

# Falls Creek Primary School

## Emergency Management Plan 2018-2019



**15 Slalom Street, Falls Creek, VIC, 3699**

**03 5758 3311 / falls.creek.ps@edumail.vic.gov.au**

**Department of Education and Training**

**Date Approved: 20/10/2018**

## Purpose

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

## Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Linda Jamieson	Regional Operations and Emergency Management Manager	23/10/2018	jamieson.linda.j@edumail.vic.gov.au
Falls Creek CFA	CFA	23/10/2018	kazandstu@mac.com
Helen Whittaker	Chief Warden, Falls Creek Primary School	23/10/2018	whittaker.jacqueline.h@edumail.vic.gov.au
Carol Bartholomew	Communications Officer, Falls Creek Primary School	23/10/2018	bartholomew.carol.b@edumail.vic.gov.au
All school staff	All school staff	23/10/2018	falls.creek.ps@edumail.vic.gov.au



## Facility Profile

<b>School Name/Campus Name</b>	Falls Creek Primary School
<b>Address</b>	15 Slalom Street, Falls Creek, VIC, 3699
<b>Phone</b>	03 5758 3311
<b>Email</b>	falls.creek.ps@edumail.vic.gov.au
<b>Fax</b>	03 5758 3684
<b>DET Region</b>	NORTH-EASTERN VICTORIA
<b>DET Area</b>	
<b>LGA</b>	Unincorporated Vic
<b>BOM/Fire District</b>	
<b>Is your school on Bushfire At- Risk Register?</b>	Yes
<b>Bushfire At-Risk Register Category</b>	Category 3
<b>Operating Hours</b>	9am to 3pm
<b>Number of Students</b>	21
<b>Number of Staff</b>	3
<b>Number of Buildings</b>	1
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Rear Classroom (without windows)
<b>On-site Evacuation Location</b>	Playground at the front of the school
<b>Off-site Evacuation Location</b>	Playground at the front of the school

<b>Typical method used for communications to school community</b>	SMS or phone call
<b>Is this school has other services or users of the site?</b>	No

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile

## Building Information Summary

### Telephones (landlines)

Location	Number
Office	(03) 5758 3311

### Alarms

Description	Location	Monitoring Company	Number
Fire	Main Entrance on right	N/A	N/A
Intrusion			
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Beside residence veranda steps	Elgas	Elgas

Water	Sub-floor under art storeroom	Falls Creek Resort	Falls Creek Resort
Electricity	Main Entrance on left	Power Direct	Power Direct

## Sprinkler System

<b>Control Valve Location</b>	<b>No sprinkler system</b>
<b>Shutoff Instructions Location</b>	<b>N/A</b>

## Boiler Room

<b>Location</b>	<b>Art Storeroom</b>
<b>Access</b>	<b>Through cloakroom, or externally from Residence veranda</b>

## Emergency Power System

<b>Type</b>	<b>Battery backup for Curriculum Server</b>
<b>Location</b>	<b>Server cupboard off main classroom area</b>
<b>Provides power to</b>	<b>Server</b>
<b>Shutoff Instructions Location</b>	<b>Power switch on the front of backup battery in server cupboard</b>

## Building and Site Hazards

<b>Location</b>	<b>Number</b>
Hazard -cleaner's cupboard (chemical storage), technology area (plant and equipment)	Cleaner's cupboard located in art storeroom. Technology area - curriculum server, etc located in server cupboard off main classroom area.

## Additional Profile Information

<b>Additional Info</b>	



## Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Sanitary products	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	03/09/2018
<b>Next check date</b>	02/09/2019

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Emergency evacuation (on-site)	Helen Whittaker	05/02/2019	
Term 1	Incident Management Team Training	Helen Whittaker	05/02/2019	
Term 2	Lockdown drill	Helen Whittaker	14/05/2019	
Term 3	Lockout drill	Helen Whittaker	24/06/2019	
Term 4	Emergency evacuation (off-site)	Helen Whittaker	15/10/2019	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Helen Whittaker	Level 2 (Workplace First Aid)	10/11/2017
Cassandra Sigmund	Level 2 (Workplace First Aid)	20/01/2019

## Other Training Record

Staff Member	Training Type	Date

## Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	0

## Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	-Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. -Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. -Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. -Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Continue with existing controls by ensuring regular essential services checks are carried out as required.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Earthquake	Risk of injury. Risk of property damage or property loss	-Ensure EMP is up-to-date. -Training to staff and children in emergency response procedures during an earthquake e.g. drop, cover and hold.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Bus Emergency While En Route	Any vehicle breakdown during transit	-Ensure drivers carry suitable first aid kits and emergency contact numbers. -Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. -Ensure drivers have a valid driver's licence. -Drivers to check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip. -Ensure all drivers have means of communication with School.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Major medical emergency	There is a risk to health and possibly death.	-First Aid Officer is appointed and training is up-to-date. -First Aid Officers follow DET's First Aid and Infection Control Procedure. -Staff are aware of emergency procedures.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	- Complete a Risk Assessment prior to camps and excursions  - Complete the Student Activity Locator  -Adhere to the Guidelines for Outdoor Education.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b>	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b>

		-Staff should follow DET's Work-related driving procedure		High		High
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	-Ensure any visitors/contractors sign in through the office area when they first arrive on site.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	-Ensure there is a Bomb Threat Checklist available next to the phone. -Schedule and practice emergency evacuation drills on a regular basis. -Implement and follow Bomb Threat response procedure (located in EMP)	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage.	-Ensure drains are clear. -Liaise with SES/local government to identify potential risks.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low	Continue with existing controls.	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low
Influenza pandemic	Risk of health and possible death (in extreme cases)	-Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template -Ensure basic hygiene measures are in place at the beginning of flu season (April) -Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser -Ensure staff and children are educated about covering their cough to prevent the spread of germs -If all teaching staff are sick due to influenza or other pademic CRT staff may be called in, or if not available then contact Mount Beauty Primary School to arrange for students to attend next closest school until staff are able to return to work.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	<ul style="list-style-type: none"> <li>evacuate all staff and students from the building</li> <li>Fire extinguishers/ hose reels checked 6-monthly</li> <li>smoke detectors checked monthly and annually</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b>	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b>

				Medium		Medium
Bushfire/Grassfire	<p>Probable Causes: 1. Bushfire spread from bushland/grasslands from all directions of the school.</p> <p>Probable Consequences: 1. Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>- Implement Code Red pre-emptive closure as required by DET using BARR school procedures located in U:SSO/Bushfire Resources folder on office computer.</li> <li>- Principal to attend annual DET briefing day for BARR schools in Term 4 each year.</li> <li>-Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.</li> <li>-Ensure Emergency Management Plan is reviewed annually.</li> <li>-Use Vic Emergency App for alerts during the bushfire season.</li> <li>-Schedule and practice emergency evacuation drills on a regular basis.</li> <li>- Perform weekly checks of the school fire alarm system as per compliance procedures.</li> <li>- On Severe Fire Danger days the school will stay open if, in consultation with DET and emergency services, it is deemed safe to do so. Factors which may lead to pre-emptive closure on Severe Fire Danger days are: Falls Creek road too dangerous for staff to drive to work from Mt Beauty, existing fire in the local area, weather conditions deemed too hazardous.</li> <li>*Relocation to the closest school, (Mt Beauty Primary School), is not an option as it would take students away from their parents and there is no viable means of transporting the students to Mt Beauty.</li> </ul>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>	<p>Keep playground area free of bark and leaf debris.</p> <p>Communicate school bushfire preparedness and strategies to the school community.</p> <p>During a high fire danger period the Principal in consultation with staff, DET and emergency services where appropriate, will assess the current fire risk in the area and may decide to alter, move or cancel scheduled programs/camps/excursions</p>	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>
Loss of essential services	<p>Lack of availability of school resources such as computers</p> <p>Lack of availability of fresh drinking water and water for flushing toilets</p>	<ul style="list-style-type: none"> <li>- normal school program is able to continue without computers, but business manager is not able to work with out access to computer</li> <li>- lack of availability of drinking water/ toilet flushing water - if given notice we may be able to store water onsite prior to water becoming unavailable so that normal operations can continue</li> <li>- planned power outage - we have the potential to re-locate the school to Howmans Gap Alpine Centre (4kms away) for the day as they have on-site generator, but this would depend on their client visitation on any given day and also parent availability to drive students to new location. Remaining on-site without power would depend on the weather, as cold or dark day without lighting and heating would make normal school operations impossible. (Daily external temperature in Falls Creek can drop well below 0 degrees)</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	Continue with existing controls.	

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to <b>remain inside the school building</b> the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Evacuate students, staff and visitors to playground outside front entrance to the school</li> <li>• Report the emergency and evacuation to Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at your primary assembly point, check all students, staff and visitors are accounted for.</li> <li>• Ensure communication with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to <b>remain on the school grounds</b> the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Evacuate staff, students and visitors to playground at front gate of the school and check all students, staff and visitors are accounted for.</li> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to:- outside or inside</li> <li>• secondary assembly point is either at Slalom Plaza, (outside) or Day Shelter in ground floor of Resort Management building (inside)</li> </ul>



	<ul style="list-style-type: none"> <li>• Report the emergency and evacuation to Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Once at secondary assembly point, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after off-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre ISOC and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-down procedure</p>	<p>When an <b>external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety</b> the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Initiate the lock-down and provide instructions to staff, for example, close internal doors, gather all students in the rear classroom, sit below window level.</li> <li>• Check that all external doors are locked.</li> <li>• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li> <li>• Report the emergency and lock-down to the Incident Support Operations Centre (ISOC) 1 800 126 126 (24 hour, 7 days)</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• As appropriate, ascertain that all students, staff and visitors are accounted for.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-down procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-out procedure</p>	<p>When <b>an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety</b> the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ Lock external doors to prevent entry</li> <li>○ Check the premises for anyone left inside</li> <li>○ Obtain Emergency Kit</li> </ul> </li> <li>• Go to the designated assembly point at Slalom Plaza if safe, or Day Shelter on the ground floor of Resort Management building</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Incident Support Operations Centre (ISOC) 1 800 126 126 (24 hour, 7 days)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area in the rear classroom</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Report the emergency to the Incident Support Operations Centre (ISOC) 1 800 126 126 (24 hour, 7 days)</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre that shelter-in- place is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Building fire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm (located in the fire panel switch box next to the front door - key on hook next to the box)</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the playground, near the front gate, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>• Call <b>000</b> if emergency services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ 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</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>Bus Emergency While En Route</p>	<p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>• Ensure drivers are provided with suitable first aid kits and emergency contact numbers</li> <li>• Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle</li> <li>• Ensure drivers have a valid driver's licence</li> <li>• Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip.</li> <li>• Ensure all drivers have means of communication with School</li> </ul> <p><b>Immediately following accident or incident</b></p> <ul style="list-style-type: none"> <li>• Call 000 if emergency assistance is required</li> <li>• Call the school and notify the Principal if they are not present at the accident or incident</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>
<p>Major medical emergency</p>	<p><b>Immediately following accident or incident</b></p> <ul style="list-style-type: none"> <li>• Call 000 if emergency assistance is required</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>
<p>Off-site emergencies</p>	<p><b>Immediately following accident or incident</b></p> <ul style="list-style-type: none"> <li>• Call 000 if emergency assistance is required</li> <li>• Call the school and notify the Principal if they are not present at the accident or incident</li> <li>• Report emergency to the Incident Support Operations Centre ISOC on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>
<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>
Bomb/substance threat	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b> <i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul>
Severe weather event	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours).</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
Influenza pandemic	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event. Refer to this document when required.</p>

<p>Smoke</p>	<ul style="list-style-type: none"> <li>• <b>Determine the source of the smoke</b></li> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.</li> <li>• If evacuation is required and time permits before you leave:             <ul style="list-style-type: none"> <li>○ make sure you close all doors and windows</li> <li>○ turn off power and gas.</li> </ul> </li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report the emergency to Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.</li> <li>• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Contact parents as required.</li> </ul>
<p>Bushfire/Grassfire</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.</li> <li>• If evacuation is required and time permits before you leave:             <ul style="list-style-type: none"> <li>○ make sure you close all doors and windows</li> <li>○ turn off power and gas.</li> </ul> </li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report the emergency to Incident Support Operations Centre ISOC 1 800 126 126 (24 hours).</li> <li>• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.</li> <li>• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Contact parents as required.</li> </ul>
<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> </ul>

	<ul style="list-style-type: none"><li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li><li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li><li>• Report the loss of essential services to the Incident Support Operations Centre ISOC on 1800 126 126.</li><li>• Contact parents as required.</li><li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li></ul>
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# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal and First Aid Officer	Helen Whittaker	5758 3311	0407 255 223	0407 255 223
Business Manager	Carol Bartholomew	5758 3311	0408 431 532	0408 431 532
Teacher	Cassandra Sigmund	5758 3311	0435260228	0435260228
School Council President	Elise Armitage	0400 763 960	0400 763 960	0400 763 960

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Judy Rose	(03) 8392 9578	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Linda Jamieson	(03) 8392 9336	0488 284 749
Emergency Management Support Officer	Petra Mackay	(03) 8392 9357	0427 374 563
Security Services Unit		1800 126 126	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 9637 2871	
SEIL	Jody Grimmond		0437072830
SSSO Team Leader			
Area Executive Director			
Area Executive Director			





Area Executive Director			
Area Executive Director			
Area Executive Director			

## Local / Other Organizations

Name	Phone
Police Station	000 or Mt Beauty Police 5754 4244
Hospital/s	5754 3500
Gas	131 161
Electricity	133 466
Water Corporation - North East Water	1300 361 644
Facility Plumber - Greg Stroud	0409 002 940
Facility Electrician - Ian Gardiner	0418 175 495
Local Government Alpine Shire	5755 0555

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details

# Incident Management Team

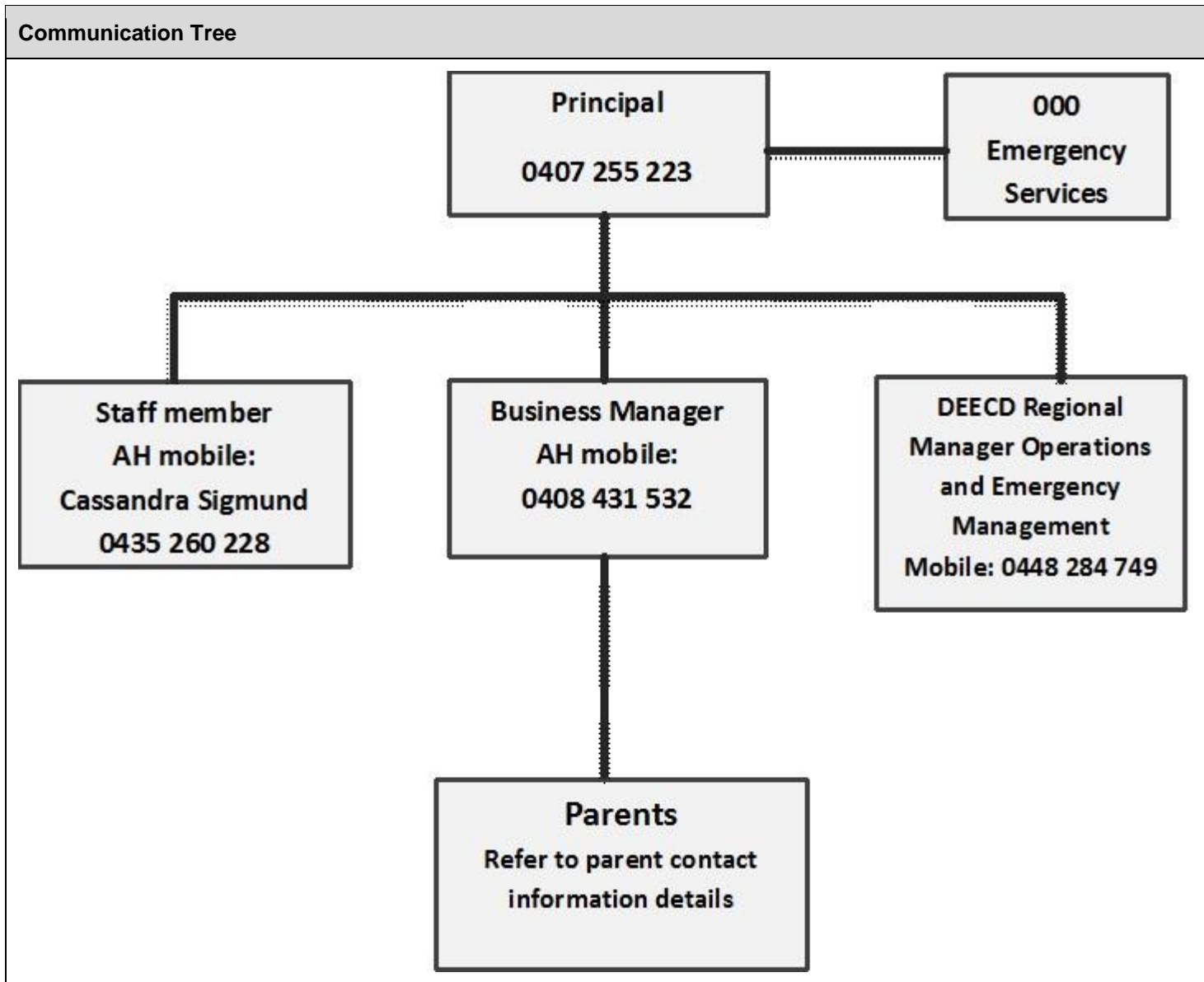
IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Helen Whittaker <b>Phone/Mobile:</b> 0407 255 223	<b>Name:</b> Carol Bartholomew <b>Phone/Mobile:</b> 0408 431 532
First Aid Officer	<b>Name:</b> Helen Whittaker <b>Phone/Mobile:</b> 0407 255 223	<b>Name:</b> Cassandra Sigmund <b>Phone/Mobile:</b> 0435260228

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Check and re-supply First Aid Kit contents</li> <li>• Ensure staff trained in first aid list is up to date.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend to medical needs of students or staff</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Complete incident report forms for any first aid administered.</li> </ul>

# Communication Tree



# Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

## 1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

<b>Details of arrangements</b>	Inability to access the school site would necessitate closure of the school for the day. There is no transport option to relocate staff and students to the next nearest school, which is 30kms away on a hazardous road.
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Name	Contact Details	Support Role
Helen Whittaker	0407255223	Principal

## 2. Arrangements to manage a loss of technology / telephony / data / power

You may like to consider backing up school data, use of paper based systems, flexible lesson plans, generators, emergency lighting

<b>Details of arrangements</b>	<p>Loss of technology - continue classes as normal/ business manager unable to work</p> <p>Loss of telephony - use mobile phones</p> <p>Loss of data - server is backed up weekly</p> <p>Loss of power - continue onsite if it is warm enough and there is sufficient natural light, or relocate to day shelter at Resort Management where there is a backup generator which supplies heat and light (accessible on foot, 100m from the school). Second option for whole day loss of power is relocation of staff and students to Howmans Gap Alpine Centre, 4kms away, where there is a backup generator. This would depend on who else is using this facility at the time and availability of parents to transport students to and from Howmans Gap.</p>
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Name	Contact Details	Support Role
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Helen Whittaker	0407255223	Principal

### 3. Arrangements to manage a loss or shortage of staff or skills

You may like to consider temporary staff arrangements, multi-skilling/cross training, alternate operational arrangements, suspending non critical activities and/or mutual support with other school(s)

<b>Details of arrangements</b>	temporary loss of business manager - assistance from The Outdoor School business managers temporary loss of teacher - CRT cover located
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Name	Contact Details	Support Role
Helen Whittaker	0407255223	Principal

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>School activities</li> <li>Impact over time</li> <li>Manageability</li> <li>Staffing levels</li> <li>Resources for recovery</li> </ul>	No
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>Suspension of non-critical activities</li> <li>Mutual support arranged with other schools</li> <li>Distance/virtual learning Use of different areas within site</li> <li>Off-site activities</li> <li>Back-up of key school data</li> <li>Using paper based systems</li> <li>Flexible lesson plans</li> <li>Using generators, portable lighting</li> </ul>	

<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
<p>Establish a register to log all decisions and actions</p>	
<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> <li>• Other users of site</li> <li>• Region</li> <li>• Suppliers</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	

# Area Map



# Evacuation Map

Building Name	Evacuation Procedures
Falls Creek Primary School	Proceed to the nearest unblocked exit and assemble in the playground in front of the school

