

# Sample Emergency Management Plan 2014-2015

## Riverland College



DEECD Region	North East West South Region
School Number	R-1234
Principal Approving our Plan	Kim Purple
Physical Address	Route 66, Riverland , 8965
Fire District	NEWS Fire District
Is the school on the Bushfire- At-Risk Register?	Yes
Date Approved	1 <sup>st</sup> August, 2014
Next Review Date	Beginning Term 2, 2015

## **Riverland College - Local Context**

The Riverland College is a small secondary school with a school population of 12 staff (1 Principal, 5 teacher staff and 6 Education Support Staff) and 112 students.

Facility resources include:

- Administration building
- 2 main classroom buildings, with 4 classrooms in each
- Maintenance/Garden shed

Adjacent to the School boundaries are:

- Northern boundary – Route 66 dual lane highway
- Western boundary – Rapid River
- Corner of South/East boundary – Private property
- Southern boundary – Private property with a dam located new school fence and small bushland area
- Southern and Western boundary – Private property

As a general rule, Riverland College enjoys a temperate climate with warm to hot summers, mild and sometimes balmy springs and autumns, and cool winters.

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## 1. Purpose

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

## 2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Riverland College

## 3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
<b>Brian Black</b>	Manager Operations and Emergency Management, Regional Office, DEECD	February 2014	Black.brian.b@edumail.vic.gov.au
<b>The Secretary</b>	Riverland CFA	February 2014	PO Box 1, Riverland , 8965
<b>The Secretary</b>	Riverland Police	February 2014	PO Box 2, Riverland , 8965
<b>The Secretary</b>	Riverland SES	February 2014	PO Box 3, Riverland , 8965
<b>Sarah White</b>	School Council President	February 2014	White.sara.s@edumail.vic.gov.au
In addition to the above individuals, Copies of the EMP have been provided to all School Council members and school staff.			

Please Note: The EMP is included in the Induction Program for new staff.

## **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><i>Notify</i></b> <b>DEECD Security Services Unit (SSU)</b>	<b>9589-6266</b>
<b><i>For Advice call your</i></b> <b>Region's Manager Operations and Emergency Management</b>	<b>NEWS Region: Brian Black</b> Phone: 5679 xxxx Mobile: 0407 xxx xxx
<b><i>Convene your</i></b> <b>Incident Management Team</b>	

## 5. Emergency Contacts

### 5.1 Emergency Services

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

### 5.2 Our School

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Kim Purple	09 6849 xxxx	09 6849 xxxx	0088 987 xxx
Business Manager	George Red	09 6849 xxxx	09 6849 xxxx	0088 456 xxx
Year 7-10 Level Coordinators	Travis Orange	09 6849 xxxx	09 6849 xxxx	0088 862 xxx
Year 11-12 Level Coordinators	Pam Blue	09 6849 xxxx	09 6849 xxxx	0088 994 xxx
School Bus Coordinator	Otto Mann	09 6849 xxxx	09 6849 xxxx	0088 321 xxx
First Aid Officer	Nicole Brown	09 6849 xxxx	09 6849 xxxx	0088 456 xxx
OH&S Representative	Pam Blue	09 6849 xxxx	09 6849 xxxx	0088 369 xxx
School Council President	Sarah White	09 6849 xxxx	09 6849 xxxx	0088 321 xxx

### 5.3 DEECD

	Name	Phone
Regional Director	Simone Yellow	09 8965 xxxx
Deputy Regional Director, Service Planning	Judy Pink	09 8965 xxxx
Regional Manager, Operations and Emergency Management	NEWS: Brian Black 8965 xxxx (0407 xxx xxx)	
Regional Office Switchboard	Reception	09 8965 xxxx
SSSO Network Coordinator	Nigel Amber	09 8965 xxxx
Security Services Unit (SSU)	N/A	9589-6266
DTZ (Government Schools Reinstatement)	N/A	1300 133 468
Employee Assistance Program	N/A	1800 337 068
Media Unit (On Call 24/7)	N/A	9637 2871

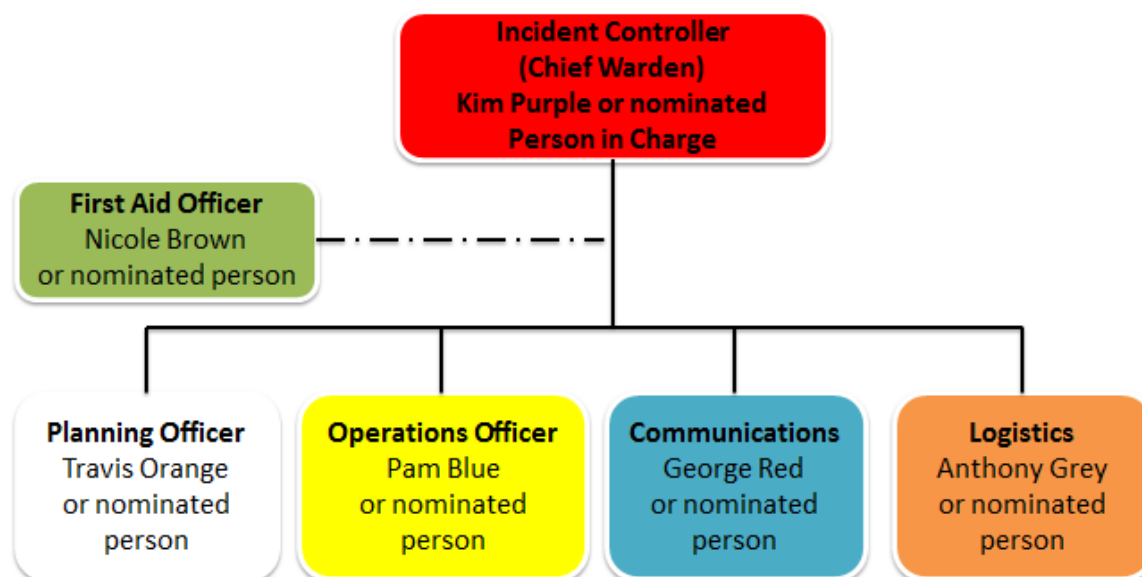
### 5.4 Local/Other Organisations

	Phone
Police Station	09 8900 xxxx
Hospital/s	09 8900 xxxx
Gas – Everheat Gas	09 8954 xxxx 135 xxx
Electricity – Powewless Direct	1300 689 xxx
Water Corporation – Gravity Water Corps	09 8965 xxxx
Facility Plumber – Kenny Smyth	09 8965 xxxx
Facility Electrician – Therese Sparks	09 8965 xxxx
Local Government	09 8965 xxxx
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority (Formerly WorkSafe Vic)	13 23 60



## 6. Incident Management Team

### 6.1 Incident Management Team Structure



**Please note:** at the time of the Emergency Response, the Incident Controller may allocate additional roles depending on the incident. For example, Media Officer and Transport and Parking Officer.

### 6.2 Incident Management Team (IMT) Contact Details

IMT Role/Activities	Primary Contact		Back Up Contact	
Incident Controller (Chief Warden)	Name	Kim Purple	Name	Travis Orange
	Phone/Mobile	09 6849 xxxx 0088 987 xxx	Phone/Mobile	09 6849 xxxx 0088 862 xxx
Planning tasks will be performed by:	Name	Travis Orange	Name	Mary Bronze
	Phone/Mobile	09 6849 xxxx 0088 862 xxx	Phone/Mobile	09 6849 xxxx 0088 496 xxx
Operations (Area Warden) tasks will be performed by:	Name	Pam Blue	Name	Tracey Copper
	Phone/Mobile	09 6849 xxxx 0088 994 xxx	Phone/Mobile	09 6849 xxxx 0088 345 xxx
Communications tasks will be performed by:	Name	George Red	Name	Pam Blue
	Phone/Mobile	09 6849 xxxx	Phone/Mobile	09 6849 xxxx

		0088 456 xxx		0088 994 xxx
Logistics (Warden) tasks will be performed by:	Name	Anthony Grey	Name	Paul Pink
	Phone/Mobile	09 6849 xxxx 0088 398 xxx	Phone/Mobile	09 6849 xxxx 0088 965 xxx
First Aid tasks will be performed by:	Name	Nicole Brown	Name	Brian Ruby
	Phone/Mobile	09 6849 xxxx 0088 456 xxx	Phone/Mobile	09 6849 xxxx 0088 123 xxx

**NOTE:** It is the responsibility of the Principal to ensure that a 'Person in Charge' has need nominated in their absence and that there staff are trained and aware of their responsibilities if nominated as a secondary contact role

## **7. Incident Management Team Responsibilities**

### **Incident Controller (Chief Warden)**

#### **Pre-Emergency**

- Maintain current contact details of IMT members.
- Conduct regular exercises/drills.
- Ensure students/staff with special needs list and staff trained in first aid list are up to date.
- 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.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to the Security Services Unit on 9589 6266.

#### **Post- Emergency**

- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.

### **Planning**

#### **Pre-Emergency**

- Assist the Incident Controller.
- 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 Incident Controller.
- Act as directed by the Incident Controller.
- Plan for contingencies.

#### **Post- Emergency**

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

## **Operations (Area Warden)**

### **Pre-Emergency**

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
- Participate in emergency exercises/drills.

### **During Emergency**

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

- Attend the emergency control point.
- Communicate with the Incident Controller by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Incident Controller is notified.
- Direct logistics officer (wardens) to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist a logistics officer (wardens) 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) activities have been completed and report this to the Incident Controller or a senior officer of the attending emergency services if the Incident Controller is not contactable.

### **Post Emergency**

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

## **Communications**

### **Pre-Emergency**

- Assist the Incident Controller.
- 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 Incident Controller 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 Incident Controller.

### **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.

## **Logistics (Warden)**

### **Pre-Emergency**

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

### **During Emergency**

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

Activities may include the following:

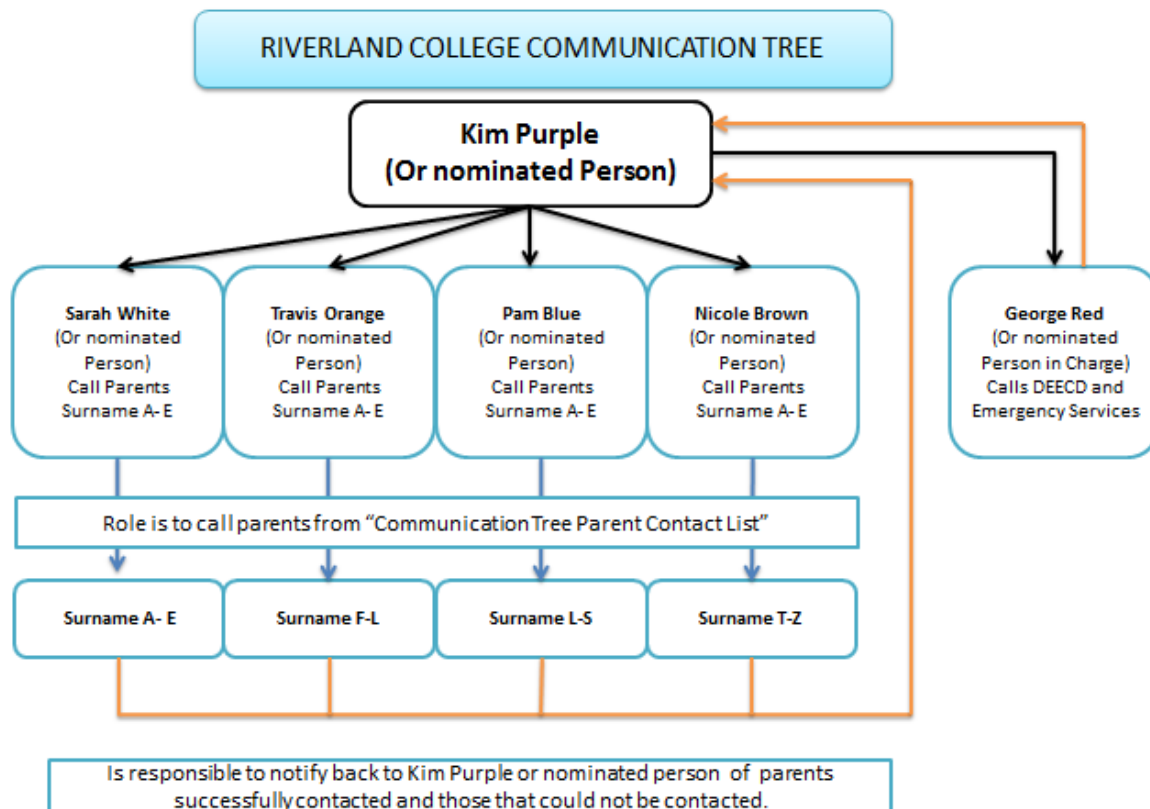
- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function 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 Incident Controller.

### **Post- Emergency**

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

## 8. Communication Tree

The following Communication Tree supports the process of contacting DEECD, Emergency Services and Parents. The Communication Tree Parent Contact List can be obtained from the Front office next to the reception phone switchboard.



## 9. Staff Trained in First Aid

Staff Member	Training
Kim Purple	Apply First Aid (HLTFA311A) Red Cross. Expires May 2015
George Red	Provide an Emergency First Aid Response in an Education and Care Setting & CPR St John. Expires June 2015
Travis Orange	Apply First Aid (HLTFA311A) Red Cross. Expires May 2015
Nicole Brown	Wilderness Advanced First Aid Expires December 2016
Pam Blue	Apply First Aid (HLTFA311A) Red Cross. Expires May 2015
Sarah White	Apply First Aid (HLTFA311A) Red Cross. Expires May 2015

## 10. Bus Coordinating Schools Emergency Contacts

Bus Route	Areas Serviced	Schools Serviced	Contact Details
Route 66	Arizona	Otto Mann	Riverland Flats

## 11. Emergency Response Procedures

### 11.1 On-Site Evacuation Procedure

When it 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.

- **Call 000** and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Evacuate students, staff and visitors out of the building to the designated Primary Emergency Assembly Point (Unless directed to go to the Secondary Emergency Assembly Point)
- Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- 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.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with Emergency Service personnel that it is safe to de-activate the evacuation.

### Actions After On-Site Evacuation Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.
  - Complete your Post Emergency Record form (refer to Appendix 4 of the Guide)



## 11.2 Off-Site Evacuation Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Identify which off-site Assembly Point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to the nominated Primary Off-site Emergency Assembly Point. (Unless directed to go to Secondary Off-site Emergency Assembly Point)
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- 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 parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with Emergency Service personnel that it is safe to de-activate the evacuation.

### Actions After Off-Site Evacuation Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Complete the Post Emergency Record form (refer to Appendix 4 of the Guide).

### 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 Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, 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 Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Divert parents and returning groups from the school if required.
- 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.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Await de-activation advice from emergency services personnel (if appropriate).
- Contact parents as required.
- Use a predetermined de-activation signal to de-activate lock-down.

#### Actions After Lock-Down Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Advise the Security Services Unit that the lock-down is over.
- Follow up with any students, staff or visitors who need support.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Complete the Post Emergency Record form (refer to Appendix 4 of the Guide).

## 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.

- **Call 000** and inform emergency services of the nature of the emergency.
- 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 Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Go to the designated Assembly Point/s - nominated Primary Off-site Emergency Assembly Point. (Unless directed to go to Secondary Off-site Emergency Assembly Point)
- Check that students, staff and visitors are all accounted for.
- Maintain a record of actions/decisions undertaken and times.

## Actions After Lock-Out Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Advise the Security Services Unit that the lock-out is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region (regional Manager, Operations and Emergency Management) as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Complete the Post Emergency Record form (refer to Appendix 4 of the Guide).

## 11.5 Shelter-In-Place Procedure

When an incident occurs outside the school and emergency services or the Incident Controller (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 Incident Controller on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Incident Controller activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area – administration building.
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Report the emergency and shelter-in-place to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Ascertain (as possible) if 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.
- Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After Shelter-In-Place Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Advise the Security Services Unit that the shelter-in-place is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from the region (regional Manager, Operations and Emergency Management) as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
- Complete the Post Emergency Record form (refer to Appendix 4 of the Guide).

## 12. Emergency Response Procedures for Specific Threats

### 12.1 Building Fire

- Phone **000** to notify the emergency services and seek advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **On-site Evacuation**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the Primary Emergency Assembly Point (unless directed to go to the secondary Emergency Assembly point), closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check that all students, staff, visitors and contractors are accounted for.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

### 12.2 Bushfire/Grassfire

- Phone **000** to notify the emergency fire services and seek advice.
- If appropriate, follow the procedure for **Shelter-In-Place**.
- 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.
- Check that all students, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Report the emergency to Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

### 12.3 Major External Emissions/Spill (includes gas leaks)

- Phone **000** to notify the emergency services and seek 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 (see emergency contacts section).
- If safe to do so, evacuate staff, students, visitors and including contractors to Primary Emergency Assembly Point. This may be an off-site location.
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit on 9589 6266.

- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to the DEECD Media Unit on 9637 2871.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.

## 12.4 Intruder/Personal Threat

- Phone **000** to notify the emergency services and seek 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 if **evacuation or lock-down** is required. Evacuation only should be considered if safe to do so.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

## 12.5 Bomb/Chemical Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- If a bomb/chemical threat is received by telephone:
  - **do not** hang up
  - refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the schools website:
  - do not delete the message
  - contact police immediately.
- Ensure the school's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **Evacuation** may be considered.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

## 12.6 Bomb/Substance Threat Checklist

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

CALL TAKER		CALL TAKEN	
Name		Date of Call:	
Phone Number		Call Start/End Time	
Signature		Number of Caller	

### Complete the following for a BOMB THREAT

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

### Complete the following for a SUBSTANCE THREAT

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

CHARACTERISTICS OF THE CALLER		LANGUAGE	
Sex of caller		<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
Estimated age		<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
Accent if any		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
Speech impediments		<input type="checkbox"/> Other (Specify)	
Voice (loud, soft, etc.)			
Speech (fast, slow etc.)			
Dictation (clear, muffled, etc.)			
Manner (calm, emotional, etc.)			
Did you recognise the voice?			
If so, who do you think it was?			
Was the caller familiar with the area?			

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	



## 12.7 Bus Emergency While En Route

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

### **The Bus Coordinating Principal will:**

- Contact emergency services agencies to ascertain local information on status of any notified emergency.
- Report emergency to the Security Services Unit on 9589 6266.
- Advise emergency services of the status and location of bus services and seek assistance if required.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm/provide instruction to driver with regard to destination.
- Notify client school principals and any other facility with passengers on the affected service.
- Consult to ensure client school principals notify parents/guardians of all affected students of actions 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 bus's arrival at destination from driver.
- Where possible keep an accurate record of the event.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

### **Client School Principals will:**

- Receive instruction from the coordinating principal.
- Consult with the coordinating principal to confirm parents/guardians of affected students have been notified, and provided with other relevant information (such as where to collect their children).
- Keep an accurate log of all communication in relation to the event.

*The above summarised procedure relates specifically to 'Students Affected En Route' only. For the detailed procedure, including for 'Students Affected While at School' and 'Bus Routes Affected Overnight or Before School', refer to the DEECD School Bus Program Emergency Management Operational Guidelines via the following link [School Bus Program Emergency Management Operational Guidelines](#)*



## 12.8 Internal Emission/Spill

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Move staff/students away from the spill to a safe area and isolate the affected area.
- Report emergency to the Security Services Unit on 9589 6266.
- 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.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Notify WorkSafe Victoria if required (refer to Notifiable Incidents to WorkSafe Flowchart).
- Report on [eduSafe](#).
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

## 12.9 Severe Weather / Storms and Flooding

- Phone **000** to notify the emergency services and seek advice if necessary.
- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Incident Controller (Chief Warden).
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Direct all media enquiries to DEECD Media Unit on 9637 2871.

## 12.10 Earthquake

- Phone **000** to notify the emergency services and seek advice.
- The Incident Controller (Chief Warden) will convene the IMT if necessary.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

### If Outside

Instruct staff and students to:

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

### If Inside

Instruct staff and students to:

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

### After the Earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Incident Controller (Chief Warden).
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is OK to do so, take notes and photographs for insurance purposes.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

## 12.11 Influenza Pandemic

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

PREPAREDNESS STAGE	
Description - No novel strain detected (or emerging strain under initial detection)	
Category	Key Actions
Hygiene measures	<ul style="list-style-type: none"> <li>Promote basic hygiene measures within schools including: <ul style="list-style-type: none"> <li>Regular hand washing with soap and water</li> <li>Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings</li> <li>Covering mouth with a tissue when coughing or sneezing</li> <li>Careful disposal of used tissues</li> </ul> </li> <li>Provide students, faculty and staff with information about the importance of hand hygiene (see <a href="#">BetterHealth</a>)</li> <li>Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser.</li> <li>Educate staff and students about covering their cough to prevent germs spreading.</li> </ul>

RESPONSE STAGE - STANDBY	
Description - Sustained community person-to-person transmission detected overseas	
Category	Key Actions
EMP preparation	<p>In April, (or at the time of the overseas detection if earlier):</p> <ul style="list-style-type: none"> <li>Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team.</li> <li>Identify minimum requirements and key staff for continued school operations (including planning for the absence of the principal and school council).</li> </ul>
Hygiene measures	<p>Continue to:</p> <ul style="list-style-type: none"> <li>Promote basic hygiene measures within schools.</li> <li>Provide students and staff with information about the importance of hand hygiene</li> <li>Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser.</li> <li>Educate employees and students about covering their cough to prevent the spread of germs (see the germ stopper posters developed by DEECD).</li> <li>Review cleaning procedures and determine whether frequency or other processes should change.</li> <li>Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>In May, (or at the time of the overseas detection if earlier), ensure hygiene information eg posters provided by the Emergency Management Division, Regional Services Group (central office) are displayed.</li> <li>In late May, (or at the time of the overseas detection if earlier), consider providing information sessions for school staff, students and parents (as appropriate) about: <ul style="list-style-type: none"> <li>influenza symptoms</li> <li>best practice hygiene measures</li> <li>vulnerable children</li> </ul> </li> <li>Follow Department of Health/Department of Health and Ageing advice provided by</li> </ul>

	<p>DEECD; distribute consistent messaging to staff, students and parents/carers, etc.</p> <ul style="list-style-type: none"> <li>• Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> <li>• School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices).</li> <li>• Prepare sample letters for parents for next stage with advice from DEECD (if required).</li> <li>• Direct media queries to the DEECD media unit on 9637 2871.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Foreign Affairs and Trade at: <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> <li>• Where appropriate, implement procedures to repatriate Australian students who are overseas if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country</li> <li>• For international students studying in Australia, provide advice to students and their parents that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations, etc.</li> </ul>

RESPONSE STAGE - ACTION	
Description – Cases detected in Australia	
Category	Key Actions
EMP enactment	<ul style="list-style-type: none"> <li>• Activate school Incident Management Team</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Follow the advice from DEECD and distribute information about individual protective measures and school cleaning procedures</li> <li>• Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> <li>• School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices)</li> <li>• Utilising the sample letters developed by DEECD Central Office, communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate</li> <li>• Direct media queries to the DEECD media unit on 9637 2871</li> </ul>
Containment	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health and DEECD regarding containment activities and exclusion periods for infectious diseases</li> <li>• Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes</li> <li>• If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents</li> <li>• School nurses may be asked to assist the State Department of Health in the distribution of antiviral medication at the direction of Regional Nurse Managers (based in regions).</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health and the Department of Foreign Affairs and Trade at <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> </ul>
Outbreak management	<ul style="list-style-type: none"> <li>• Report confirmed incidents of influenza via Security Services Unit on 9589 6266</li> <li>• <i>You will be advised of any additional reporting requirements by DEECD and/or the Department of Health</i></li> </ul>
Management of	<ul style="list-style-type: none"> <li>• Encourage staff who develop flu-like symptoms during a pandemic to stay away from</li> </ul>

school workforce	<p>school until completely well</p> <ul style="list-style-type: none"> <li>• Ensure staff who develop influenza-like illness at school leave immediately and seek medical attention</li> <li>• Implement contingency strategy which may include employing replacement staff and/or modifying programs</li> </ul>
School closures	<ul style="list-style-type: none"> <li>• Contact your Regional Director regarding schools closure policy</li> <li>• Schools, if required, may be closed by: <ul style="list-style-type: none"> <li>• the Regional Director in consultation with the Chief Health Officer, Department of Health</li> <li>• the school council, with the approval of the Regional Director</li> </ul> </li> <li>• If required to close, advise the Security Services Unit on 9589 6266 and the Manager, Operations and Emergency Management in your region</li> <li>• Inform teachers of their obligations during school closures</li> <li>• For students at home, provide access to educational materials including online learning</li> </ul>

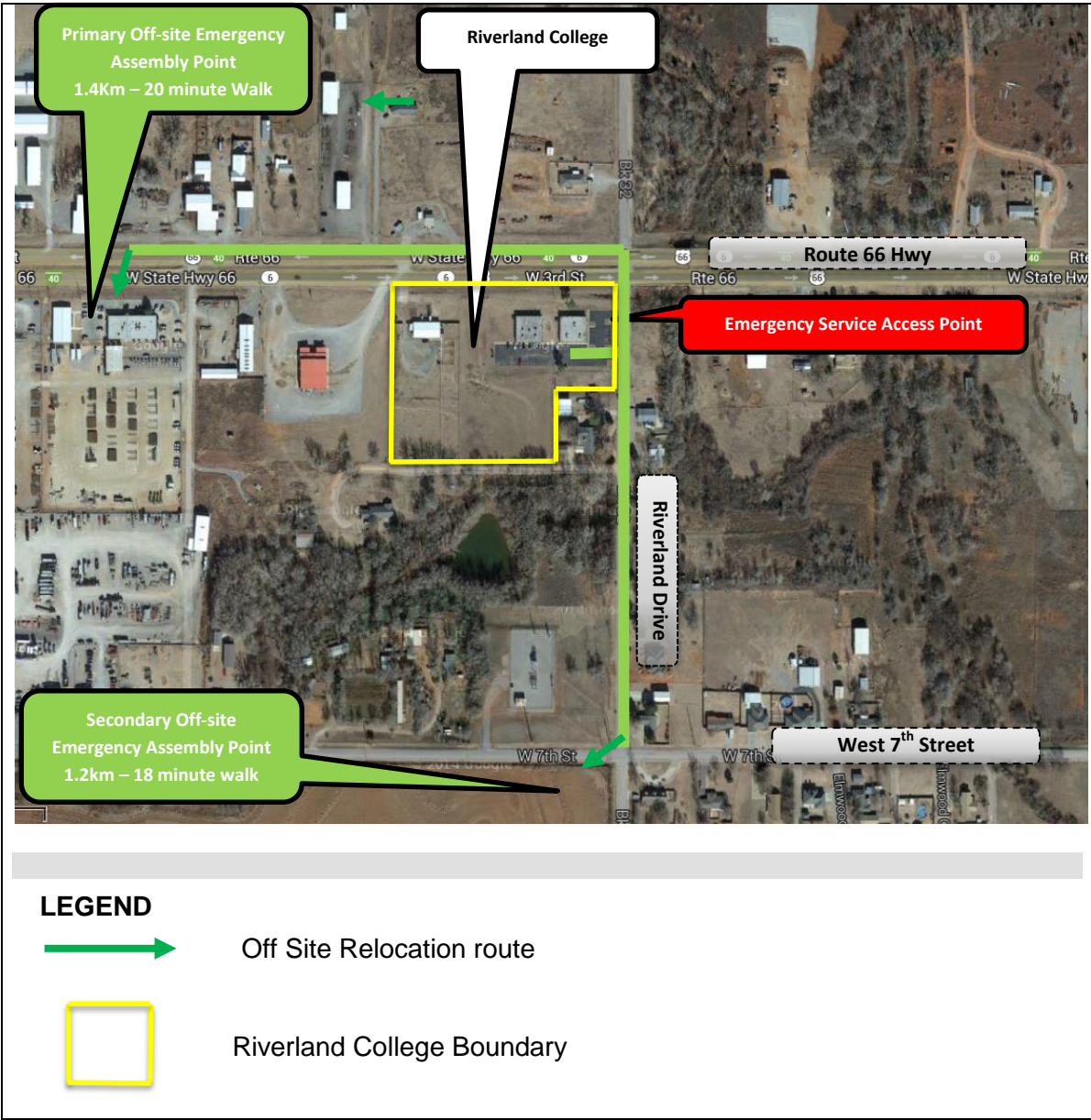
## RESPONSE STAGE – STAND DOWN

### Description – Virus no longer presents a major public health threat

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

# 13. Area Map

Date Area Map Approved: 27/06/14

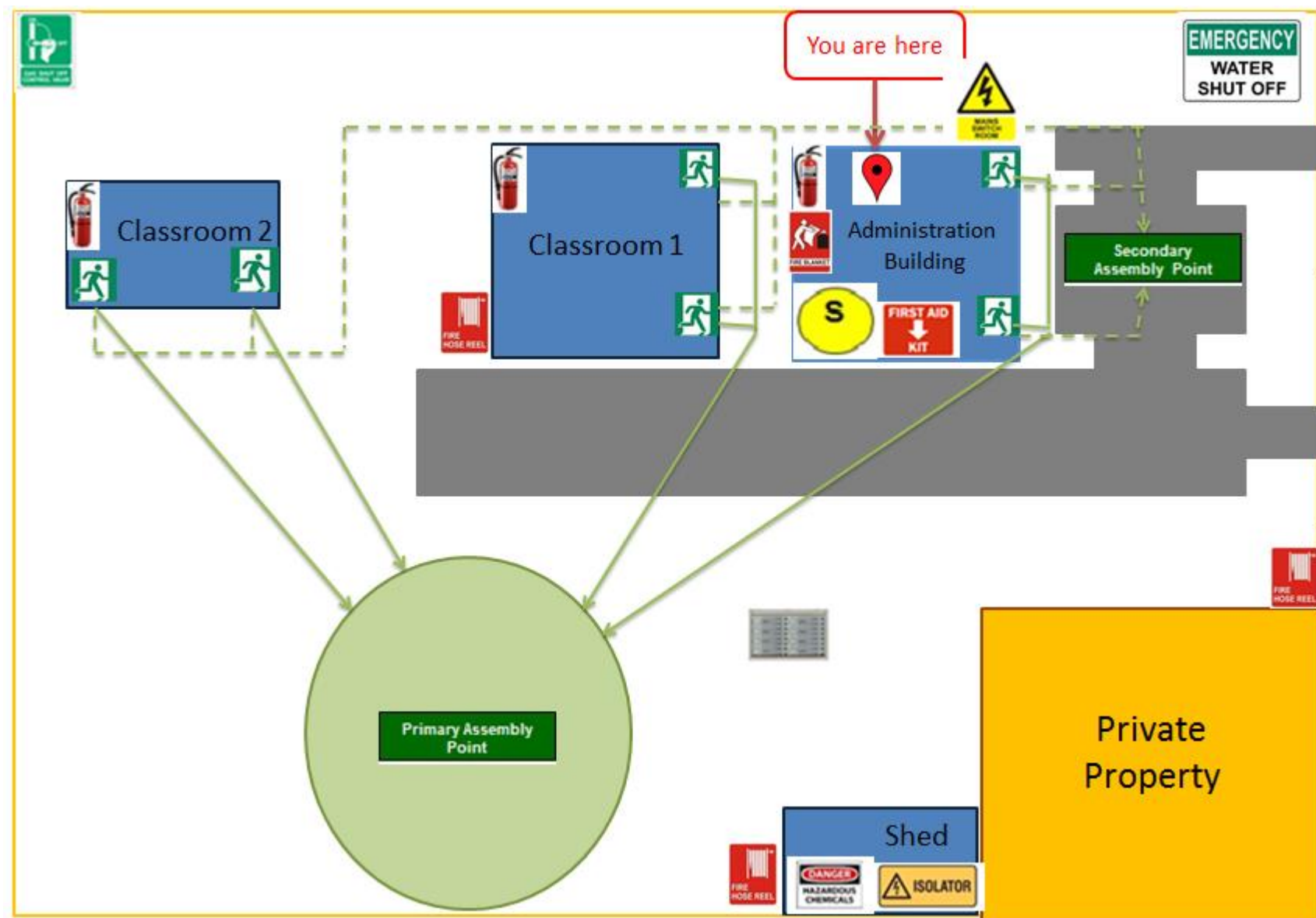




## 14. Evacuation Diagram

Building Name: **Administration Building**

Date Evacuation Diagram Approved: **27/06/14**



**Evacuation Procedures:**

Close classroom windows, switch off power, lights, if safe to do so

Direct students to leave books, etc., to walk briskly in a calm, orderly manner to the instructed assembly area (refer also to emergency map located in classroom)

Do not allow any student to leave the class group during an evacuation/lockdown situation

If any of your students panic and /or disobey your instructions by leaving your group, do not follow them, but report their absence to the relevant warden at the designated assembly area

Collect form lists from Evacuation Box at the assembly area

Once at the assembly area, check all children and staff are accounted for and follow instruction of the Incident Control Person

Focus on safety and well-being of staff and children

**REMEMBER !!**  
**YOU ARE IN CHARGE**  
**STUDENTS FOLLOW YOUR INSTRUCTIONS**

**In Case of Fire**



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Incident Controller, call 000.



**C**onfine fire and smoke. Close windows and doors (if safe).  
Keep low, under the smoke.



**E**xtinguish or control fire (if safe to do so).

**Fire Extinguisher Operation:**

Fire Extinguisher operation is voluntary, only being used when it is safe to do so.

Where practicable, there should be two people in attendance when an extinguisher is being operated.

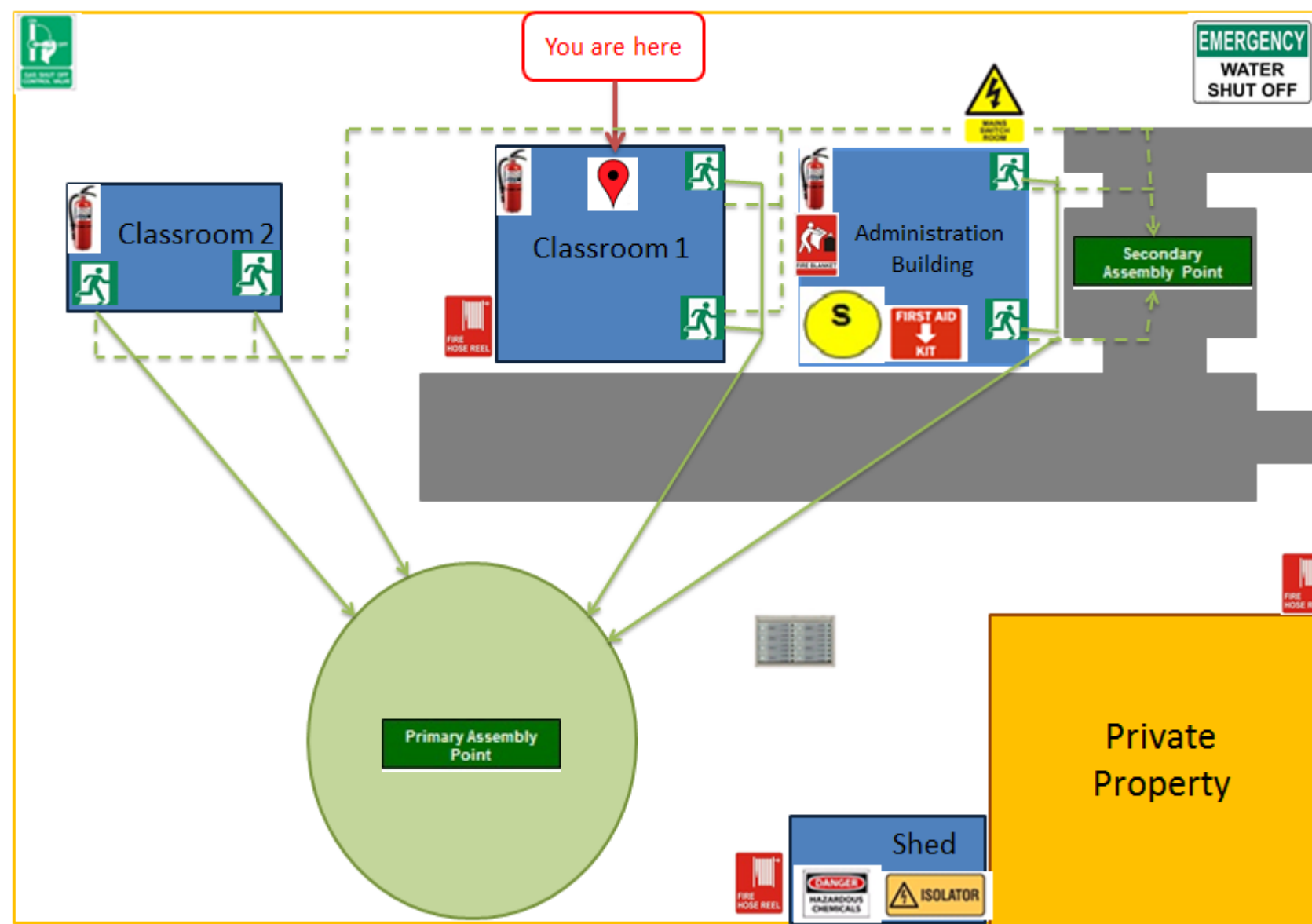
Always ensure you have a safe line of retreat.

**DO NOT let the fire get between you and the doorway**



## Evacuation Diagram

Building Name:	Classroom 1	Date Evacuation Diagram Approved:	27/06/14
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**Evacuation Procedures:**

Close classroom windows, switch off power, lights, if safe to do so  
Direct students to leave books, etc., to walk briskly in a calm, orderly manner to the instructed assembly area (refer also to emergency map located in classroom)  
Do not allow any student to leave the class group during an evacuation/lockdown situation  
If any of your students panic and /or disobey your instructions by leaving your group, do not follow them, but report their absence to the relevant warden at the designated assembly area  
Collect form lists from Evacuation Box at the assembly area  
Once at the assembly area, check all children and staff are accounted for and follow instruction of the Incident Control Person  
Focus on safety and well-being of staff and children

**REMEMBER !!  
YOU ARE IN CHARGE  
STUDENTS FOLLOW YOUR INSTRUCTIONS**

**In Case of Fire**



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Incident Controller, call 000.



**C**onfine fire and smoke. Close windows and doors (if safe).  
Keep low, under the smoke.



**E**xtinguish or control fire (if safe to do so).

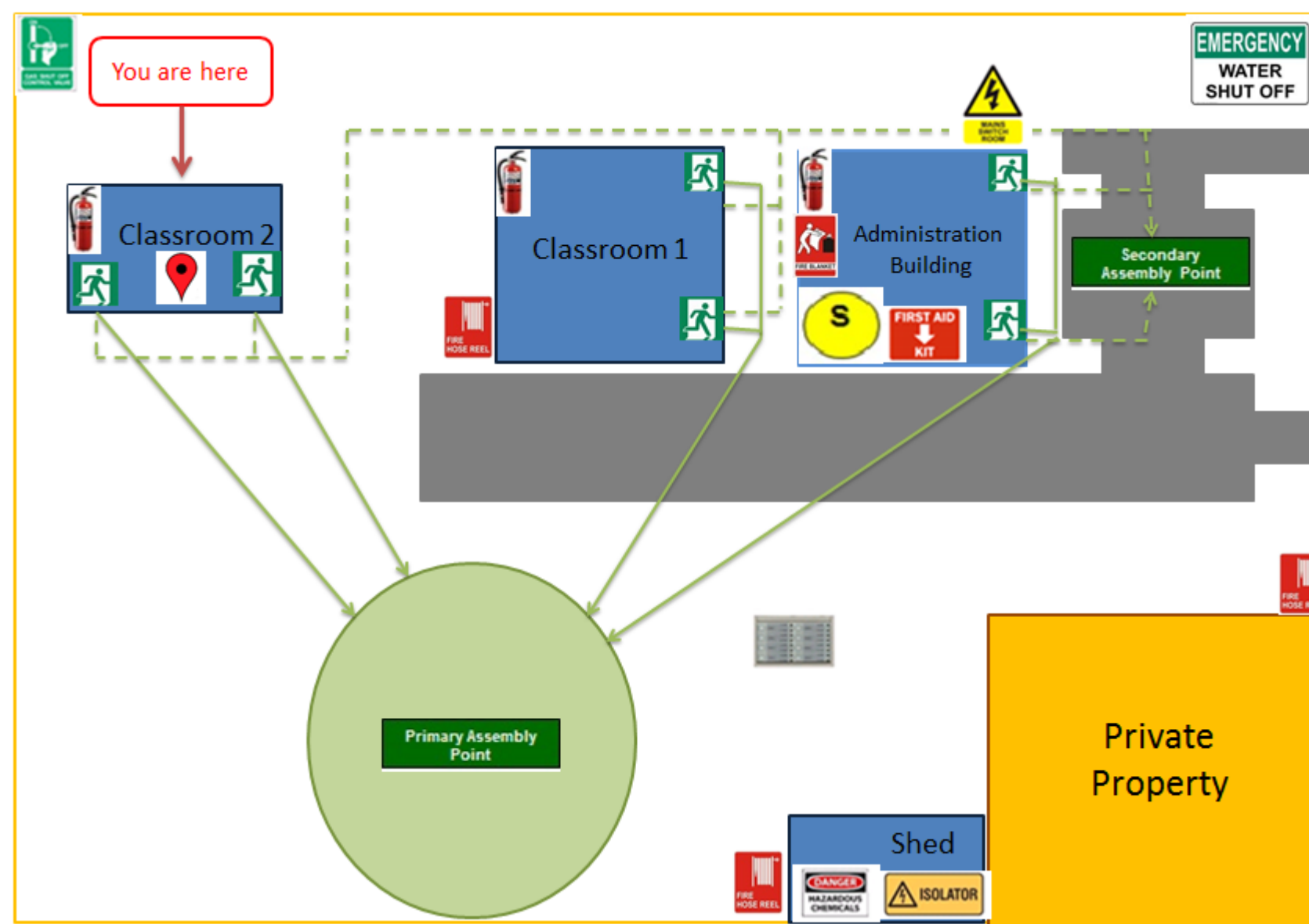
**Fire Extinguisher Operation:**

Fire Extinguisher operation is voluntary, only being used when it is safe to do so.  
Where practicable, there should be two people in attendance when an extinguisher is being operated.  
Always ensure you have a safe line of retreat.

**DO NOT let the fire get between you and the doorway**

## Evacuation Diagram

Building Name:	Classroom 2	Date Evacuation Diagram Approved:	27/06/14
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**Evacuation Procedures:**

Close classroom windows, switch off power, lights, if safe to do so

Direct students to leave books, etc., to walk briskly in a calm, orderly manner to the instructed assembly area (refer also to emergency map located in classroom)

Do not allow any student to leave the class group during an evacuation/lockdown situation

If any of your students panic and /or disobey your instructions by leaving your group, do not follow them, but report their absence to the relevant warden at the designated assembly area

Collect form lists from Evacuation Box at the assembly area

Once at the assembly area, check all children and staff are accounted for and follow instruction of the Incident Control Person

Focus on safety and well-being of staff and children

**REMEMBER !!**  
**YOU ARE IN CHARGE**  
**STUDENTS FOLLOW YOUR INSTRUCTIONS**

**In Case of Fire**



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Incident Controller, call 000.



**C**onfine fire and smoke. Close windows and doors (if safe).  
Keep low, under the smoke.



**E**xtinguish or control fire (if safe to do so).

**Fire Extinguisher Operation:**

Fire Extinguisher operation is voluntary, only being used when it is safe to do so.

Where practicable, there should be two people in attendance when an extinguisher is being operated. Always ensure you have a safe line of retreat.

**DO NOT let the fire get between you and the doorway**

## 15. Parent / Family Contact Information

**Note:** To ensure adherence to the provisions of the Information Privacy Act 2000, please remove this section before distributing copies of your EMP to organisations or individuals outside your workplace.

The Riverland College uses the Compass and Student Management System.

The Compass Portal is a web based system and can be assessed by all staff and Principal team both onsite and offsite at all times.

This system contains all personal contact and attendance details for students.

It can be accessed at:

<http://ec.vic.xxx.com.au>

## 16. Students and Staff with Special Needs

**Note:** To ensure adherence to the provisions of the Information Privacy Act 2000, please remove this section before distributing copies of your EMP to organisations or individuals outside your workplace.

A printed copy of staff and students with special needs is included in the EMP located on the right hand side of the entrance of the Principal's office door in the Administration building

In 2014 Riverland College has 5 students with special need requirements.

Summary:

- Three students with mild visual impairment – All three of teacher aides
- Two students in motorised wheel chairs.

## **PART 2 – EMERGENCY PREPARDNESS**

## 17. School Facility Profile

### 17.1 General Information

<b>School/Campus Name</b>	Riverland College
Physical Address	Route 66, Riverland , 8965
Operating Hours	9.00am – 3.15pm
Phone	09 6849 xxxx
Email	riverland.college@edumail.vic.gov.au
Fax	09 6849 xxxx
Number of buildings	4
Is the School a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Administration building
Number of Students	112
Total Number of Staff	12
Staff Member Responsible for Bulk Messaging (where SMS system is in place)	N/A

### 17.2 Outside School Hours Care Program / Other Users of Site

<b>Service / Usage Name</b>	Riverland Music Tuition
Location	Classroom 1
Student/Visitor Numbers	Up to 15 participants
Operating Hours/Days	Wednesday 6.30pm – 9.30pm
Emergency Contact Name	Eric Clapton
Phone Number	09 6849 xxxx
Mobile Number	0417 xxx xxx

<b>Service / Usage Name</b>	Riverland Athletic Club
Location	School Oval
Student/Visitor Numbers	Up to 80 participants
Operating Hours/Days	Saturday 8.30am – 11.30am

Emergency Contact Name	John Landy
Phone Number	09 6849 xxxx
Mobile Number	0407 xxx xxx

### 17.3 Building Information Summary

<b>Telephones (Landlines):</b>			
Location	Number	Location	Number
Administration	09 6849 xxxx	Staffroom 1	09 6849 xxxx
Principal Office	09 6849 xxxx	Staffroom 2	09 6849 xxxx

<b>Alarms:</b>	Location	Monitoring Company	Location of Shutoff	Instructions
Fire	See attached Map	R U Safe	See attached Map	
Intrusion	See attached Map	R U Safe	See attached Map	
Other				

<b>Utilities:</b>	Location	Service provider	Location of Shutoff	Instructions
Gas / Propane	See attached Map	EverHeat Gas	See attached Map	
Water	See attached Map	Gravity Water Corps	See attached Map	
Electricity	See attached Map	Powerless Direct	See attached Map	

<b>Sprinkler System:</b>	
Control Valve Location	N/A
Shutoff Instructions Location	N/A

<b>Boiler Room:</b>	
Location	N/A
Access	N/A

<b>Emergency Power System:</b>	
Type	Diesel Generator
Location	In School shed – see map
Provides Power To	Administration building – basic level
Shutoff Instructions Location	Next to Generator

<b>Building and Site Hazards:</b>	
Hazard Description	Location
Gas Bulk Tank	See attached Map



## 18. Risk Assessment

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

Identified Potential Threats and Hazards	Description of Risk	Current Risk Control Measures Implemented at our School	Risk Rating (Refer to OHS Risk Management Procedure)			Treatments to be Implemented  Measures to be taken by our school to eliminate or reduce impact of the risk	Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<b>BUSHFIRE</b>	<p><b>Risk/s</b> There is a risk of injury due to a bushfire. There is a risk of psychological injury.</p> <p><b>Causes:</b> Large area of natural bushland on the southern boundary of school grounds.</p> <p><b>Consequences:</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>• Prior to bush fire season, review preparedness including identification of shelter in place and evacuation points.</li> <li>• Implement Code Red Pre-emptive closure as per EMP</li> <li>• Implement actions for varied fire warnings as per EMP</li> <li>• Perform ALL checks of the school alarm system as per compliance procedures</li> <li>• Perform checks of safety equipment as per compliance schedule.</li> <li>• Liaise with local fire services regarding clearing trees, building safety etc.</li> <li>• Conduct scenario drills as per EMP</li> <li>• Ensure there is a business continuity plan in place. Eg in relation to staff availability in the event of a</li> </ul>	Severe	Unlikely	<b>High</b>	<ul style="list-style-type: none"> <li>• Prior to bushfire season, consult staff re their personal Emergency plans</li> <li>• Communicate school bushfire preparedness and strategies to the school community</li> <li>• Implement actions for varied fire warnings as per EMP</li> <li>• During a high fire danger period the Principal or Assistant Principal, in consultation with staff, will assess the current fire risk in the area and may decide to alter, move or cancel scheduled programs/camps/excursions</li> </ul>	Severe	Rare	<b>Med</b>

		<p>fire.</p> <ul style="list-style-type: none"><li>• Ensure ALL staff are aware and have access to the Employee Assistance Program.</li></ul>							
<b>SEVERE WEATHER EVENT</b>	<p><b>Risk/s</b> There is a risk of injury due to a severe weather event.</p> <p><b>Causes</b></p> <ul style="list-style-type: none"><li>- flying debris</li><li>- flooding</li><li>- falling objects</li><li>- falling power lines</li></ul> <p><b>Consequences:</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"><li>• Ensure regular and ongoing maintenance program of grounds and buildings</li><li>• Review lockdown procedures as per EMP</li><li>• Ensure roofs/gutters/drains are clear.</li><li>• Liaise with SES/local government to identify potential risks.</li><li>• Develop contingency for storage of equipment/materials if necessary.</li><li>• Test communications</li><li>• Ensure a business continuity plan is in place. Eg in relation to staff availability in the event of a fire.</li></ul>	Severe	Rare	Med	<ul style="list-style-type: none"><li>• If there is a severe weather warning or the upcoming forecast is predicting possible extreme weather or storms, the Principal or Assistant Principal, in consultation with staff, will assess the upcoming period may decide to alter, move or cancel scheduled programs/camps/excursions</li></ul>	Severe	Rare	Med
<b>FLOODING</b>	<p><b>Risk/s</b> There is a risk of injury due to flooding due to local environment</p> <p><b>Causes:</b> Rising water levels during major rain event of the river running next to the southern boundary Unsupervised access to</p>	<ul style="list-style-type: none"><li>• Ensure access to river area is restricted</li><li>• Ensure school fence bordering neighbour's property is maintained and secure</li><li>• Develop a contingency plan for storage of equipment and materials</li></ul>	Severe	Unlikely	High	<ul style="list-style-type: none"><li>• Ensure gate to river access is locked at all times</li><li>• Erect warning signs where appropriate</li></ul>	Severe	Rare	Med

	neighbouring dam  <b>Consequences:</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals							
<b>INTRUDER</b>	<b>Risk/s</b> There is a risk of physical or psychological injury due to unwelcome intruder into school grounds/buildings.  <b>Causes</b> Parent attending front office Contractors/volunteers inappropriately engaging with staff/students Unknown person with psychological issues  <b>Consequences</b> Hospital treatment Stress event requiring professional support	<ul style="list-style-type: none"> <li>• Provide PD training for staff targeting management of difficult people/situations</li> <li>• Promote school value of mutual respect to school community.</li> <li>• In the school monthly newsletter, inform school community of the schools acceptable behaviour policy</li> <li>• Ensure reception is a secure area and that no-one can enter the office area without permission</li> <li>• Ensure visitors/contractors sign in and out using the 'Visitor Register in Office.</li> <li>• Practice lockdown/lock out procedures as per EMP</li> <li>• Ensure ALL staff are aware and have access to the <a href="#">Employee Assistance Program</a>.</li> </ul>	Major	Unlikely	Med			
<b>BOMB THREAT</b>	<b>Risk/s</b> There is a risk of psychological injury due to threat. There is a risk of physical and/or psychological injury due to an explosion	<ul style="list-style-type: none"> <li>• Ensure staff are trained and aware of the Bomb Threat Checklist in EMP</li> <li>• Ensure all phones have a Bomb Threat Checklist and pen/pencil next to them.</li> </ul>	Severe	Rare	Med			

	<p><b>Causes</b> Bomb threat made direct to school Bomb threat made to an organisation adjacent to school grounds</p> <p><b>Consequences</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>• Ensure parents are aware of their response to specific threat.</li> <li>• Schedule and practice emergency evacuation drills on a regular basis.</li> <li>• Implement and follow Bomb Threat response procedure (located in EMP).</li> </ul>							
<b>TRANSPORT</b>	<p><b>Risk/s</b> There is a risk of injury due to transporting staff and students during school events</p> <p><b>Causes</b> Mechanical breakdown Driver fatigue Other Drivers Road conditions</p> <p><b>Consequences</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>• School policy is only to engage approved “Accredited Bus Operators”</li> <li>• School is a “Registered Bus Operator” (due to owning 3 small busses)</li> <li>• School owned vehicles are maintained as per “Registered Bus Operators” requirements</li> <li>• Drivers have and maintain driver log book/work diary as required</li> <li>• School policy on the use of Private Vehicles for the purpose of school business to be implemented.</li> </ul>	Severe	Unlikely	High	<ul style="list-style-type: none"> <li>• All drivers to hold a current “Hazardous Area Authority” (license) when driving to the Alpine area.”</li> </ul>	Severe	Rare	Med
<b>PANDEMIC and COMMUNICABLE DISEASES</b>	<p><b>Risk/s</b> There is a risk injury due to ill-health.</p> <p><b>Causes</b> Pandemic event Flu event</p>	<ul style="list-style-type: none"> <li>• Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April)</li> <li>• Ensure there is convenient access to water and liquid</li> </ul>	Severe	Rare	Med				

	<b>Consequences</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	soap and/or alcohol-based sanitiser <ul style="list-style-type: none"> <li>• Ensure staff and children are educated about covering their cough to prevent the spread of germs.</li> <li>• Follow all directives from Department of Health</li> </ul>							
<b>CHEMICALS</b>	<b>Risk/s</b> There is a risk of injury due to exposure to chemicals used by the school.  <b>Causes</b> Unauthorised access to fuel and chemicals used by Facilities and Grounds staff Gas leak from bulk gas tank located behind maintenance shed  <b>Consequences</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	<ul style="list-style-type: none"> <li>• Follow DEECD's <a href="#">Chemical Management Procedures</a>.</li> <li>• Develop and implement safe work procedures for handling chemicals.</li> <li>• Schedule and practice emergency evacuation drills on a regular basis.</li> <li>• Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacture or <a href="#">Chemwatch</a></li> </ul>	Severe	Rare	Med	<ul style="list-style-type: none"> <li>• Ensure first aid responders area aware of MSDS sheets first aid procedures</li> </ul>	Severe	Rare	Med
<b>CAMPS</b>	<b>Risk/s</b> There is a risk of injury during camps and excursions.  <b>Causes</b> Transportation of group Incident involving an adventure activity  <b>Consequences</b> Fatality and/or permanent	<ul style="list-style-type: none"> <li>• Implement controls outlined in the risk of injury due to transporting staff and students during school events above</li> <li>• All camps and excursions are approved by School Council/Principal as per DEECD policy and procedures.</li> </ul>	Severe	Rare	Med				

	<p>disability Stress event requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>• All adventure activities will follow DEECD Safety Guidelines for Education Outdoors</li> <li>• Appropriate details entered into Student Activity Locator when required.</li> <li>• All Staff PD approved by School Council/Principal or PD Coordinator</li> <li>• All staff staff to follow DEECD's <a href="#">Work-related driving procedure</a>.</li> </ul>						
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## 19. Emergency Response Drills Schedule

	Drill	Person Responsible	Date Drill was Performed	Observer's Record Completed* ✓
Term 1	Intruder/Lockdown	Kim Purple (or nominated person)		
Term 2	Severe Weather event	Kim Purple (or nominated person)		
Term 3	School based emergency: – bomb threat – building fire	Kim Purple (or nominated person)		
Term 4	Bushfire	Kim Purple (or nominated person)		

**Please note:**

At the completion of each drill, the IMT undertakes a review including all participants involved in drill, including students.

Modification/updates are presented to the Leadership team for endorsement and plan updated.

The outcomes of the review are tabled at the ALL staff meeting and school council meeting.

\*An 'Emergency Drill Observer's Record' is required to be completed after each drill. An 'Emergency Drill Observer's Record' template is provided in Appendix 3 of the Guide.

## 20. Emergency Kit Checklist

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

The Emergency Kit is checked at the beginning for each term as part of the Operations (Area Warden) responsibilities.



## 21. 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:**

**Date:**

Component	✓ x	Action
<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 e.g. Fire, Ambulance, Police, local government, nearest hospital.	✓	
Key contact numbers for internal staff have been added.	✓	
DEECD central and regional contact numbers have been included.	✓	
<b>Communications Tree</b> detailing process for contacting emergency services, SSU, DEECD 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 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 <b>bus coordinating schools</b> .	✓	
<b>Area map and evacuation diagram</b>		
The area map is clear and easy to follow.	✓	
The area map has:	✓	
two evacuation assembly areas on 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 e.g. 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 plan 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 etc.	✓	
Schools with Out of School Hours Care programs have a separate plan submitted for their service via the region and QARD.	N/A	
<b>Risk assessment</b>		
Potential local hazards/threats 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.	✓	