Emergency Management Plan

OZFORD COLLEGE (CRICOS NO. 02427A, REGISTERED SCHOOL NO. 2016)

For 333, Queen St, Melbourne, VIC 3000

Chief Executive Officer	Rong Liu
Address	333 Queen St Melbourne
Is the school on the Bushfire At-Risk Register (BARR)?	No
Fire District	Central
	http://www.cfa.vic.gov.au/warnings-restrictions/find-your-fire-district/

Last Review Date	December 2024
Next Scheduled Review Date*	December 2025

*This emergency management plan will be updated as required, reviewed at least annually and immediately after any significant incident

1.   Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a plan of how Ozford will prepare and respond to emergency situations. This plan should be read in conjunction with the Critical incident policy and procedures.

An emergency management plan addresses emergency incidents which include:

• circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff

• incidents requiring school closure, lockdown, or reduction of number of students or staff attending

• death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as a registered training organisation.

A school should update the emergency management plan as required throughout the course of the year as activities such as school camps and excursions are approved by the school governing body.

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2.   Scope

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

In Case of Emergency

Incident occurs	CALL	For Life-threatening or time critical emergency, call: **000**
	CONTACT	Ground Reception 8663 7188 or Building Manager Johnson 0488696889

Advise	WHO	✓ The number and name/s of persons involved. ✓ Name of the person reporting the emergency/critical incident.
	WHAT	✓ The nature of the emergency/critical incident.
	WHEN	✓ The time you became aware of the emergency/critical incident.
	WHERE	✓ The location of the emergency/critical incident and contact phone numbers if the emergency/critical incident is away from the school.

Report	✓ For non-student related injuries/incidents enter the incident in the incident register ✓ Notify WorkSafe. if WorkSafe notification is required

3.   Emergency numbers and key contacts

Group	Phone Number	
Police	Life-threatening or time critical emergency	**000**
	Non-life or time critical threatening incident (Local Police station)	(03) 8690 4444
Ambulance	**000**	
Fire Services Authority MFB/CFA	**000**	
State Emergency Service	**132 500**	
Hospital(s)	The Royal Melbourne Hospital - **(03) 9342 7000**	

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Group	Phone Number
	St Vincent's Hospital - **(03) 9231 2211** The Alfred Hospital - **(03) 9076 2000**
Gas	**N/A**
Electricity	**03 9214 9333**
Water Corporation	**03 9208 3333**
Department of Families, Fairness and Housing-Child Protection (State of Victoria)	**1300 598 521**
Local Government	**03 9658 9658**
Environment Protection Authority	**1300 372 842**
WorkSafe Victoria	**1800 136 089**

Ozford contacts

Contact names	Phone Numbers
Principal and CEO: Rong Liu	**03 8663 7188**
High School Coordinator: Marjory Creta	**03 8663 7188**
International Student Coordinator: Shriya Srivastava	**03 8663 7188**

School Profile

FACILITY PROFILE SUMMARY	
Ozford College	Hours of Operation: Monday - Friday: 8:30am – 5:00pm Saturday & Sunday: CLOSED Public Holidays: CLOSED
Facility Address: 333 Queen St Melbourne	**Student Numbers**
	Students: approximately 200
	Students/staff with disabilities: 0
Facility Phone:	03 8663 7188
Floors:	Level 6
Email:	info@ozford.edu.au

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4. Risk Assessment

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Control Measures	Risk Rating (refer to OHS Risk Management Procedure			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Building Fire	• Risk of injury from burns or smoke inhalation • Risk of obstructions on building exits • Risk of delayed/no access to facilities emergency equipment • Risk of obstruction for emergency equipment access	• Fire services equipment (fire hose reels, fire extinguishers, hydrants) is tested and tagged as per Australian Standards. • Test communication systems (PA system) on a regular basis. • All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner.	Severe	Unlikely	Low	• Fire services equipment is tested and tagged as per Australian Standards (organised by Building Manager). • Communication system is tested regularly • Electrical equipment is tested and tagged. Damaged equipment or leads disposed of appropriately – month building check performed by Building Manager • Building check is performed by Building Manager monthly.
Severe weather, storms and flooding	• Risk of roof down flooding causing injury	• Roofs/gutters/drains are cleared • Liaise with SES/local government to identify potential risks • Develop contingency for storage of equipment / materials if necessary	Minor	Unlikely	Low	• Drains, gutters are cleared by cleaners. • Liaise with local government/SES to identify potential risks. • Contingency developed for storage of equipment/materials.

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			Consequence	Likelihood	Risk Level	
		• Test communications				• PA system tested twice a year by Fire wardens
Intruders/personal threat	• Physical/ psychological injury could occur to staff, students, visitors if threatened or physically assaulted by an intruder	• Visitors/ contractors report to reception when they first arrive on site	Minor	Possible	Low	• All visitors to to sign in on Level 6. • Staff are required to wear Ozford lanyard and ID. • Staff and students are required to report strangers to staff.
Earthquake	• Risk of death/injury	• Provide training to staff and students in emergency response procedures during an earthquake	Minor	Unlikely	Low	Training is provided to staff and students in emergency response during an earthquake.
Bomb Threat	• Physical or psychological injury could occur to staff, visitors or contractors	• Locate Bomb Threat Checklist next to phones • Schedule and practice emergency evacuation drills on a regular basis • Implement and follow Bomb Threat response.	Minor	Unlikely	Low	Staff are informed of location of checklist. Emergency evacuation drills are scheduled and undertaken minimum twice per year
Offsite activities	• Risk of death/injury	• Risk assessment of the activity • Review of the risk of bushfire in the	Minor	Possible	Medium	Training is provided to staff and students in emergency response during an offsite activity

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			Consequence	Likelihood	Risk Level	
		activity location while planning the on the day of the activityactivity and t				including in the case of a bushfire. Teachers to check weather conditions and other adverse possibilities prior to leaving for the activity. Activity to be cancelled to any areas prone to bushfires on days of high bush fire risk, ie. Code Red. On non-Code Red days in the event of bushfire or elevated risk maintain a heightened state of readiness and continuously monitor the situational bushfire risk by ensuring open lines of communication with local emergency services
School Bus accident/Vehicle Incident (excursions)	• Risk of death/injury	• Drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle • Drivers complete a safety check prior to driving the vehicle. • Drivers have a valid driver's licence	Minor	Possible	Medium	Drivers to have a valid driver's licence and WWWC. Drivers to undertake a safety check prior to driving the vehicle. Drivers have appropriate first aid kit, reflective vests and emergency numbers.

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			Consequence	Likelihood	Risk Level	
		• Drivers to check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip				Drivers check weather conditions and other adverse possibilities prior to leaving.
Pandemics and communicable diseases	• Risk of Health and/or Death (in extreme cases of a pandemic)	• Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) • There is convenient access to water and liquid soap and/or alcohol-based sanitiser in all bathrooms • Staff and students educated about covering their cough to prevent the spread of germs	Major	Rare	Medium	COVID safe plan Posters with basic hygiene messages are displayed at the beginning of the flu season. Access to water, soap or sanitiser in all bathrooms.
Medical Emergency	• Risk of Health and/or Death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as a	• Staff and students made aware of reporting procedures for medical emergencies. • Staff are made aware of the actions to be taken in the case	Minor	Possible	Medium	Staff and students are made aware of the external emergency contact numbers and that First Aid contacts are informed. Staff are made aware of the critical incident processes.

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			Consequence	Likelihood	Risk Level	
	registered training organisation	of a critical incident.				
Hazardous substance release: inside and outside facility grounds	• Exposure to certain liquids or gases may be hazardous to health	• No Hazardous substances are stored within the facility.	Insignificant	Rare	Low	N/A
Off-site emergencies	• Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, or other offsite activity	• Student Activity Locator is completed • Guidelines for Outdoor Education are adhered to.	Minor	Possible	Medium	Staff are mades aware of the guidelines for outdoor education. Ensure that student activity locator is completed by relevant staff.

Consequence Definitions

Descriptor	Definition
Insignificant	No Injury
Minor	Injury/ill health requiring first aid. Peer support for stress/trauma event
Moderate	Injury/ill health requiring medical attention. Stress/trauma event requiring professional support.
Major	Injury/ill health requiring hospital admission. Stress/trauma event requiring ongoing clinical support.
Severe	Fatality. Stress/trauma event requiring extensive clinical support for multiple individuals.

Risk Rating Matrix

	Consequence				
	Insignificant	Minor	Moderate	Major	Severe

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Likelihood						
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

5. Incident Management Team (IMT)

IMT Member	Name of staff member and contact details	Name of 'Back up' staff member and contact details
Incident Controller (Chief Warden)	Shriya Srivastava 03 8663 7188	Michael Tse 03 8663 7188
Fire Warden	Shriya Srivastava 03 8663 7188 Kushboo Arora 03 8663 7188	Michael Tse 03 8663 7188 Nayomi Wijesinghe 03 8663 7188
First Aid Officers	Shriya Srivastava 03 8663 7123	Kushboo Arora 03 8663 7188

6. IMT Responsibilities

Incident Controller (Chief Warden)

Pre-emergency
- Maintain a current register of IMT members.
- Replace IMT members when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency response procedures are kept up-to-date.
- Coordinate meetings of the IMT as appropriate.
- Attend training and emergency exercises, as required.

During emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure the appropriate response has been actioned.
- Ensure that the emergency services have been notified.
- Establish communications with Operations Officer (Area Warden).
- Initiate evacuation of affected areas if necessary.

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- Brief the incoming emergency services and respond to their requests.
- Report to the Principal.

Post-emergency
- When the incident is rendered safe or the emergency services returns control, notify the Principal to have staff and students return to the school.
- Organise a debrief session with the IMT and, where appropriate, with any attending Emergency Service.
- Compile a report for the IMT

Communications Officer

Pre-emergency
- Ensure communications officer is trained in the use of the school's communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency contact details are up-to-date.
- Attend training and emergency exercises.

During emergency
- Ascertain the nature and location of the emergency.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Incident Controller.

Post-emergency
- Collate records of events during the emergency for the debrief session and ensure they are secured for future reference.
- Contact parents, as required.

7. Emergency response procedures

7.1. On-site evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. Incident Controller (Chief Warden) on site will take charge and determines who does what (activate your Incident Management Team).

- Call 000.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- If the decision to evacuate is made, evacuate staff, students and visitors out of the building; to evacuation area.
- Take the student's attendance list, staff roster and your Emergency Kit.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

Actions after on-site evacuation/relocation procedure
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students 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.

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- Follow up with any students, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the evacuation and procedural changes that may be required.

7.2. Off-site evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. The Incident Controller on site will take charge and determine who does what (activate your Incident Management Team).

- **Call 000.**
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- If the decision to evacuate is made, determine which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to evacuation point
- Take the student's attendance list, staff roster and your Emergency Kit/First Aid kit.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services **to arrive or provide further information.**

Actions after off-site evacuation/relocation procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students 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.
- Follow up with any students, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the evacuation and procedural changes that may be required.

7.3. Lockdown Procedure

The following lockdown procedures will be used when an external and immediate danger is identified, and it is determined that the students should be secure inside the building for their own safety.

- Incident Controller activates the Incident Management Team
- Announce the lockdown and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Advise Victoria Police (**Ring 000**) and other appropriate emergency service agencies.
- Check that all external doors are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Divert parents and returning groups from the school.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If possible, have a delegated 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.
- Record some details of actions undertaken and times (use the Post-Emergency Record).
- Await de-activation advice from emergency services personnel (if appropriate).

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- De-activate lockdown using predetermined **de-activation signal.**

Actions after evacuation

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students 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.
- Follow up with any students, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockdown and procedural changes that may be required.

7.4. Lockout procedures

The following lockout procedure will be used when an internal immediate danger is identified, and it is determined that students should be excluded from buildings for their safety.

- Incident Controller activates Incident Management Team.
- Announce lockout with instructions about what is required. Instructions may include nominating staff to:
  o lock doors to prevent entry
  o check the premises for anyone left inside.
  o obtain Emergency Kit
- Contact emergency services.
- Go to the designated assembly area.
- Check that students, staff and visitors are all accounted for.

Actions after lockout

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students 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.
- Follow up with any students, staff or visitors who need support. Ensure all personnel are made aware of Employee Assistance Program contact details.
- Seek support from the regions Manager, Operations and Emergency Management as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.

7.5. Shelter-in-place procedures

The following Shelter-in-place procedure will be considered when an event takes place outside of the school and emergency services determine the safest course of action is to keep students and staff inside a designated building in the school until the external event is handled.

If a shelter-in-place action is determined:
- Incident Controller activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area.
- Obtain emergency kit.
- Notify parents/guardians/carers if the shelter-in-place is going to extend beyond the school day.

- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.

Actions after shelter-in-place procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, students 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.
- Follow up with any students, staff or visitors who need support. Ensure all personnel are made aware of Employee Assistance Program contact details.
- Seek support from the regions Manager, Operations and Emergency Management as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.

8. Emergency response procedures (specific emergencies)

8.1. BUILDING FIRE
- Report the outbreak of fire immediately to the Incident Controller (Chief Warden).
- Remain calm and activate the fire alarm.
- Phone **000** to notify the fire brigade.
- Extinguish the fire (**only if safe to do so**).
- If threat exists evacuate the room/s, to the evacuation point closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check students, staff, visitors and contractors are accounted for.

8.2. SEVERE WEATHER /STORMS AND FLOODING
- 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.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only.
- 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 to the Incident Controller (Chief Warden) regarding the status of students, staff and visitors safety.

8.3. INTRUDERS/PERSONAL THREAT
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Incident controller (Chief Warden).
- 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.

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- Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Contact parents or homestay hosts as required.

8.4. EARTHQUAKE
- **Call 000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.

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

If inside
Instruct staff and students to:
- Move away from windows, heavy objects, shelves and so on
- **DROP, COVER and HOLD**
  o DROP to the ground.
  o 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.
  o 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 Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Enact the school's business continuity plan in respect to alternative accommodation.

8.5. OFFSITE ACTIVITIES
Prior to and on the day of the activity
- Conduct a risk assessment of the activity and the activity location and develop mitigating controls.
- Consider the likelihood of bushfire risk, if the location is a bushfire prone area advise staff that they will need to on the day of the activity:
  o If it is a Code red day, cancel the activity.
  o If it is a non-Code Red day in the event of bushfire or elevated risk the staff will need to maintain a heightened state of readiness and continuously monitor the situational bushfire risk by ensuring open lines of communication with local emergency services.

If a bushfire occurs on the day of the activity:
- Continuously monitor the situational bushfire risk and open lines of communication with local emergency services.
- Notify the Principal;
- Immediately relocate students and staff to a nominated 'shelter-in-place' that is compliant with relevant regulations, and/or
- Evacuate students and staff to an off-site safe area
- Respond appropriately to all instructions from emergency services.
- Enact the school's critical incident processes.

8.6. SCHOOL BUS ACCIDENT/VEHICLE INCIDENT (EXCURSIONS)
Bus driver:
- Operate in a manner to ensure the safety of passengers at all times.
- **Call 000** and notify the coordinating principal of any emergency encountered enroute.
- Receive instruction, where possible, from the emergency services and/or coordinating principal with regard to destination.
- If fires are burning in the area, bus drivers must not allow students to alight from buses unless parents/guardians are waiting for them at a designated bus stop. If no-one is waiting, buses will take students

back to the school if it is practical and safe to do so, or to the nearest safe area with guidance provided by the coordinating principal. Safe areas are to be agreed to in advance by emergency services and the coordinating principal and identified in the school's EMP.
- If the road is blocked, the bus driver should return to the school if it is practical and it is safe to do so, or travel to an area deemed to be safe as directed by emergency services personnel. If emergency services are not at the scene and the driver is in doubt they should call 000 for assistance.
- Confirm arrival at destination with the coordinating principal as soon as possible.
- Notify the bus operator and/or PTV Senior Strategic Bus officer of the emergency incident.
- As soon as possible after the event, record details of actions taken.

Chief Warden:
- Contact emergency services agencies to ascertain local information on status of any notified emergency. The coordinating principal should also advise emergency services of the status and location of bus services and seek assistance if required.
- If possible, contact the EMC to inform them of the situation and receive instruction.
- Consider actions to be taken in line with school's EMP.
- 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.
- Notify the EMC of actions taken.
- Where possible keep an accurate record of the event.

8.7. PANDEMICS AND COMMUNICABLE DISEASE
- Follow Pandemic plan (eg. COVIDSAFE Plan)

- Ensure basic hygiene measures are in place
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser
- Educate staff and students about covering their cough to prevent the spread of germs
- Stay alert and follow the instructions of Department of Health (including the Chief Health Officer)
- Direct all media enquiries to Academic Director/Principal
- Be prepared for multiple waves
- Refer to Appendix B

8.8. MEDICAL EMERGENCY

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer.
- Notify the Incident Controller (Chief Warden).
- Notify the ambulance by calling **000.**
- Designate someone to meet and direct the ambulance to the location of the casualty.
- Try not to leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threating situation.
- For non-student related medical emergency report in incidents register.

8.9. BOMB/CHEMICAL THREAT

- If a bomb/chemical threat is received by telephone:
  - stay calm
  - 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 Policy immediately.

- If a bomb/chemical threat is received electronically or through the school's website:
  - do not delete the message
  - contact police immediately.

- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.
  - Ensure doors are left open.
  - Do Not touch any suspicious objects found.

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Bomb/substance threat checklist

This checklist should be held by persons who regularly accept incoming telephone calls.

KEEP CALM

CALL TAKER		CALL TAKEN	
Name		Date/Time:	
Telephone #		Duration of call	
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 a liquid, powder or gas?	
Did you put it there?	

CHARACTERISTICS OF THE CALLER	
Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
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?	

LANGUAGE	
[ ] Abusive	[ ] Taped
[ ] Well Spoken	[ ] Irrational
[ ] Incoherent	[ ] Message read by caller
[ ] Other (Specify)	

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

EXACT WORDING OF THREAT

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ACTIONS	
REPORT CALL TO:	
ACTIONS:	

MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)

- Notify the Incident Controller (Chief Warden).
- Call the Fire Brigade by dialling 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify your gas provider (number can be found on the emergency numbers and Key contacts page).
- Evacuate staff, students, visitors (including contractors) to evacuation point This may be an offsite location.
- Check staff, students and visitors are accounted for.
- Direct all Media enquiries to Vice President/Principal.
- Await 'all clear' or further advice before resuming normal school activities.

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APPENDIX A: Post-emergency record

School	
Date	
Time Of Notification	
Name Of Person Taking The Call	
Position	
Name Of Person Reporting The Incident	
Contact Telephone Number	
Details	
Immediate Action	Incident Controller notified: YES / NO Time _____ Other staff notified: YES / NO Time _____ Emergency Services notified: YES / NO Time _____ Region and ESMU notified: YES / NO Time _____
Major Activities	
Issues	Operational Debriefing Required: YES / NO Date/Time: _____ Person Responsible to organise: _____ Confirmation of Operational Briefing: Date/Time: _____ Issues for Follow up action:
Signature	
Date	

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APPENDIX B: Pandemic Actions

STAGE 1 PREPAREDNESS AND STAGE 2 STANDBY

Remain alert to the risks of an escalation or new pandemic; Prepare to commence enhanced arrangements and increased vigilance for case detection.

Response Category	Actions	Comments
Emergency management plan preparation	• In April, ensure emergency management plans are up to date and pandemic planning arrangements are included • Ensure contact lists of staff, students, families, local services – Department of Health, Department of Families, Fairness and Housing, Local Government Emergency Management Coordinators are up to date • 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)	

Hygiene measures	• Promote basic hygiene and pandemic (eg. Covidsafe) measures within the school including:
	  o Regular hand washing with soap and water
	  o Appropriate home-based exclusion from school among students with flu-like illness and their non-school-aged carers and siblings
	  o Covering mouth with a tissue when coughing or sneezing
	  o Careful disposal of used tissues
	• Provide students, faculty and staff with information about the importance of hand hygiene (see http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important)
	• 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
	• Communicate the risk of the pandemic (eg. Covid19) and influenza and how to identify possible cases based on the current up to date case definition by the Chief Health Officer, Department of Health	

Travel	• 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 Category	Actions	Comments
Communications	- As required, ensure pandemic and hygiene information eg posters provided by the Department of Health are displayed - In late autumn/early winter hold briefings with school staff, students and parents (as appropriate) about: - Pandemic (COVID19) and influenza symptoms - best practice hygiene measures - vulnerable students - Follow Department of Health advice and distribute consistent messaging to staff, students and parents/carers, etc. - Communicate status/situation, personal hygiene measures, availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection) - Prepare sample letters for parents for next stage with advice from DET (if required) - Direct media queries to the Principal	

STAGE 3 RESPONSE

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

Response Category	Proposed Actions	Comments
Emergency management plan enactment	• Enact emergency management plans where necessary • Activate school Incident Management Team	
Containment	• Follow the advice of the Department of Health 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	
Management of school workforce	• 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	
Travel	• 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/	
Communications	• 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) • Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate • Direct media queries to the Principal	

STAGE 4 STAND DOWN

Response Category	Proposed Actions	Comments

Emergency management plan review	• Develop a recovery plan to help regain education of students and stabilize families and the community including:
	   o staff availability
	   o procedures to re-open (if applicable)
	   o provision of counselling to students and staff (if required)
	   o 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 Emergency Management Plans and update as appropriate – involve relevant staff
	• Be aware that multiple waves of the virus may occur, and that review and revision of the plan may be required between waves	

Travel	• Continue to follow advice of Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/	
Communications	• Communicate status of situation to staff and parents/carers including supports that may be available	

FACILITIES & FLOOR PLANS

QUEEN STREET

Floor plan showing: CLASS 01 (45m²), CLASS 02 (47m²), CLASS 03 (45m²), CLASS 04 (43m²), CLASS 05 (45m²), BOARDROOM / CLASS (48m²), CLASS 12 (41m²), CLASS 11 (26m²), CLASS 10 (28m²), MEETING 01 / CLASS (23m²), RECEPTION (42m²), CLASS 09 (51m²), LIBRARY (22m²), OFFICE 02 (17m²), CLASS 06 / STAFF (27m²), Sick Bay (7m²), STUDENT BREAK-OUT (48m²), COMPUTER CLASS (19m²), EX. SHOWER, UNISEX TOILET, AMBU., MALE, FEMALE, URINAL, STAIRS, LIFT 1, LIFT 2, LIFT 3, TELCOM, ELEC, COMMS, FH & FHR, RISER, ENTRY/EXIT, STUDENT COMMON AREA (25m²), ACCESSIBLE TOILET, UNISEX TOILET, STUDENT STUDY AREA (52m²), EX. KITCHEN, EX. F.E.

EMERGENCY EVACUATION PLAN

Refer to Building Noticeboard