Emergency and Critical Incident Management Plan
2024

Cire Community School
Berwick Campus

School Number	2091
Manager Approving our Plan	Peri Dix
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	Jan 2024
Next Review Date	Jun 2024

Table of Contents

1. Purpose

The purpose of this Emergency and Critical Incident Management Plan (EMP) is to provide details of how Cire Community School at Berwick Campus (BKCCS) will prepare for and respond to emergency situations that may impact on student and/or staff health, safety and wellbeing, and/or school operations.

2. Context

Schools have the authority to activate their EMPs when an event warrants a response. Schools should know how to access multiple information sources including the VicEmergency app, https://www.emergency.vic.gov.au, emergency services and/or the Department of Education and Training.

All principals and key school staff should download the VicEmergency app on their phone with a watch zone around their school to receive alerts and information regarding hazards and incidents in their vicinity.

Should the principal or school be made aware of an emergency in the local area, the principal or nominated person will consult the following sources for information:

1. Call '000' (Triple zero) for life-threatening or time critical emergencies.
2. Contact the Cire Executive Manager Education.
3. Seek support from the Cire Senior Manager Risk & Compliance and/or Cire Facilities Manager.
4. Check the VicEmergency app or www.emergency.vic.gov.au for up to date information on warnings and incidents.
5. Check the Department of Education and Training web site for incident updates.

3. Scope

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

4. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Julian Carle	Chair – Cire Board	Jan 2024	chair@cire.org.au
Gus Seremetis	Chief Executive Officer – Cire Services	Jan 2024	gusseremetis@cire.org.au
Peri Dix	Executive Manager Education – Cire Community School	Jan 2024	pdix@cire.vic.edu.au
Erin Weinberg	Chief Operating Officer – Cire Services	Jan 2024	erinweinberg@cire.org.au
Robin Lee	Campus Principal – Cire Community School, Berwick	Jan 2024	rlee@cire.vic.edu.au
Prue Padmore	Warden Representative – Cire Community School, Berwick	Jan 2024	ppadmore@cire.vic.edu.au
Damien Stinson (Acting)	Senior Manager Risk & Compliance	Jan 2024	safety@cire.org.au
Alan Potts	CFA Brigade Administrative Support Officer	Jan 2024	a.potts@cfa.vic.gov.au
Local Police	Narre Warren Police	Jan 2024	narrewarren-uni-oic@police.vic.gov.au

5. In case of emergency

In an Emergency	
Call **Police, Ambulance, Fire Services**	**000** **(zero zero zero)**
Call the **Organisational Contact**	**Executive Manager Education** **0400 334 804** **and** **Senior Manager Risk & Compliance** **(03) 7067 6120**
Convene your **Incident Management Team (p.8)**	

6. Emergency Contacts

6.1 Emergency Services

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

6.2 School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Executive Manager Education	Peri Dix	0400 334 804	0400 334 804	0400 334 804
Campus Principal	Robin Lee	03 9989 2431	(03) 7067 6228	0406 991 872
First Aid Officer	Audrey Greenwood	03 9989 2431	(03) 7067 6223	0434 115 597
Wellbeing Leader	Iley Rushton	03 9989 2431	(03) 7067 6227	0402 944 044
Warden Representative	Prue Padmore	03 9989 2431	(03) 7067 6224	0448 585 829
Senior Manager Risk & Compliance	Damien Stinson (Acting)	1300 835 235	(03) 7067 6120	

6.3 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	South Eastern	1300 338 738	N/A

6.4 Local/Other Organisations Contacts

	Phone
Police Station (Narre Warren)	03 9705 3111
Hospital (Monash Health Casey Hospital)	03 8768 1200
Gas Provider	n/a
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

6.5 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.	Matt Griffiths	0487 644 793

7. Incident Management Team

7.1 Incident Management Team structure

Incident Controller (Chief Warden) performs the roles of:
        Communications Officer,
        Planning Officer, and
        Operations Officer (Area Warden)

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                        ┌─────────────────────┐
                        │ Incident Controller │
                        │   (Chief Warden)    │
                        └──────────┬──────────┘
   ┌──────────────┐                │
   │  First Aid   │ - - - - - - - -│
   │   Officer    │                │
   └──────────────┘      ┌─────────┴─────────┐
                         │    Logistics      │
                         │    (Warden)       │
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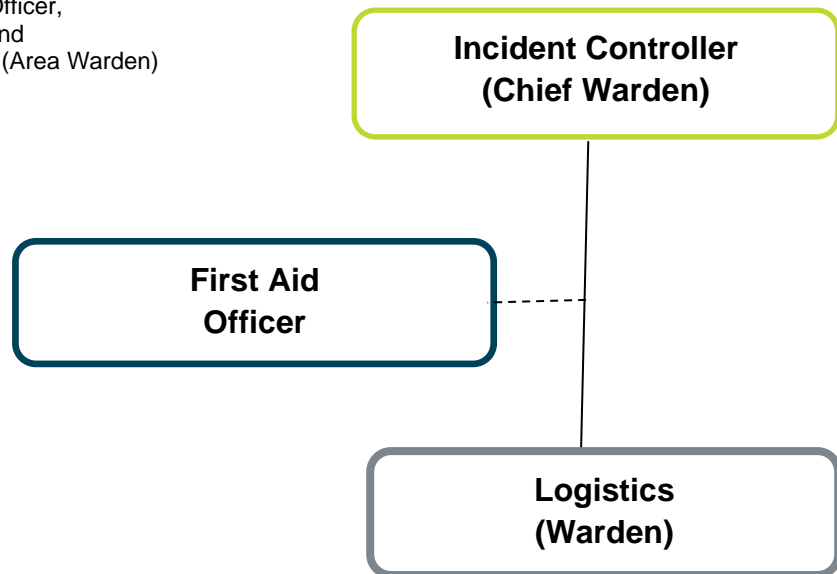
7.2 Incident Management Team (IMT) contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Robin Lee	Name	TBA
	Phone/Mobile	0406 991 872	Phone/Mobile	
Planning tasks will be performed by:	Name	Robin Lee	Name	TBA
	Phone/Mobile	0406 991 872	Phone/Mobile	
Operations (Area Warden) tasks will be performed by:	Name	Iley Rushton	Name	Prue Padmore
	Phone/Mobile	0402 944 044	Phone/Mobile	0448 585 829
Communications tasks will be performed by:	Name	Audrey Greenwood	Name	Iley Rushton
	Phone/Mobile	Ext. 6223	Phone/Mobile	0402 944 044
Logistics (Warden) tasks will be performed by:	Name	Prue Padmore	Name	Audrey Greenwood
	Phone/Mobile	Ext. 6224	Phone/Mobile	Ext. 6223
First Aid tasks will be performed by:	Name	Any available qualified as per table	Name	Any available qualified as per table
	Phone/Mobile		Phone/Mobile	

8. Incident Management Team Responsibilities

8.1 Chief Warden

Pre-Emergency

- Maintain current contact details of IMT members. Communicate any changes to Cire Senior Manager Risk & Compliance for update of EMP.
- Conduct regular exercises/drills once per term, or at least one of each type per year (Refer to Section 20 Emergency Response Drills Schedule, below); forward a copy of the evacuation drill checklist to Cire Senior Manager Risk & Compliance.
- 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 Senior Manager Risk & Compliance.
- 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.
- For auxiliary *Public Announcement* use the megaphones available at Reception.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to Cire Services Senior Manager Risk & Compliance on 0414 433 768.

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 provider.
- Complete the Post Emergency Record for the IMT, Cire Senior Manager Risk & Compliance and Cire's Executive Leadership Team

8.2 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).

8.3 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.

8.4 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.
- 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.

8.5 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.

9 Communication Tree

Executive Manager Education
0400 334 804

Emergency Services
000 (zero zero zero)

Campus Principal
0406 991 872

Senior Manager Risk & Compliance
(03) 7067 6120

Administration
0434 115 597

Staff (IR)
0402 944 044

Families
Compass Alert

Staff (PP)
0448 585 829

Facilities
0400 364 934

Bus Fleet
0487 644 793
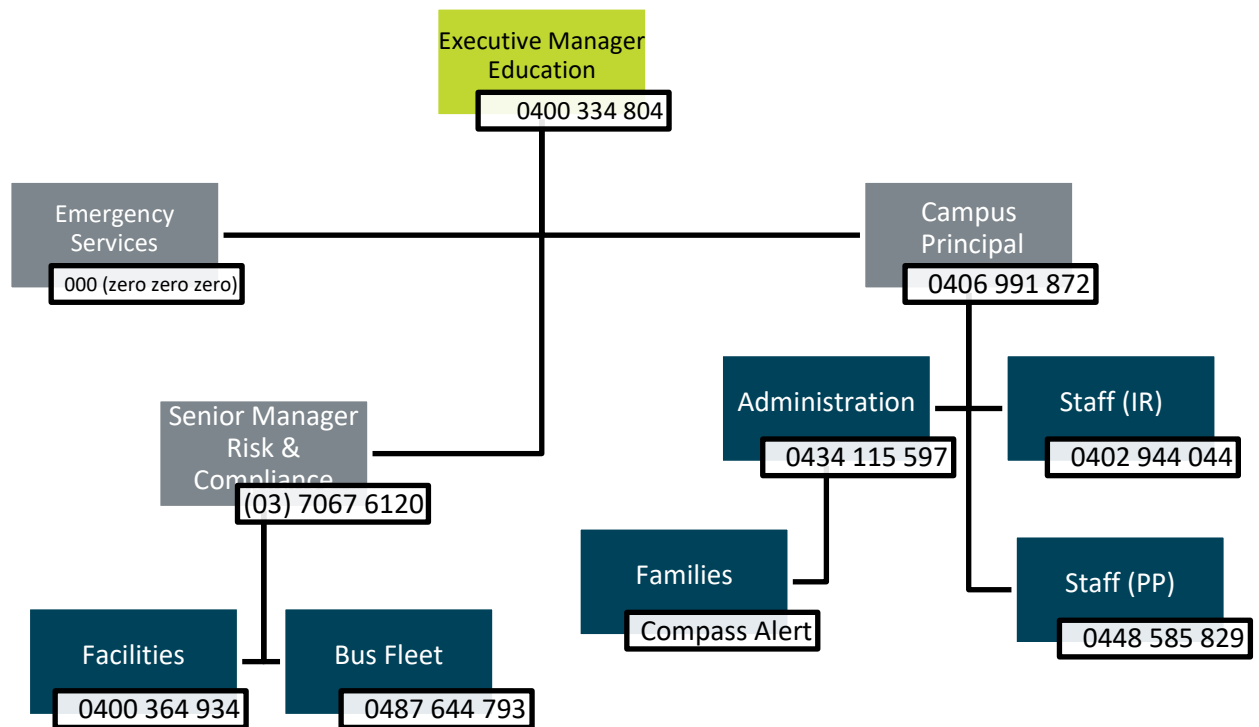
10 Staff Trained in First Aid

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)
BROKKE, Aurora	BERWICK	Teacher	3/01/2020	2023	Mar-2023
BRUCE, Amy	BERWICK	Wellbeing Specialist	29/07/2020	2023	Mar-23
DAMEN, Stephen	BERWICK	Teacher	YES	-	YES
Evan, Hayley	BERWICK	Learning Assistant	YES	-	YES
GREENWOOD, Audrey	BERWICK	Admin Assistant	16/12/2021	2024	YES
GROZA, Anthony	BERWICK	Wellbeing Specialist	YES	-	YES
HELDT, Teresa	BERWICK	Learning Assistant	2/03/2021	2024	YES
HOLLAND, Tim	BERWICK	Teacher	YES	-	YES
LEE, Robin	BERWICK	Campus Principal	TBA	TBA	TBA
MIDDLETON, Maria	BERWICK	Learning Assistant	29/05/2021	2024	YES
PADMORE, Prue	BERWICK	Teacher	1/03/2021	2024	YES
PANOZZO, Danielle	BERWICK	Teacher	1/03/2021	2024	YES
RUSHTON, ILEY	BERWICK	Wellbeing Leader	16/12/2021	2024	YES
STEBBING, Trent	BERWICK	Learning Assistant	16/12/2021	2024	YES
THOMAS, Natasha	BERWICK	Learning Assistant	15/12/2019	2022	Mar-23
Chandar, Prashant	BERWICK	Learning Assistant	16/12/2021	2024	YES

List updated 24/02/2023

11 Emergency Response Procedures

11.1 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 Senior Manager Risk & Compliance.
- 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, your student and staff attendance (Compass Access and Passtab iPad), and a copy of this EMP.
- Ensure any students, staff or visitors with medical or other needs are supported.
- 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 Senior Manager Risk & Compliance 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 Senior Manager Risk & Compliance 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.

11.2 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 Senior Manager Risk & Compliance.
- Identify which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to ***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)*** (determine the safest evacuation option/route).
- Take your emergency kit/first aid kit, your student and staff attendance (Compass Access and Passtab iPad), 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 Senior Manager Risk & Compliance 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 Senior Manager Risk & Compliance 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.

11.3 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 Senior Manager Risk & Compliance.
- 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 Senior Manager Risk & Compliance 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 Senior Manager Risk & Compliance 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.
- 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.

11.4 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
- Any spill of chemicals within the building

- **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 Senior Manager Risk & Compliance.
- Take your emergency kit/first aid kit, your student and staff attendance (Compass Access and Passtab iPad), and a copy of this EMP.
- Go to the designated assembly point/s at *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)*.
- 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 Senior Manager Risk & Compliance 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 Senior Manager Risk & Compliance 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.

12 Critical Incident Management Plan

12.1 Definitions

Emergency - a serious, unexpected, and often dangerous situation requiring immediate action by the school or office location, drawing on their experience and available resources. This type of incident requires an immediate response because it can cause:

- physical and/or psychological injuries
- asset/property and/or environmental damage
- local negative media interest; or
- business continuity/recovery issues

Major incident - any incident where the location, number, severity or type of injuries and/or property damage requires extraordinary resources, that is likely to stretch the school or office location's experience and capacity to its limit.

Critical incident - a serious, unexpected, and often dangerous situation that is beyond the experience or resources of the school or office location to manage without the assistance of Cire's Executive Leadership Team (ELT). These situations require immediate action to manage.

Some Critical Incidents that may affect the school include:

- a death in the school community - following illness, by accident, by suicide, or as a result of criminal behaviour;
- serious injury to a member of the school community;
- students or staff lost or injured on an excursion;
- violent assault of a member of the school community;
- violent events in the community;
- witnessing a serious accident or an act of violence;
- significant damage to, or destruction of, part or whole of the school property, due to vandalism, accident, or fire, flooding or some other extreme of nature;
- significant disruption to the school or office location operations (business continuity);
- bomb threat, explosion, gas or chemical hazard;
- use of violent weapons in the school;
- outsiders coming into school and being aggressive towards students and/or staff;
- disappearance of a student or staff member;
- social abuse of students or teachers;
- media coverage of issues in a way which is distressing to the school community; or
- national negative media interest.

Such incidents often involve:

- rapid time sequences;
- overwhelming of usual coping responses of individuals and communities;
- severe disruption, at least temporarily, to the functioning of individuals or communities; or
- perceptions of threat and helplessness.

12.2 Incident Escalation

The following table can be used as a guide to classify an incident as an *Emergency* or a *Critical Incident*.

Impact Areas	Impact Levels		
	Emergency	Major Incident	Critical Incident
People	▪ Injuries that require local medical treatment only	▪ Single or multiple injuries requiring ambulance & hospitalisation	▪ Single or multiple deaths or life-threatening injuries
Assets	▪ Partial site evacuation ▪ Partial building damage	▪ Evacuation of the entire site ▪ Extensive building damage and whole site inaccessible	▪ Site evacuation & closure ▪ Building(s) destroyed
Reputation	▪ Incident may attract negative coverage in local media only	▪ Incident attracts negative coverage in State media	▪ Incident that attracts negative National media attention
Regulatory Compliance	▪ Non-compliance with regulations requiring internal investigation	▪ Major breach of Regulations with external investigation & notification to an Authority	▪ Negligent action identified. Criminal charges & fines expected
Business Disruption	▪ 1-day impact on normal operations. IT access loss for < 24hrs	▪ < 1-week impact on normal operations. ▪ IT access loss for 24 - 48hrs	▪ > 2 weeks impact on normal operations ▪ No IT access for 48 hrs or more
Financial	▪ Financial loss <$10K	▪ Financial loss of >10K to < 50K	▪ Financial loss > $50K

Description	Response	Reporting
Emergency	▪ 'School Principal or office location manager uses the Emergency Management Plan (EMP) to manage the incident in-house. ▪ Follow emergency response procedure	▪ Local response only by the IMT
Major Incident	▪ 'School Principal or office location manager uses the Emergency Management Plan (EMP) to manage the incident in-house. ▪ Follow emergency response procedure	▪ Notify Cire's ELT
Critical Incident	▪ Severity of incident is beyond the experience or resources of the school principal or office location manager. ▪ Chief warden to follow Critical Incident Response Procedure, and assist with the business recovery	▪ School Principal or office Chief Warden to notify incident to ELT and request assistance.

13. Response Procedures for Specific Emergencies

13.1 Medical Emergency

If a medical emergency occurs on a school site or on a camp/excursion:

- **Call 000** if immediate/life threatening
- Administer first aid
- Contact parent/guardian of affected student
- Record evidence (if applicable)
- Keep other students away from the emergency/incident
- Provide support for students who may have witnessed early stage of emergency
- Fill an Incident Report form and send a copy to safety@cire.org.au

13.2 Mental Stress

- If there is immediate and/or life-threatening concern for an individual's health or wellbeing contact 000
- Administer first aid (if appropriate) – keep physically and emotionally safe
- Consider whether the following supports are appropriate:
  - School's student wellbeing officers
  - Student Support Services
  - Doctors in Secondary Schools
  - Kids Helpline - 1800 55 1800
  - Headspace in schools 0458 559 736
  - Lifeline - 13 11 14
  - Referral to the Navigator program for wrapround support for disengaged learners
  - Suicide prevention resources from Beyond Blue and/or Headspace
  - CAT Team – acute mental health triage
- Fill an Incident Report form and send a copy to safety@cire.org.au

13.3 Loss of Essential Services

When there is a loss of essential services (power, water, and communications):

- Determine which services are affected and the extent of the impact.
- Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.
- **Call 000** if emergency services are required to respond e.g. power lines down in front of school.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
- Contact Cire's Chief Operating Officer (COO) for advice and support.
- Contact parents as required.
- Refer to the school's Business Continuity Management Plan if the essential services are likely to extend beyond 24 hours.
- Fill an Incident Report form and send a copy to safety@cire.org.au

13.4 Missing Person at School or School Camp/Excursion

If student/child is missing and/or cannot be accounted for:

- Determine which services are affected and the extent of the impact.
- Search the immediate area
- Contact the parent/carer
- Contact '000' for police to report child missing
- Provide a description, time last seen and location
- Report the incident to the Incident Support and Operations Centre on 1800 126 126
- Fill an Incident Report form and send a copy to safety@cire.org.au

13.5 Critical Incident: Traumatic Death/Injury/Grief

If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):

- Contact '000' for police/ambulance attendance
- Seek Student Support Services support
- Refer to the 'Managing Trauma' guide to support, plan for, and lead an effective recovery including:
  - o Develop a Communications Plan – check what information can be released:
  - o Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
  - o Limit exposure to ongoing trauma, distressing sights, sounds and smells
  - o Continue to identify those most at risk and triage for support
  - o Consider tribute, memorial, ritual
- Monitor the wellbeing of staff
- Actively implement self-care strategies
- If the incident occurs on school premises/camp/excursion
  - o Preserve the evidence
  - o Report the emergency to the Executive Manager Education and Cire Services Senior Manager Risk & Compliance
  - o Seek advice from Cire Services Senior Manager Risk & Compliance if required.
  - o Executive Manager Education or Senior Manager Risk & Compliance to notify Worksafe on 13 23 60

13.6 Violence, Aggression and/or Harassment

Violence, aggression, harassment, on school site:

- Intervene only if safe to do so
- Contact '000' if immediate/life threatening and require police/ambulance attendance
- Initiate action to confine or isolate the aggressor
- Determine whether Evacuation or Lock-Down is required.
- Administer first aid if required and safe to do so
- Contact parent/guardian of student(s) impacted
- Report the emergency to the Executive Manager Education and Cire Services Senior Manager Risk & Compliance
- Seek advice from Cire Services Senior Manager Risk & Compliance if required.

- Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan
- Record evidence (if applicable)
- If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc. can take place

If staff and students are directly impacted:

- Fill an Incident Report form and send a copy to safety@cire.org.au
- Consider whether a report to WorkSafe is required
- Contact Employee Assistance Program for support

If there is an allegation of reportable conduct:

- Notify the People and Culture Team on 1300 835 235 or at people@cire.org.au

13.7 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 ***Bus shelter, and if required to the car park on the western side of the school***, 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 your organisation/auspice body if required.
- Contact parents as required.

13.8 Bushfire/Grassfire

A bushfire/grassfire is observable or identified via a VicEmergency App alert, emergency services and/or other advice and within approximately 5 km from the school.

- **Call 000** for emergency services and seek and follow advice.
- Contact Vic Emergency Hotline on 1800 126 126 for information on the fire
- If appropriate, follow the procedure for **off-site evacuation**, 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. evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Take your emergency kit/first aid kit, your student and staff attendance (Compass Access and Passtab iPad), 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 Senior Manager Risk & Compliance
- Seek advice from Cire Services Senior Manager Risk & Compliance if required.
- Contact parents as required.

13.9 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 *Bus shelter, or to the car park on the western side of the school (off site)*.
- Check students, staff and visitors are accounted for.
- Report the emergency to the Executive Manager Education and Cire Services Senior Manager Risk & Compliance.
- Seek advice from Cire Services Senior Manager Risk & Compliance if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Contact parents as required.

13.10 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 or lock-down** 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 Senior Manager Risk & Compliance.
- Seek advice from Cire Services Senior Manager Risk & Compliance if required.
- Contact parents as required.

13.11 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 Senior Manager Risk & Compliance.
- Seek advice from Cire Services Senior Manager Risk & Compliance if required.
- Contact parents as required.

13.12 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:			

13.13 Bus Emergency While En-Route

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

The Cire Services Facilities and Fleet 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.

13.14 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 Senior Manager Risk & Compliance.
- Seek advice from Cire Services Senior Manager Risk & Compliance 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 Senior Manager Risk & Compliance will notify the Victorian WorkCover Authority if required.

13.15 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 Senior Manager Risk & Compliance.
- Seek advice from Cire Services Senior Manager Risk & Compliance 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.

13.16 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 Senior Manager Risk & Compliance.
- Seek advice from Cire Services Senior Manager Risk & Compliance 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.

13.17 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	● Review your Emergency Management Plans (EMP), including: ● pandemic planning arrangements ● contact lists of staff, students, families, local services and DHHS Emergency Management coordinators ● communication tree of key staff.	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. Regularly review, exercise and update plans. Communicate pandemic plans with staff.
Influenza prevention	● Promote basic hygiene measures within schools by: ● providing students and staff with information about the importance of hand hygiene (more information is available at [Better Health](#)) ● providing convenient access to water and liquid soap and alcohol-based hand sanitiser ● educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs ● ensuring careful disposal of used tissues. ● Exercise appropriate home-based exclusion from school among staff and students with flu-like illness. ● Encourage staff to seek immunisation for seasonal influenza.	
Communications	● Communicate personal hygiene messages to staff and students. ● Convey seasonal influenza messages as directed by DET.	
Travel advisories	● Encourage staff and parents/carers to access the [smartraveller](#) website prior to international travel.	
Business continuity	● Ensure currency of business continuity plan which: • identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal) • considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.	

RESPONSE STAGE - STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas				
Category	**Key Actions**	**Low**	**Med**	**High**
Review Emergency Management Plan	● In April, (or at the time of the overseas detection, if earlier): ○ ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ○ ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date ○ ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply	Apply	Apply
Incident response	● In April, (or at the time of the overseas detection, if earlier): ○ prepare to enact pandemic response section of your EMP with stakeholders ○ prepare to activate Incident Management Team.	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	● Continue to reinforce basic personal hygiene measures within schools including: ○ provide students and staff with information about the importance of hand hygiene (more information is available at [Better Health](#)) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ careful disposal of used tissues. ● Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	Apply As required	Apply Recommended	Apply Recommended
Communications	● In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed. ● In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about: ○ the local status ○ 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 ○ best practice hygiene practices ○ vulnerable children. ● 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. ● Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). ● School nurses (or equivalent) may assist with information dissemination (provided by the DHHS). ● Prepare sample letters for parents/carers for next stage (if required).	Apply Apply Apply Apply As required Apply	Apply Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply Apply
Travel advisories	● Encourage staff and parents/carers to access the [smartraveller](#) website prior to international travel. ● 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.	Apply Not suggested	Apply Apply	Apply Apply

			Low	Med	High
	• 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.		Not suggested	Apply	Apply

Business continuity	• Ensure currency of business continuity plan which:
	  o identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal)
	  o considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.
			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**

Review Emergency Management Plan	• In April, (or at the time of the overseas detection if earlier):
	  o ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included
	  o ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date.
	• Ensure communication tree of key staff is circulated to nominated school Incident Management Team members.
			Apply
			
			Apply
				Apply
				
				Apply
					Apply
					
					Apply

Incident response	• Enact your EMP. • Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from DET. • 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. • Encourage staff and students who develop flu-like symptoms during a pandemic to stay away from school until completely well.		Seek advice Not suggested Apply Apply	Seek advice Not suggested Apply Apply	Apply Seek advice Apply Apply

Hygiene measures	• Reinforce basic hygiene measures including:
	  o provide students and staff with information about the importance of hand hygiene (more information is available at [Better Health](#))
	  o provide convenient access to water and liquid soap and alcohol-based hand sanitiser
	  o educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs
	  o careful disposal of used tissues.
	• Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.
			Apply
			
			As required
				Apply
				
				Recommended
					Apply
					
					Recommended

Communications	• Follow and distribute information and advice from DET in accordance with instructions, including information about:
	  o the local status
	  o personal hygiene measures
	  o containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.
	• 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.
	• School nurses (or equivalent) may assist with information dissemination as directed.
			Apply
			
			Apply
			
			Not required
				Apply
				
				Apply
				
				Apply
					Apply
					
					Apply
					
					Apply

Containment strategies	• The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. • Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.		Not suggested Apply	Seek advice Apply	Apply Apply

		Apply N/A	Apply	Apply

	● If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:
	  o inform teachers of their obligations during school closures
	  o for students at home, provide access to educational materials including online learning.
	● Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.
		Apply	Apply	Apply

Travel advisories	● Encourage staff and parents/carers to access the [smartraveller](#) website prior to international travel.	Apply	Apply	Apply

Business continuity	● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
	  o prioritising work functions to ensure adequate workforce availability to deliver education
	  o implementing contingency strategy, which may include employing replacement staff and/or modifying programs.
		Apply	Apply	Apply

Governance and reporting obligations	● Report confirmed incidents of influenza. You will be advised of any additional reporting requirements by DHHS.	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**
Incident response	● Enact your EMP. ● Activate your school Incident Management Team to implement the organisation's response as appropriate to advice from DET.	Not suggested Apply	Apply Apply	Apply Apply

Hygiene measures	● Reinforce basic hygiene measures including:
	  o provide students and staff with information about the importance of hand hygiene (more information is available at [Better Health](#))
	  o provide convenient access to water and liquid soap and alcohol-based hand sanitiser
	  o educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs
	  o careful disposal of used tissues.
	● Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.
		Apply
		
		As required
			Apply
			
			Recommended
				Apply
				
				Recommended

Communications	● Follow and distribute information and advice from DET in accordance with instructions, including information about:
	  o the local status
	  o personal hygiene measures
	  o containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.
	● 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.
	● School nurses (or equivalent) may assist with information dissemination as directed.
		Apply
		
		Apply
		
		Apply
			Apply
			
			Apply
			
			Apply
				Apply
				
				Apply
				
				Apply

Containment strategies	● Encourage staff and students who develop flu-like symptoms during a pandemic to:
	  o leave school immediately and seek medical attention
	  o stay away from school until completely well.
	● Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases.
		Apply
		
		Apply
			Apply
			
			Apply
			
			Apply
				Apply
				
				Apply
				
				Apply

Category	Key Actions	Low	Med	High
	• Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes.	Not suggested	Apply	Apply
	• 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.	Apply	Seek advice	Apply

	• If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:
	  o inform teachers of their obligations during school closures
	  o for students at home, provide access to educational materials including online learning.
		N/A		

Travel advisories	• Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
	• 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.	Not suggested	Apply	Apply
	• 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.	Not suggested	Apply	Apply

Business continuity	• Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
	  o prioritising work functions to ensure adequate workforce availability to deliver education
	  o implementing contingency strategy, which may include employing replacement staff and/or modifying programs.
		Apply	Apply	Apply

Governance and reporting obligations	• Report confirmed incidents of influenza.	Apply	Apply	Apply
	• You will be advised of any additional reporting requirements by the DHHS.	As required	As required	As required

RESPONSE STAGE – STAND DOWN		Clinical severity		
Description – The public health threat can be managed within normal arrangements and monitoring for change is in place				
Category	**Key Actions**	**Low**	**Med**	**High**
Containment strategies	• Be aware that multiple waves of the virus may occur.	N/A	Apply	Apply
	• Replenish PPE (if required).	N/A	As required	As required

Business continuity	• Implement business continuity plans for resumption of full business capacity which may involve:
	  o restoring workforce capacity
	  o following procedures for re-opening of service (if applicable)
	  o providing supports, including counselling (if required)
	  o monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.
		N/A	Apply	Apply

	• Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).	N/A	Apply	Apply
	• Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available.	As applicable	Apply	Apply
	• Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur.	Apply	Apply	Apply
Communications	• Communicate the updated status of situation to staff and parents/carers including supports that may be available.	Apply	Apply	Apply

Travel	● Continue to encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply

13.18 Coronavirus (COVID-19) pandemic

Please refer to Cire COVID Safe Plans available through the Cire Intranet and Cire Capability Hub.

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

- 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.

14. Area map

Date Area Map Validated:	15/02/2023

Distance to Primary off-site assembly point: Approx. time to reach Primary off-site assembly point:	**50 metres** **1 min**
Distance to Secondary off-site assembly point: Approx. time to reach Secondary off-site assembly point:	**50 metres** **1 min**
Legend	
Primary off-site assembly point	⭐
Route to Primary off-site assembly point	→
Secondary off-site assembly point	⭐
Route to Secondary off-site assembly point	⇢
Emergency services access point	→

15.Evacuation diagram

Date Evacuation Diagram Validated: 15/05/2023

EVACUATION DIAGRAM
CIRE COMMUNITY SCHOOL
120 ENTERPRISE AVENUE, BERWICK VIC 3806

LEGEND:

FIRE EXTINGUISHER POWDER		SWITCH BOARD	**EXIT** EXIT POINT		
FIRE EXTINGUISHER WET CHEMICAL		FIRST AID KIT		PATH OF TRAVEL	
B FIRE BLANKET		ASSEMBLY AREA		DIRECTIONAL ARROW	

IN THE EVENT OF FIRE

R REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY.

A ALERT OTHER OCCUPANTS & EMERGENCY SERVICES DIAL 000

C CONTAIN FIRE/SMOKE, CLOSE DOORS & WINDOWS.

E EVACUATE TO YOUR ASSEMBLY AREA, COMPLETE HEAD COUNT & REMAIN UNTIL THE ALL CLEAR IS GIVEN

SITE PLAN:

eptac
EMERGENCY PREPARED
TRAINING AND CONSULTING
admin@eptacaustralia.com.au

SCALE: Not to Scale	SHEET SIZE: A3	DOCUMENT CONTROL
Design Date: 19 December 2020		CIRE - Berwick Campus
Review Date: 19 December 2025		
DWG No: **Master**		EVCDGM - 01-01 (L)

16.Parent / family contact information

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

17.Students and staff with special needs

To ensure adherence to the provisions of the Information Privacy Act 2000 you should not record personal details here.

Add summary of those with additional needs or medical conditions below, without including personal details.

Category	Number of Staff	Number of Students
Asthma	0	6
Anaphylaxis	1	0
Epilepsy	0	0
Severe Behaviour Disorder	0	
Intellectual Disability	0	

Extra assistance can include but is not limited to:

- Assigning a member of staff to the identified individuals during an emergency procedure to assist in decision making etc.
- The opportunity to run through the processes attached to an emergency drill prior to the drill taking place
- Regular one-to-one sessions to reinforce the processes surrounding emergency procedures and to reinforce expectations

PART 2 – EMERGENCY PREPAREDNESS

18. School facility profile

18.1 General Information

School/Campus Name	Cire Community School Berwick Campus
Physical Address	120 Enterprise Avenue, Berwick VIC 3806
Operating Hours	Classes Monday, Tuesday, Thursday, Friday 9:20 am – 2:45 pm (Students on-site 9 am) Staff Monday - Friday 8:30 am – 5:00 pm
Phone	(03) 9989 2431
Email	communityschool@cire.org.au
Number of buildings	5 classrooms, 1 classroom with domestic kitchen, 2 meeting rooms, 1 staff room, 4 office spaces, 1 administration area
Is the School a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	n/a
Number of Students	Up to 90
Total Number of Staff	Up to 17
Methods used for communications to school community	Compass – Alerts, SMS, Phone calls and Email

18.2 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

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

Service / User Name	Federation University
Location	72/100 Clyde Rd, Berwick VIC 3806
Student/Visitor Numbers	2,000 students
Operating Hours/Days	9 am – 5 pm / Monday to Friday
Emergency Contact Name	Kathy Racunica (Campus Head)
Phone Number	1800 333 864
Mobile Number	-

Service / User Name	Berwick Healthcare
Location	76 Clyde Rd, Berwick VIC 3806
Student/Visitor Numbers	Unknown
Operating Hours/Days	8:30 am – 7:30 pm / Monday to Friday
Emergency Contact Name	Cathy Hermans (Practice Manager)
Phone Number	03 9796 1500
Mobile Number	-

18.3 Building Information Summary

Telephones (Landlines): 03 9989 2431 – Extension number prefix (03) 7067 + Ext No.			
Location	Number	Location	Number
Administration	Ext. 6223	Principal office	Ext. 6228
Classroom 1	Ext. 6224	Classroom 2	Ext. 6229
Classroom 3	Ext. 6230	Classroom 4	Ext. 6226
Classroom 5	Ext. 6225	Classroom 6 / Kitchen	n/a
Meeting room 1 (Wellbeing office)	Ext. 6227	Meeting room 2	n/a

Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	n/a		
Intrusion:	All buildings	SASAA	Manual turn off
Other:	n/a		

Utilities	Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:	n/a	-	-
Water:	Main valve in garden bed at south eastern corner of playground	South East Melbourne 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
Chemical hazards from cleaning liquids	Cleaner's cupboard near student toilets

19. 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
19.1 Bushfires or Grassfires	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 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.	Severe	Likely	Extreme	School will be closed on Code Red days. No excursions on total fire ban days. Staff to undertake evacuation/warden training.	Moderate	Possible	Medium

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
19.2 Internal Fire	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.	Severe	Unlikely	Medium	Ensure that staff undertake regular training on use of fire extinguishers. Staff to undertake evacuation/warden training.	Minor	Rare	Low

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
19.3 Severe weather and storms	Risk of roof down flooding Risk of injury. Risk of property damage.	Ensure EMP includes planning and response procedures for floods. Ensure roofs/gutters/drains are clear. Liaise with SES to identify potential risks. Develop contingency for storage of equipment or materials if necessary. Test communications. Ensure business continuity plan is in place.	Moderate	Possible	Medium	Boundary trees are monitored regularly for loose branches and damage. Consider voluntary release of children and staff prior to severe weather/warning. Consider no children/ staff on site until an OHS inspection is conducted after a significant weather event.	Minor	Possible	Medium

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
19.4 Intruders or personal threat	Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by a student or intruder. Risk of property damage or loss.	Policies and procedures in place to respond to personal threat and evacuate staff/children. Safety and behaviour management plans in place for high risk students. Visitor sign-in book is in the office. Staff to have easy access to a phone Staff are not to work alone on site. Employee Assistance Program.	Major	Possible	Medium	Safety training will be provided to all staff.	Minor	Possible	Medium
19.5 Earthquake	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.	Moderate	Unlikely	Low	Regular OHS inspections of buildings and facilities to ensure early identification of any structural issues.	Minor	Rare	Low

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
19.6 Bomb Threat	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).	Severe	Rare	Low	Safety training will be provided to all staff.	Minor	Rare	Low
19.7 Bus Accident/ Vehicle Incident	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, bushfires and road closures prior to leaving.	Major	Possible	High	Bus Drivers attend regular meetings to ensure compliance with organisation's Bus Driving Accreditation. All buses undergo regular servicing/safety checks and annual review.	Major	Possible	High

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
19.8 Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template. Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April). Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. Ensure staff and children are educated about covering their cough to prevent the spread of germs. Ensure staff and students wear face masks while in buses and on campus.	Moderate	Possible	Medium	Safety training will be provided to all staff.	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
19.9 Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DET's First Aid and Infection Control Procedure. Staff are aware of emergency procedures. Anaphylaxis Policy in Place. Test Communications	Major	Possible	High	Ensure First Aid kits and Asthma Kits are maintained and accessible at hand at all times. 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.	Moderate	Possible	Medium
19.10 Hazardous substance release: inside and outside facility grounds	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.	Major	Unlikely	Medium	SDS up-to-date. Scheduled OHS site checks to ensure proper storage procedures are in place	Moderate	Rare	Low

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			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
19.11 Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity. Risk of injury due to come upon a bushfire while bush walking.	Follow the school's *Camps and Excursions Policy* 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. Staff to complete the school's *Excursions Risk Register and Emergency Management Plan* prior the conduction of major excursion such as camps, adventure days or long travel.	Major	Possible	High	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. No excursions on total fire ban days, or to areas identified with a risk of bushfires by the emergency services.	Moderate	Possible	Medium

20. Emergency Response Drills Schedule

20.1 Table 1. Scheduled drills

	Type of Drill	Person Responsible	Target Date & Date Drill was Performed	Observer's Record Completed
Term 1	Bushfire/ internal fire	Designated Warden	February 2023	
Term 2	Intruder/ personal threat (lock-down procedure)	Designated Warden	June 2023	
Term 3	Hazardous substance release	Designated Warden	August 2023	
Term 4	Bushfire	Designated Warden	October 2023	

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 (Roger Page) on 03 8762 4600

20.2 Table 2. Emergency Response Drills conducted in the past 3 months

Drill exercise or real event	Conducted by	Date	Observer's Record Completed
Lockdown	Tom Witenden	22/11//2022	✓

21.Emergency Kit Checklist

Elected Wardens are to complete this checklist on a quarterly basis

The Emergency Kit Contains:	✓
Student data and parent contact information (contained in Compass) – Emergency warden to take Compass Access and Passtab iPad during evacuation.	✓
Student and staff with special needs list (contained in Compass) including any student medications – Emergency warden to take Compass Access during evacuation	✓
Staff contact information (Contained in EMP; Passtab iPad to be taken during evacuation by emergency warden)	✓
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	n/a

Date Emergency Kit Checked:	
Next Check Date:	

22.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: 29/08/2022

Component	✓ ✗	Action Required
Cover page		
Principal name, school/service address, EMP issue date, EMP review date, BARR status, and fire district have been specified.	✓	
Distribution list		
Distribution list has been completed.	✓	
Contact numbers and communications tree		
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.	✓	
Incident management team		
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.	✓	
Evacuation, lockdown, and lockout procedures		
Procedures that are specific to the school processes have been completed for:		
● Evacuation onsite	✓	
● Evacuation offsite	✓	
● Lockdown	✓	
● Lockout	✓	
● Shelter-in-place		n/a
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.	✓	
Staff trained in first aid		
Staff trained in first aid list is included.	✓	
Bus coordinating schools		
Bus Coordinating Schools Emergency Contacts completed for bus coordinating schools.	✓	

Area map and evacuation diagram		
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	✓	
Evacuation diagram		
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		n/a
● date diagram was validated	✓	
● location of primary and secondary assembly areas	✓	
● a legend.	✓	
Parent contact information		
Parent contact information has been obtained and is up-to-date.	✓	
Students and staff with special needs list		
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.		
Profile		
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	
Risk assessment		
Potential local hazards have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies	✓	
Emergency kit checklist		
Emergency Kit Checklist has been developed with school requirements.	✓	

23. 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:

- Capture the details of the incident
- Conduct a post emergency de-brief to understand the cause of the incident
- Learn from the incident
- 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 the Senior Manager Risk & Compliance at safety@cire.org.au .

23.1 Post Emergency record Procedure

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

23.2 Post Emergency Record Template

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

Chief Warden Summary of Incident
Capture information from the IMT and provide an overview of the incident

Timeline of Events	
Approx. Time	**Details of action undertaken**

What Went Well
Detail what went well from a response perspective. What worked?

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?*