
  - clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes
  - increase the amount of fresh air available by opening windows or adjusting air conditioning
- Practice physical distancing
  - keep 1.5 metres away from others
  - observe the area density per person guideline when indoors
  - avoid physical greetings such as handshaking, hugs and kisses
  - use tap and go instead of cash
  - travel at quiet times and avoid crowds
  - avoid public gatherings and at risk groups like older people
  - stay at home and only go out if it is absolutely essential
- Use the Service Victoria QR codes for electronic record keeping to enable the effective contact tracing of any COVID-19 cases (mandatory in all schools).
  - QR code check-ins are required to be used by:
    - all essential visitors on school site (including contractors, external Department staff and building and maintenance staff)
    - all parents who enter school buildings when on school site for essential purposes
  - QR code check ins are not required to be used by:
    - staff
    - students

- parents of eligible students who come onto school grounds for drop off or pick up, but do not enter buildings.
- Stay home and self-isolate from others in the household for 14 days if you are unwell, monitor for symptoms, and seek medical attention.
- Get tested when showing mild symptoms.
- [Get the COVID-19 vaccine](#) when you become eligible.






Go to [Coronavirus \(COVID-19\) health alert](#) by the Department of Health of the Australian Government for comprehensive information on the pandemic.

Information can also be sought by calling the **National Coronavirus Helpline** on **1800 020 080**. The line operates 24 hours a day, seven days a week.

## 12. Area map

Date Area Map Validated: 06/08/2021

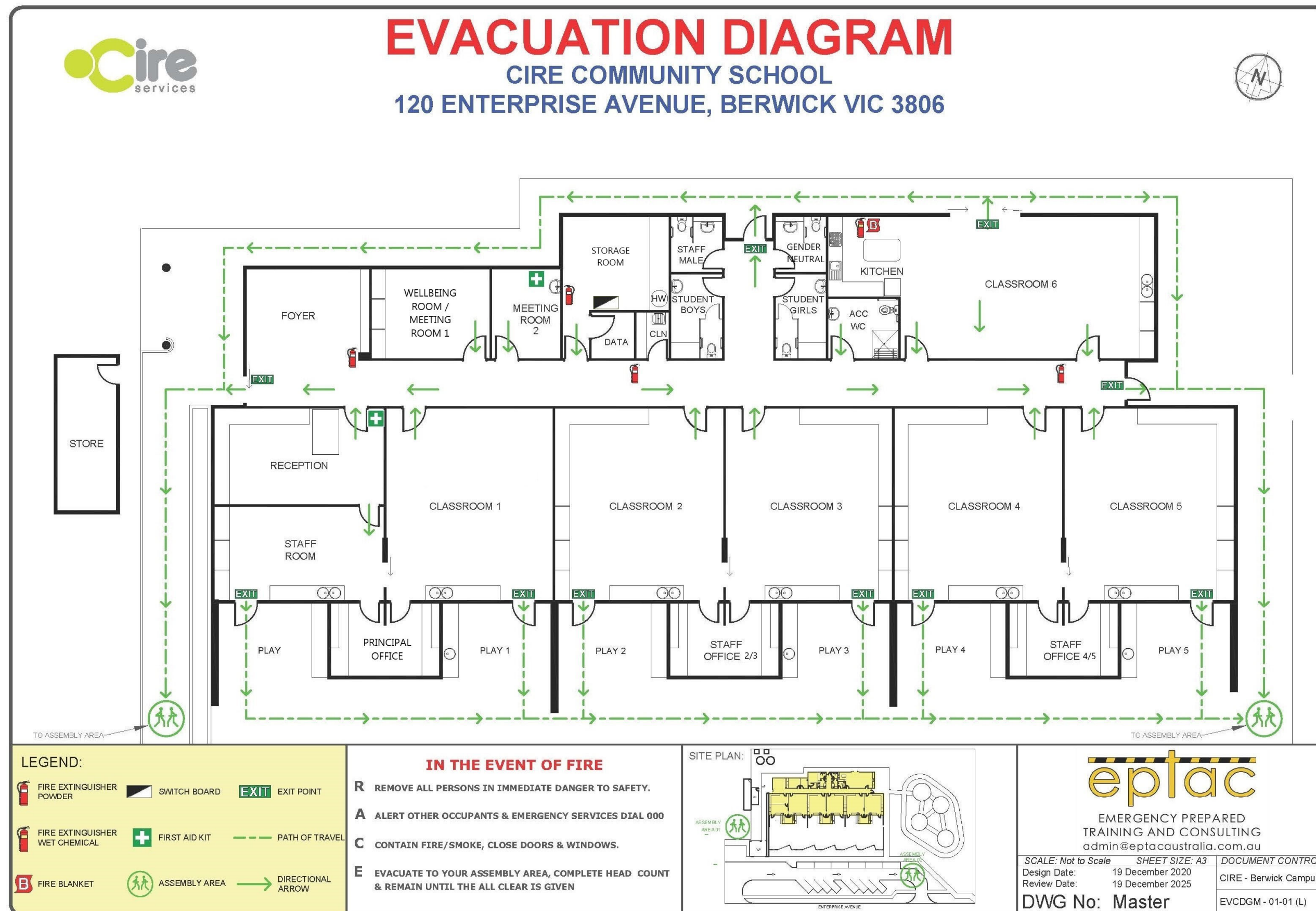


Distance to Primary off-site assembly point: Aprox. time to reach Primary off-site assembly point:	50 metres 1 min
Distance to Secondary off-site assembly point: Aprox. time to reach Secondary off-site assembly point:	50 metres 1 min
<b>Legend</b>	
Primary off-site assembly points	
Route to Primary off-site assembly points	
Secondary off-site assembly points	
Route to Secondary off-site assembly points	
Emergency services access point	



### 13. Evacuation diagram

Date Evacuation Diagram Validated: 6/08/2021



## **14. Parent / family contact information**

For Parent/Family contact details, refer to information recorded in Compass.



## PART 2 – EMERGENCY PREPAREDNESS

### 15. School facility profile

#### 16.1 General Information

<b>School/Campus Name</b>	Cire Community School Berwick Campus
<b>Physical Address</b>	120 Enterprise Avenue, Berwick VIC 3806
<b>Operating Hours</b>	Classes Monday, Tuesday, Thursday, Friday 9:30 am – 2:45 pm (Students on site 9:00 am) Staff Monday - Friday 8:30 am – 5:00 pm
<b>Phone</b>	03 9989 2431
<b>Email</b>	communityschool@cire.org.au
<b>Number of buildings</b>	5 classrooms, 1 classroom with domestic kitchen, 2 meeting rooms, 1 staff room, 4 office spaces, 1 administration area
<b>Is the School a designated Neighbourhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Yes – Students in normal designated classrooms. Visitors and parents in Building A (Admin)
<b>Number of Students</b>	Up to 90
<b>Total Number of Staff</b>	Up to 17
<b>Methods used for communications to school community</b>	

#### 16.2 Other services / users of site

During any emergency all other services and users of the site must be contacted and advised of the emergency. They must be advised to enact their own emergency response plan

<b>Service / User Name</b>	Nossal High School
<b>Location</b>	Sir Gustav Nossal Boulevard, 100 Clyde Rd, Berwick VIC 3806
<b>Student/Visitor Numbers</b>	832 Students
<b>Operating Hours/Days</b>	8:30 am – 5 pm / Monday to Friday
<b>Emergency Contact Name</b>	
<b>Phone Number</b>	03 8762 4600
<b>Mobile Number</b>	

<b>Service / User Name</b>	Federation University
Location	72/100 Clyde Rd, Berwick VIC 3806
Student/Visitor Numbers	2000 students
Operating Hours/Days	9 am – 5 pm / Monday to Friday
Emergency Contact Name	[REDACTED]
Phone Number	1800 333 864
Mobile Number	

<b>Service / User Name</b>	Berwick Healthcare
Location	76 Clyde Rd, Berwick VIC 3806
Visitor Numbers	Unknown
Operating Hours/Days	8:30 am – 7:30 pm / Monday to Friday
Emergency Contact Name	[REDACTED]
Phone Number	03 9796 1500
Mobile Number	

### 16.3 Building Information Summary

<b>Telephones (Landlines): 03 9989 2431</b>			
Location	Number	Location	Number
Administration (AG)	Ext. 6223	Principal office (TW)	Ext. 6228
Classroom 1 (PP)	Ext. 6224	Classroom 2	Ext. 2129
Classroom 3 (DP)	Ext. 6225	Classroom 4	Ext. 2130
Classroom 5 (DL)	Ext. 6226	Classroom 6 / Kitchen	n/a
Meeting room 1 (Wellbeing office)	Ext. 2131	Meeting room 2	n/a

<b>Alarms</b>	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	n/a		
Intrusion:	Main building	SASAA	Manual turn off by keying in security code
Other:	n/a		

Utilities	Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:	Main valve and meter at garden of Building A. Isolation valve in Childcare centre.	AusNet	Manual turn off
Water:	Garden area opposite to Building B. Isolation valves at Building B and C.	Yarra Valley Water	Manual turn off
Electricity:	Main board in garden bed at south eastern corner of playground. Circuit breaker in Storage Room	AusNet	Manual turn off

### Keys to the mains cupboard are located in Reception:

#### Sprinkler System

Location of Control Valve:	n/a
Location of Shut-off Instructions:	n/a

#### Boiler Room

Location:	Storage Room
Access:	Keying code in door's mechanical code lock

#### Emergency Power System

Type:	n/a
Location:	n/a
Provides Power To:	n/a
Location of Shut-off Instructions:	n/a

#### Building and Site Hazards

Hazard Description	Location

## 16. Risk assessment

This table lists the identified hazards to our school, assessment of the risks associated with those hazards and how we reduce their impact.

1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our School	4. Risk Rating			5. Treatments to be Implemented  Measures to be taken by our school to eliminate or reduce impact of the risk	6. Revised Risk Rating  After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<b>Bushfires</b>  <b>Or</b>  <b>Grassfires</b>	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.  Risk of injury from burns or smoke inhalation.	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.  Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points.  Check CFA website, alerts during the bushfire season.  Schedule and practice emergency evacuation drills on a regular basis. Ensure there is a business continuity plan in place.	<b>Severe</b>	<b>Likely</b>	<b>Extreme</b>	No excursions on total fire ban days.  Staff to undertake evacuation/warden training.	<b>Moderate</b>	<b>Possible</b>	<b>Medium</b>

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<b>Internal Fire</b>	Risk of death/injury from burns or smoke inhalation. Risk of injury from burns or smoke inhalation. Risk of property damage or loss. Risk of psychological injury.	Ensure fire services equipment (fire extinguishers, fire blankets) are tested and tagged as per Australian Standards.  Complete a Workplace Inspection once per term to check that exit signs, communication and other emergency equipment are working.  Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.  Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc., are disposed of in an appropriate manner.  Ensure business continuity plan is in place.	<b>Severe</b>	<b>Unlikely</b>	<b>Medium</b>	Ensure that staff undertake regular training on use of fire extinguishers.  Staff to undertake evacuation/warden training.	<b>Minor</b>	<b>Rare</b>	<b>Low</b>
<b>Severe weather and storms</b>	Risk of roof down flooding Risk of injury.	Ensure EMP includes planning and response procedures for floods.	<b>Moderate</b>	<b>Possible</b>	<b>Medium</b>	Boundary trees are monitored regularly for loose branches and damage.	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
	Risk of property damage.	<p>Ensure roofs/gutters/drains are clear.</p> <p>Liaise with SES to identify potential risks.</p> <p>Develop contingency for storage of equipment or materials if necessary.</p> <p>Test communications.</p> <p>Ensure business continuity plan is in place.</p>				<p>Consider voluntary release of children and staff prior to severe weather/warning.</p> <p>Consider no children/ staff on site until an OHS inspection is conducted after a significant weather event.</p>			
<b>Intruders or personal threat</b>	<p>Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by a student or intruder.</p> <p>Risk of property damage or loss.</p>	<p>Policies and procedures in place to respond to personal threat and evacuate staff/children.</p> <p>Safety and behaviour management plans in place for high risk students.</p> <p>Visitor sign-in book is in the office.</p> <p>Staff to have easy access to a phone</p> <p>Staff are not to work alone on site.</p> <p>Employee Assistance Program.</p>	<b>Major</b>	<b>Possible</b>	<b>Medium</b>	Safety training will be provided to all staff.	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<b>Earthquake</b>	Risk of injury. Risk of property damage or loss.	Ensure EMP is up-to-date. Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover, hold. Ensure business continuity plan is in place.	<b>Moderate</b>	<b>Unlikely</b>	<b>Low</b>	Regular OHS inspections of buildings and facilities to ensure early identification of any structural issues.	<b>Minor</b>	<b>Rare</b>	<b>Low</b>
<b>Bomb Threat</b>	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat checklist available. Practice regular emergency evacuation drills. Implement and follow Bomb Threat response procedure (located in EMP).	<b>Severe</b>	<b>Rare</b>	<b>Low</b>		<b>Minor</b>	<b>Rare</b>	<b>Low</b>
<b>Bus Accident/ Vehicle Incident</b>	Risk of death/injury	Drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods,	<b>Major</b>	<b>Possible</b>	<b>High</b>	Bus Drivers attend regular meetings to ensure compliance with organisation's Bus Driving Accreditation. All buses undergo regular servicing/safety checks and annual review.	<b>Major</b>	<b>Possible</b>	<b>High</b>

1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our School	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our school to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
		bushfires and road closures prior to leaving.							
<b>Pandemics and communicable diseases</b>	Risk of health and possible death (in extreme cases).	<p>Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template.</p> <p>Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April).</p> <p>Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser.</p> <p>Ensure staff and children are educated about covering their cough to prevent the spread of germs.</p> <p>Ensure staff and students wear face masks while in buses and on campus.</p>	Moderate	Possible	Medium		Moderate	Possible	Medium
<b>Major medical emergency</b>	There is a risk to health and possibly death.	<p>First Aid Officer is appointed and training is up-to-date.</p> <p>First Aid Officers are aware of and follow DET's First Aid and Infection Control Procedure.</p>	Major	Possible	High	Ensure First Aid kits and Asthma Kits are maintained and accessible at hand at all times.	Moderate	Possible	Medium



1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our School	4. Risk Rating			5. Treatments to be Implemented  Measures to be taken by our school to eliminate or reduce impact of the risk	6. Revised Risk Rating  After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
		Staff are aware of emergency procedures. Anaphylaxis Policy in Place. Test Communications				Ensure there are at least two staff trained in Level 2 First Aid on-site at all times. Ensure Anaphylaxis training is up to date.			
<b>Hazardous substance release: inside and outside facility grounds</b>	Exposure to certain liquids or gases may be hazardous to health.	Follow DET's Chemical Management Procedures. Develop and implement safe work procedures for handling chemicals.  Schedule and practice emergency evacuation drills on a regular basis.  Ensure EMP is up-to-date.  Obtain Safety Data Sheets (SDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacturer.	<b>Major</b>	<b>Unlikely</b>	<b>Medium</b>	SDS up-to-date.  Scheduled OHS site checks to ensure proper storage procedures are in place	<b>Moderate</b>	<b>Rare</b>	<b>Low</b>
<b>Off-site emergencies</b>	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Policies and procedures in place for off-site activities All students have a completed off-site consent form and staff follow procedure in place for planning and conducting a major excursion.	<b>Major</b>	<b>Possible</b>	<b>High</b>	Management to ensure staff complete thorough risk assessment and planning prior to arranging any off-site activity. Ensuring first aid equipment for excursions is checked once per term and contents replenished and expiry dates checked.	<b>Moderate</b>	<b>Possible</b>	<b>Medium</b>

## 17. Emergency Response Drills Schedule

	Type of Drill	Person Responsible	Target Date & Date Drill was Performed	Observer's Record Completed* ✓
<b>Term 1</b>	Bushfire/ internal fire	TBA		
<b>Term 2</b>	Intruder/ personal threat (lock-down procedure)	TBA		
<b>Term 3</b>	Hazardous substance release	TBA		
<b>Term 4</b>	Bushfire	TBA		

*Emergency Management Plans must be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to March bushfire season.*

Prior to undertaking an emergency response drill you must contact the following authorities/nearby business advising them of planned drill:

1. Local Police Authority (Narre Warren Station) on 03 9705 3111
2. Nossal High School ( ) on 03 8762 4600

## 18. Emergency Kit Checklist

**Elected Wardens are to complete this checklist on a quarterly basis**

<b>The Emergency Kit Contains:</b>	✓
Student data and parent contact information (contained in Compass)	
Student and staff with special needs list (contained in Compass) including any student medications	
Staff contact information	
Student Release Forms/sign out book	
List of staff on the IMT	✓
Traffic/emergency safety vests and tabards	✓
Facility keys	
Standard portable First Aid Kit	✓
A charged mobile phone and charger/s or Walkie Talkies	
Torch with replacement batteries (or wind up torch)	✓
Whistle	✓
Megaphone	
Portable battery powered radio	
Copy of facility site plan and EMP including evacuation routes	✓
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

<b>Date Emergency Kit Checked:</b>	August 2021
<b>Next Check Date:</b>	August 2022

## 19. Emergency Management Plan Completion Checklist

This Emergency Management Plan Completion Checklist has been developed for use as a 'final check' to assist you to confirm that you have completed all the components of your EMP.

Please note that it is your responsibility to identify potential local hazards to your facility, assess the risks these pose and develop measures to reduce or mitigate the risks to your school community.

Final Check Completed by: [REDACTED]

Date: 30/08/2021

Component	✓ x	Action Required
<b>Cover page</b>		
Principal name, school/service address, EMP issue date, EMP review date, BARR status, fire district have been specified.	✓	
<b>Distribution list</b>		
Distribution list has been completed.	✓	
<b>Contact numbers and communications tree</b>		
Appropriate key local community contact numbers have been added, for example, Fire, Ambulance, Police, local government, nearest hospital.	✓	
Key contact numbers for internal staff have been added.	✓	
DET central and regional contact numbers have been included.	✓	
Communications Tree detailing process for contacting emergency services, SSU, DET Region, staff and parents included.	✓	
<b>Incident management team</b>		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.	✓	
Responsibilities are clearly defined and back up names included for each position on the IMT.	✓	
<b>Evacuation, lockdown, lockout and shelter-in-place procedures</b>		
Procedures that are specific to the school processes have been completed for:		
• Evacuation onsite	✓	
• Evacuation offsite	✓	
• Lockdown	✓	
• Lockout	✓	
• Shelter-in-place	✓	
<b>Emergency response procedures</b>		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.	✓	
<b>Staff trained in first aid</b>		
Staff trained in first aid list is included.	✓	
<b>Bus coordinating schools</b>		
Bus Coordinating Schools Emergency Contacts completed for bus coordinating schools.	✓	

<b>Area map and evacuation diagram</b>		
The area map is clear and easy to follow.	✓	
The area map has:	✓	
• one on-site evacuation assembly areas and two off-site		
• external evacuation routes	✓	
• surrounding streets and safe exit points marked	✓	
• emergency services access points marked	✓	
<b>Evacuation diagram</b>		
The evacuation diagram is clear and easy to follow	✓	
The evacuation diagram has:	✓	
• a pictorial diagram of the floor or area (at least 200mm X 150mm in size, A3)		
• a title, for example EVACUATION DIAGRAM	✓	
• the 'YOU ARE HERE' location	✓	
• the designated exits, which shall be in green	✓	
• hose reels, marked in red	✓	
• hydrants, marked in red	✓	
• extinguishers, marked in red	✓	
• designated shelter-in-place location	✓	
• date diagram was validated	✓	
• location of primary and secondary assembly areas	✓	
• a legend.	✓	
<b>Parent contact information</b>		
Parent contact information has been obtained and is up-to-date.	✓	
<b>Students and staff with special needs list</b>		
Students and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.		
<b>Profile</b>		
Profile has been populated and reflects the school buildings, utilities and so on	✓	
Schools that have Out of School Hours Care or School Holiday programs that are on the BARR have a separate plan submitted for the service via the DET region and QARD.	n/a	
<b>Risk assessment</b>		
Potential local hazards have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
<b>Emergency drill schedule</b>		
Drills have been scheduled once per term (quarterly) for different types of emergencies	✓	
<b>Emergency kit checklist</b>		
Emergency Kit Checklist has been developed with school requirements.	✓	

## 20. Post Emergency Record

Once the incident has been cleared and all staff, students and visitors are safe, the Chief Warden will compile a post emergency record. This record will be used to:

1. Capture the details of the incident
2. Conduct a post emergency de-brief to understand the cause of the incident
3. Learn from the incident
4. Share with other departments and authorities to enhance their safe operations

This will be completed within the following 24 hours of the incident occurring. The Chief Warden can seek help and support from the Executive team and People & Quality team in completing this activity.

The record should be captured and filed with People and Quality at [safety@cire.org.au](mailto:safety@cire.org.au)

### 21.1 Post Emergency record Procedure

1. The Chief Warden will compile information to input into the post emergency record within the immediate 24 hours of the incident ceasing
2. Once the information has been compiled, a formal de-brief is to be scheduled with all relevant parties, stakeholders and authorities
3. The Chief Warden will present the details from the post emergency record
4. The formal de-brief should have a purpose of understanding and learning and not blame
5. All participants in the formal de-brief should be heard and contribute to the post emergency record if appropriate
6. The Post emergency record is then stored and filed with copies for relevant parties

### 21.2 Post Emergency Record Template

<b>Site/ Location Details:</b>	
<b>Incident:</b>	
<b>Date/Time:</b>	
<b>Duration of incident:</b>	
<b>Chief Warden:</b>	
<b>Other Wardens:</b>	

<b>Chief Warden Summary of Incident</b>
<i>Capture information from the IMT and provide an overview of the incident</i>

--

Timeline of Events	
Approx. Time	Details of action undertaken

What Went Well
<i>Detail what went well from a response perspective. What worked?</i>

**What was learnt**

*Detail what didn't go well and what we can learn from it*

**Follow Up and Next Steps (to be completed in conjunction with Executive and appropriate response teams during de-brief)**

- 1. What follow up action needs to occur for staff involved (wellbeing, treatment, trauma counselling)*
- 2. What follow up action needs to occur for students involved (wellbeing, treatment, trauma counselling)*
- 1. What follow up action needs to occur for visitors (wellbeing, treatment, trauma counselling)*
- 2. Who do we need to share this information with for their learning and preparedness?*
- 3. What procedures are in place to ensure the cause of the emergency is determined and action taken to prevent a similar incident occurring again?*
- 4. Have all regulatory authorities been notified?*