

**Emergency
Management
Plan 2014-2015**

Version 2

The Patch School



DEECD Region	North Eastern Victoria
School Number	01-5173
Principal Approving our Plan	Debra Herrmann
Physical Address	53 Kallista Emerald Road The Patch
Fire District	Central
Is the school on the Bushfire- At-Risk Register?	Yes
Date Approved	21 st November 2014
Next Review Date	30 th October 2014

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1. Purpose

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

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at The Patch School.

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Debra Herrmann	Principal The Patch School		hermann.debra.a@edumail.vic.gov.au
Michelle Rayner	Assistant Principal The Patch School		rayner.michelle.t@edumail.vic.gov.au
Jody Yandle	Office Manager The Patch School		yandle.jody.m@edumail.vic.gov.au
Karen Koelewyn	Business Manager The Patch School		koelewyn.karen.k@edumail.vic.gov.au
Peter Toender	Captain Kallista-The Patch Fire Brigade (CFA)		pctoender@gmail.com
Sgt Mark Knight	Sergeant Monbulk Police (VicPol)		mark.knight@police.vic.gov.au
Kym Mallamaci	Municipal Emergency Response Co-ordinator Shire of Yarra Ranges		mail@yarraranges.vic.gov.au

PART 1– EMERGENCY RESPONSE

4. In Case of Emergency

In an Emergency	
<i>Call</i> Police, Ambulance, Fire Services	000
<i>Notify</i> DEECD Security Services Unit (SSU)	9589-6266
<i>For Advice call your Region's Manager Operations and Emergency Management</i>	North Eastern: Stuart Brain Phone: 8392 9579 Mobile: 0427 895 398
<i>Convene your Incident Management Team</i>	

5. Emergency Contacts

5.1 Emergency Services

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

5.2 Our School

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Debra Herrmann	9756 7463		
Assistant Principal/s	Michelle Rayner	9756 7463		
Business Manager	Karen Koelewyn	9756 7463		
Office Manager	Jody Yandle	9756 7463		
School Bus Coordinator				
First Aid Officer	Lesley Neely	9756 7463		
School Welfare Officer				
OH&S Representative				
School Chaplain				
School Council President	Lynda Krause			

5.3 DEECD

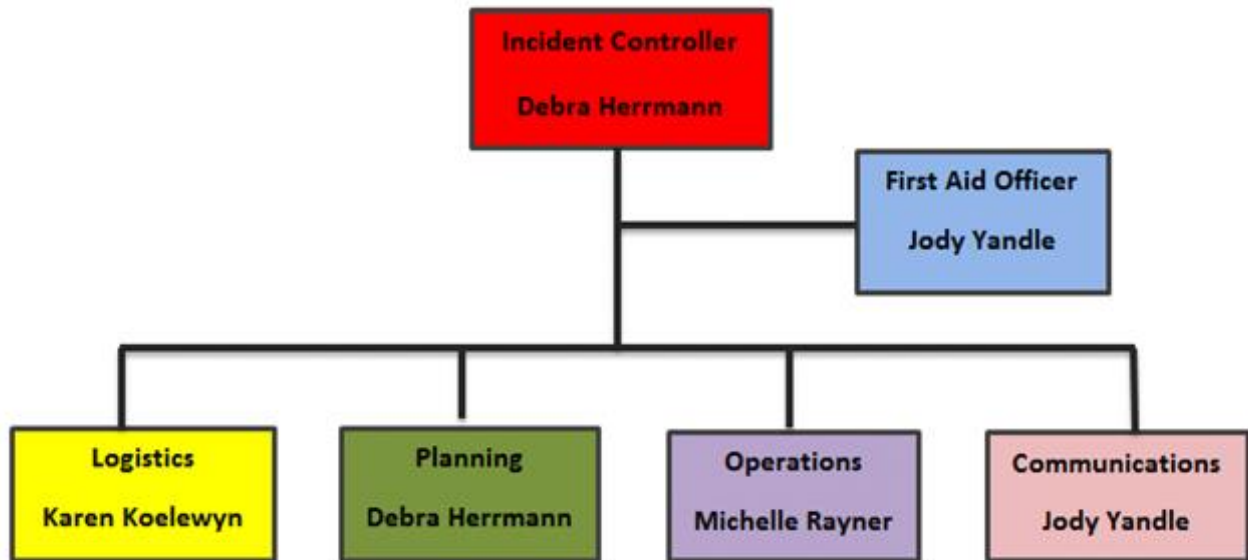
	Name	Phone	Mobile
Regional Director	Peter Greenwell		N/A
Deputy Regional Director, Service Planning	Judy Rose		N/A
Regional Manager, Operations and Emergency Management	NEVR: Stuart Brain		
Regional Office	North Eastern Victoria		N/A
SSSO Network Coordinator			N/A
Security Services Unit (SSU)	N/A		
DTZ (Government Schools Reinstatement)	N/A		
Employee Assistance Program	N/A		
Media Unit (On Call 24/7)	N/A		

5.4 Local/Other Organisations

	Phone
Monbulk Police Station	9756 6266
Angliss Hospital	9764 6111
Gas - Multinet	132 691
Electricity - SPAusnet	131 799
Water – Yarra Valley Water	1300 304 688
Facility Plumber – Roger Flynn	0418 563 800
Facility Electrician - Michael	0417 566 384
Local Government – Shire of Yarra Ranges	1300 368 333
Dept of Human Services (Dandenong Office)	1300 555 526
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority	13 23 60

6. Incident Management Team

6.1 Incident Management Team Structure



6.2 Incident Management Team (IMT) Contact Details

IMT Role/Activities		Primary Contact		Back Up Contact	
Incident Controller (Chief Warden)	Name	Debra Herrmann	Name	Michelle Rayner	
	Phone/Mobile		Phone/Mobile		
Planning tasks will be performed by:	Name	Debra Herrmann	Name	Michelle Rayner	
	Phone/Mobile		Phone/Mobile		
Operations (Area Warden) tasks will be performed by:	Name	Michelle Rayner	Name	Jennie Simpson	
	Phone/Mobile		Phone/Mobile		
Communications tasks will be performed by:	Name	Jody Yandle	Name	Pauleen Gould	
	Phone/Mobile		Phone/Mobile		
Logistics (Warden) tasks will be performed by:	Name	Karen Koelewyn	Name	Andrew Hanson	
	Phone/Mobile		Phone/Mobile		
First Aid tasks will be performed by:	Name	Jody Yandle	Name	Pauleen Gould	
	Phone/Mobile		Phone/Mobile		

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).

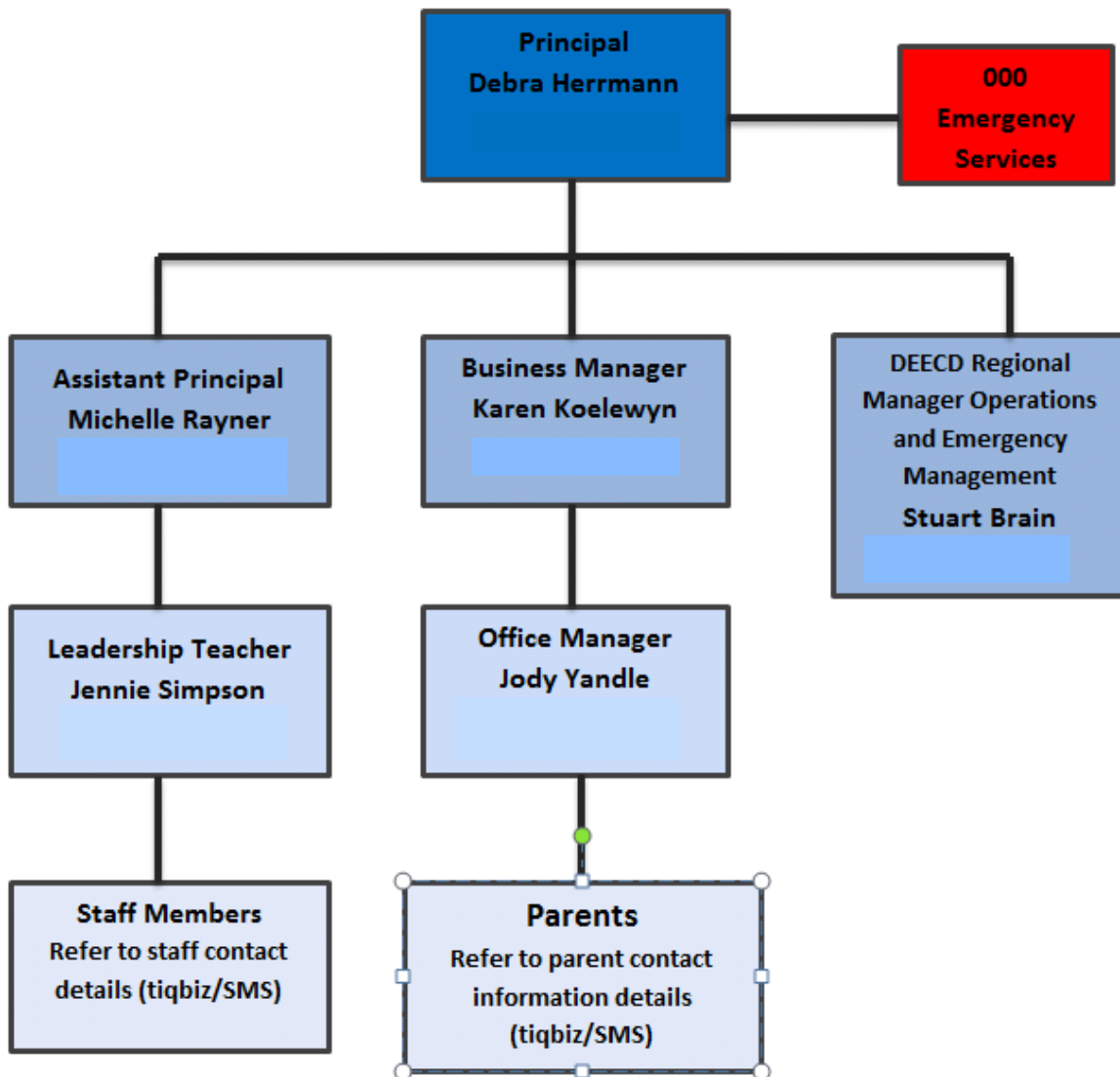
Activities may include the following:

- 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



9. Staff Trained in First Aid

Staff Member	Training
FALLON, Cheryl	Apply First Aid / CPR
GOULD, Pauleen	Apply First Aid / CPR
HALEY, Kate	Apply First Aid / CPR
INGLESE, Megan	Apply First Aid / CPR
MCDONALD, Courtney	Apply First Aid / CPR
MCDONALD, Kellie	Apply First Aid / CPR
RAYNER, Michelle	Apply First Aid / CPR
ROBINSON, Karen	Apply First Aid / CPR
SANGSTER, Alesha	Apply First Aid / CPR
SIMPSON, Jennie	Apply First Aid / CPR
SWADLING, Deb	Apply First Aid / CPR
YANDLE, Jody	Apply First Aid / CPR

10. School Bus Emergency Contacts

Bus Route	Areas Served	Schools Served	Contact Details
Not Applicable			

11. Emergency Response Procedures

11.1 On-Site Evacuation 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.

- **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 Hall** if this is the evacuation option.
- Take:
 - the student attendance list,
 - staff attendance list,
 - your Emergency Kit/First Aid Kit
 - this Plan
 - a notebook & pen
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communication 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 return to normal operations.

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 (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.
- Evacuate staff, students and visitors to the Oval.
- Take:
 - the students attendance list,
 - staff attendance list,
 - your Emergency Kit/First Aid kit
 - this Plan
 - a notebook & pen
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communication 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 return to normal operations.

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 your Post Emergency Record (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.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Contact parents as required.

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.
- 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 your Post Emergency Record (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; either the Hall or Oval.
- 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.
- 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.
- 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 your Post Emergency Record (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 - **the Hall**
- Take:
 - the students attendance list,
 - staff attendance list,
 - your Emergency Kit/First Aid kit
 - this Plan
 - notebook & pen
- 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.
- 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 your Post Emergency Record (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 Oval or Hall (whichever appropriate) 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.
- Check that all students, staff and visitors contractors are accounted for.
- Listen to local radio on battery-powered sets or via CFA website/FireReady app 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 ****Key to gas cage in cupboard****
- If the gas leak is onsite, notify your gas provider **Multinet 132 691**
- If safe to do so, evacuate staff, students, visitors and including contractors to either the Hall or the Oval. 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	[] Abusive [] Taped
Estimated age	[] Well Spoken [] Irrational
Accent if any	[] Incoherent [] Message read by caller
Speech impediments	[] 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?	

BACKGROUND NOISE	
[] Music	[] Local call
[] Machinery	[] Long Distance Call
[] Aircraft	[] Other (specify)

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 government 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**.
- 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.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
- Report on [eduSafe](#).
- Direct all Media enquiries 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"> Promote basic hygiene measures within schools including: <ul style="list-style-type: none"> Regular hand washing with soap and water Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings Covering mouth with a tissue when coughing or sneezing Careful disposal of used tissues Provide students, faculty and staff with information about the importance of hand hygiene (see BetterHealth) Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser. Educate staff and students about covering their cough to prevent germs spreading.

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"> Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team. Identify minimum requirements and key staff for continued school operations (including planning for the absence of the principal and school council).
Hygiene measures	<p>Continue to:</p> <ul style="list-style-type: none"> Promote basic hygiene measures within schools. Provide students and staff with information about the importance of hand hygiene Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser. Educate employees and students about covering their cough to prevent the spread of germs (see the germ stopper posters developed by DEECD). Review cleaning procedures and determine whether frequency or other processes should change. 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.
Communications	<ul style="list-style-type: none"> 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. 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"> influenza symptoms best practice hygiene measures vulnerable children Follow Department of Health/Department of Health and Ageing advice provided by

	<p>DEECD; distribute consistent messaging to staff, students and parents/carers, etc.</p> <ul style="list-style-type: none"> • 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) • 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). • Prepare sample letters for parents for next stage with advice from DEECD (if required). • Direct media queries to the DEECD media unit on 9637 2871.
Travel	<ul style="list-style-type: none"> • Follow the advice of the Department of Foreign Affairs and Trade at: http://smartraveller.gov.au/zw-cgi/view/Advice/ • 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 • 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.

RESPONSE STAGE - ACTION

Description – Cases detected in Australia	
Category	Key Actions
EMP enactment	<ul style="list-style-type: none"> • Activate school Incident Management Team
Communications	<ul style="list-style-type: none"> • Follow the advice from DEECD and distribute information about individual protective measures and school cleaning procedures • 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) • School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices) • 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 • Direct media queries to the DEECD media unit on 9637 2871
Containment	<ul style="list-style-type: none"> • Follow the advice of the Department of Health and DEECD regarding containment activities and exclusion periods for infectious diseases • Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes • If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents • 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).
Travel	<ul style="list-style-type: none"> • Follow the advice of the Department of Health and the Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/
Outbreak management	<ul style="list-style-type: none"> • Report confirmed incidents of influenza via Security Services Unit on 9589 6266 <p><i>You will be advised of any additional reporting requirements by DEECD and/or the Department of Health</i></p>

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

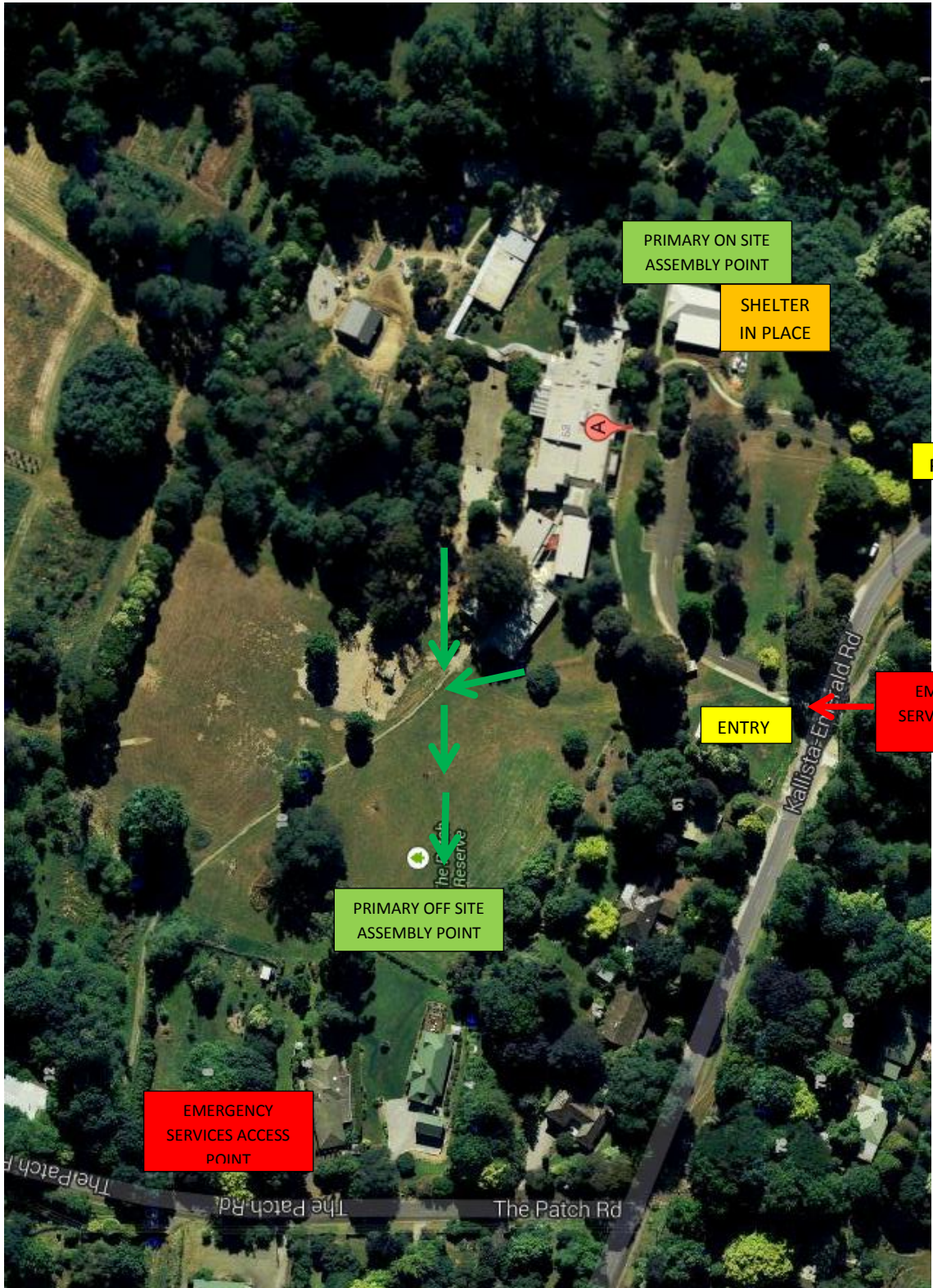
RESPONSE STAGE – STAND DOWN

Description – Virus no longer presents a major public health threat

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

13. Area Map

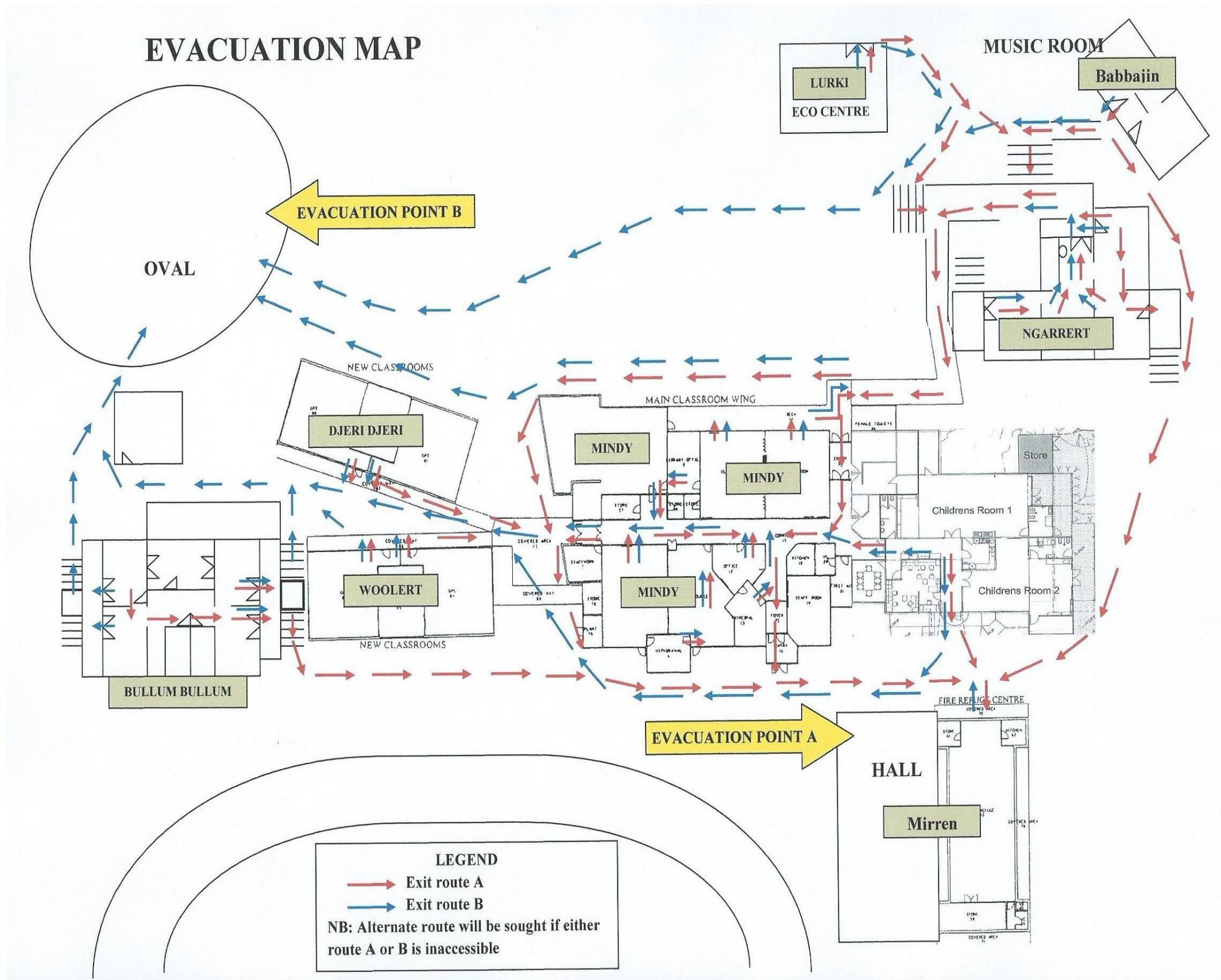
Date Area Map Validated: 12th November 2014



Distance to Primary Off-Site Assembly Area: 100m
Estimated time to reach Primary Off-Site Assembly Area: 5 minutes

14. Evacuation Diagram

Building Name: **The Patch School** Date Evacuation Diagram Validated: **12th November 2014**



NOTE: Individual Evacuation Plans are located at the entrance to each building.

Evacuation Procedure

In the event of an **EMERGENCY** the following plan will be used:

- 1/ An announcement will be made advising of Lockdown/Lockout/Evacuation details.
- 2/ Message will be repeated
- 3/ PA or Siren will sound

One Continual Siren:

Evacuate to Hall

Siren with Two-Second Intervals:

Evacuate to Oval

Procedure:

On hearing siren:

- a) Teacher will collect attendance roll and Emergency Management Plan folder
- b) Check adjoining withdrawal areas
- c) Close windows and turn lights off as you leave
- d) Assemble children in an orderly fashion for evacuation to Hall or Oval using route depicted on your building's evacuation map
- e) Evacuate by external door to Hall or Oval

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Incident Controller, call 000.

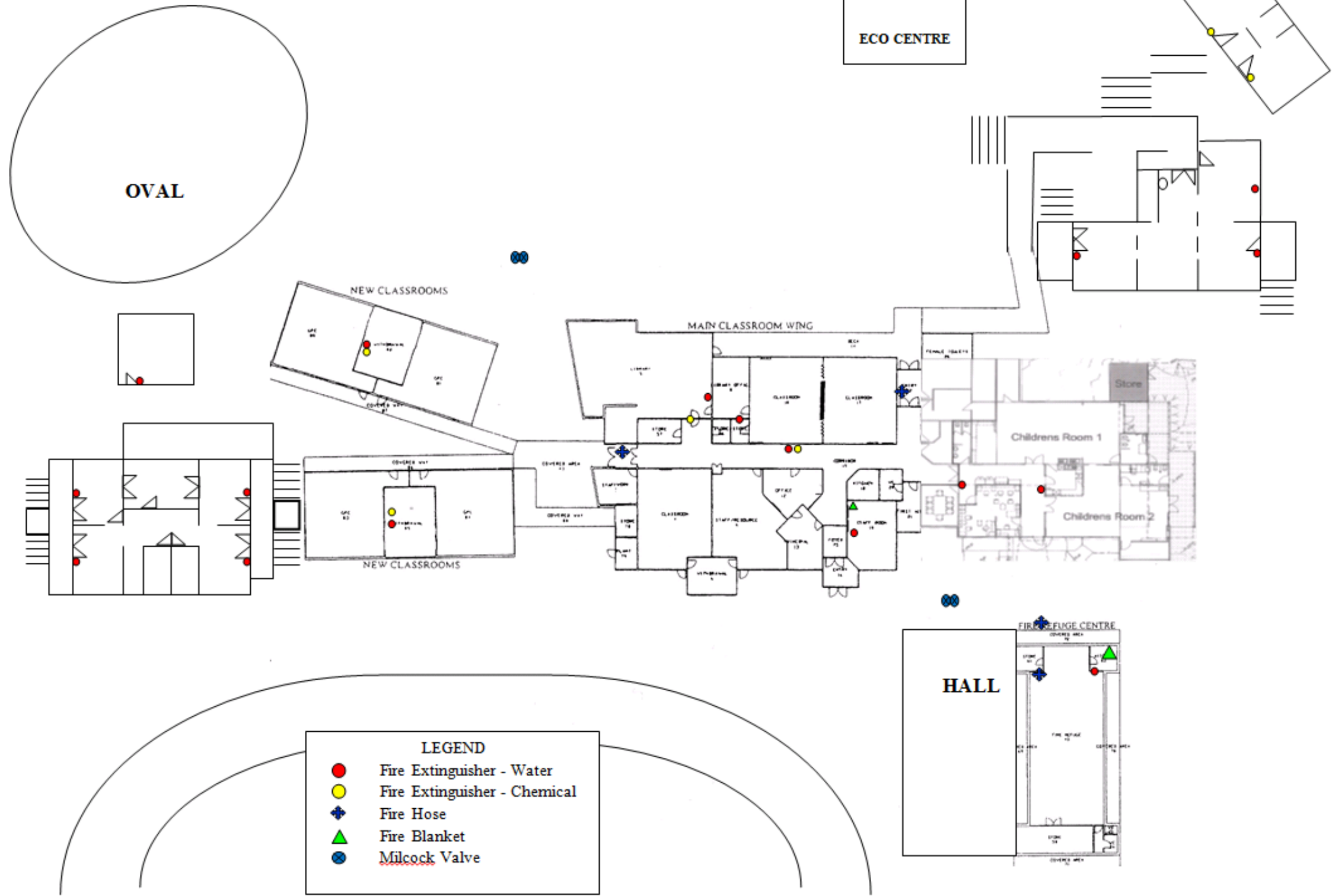


Confine fire and smoke. Close windows and doors (if safe).
Keep low, under the smoke.



Extinguish or control fire (if safe to do so).

SCHOOL FIRE EXTINGUISHER MAP



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.

Student Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
Confidential Student Contact Details Held at School Office				

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.

Students				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Confidential Details of Students with Special Needs Held at School Office				
Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Confidential Details of Staff with Special Needs Held at School Office				

PART 2 – EMERGENCY PREPARDNESS

17. School Facility Profile

17.1 General Information

School/Campus Name	The Patch School
Physical Address	53 Kallista Emerald Road The Patch Vic 3792
Operating Hours	8.30am to 4.30pm
Phone	03 9756 7463
Email	the.patch.ps@edumail.vic.gov.au
Fax	03 9752 0211
Number of buildings	9
Is the School a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	the Hall
Number of Students	284
Total Number of Staff	42
Staff Member Responsible for Bulk Messaging (where SMS system is in place)	Jody Yandle

17.2 Outside School Hours Care Program / Other Users of Site

Service / Usage Name	The Patch School Combined OSHC Program	
Location	The Patch School Hall	
Student/Visitor Numbers	20	
Operating Hours/Days	7.30am to 8.45am	3.30pm – 6pm
Emergency Contact Name	Sheila Mercieca	
Phone Number	03 9752 0164	
Mobile Number	0419 515 494	

Note: Outside School Hours Care programs are required to have a stand-alone Emergency Management Plan.

17.3 Building Information Summary

Telephones (Landlines):			
Location	Number	Location	Number
Telephones in each classroom & office. See Extension Number list attached.			

Alarms:			
	Location	Monitoring Company	Location of Shutoff Instructions
Fire	N/A		
Intrusion	Each room	DEECD SSU	Panel in Resource Room in OSHC corner
Other			

Utilities:			
	Location	Service provider	Location of Shutoff Instructions
Gas / Propane	Meter located next to entry gate.	Multinet	Meter located next to entry gate.
Water	Front of property close to 51 Kallista Emerald Rd	Yarra Valley Water	Front of property close to 51 Kallista Emerald Rd
Electricity	Large cabinet at front of property.	SPAusnet	No access except by electrical industry key

Sprinkler System:	
Control Valve Location	N/A
Shutoff Instructions Location	

Boiler Room:	
Location	West end of main building adjacent to Art Room.
Access	Via Master Key 1 (MK1)

Emergency Power System:	
Type	N/A
Location	
Provides Power To	
Shutoff Instructions Location	

Building and Site Hazards:	
Hazard Description	Location

CODE RED DAYS

As The Patch School is on the DEECD Bushfire At-Risk Register, the school will be CLOSED on days where the fire danger rating is predicted to be Code Red.

TOTAL FIRE BANS

On days of **Total Fire Ban (TFB)**, The Patch School has put procedures in place to manage the movements of students and visitors to the school and enable our emergency management plan to be enacted quickly if required. Checklists (see below) have been developed for teaching staff to use on TFB days.

Total Fire Ban Class Checklist

On days of Total Fire Ban, please follow Part 1 of this checklist during the school day and, if an emergency occurs requiring re-location to the Hall, continue by following Part 2 (*over page*).

Part 1

- Mark the class roll **and** the Total Fire Ban roll which is included with this checklist in your red emergency document wallet in the morning. Students absent due to the high fire danger should be marked absent with the code **903** (extreme weather).
- Keep the **Total Fire Ban roll and this checklist in the red wallet** on your desk or another location easy to find in the event of re-location.
- Students are to keep their shoes on all day.
- Integration Aides to prepare/locate resources that may be needed in the event of re-location
- Keep your personal effects together also in a clear location.
- Use your “bookmark/tag” system (or another method of monitoring student movements) to keep track of students who leave the room – remember to send students in pairs.
- Remind students before morning recess & lunch to stay within the restricted playground boundaries – no playing beyond the rebound wall.
- Re-mark both rolls again after lunch and return to clear location.
- Remind students that no-one is to walk home on a Total Fire Dan day – all must be collected by an adult. **All students to go to the pick-up area.**
A reminder of this condition will have been sent to families via SMS yesterday afternoon.
- Please return red document wallet to Jody before leaving school for the day.

Part 2

- Remain calm** and follow the planned procedures as detailed below.
- Ask students to line up and wait quietly at the door.
- Account for all visitors to your classroom.
- Close all windows.
- Integration Aides to collect any resources required by their child during relocation
- Collect red document wallet, laptop & power cord (if this is one of your DISPLAN responsibilities) and personal belongings.
- Turn off lights.
- Proceed to the Hall in an orderly fashion using the safest, most direct path.

NOTE: If you have a student from another grade in your room, they must accompany you to the Hall.

On arrival at the Hall, do the following:

- Have students sit quietly in your allocated area
- Mark your Total Fire Ban roll to ensure all students are accounted for.
- Send any students with you from other classes back to their own grade.
- If all students are present, raise your **green card** in the air.
- If a student is missing, raise your **red card** in the air.
- Await further instructions. Stay with your students at all times. Do not leave the Hall until instructed.

Total Fire Ban Specialist Checklist

On days of Total Fire Ban, please follow Part 1 of this checklist during the school day and, if an emergency occurs requiring re-location to the Hall, continue by following Part 2 (*over page*).

Part 1

- Keep your personal effects together in a clear location.
- Mark the class Total Fire Ban roll which is included with this checklist in your red emergency document wallet at the beginning of each session. Note that all specialists will be given a full set of Total Fire Ban rolls (class lists).
- Students are to keep their shoes on all day.
- Use your “bookmark/tag” system (or another method of monitoring student movements) to keep track of students who leave the room – remember to send students in pairs.
- Remind students before morning recess & lunch to stay within the restricted playground boundaries – no playing beyond the rebound wall.
- Remind students that no-one is to walk home on a Total Fire Dan day – all must be collected by an adult. **All students to go to the pick-up area.**
A reminder of this condition will have been sent to families via SMS yesterday afternoon.
- Please return red document wallet to Jody before leaving school for the day.

Part 2

- Remain calm** and follow the planned procedures as detailed below.
- Ask students to line up and wait quietly at the door.
- Account for all visitors to you classroom.
- Close all windows.
- Collect red document wallet and personal belongings.
- Turn off lights.
- Proceed to the Hall in an orderly fashion using the safest, most direct path.

NOTE: If you have a student from another grade in your room, they must accompany you to the Hall.

On arrival at the Hall, do the following:

- Deliver students to their classroom teacher.
- Await further instructions. Do not leave the Hall until instructed.

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.

1. Identified Hazards and Potential Threats	2. Description of Risk	3. Current Risk Control Measures Implemented at our School	4. Risk Rating (Refer to OHS Risk Management Procedure)			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
Bushfire	- Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment	-School community regularly undertake evacuation drills -Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms.	Severe	Likely	Extreme				
Structure Fire	- Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment	-School community regularly undertake evacuation drills -Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms.	Severe	Unlikely	High				
Major injury to person in playground	- Significant physical or psychological injury to person	- Well supervised playground. - Appropriate number of qualified first aiders. -First aid kits maintained. -Student medical information kept updated	Moderate	Possible	Medium				
Anaphylactic reaction	- Severe allergic reaction possibly leading to death	- All staff hold current anaphylaxis competency. - Student medical information kept updated. - Two staff member with adrenaline injectors in the yard during breaks.	Severe	Unlikely	High				

Bus crash involving students	-Injury or death (including psychological injury) to a number of persons	- Buses hired must have seat belts	Major	Rare	Medium				
Intruder in school area	- Harm (physical and/or psychological) to persons - Damage to school property	-Visitor sign-in procedure recognised across school community -Students move around school in pairs during class time -Students aware of lock down procedure	Major	Rare	Medium				
Bomb threat	- Harm (physical and/or psychological) to persons and damage to school property	-School community regularly undertake evacuation drills	Major	Rare	Medium				
Gas leak	- Physical harm to persons - Explosion / fire	-School community regularly undertake evacuation drills -Annual servicing of appliances	Major	Rare	Medium				
Boiler room explosion	- Physical harm to persons - Damage to school property	-School community regularly undertake evacuation drills	Major	Rare	Medium				
Local plastics factory explosion	- Physical harm to persons - Damage to school property	-School community regularly undertake evacuation drills	Major	Rare	Medium				

19. Emergency Response Drills Schedule

	Drill	Person Responsible	Date Drill was Performed	Observer's Record Completed* ✓
Term 1				
Term 2				
Term 3				
Term 4				

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

**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)		
Student and staff with special needs list (contained in EMP) including any student medications		
Staff contact information		
Student Release Forms/sign out book		
List of staff on the IMT		
Facility keys		
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist		
A charged mobile phone and charger/s		
Torch with replacement batteries (or wind up torch)		
Whistle		
Megaphone		
Internet-ready smart phone with Radio 774, Fire Ready and other relevant apps		
Copy of facility site plan and EMP including evacuation routes		
Sunscreen and spare sunhats		
Plastic garbage bags and ties		
Toiletry supplies		
Other		

Date Emergency Kit checked:	
Next check date:	

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
Cover page		
Principal name, school/service address, EMP issue date, EMP review date, BARR status, 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 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.	✓	
Communications Tree detailing process for contacting emergency services, SSU, DEECD 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, lockout and shelter-in-place procedures		
Procedures that are specific to the school processes have been completed for:		
Evacuation onsite	✓	
Evacuation offsite	✓	
Lockdown	✓	
Lockout	✓	
Shelter-in-place	✓	
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.	N/A	

Area map and evacuation diagram		
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	✓	
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 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.	✓	
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.	✓	Integration Aids have prepared items to take and prepared students in case of evacuation.
Profile		
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.	✓	
Risk assessment		
Potential local hazards/threats 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.	✓	