

Emergency Management Plan

for

The Avenue School



Principal	Jarrid Bartle
Address	13-15 THE AVENUE, FERNTREE GULLY
Fire District	CENTRAL
Issue Date	JANUARY 2025
Version Number	1.2
Next Review Date	JANUARY 2026

A copy of this plan has been distributed to:

Name	Title/Organisation	Date	Post/Email
CFA FTG Captain	CFA Ferntree Gully		5 The Avenue, Ferntree Gully, Victoria, 3156
Jarrid Bartle	Principal		
John Enright	Board member		
Robyn Burke	Board member		
Martin Whiteley	Board member		
Kate major	Board member		
Janet Claringbold	Board member/MDLC CEO		janetc@mdlc.org.au
TBA	Youth Worker		
Lyndee Stride	Administration		office@mdlc.org.au
Aimee Stride	Administration		reception@mdlc.org.au

Contents

1.	Purpose	4
2.	Scope.....	4
3.	In Case of Emergency	4
4.	Emergency numbers and key contacts	5
5.	Department contacts.....	6
6.	TAS Emergency Contact Information.....	6
7.	Student Emergency Contact information	6
8.	Communication Trees	7
9.	College Profile	8
10.	Risk Assessment	10
11.	Incident Management Team	14
12.	Incident Management Team (IMT) Responsibilities	15
13.	Area Map and Off-Site Evacuation	17
14.	Evacuation Diagram.....	18
15.	Evacuation procedure	19
16.	Lockdown Procedure.....	20
17.	Lockout procedures.....	21
18.	Shelter-in-place procedures	21
19.	Emergency response procedures (specific emergencies).....	22
20.	Emergency drills / training schedule	27
21.	Students and staff with special needs list.....	28
	APPENDIX A: Emergency drill/exercise ‘observer’ record	29
	APPENDIX C: Emergency kit checklist.....	30
	APPENDIX D: Post- emergency record.....	31
	APPENDIX E: Influenza Pandemic Actions	32

1. Purpose

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

2. Scope

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

Refer to Policies: Emergency Management, Emergency Management Annexure, Critical Incidents and Critical Incidents Information Handout.

3. In Case of Emergency

Incident occurs	CALL	000
------------------------	-------------	------------

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

4. Emergency numbers and key contacts

Group		Phone Number
Police	Life-threatening or time critical emergency	000
	Non-life threatening incident	131 444
	Knox	9881 7000
	Boronia	9760 6600
Ambulance	Injury/Illness Emergency	000
Fire Services Authority MFB/CFA	Fire Emergency	000
	Ferntree Gully CFA	9758 6725
State Emergency Service	Flood & Storm	132 500
Hospital	Angliss	1300 342 255
Gas	Main Building - AUSNET	13 67 07
Electricity	Main Building - AUSNET	13 17 99
Water Corporation	South East	132 812
	Yarra Valley	132 762
Department of Families, Fairness and Housing (DFFH) (Regional Office)	Box Hill Office	9843 6000
DFFH - Child Protection (Regional Office)	East Division Intake	1300 360 391
Local Government	Knox City Council	9298 8000
Environment Protection Authority (EPA)		1300 372 842
WorkSafe Victoria		1800 136 089
Poisons Information		13 11 26
Vic Emergency Hotline		1800 226 226
Emergency Broadcaster		ABC 774 AM

5. Department contacts

Group	Phone Numbers	Information
DH Regional Office	1300 360 391	Advice
DFFH	1300 475 170	Advice
VRQA	9637 2806	Notification of relocation

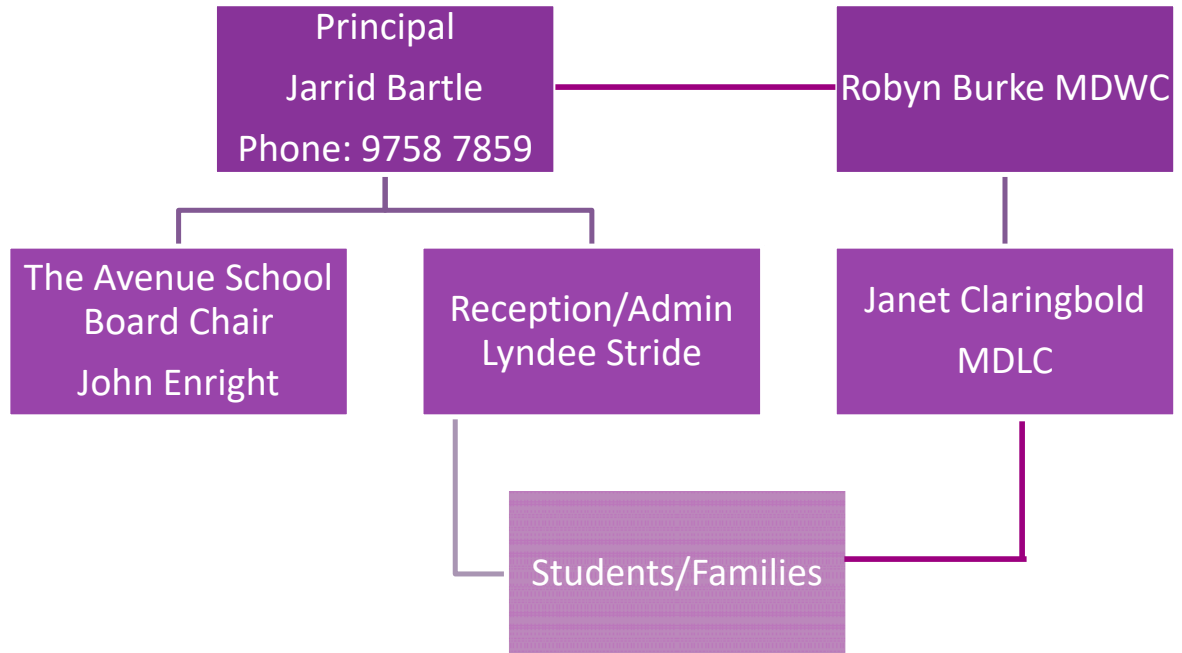
6. The Avenue School Emergency Contact Information

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)
Principal	Jarrid Bartle	9758 7859	
Board Member	Janet Claringbold	9758 7859	
Youth Worker	TBA	9758 7859	
Administration Officer	Lyndee Stride	9758 7859	
Administration Assistant	Aimee Stride	9758 7859	
Board Chairperson	John Enright	9758 7859	

7. Student Emergency Contact information

See Student Emergency Contact Information at the back of the Evacuation Plan held in the Principal's office

8. Communication Tree



9. School Profile

FACILITY PROFILE SUMMARY	
Name of Facility: The Avenue School	Hours of Operation: Monday to Friday – between 8.30am to 4.00pm.
Facility Address: 13-15 The Avenue Ferntree Gully	Numbers
	Students: 24-30 (approx.) per day
	Students/staff with disabilities: Several students with high anxiety levels.
Facility Phone: 03 9758 7859	Staff: Up to 10
	Floors: <i>Single Floor</i>
Email: office@mdlc.org.au	Classrooms: 3
After hours emergency contact (facility) Name: Janet Claringbold Phone: 0418 839 503	

BUILDING INFORMATION			
Emergency Kits			
Type	Room	Location	Responsible Person
Evacuation	Principal's office	In labelled box	Principal
First Aid	Reception	In labelled cupboard	Administration
Telephones			
Location		Type	
Main Building		Telstra Commander System	
Utilities			
Type	Location	Service provider	Shut off Instructions
Gas / Propane	Main Building	AUSNET	Turn handle at meter on outside wall near Annexe
Water	Main Building	South East Water	Turn off meter near footpath at front 10m from no.17 and near footpath at front 3m from no.11
Electricity	Main Building	AUSNET	Main power board is in foyer opposite reception.
Sprinkler System			
Control Valve Location		N/A	

Shutoff Instructions	N/A
Roof Access	
Location	Main Building – Foyer adjacent to Room 6
Access	Ladder
On Site Hazards	
Cleaning Chemicals:	Main Building – Hazardous Substances Cupboard
BBQ Gas Bottle	Adjacent to Garden Shed at rear of Garden Room At BBQ in Student Garden – South side of main building
Fuel for Brush Cutter	In locked Cabinet in Garden Shed at rear of Garden Room

10. Risk Assessment

The Avenue School = TAS

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current control measures implemented	Risk Rating			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Bushfires	<p>Risk of death/injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p> <p>Risk of psychological injury.</p>	<ul style="list-style-type: none"> • Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. • Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. • Check CFA website, alerts during the bushfire season. • Schedule and practice emergency evacuation drills regularly. • Grief counselling services. • Ensure there is a business continuity plan in place. 	Severe	Possible	Extreme	<ul style="list-style-type: none"> • Contact parents or responsible person if student's home is located in area of active bushfires before returning home. • Cancel all off-site activities in areas where a Total Fire Ban has been announced. • TAS to close on days of Catastrophic Fire Risk.
Grassfires	<p>Risk of death/injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p> <p>Risk of psychological injury.</p>	<ul style="list-style-type: none"> • Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. • Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. • Check CFA website, alerts during the bushfire season. • Schedule and practice emergency evacuation drills on a regular basis. 	Severe	Unlikely	Extreme	<ul style="list-style-type: none"> • Contact parents or responsible person if student's home is located in area of active bushfires before returning home. • Cancel all off-site activities in areas where a Total Fire Ban has been announced. • TAS to close on days of Catastrophic Fire Risk.

		<ul style="list-style-type: none"> Grief counselling services. Ensure there is a business continuity plan in place. 				
Fire	<p>Risk of injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection in terms 1 & 3 to check that exit signs and other emergency equipment is working. Ensure there is a fire blanket available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place. 	Major	Possible	Medium	<ul style="list-style-type: none"> Conduct Fire Drill twice annually.
Severe weather and storms	<p>Risk of roof down flooding</p> <p>Risk of injury.</p> <p>Risk of property damage.</p>	<ul style="list-style-type: none"> Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. 	Major	Possible	High	<ul style="list-style-type: none"> Consider early dismissal if weather conditions warrant.
Flooding	<p>Risk of Deluge Flooding</p> <p>Risk of injury.</p> <p>Risk of property damage.</p>	<ul style="list-style-type: none"> Ensure EMP includes planning and response procedures for floods. Liaise with SES/local government to identify potential risks. 	Moderate	Unlikely	Low	

		<ul style="list-style-type: none"> Develop contingency for storage of equipment/materials if possible. Ensure there is a business continuity plan in place. 				
<i>Intruders/personal threat</i>	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.	<ul style="list-style-type: none"> Ensure there are two members of staff on duty at all times or door is locked & access to public is denied. Ensure Principal is aware when staff members are in the building alone. Ensure any visitors/contractors sign in at the office area when they first arrive on site. 	Moderate	Possible	Medium	<ul style="list-style-type: none"> Conduct lockdown procedures annually
<i>Earthquake</i>	Risk of injury. Risk of property damage or property loss.	<ul style="list-style-type: none"> Ensure EMP is up-to-date. Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. Ensure there is a business continuity plan in place. 	Major	Unlikely	Low	
<i>Bomb Threat</i>	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> Ensure each phone has a Bomb Threat Checklist available. Implement and follow Bomb Threat response procedure (located in EMP). 	Severe	Unlikely	High	
<i>Vehicle Incident</i>	Risk of death/injury	<ul style="list-style-type: none"> Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires, and road closures prior to leaving and if necessary postpone or cancel the trip. 	Major	Possible	High	
<i>Pandemics and communicable diseases</i>	Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) 	Severe	Possible	Extreme	<ul style="list-style-type: none"> Adhere to requirements of the Department of Health (Aus/Vic)

		<ul style="list-style-type: none"> • Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser • Encourage staff and students to cover their cough/sneeze to prevent the spread of germs. 				
Major medical emergency	There is a risk to health and possibly death.	<ul style="list-style-type: none"> • First Aid Officer is appointed and training is up-to-date. • First Aid Officers are aware of and follow infection control procedures.(Policy 4.02) • Staff are aware of emergency procedures. 	Major	Possible	High	
Hazardous substance release: inside and outside facility grounds	Exposure to certain liquids or gases may be hazardous to health.	<ul style="list-style-type: none"> • Develop and implement safe work procedures for handling chemicals. • Ensure EMP is up-to-date. • Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacturer 	Major	Unlikely	Medium	
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.	<ul style="list-style-type: none"> • Adhere to the Excursions & Off-Site Activity Policy • Ensure Medical forms are completed 	Major	Possible	Medium	

11. Incident Management Team

IMT Member	Name of staff member	Name of 'Back up' staff member
Incident Controller (Principal)	Principal	Nominated Teacher
Operations Officer (Area Wardens)	Teachers	Youth worker/Support workers
Logistics Officers (Communications)	Lyndee Stride	Aimee Stride
First Aid Officer	Youth Worker	Support workers

12. Incident Management Team (IMT) Responsibilities

Incident Controller (Principal)

Pre-emergency

- Maintain a current register of Incident Management Team (IMT) members.
- Replace IMT members when a position becomes vacant.
- Ensure regular exercises are conducted.
- Ensure the emergency response procedures are kept up-to-date.
- Coordinate briefings 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
- Initiate evacuation of affected areas if necessary.
- Brief the incoming emergency services and respond to their requests.
- In case of evacuation, ensure daily attendance “sign in sheets” are taken.

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 the College.
- Organise a debrief with the IMT and organise post-trauma counselling as appropriate. Where appropriate debrief with any attending Emergency Service.

Logistics Officers (Communications)

Pre-emergency

- Ensure communications officer is trained in the use of the College’s communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency contact details are up-to-date.
- Know and understand EMR procedures and your specific role.
- Attend training and emergency exercises.

During emergency

- Ascertain the nature and location of the emergency.
- Confirm that emergency services have been notified.
- Notify appropriate Incident Management Team members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- In case of evacuation ensure student contact details are taken.
- Act as directed by the Incident Controller (Principal).

Post-emergency

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

Operations Officers (Area Wardens- Classroom Teachers)

Teachers will direct youth workers and support staff to assist in evacuation procedures as necessary.

Pre-emergency

- Report on deficiencies of emergency equipment.
- Ensure logistics officer (wardens) have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their logistics officer (wardens).
- 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.
- Know and understand EMR procedures and your specific role.
- Attend training and emergency exercises.
- Ensure IMT identification is available.

During emergency

On hearing the alarm or on becoming aware of an emergency, the operations officer (area wardens) shall take the following actions:

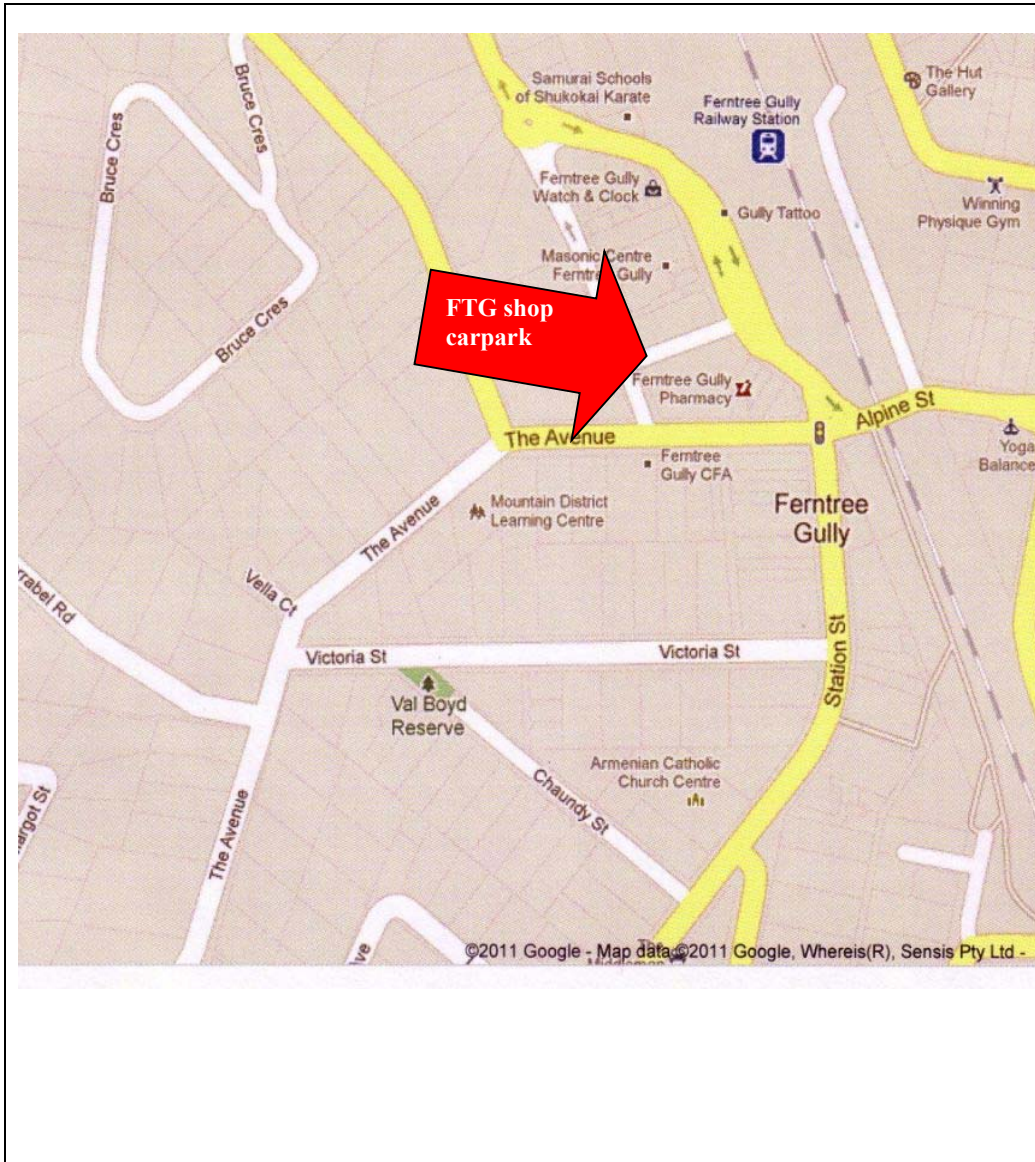
- Implement the emergency response procedure for their classroom.
- Communicate with the Incident Controller by whatever means available and act on instructions.
- Ensure that the appropriate emergency service has been notified.
- Commence evacuation if the circumstances in the classroom or area warrant this.
- Ensure class rolls are taken.
- Assist students/staff with disabilities or who otherwise need assistance. If necessary co-opt other staff to assist.
- Close doors as appropriate. Open doors for evacuation purposes, closing once evacuation is complete.
- Move the group (students/staff etc.) to nominated assembly area(s).
- Ensure orderly flow of people into protected area.
- Search the floor area to ensure all people have evacuated or co-opt a staff member to undertake this action.

Post-emergency

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

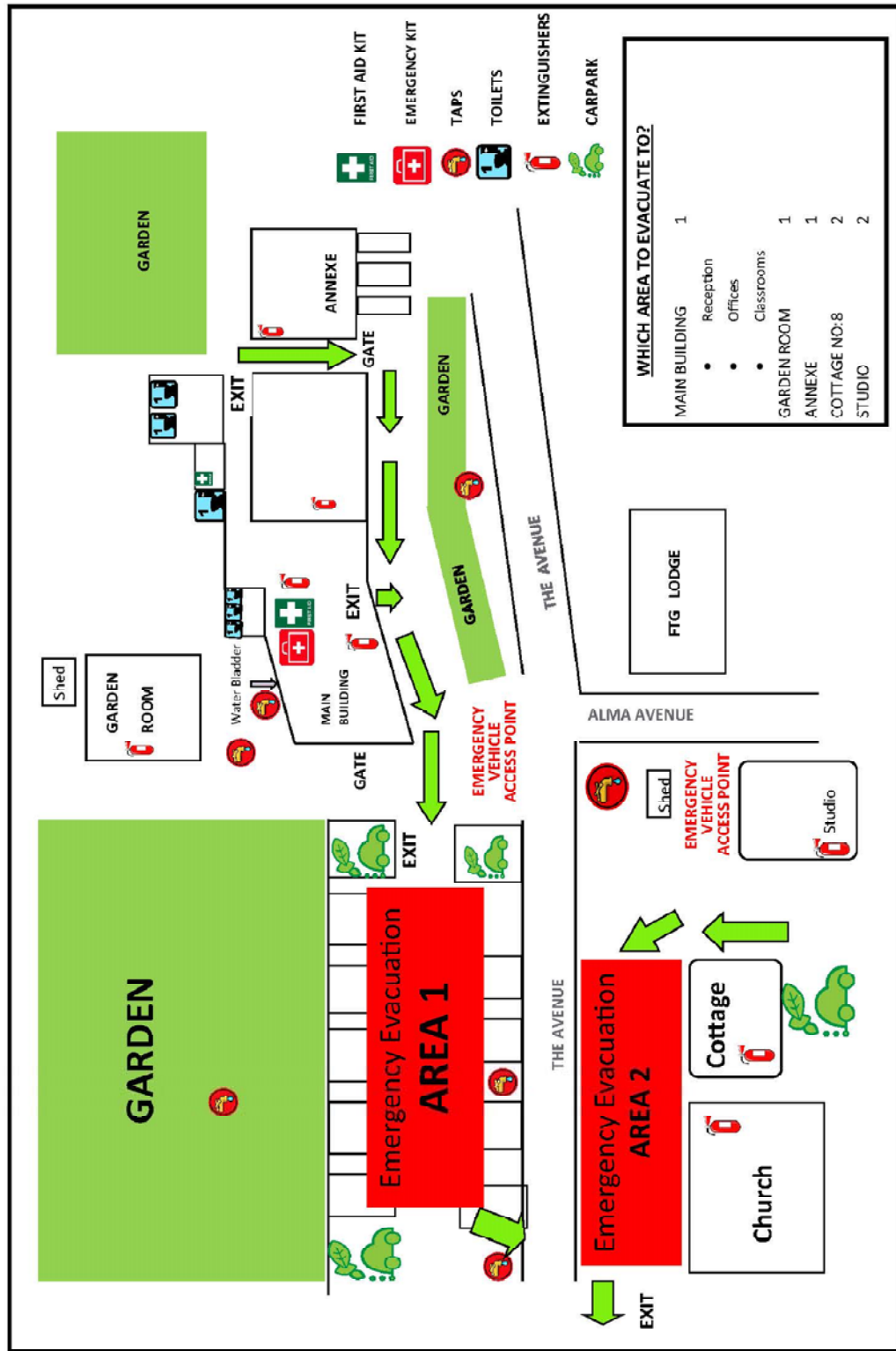
13. Area Map and Off-Site Evacuation
(if College building is deemed unsafe or if the town is in need of evacuation)

Area Map



14. Evacuation Diagram

MDLC/MIDCC - EMERGENCY AREA LOCATIONS



15. Evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the College will be evacuated. Incident Controller (Principal) 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, evacuate staff, students and visitors out of the building.
 - Main Building/Annexe/Garden Room (15 The Avenue) - to the Carpark
 - Evacuees may be moved to the Ferntree Gully Village Carpark off Wyuna Street once accounted for, if warranted.
- If crossing the road ensure that people are safe to cross.
- Take the student’s attendance list, staff roster and your Emergency Kit.
- Teachers/youth workers/support workers to instruct and assist students to assembly point and to take class rolls.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.
- Principal to contact Board Chairperson and MDLC CEO who will contact MDWC Chair.

16. 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.

In the case of lockdown avoid use of whistles to keep the situation as calm as possible

- Incident Controller activates the Incident Management Team.
- Announce the lockdown (via internal text message system) and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Advise Victoria Police 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 returning groups from the College as appropriate.
- Ensure a telephone line is kept free.
- Monitor entrances to ensure no unauthorised people are allowed access.
- If possible, have a delegated staff member wait at the main entry to the College 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).
- De-activate lockdown using predetermined de-activation signal. (Text message "All Clear").

Actions after lockdown

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown.
- 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).
- Undertake appropriate communication with parents/carers.
- Ensure any students, staff or visitors with medical or other needs are supported.
- 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.

17. 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:
 - lock doors to prevent entry
 - check the premises for anyone left inside.
 - 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 if there is any specific information staff, students and visitors need to know (ie areas to avoid)
- Notify parents/carers as appropriate
- Ensure any students, staff or visitors with medical or other needs are supported.
- Follow up with any students, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.

18. Shelter-in-place procedures

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

Procedures determine that all staff and students remain in the building that they are located in and lock external doors and windows. Lock external gates – if there is an opportunity to. Notify Main Building Reception by telephone. Principal will be notified and appropriate action taken.

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 if the shelter-in-place is going to extend beyond the class finish times for that day

19. Emergency response procedures (specific emergencies)

FIRE

- Report the outbreak of fire immediately to the Incident Controller (Principal).
- 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 Carpark closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller (Principal).
- Check students, staff, visitors and contractors are accounted for.

BUSHFIRE/GRASS FIRE

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Phone **000** to notify the Fire Brigade.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all students, staff and visitors (including contractors) are accounted for.
- Listen to local radio or TV on battery-powered sets 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.

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 (Principal) regarding the status of students, staff and visitors safety.

PANDEMIC

- Be aware of the Infectious Diseases Policy
- 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 instructions supplied by the Department of Health (including the Chief Health Officer).
- If a pandemic is declared, report all confirmed cases to the Department of Health as per information provided.
- Contact your region for closures policy information if required.
- Be prepared for multiple waves.

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 Police immediately.
- If a bomb/chemical threat is received electronically or through websites:
 - do not delete the message
 - contact police immediately.
- Ensure 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.

Refer to the Critical Incident Policy and Critical Incident Information Sheet regarding responding to Critical Incidents.

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	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Other (Specify)	

BACKGROUND NOISE	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	

MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)

- Notify the Incident Controller (Principal).
- 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 an off-site location ie the front of the Uniting Church or Ferntree Gully Village Carpark adjacent to Wyuna Street. Ensure safety when crossing roads and assign staff and/or volunteers to assist people with mobility issues.
- Check staff, students and visitors are accounted for.
- Await 'all clear' or further advice before resuming normal activities.

INTERNAL EMISSION/SPILL

- Move staff/students away from the spill to a safe area.
- If safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage.
- Notify WorkSafe Victoria if required (refer to Notifiable Incidents to WorkSafe Flowchart).

EARTHQUAKE

- Don't panic.

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 the status of staff, student and visitor safety to the Incident Controller (Principal).
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the property is damaged and it is OK to do so, take notes and photographs for insurance purposes.

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 dialling "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 threatening situation.

INTRUDER/PERSONAL THREAT

- Notify the Incident Controller (Chief Warden).
- Notify the police by dialling '000' and requesting assistance.
- 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 lockdown is required. Evacuation only should be considered if safe to do so.

20. Emergency drills / training schedule

Quarter	Training Event	Person Responsible	Date(s) completed
Term 1	Incident Management Team Training	Principal	
Term 2	Emergency evacuation	Principal	
Term 3	Lockdown/ Lockout drill	Principal	

21. Students and staff with special needs list

Information of a sensitive medical nature should be retained by TAS for internal use only and not be distributed. .

APPENDIX C: Emergency kit checklist

Have you:	✓
Student contact information	
Student and staff with special needs list	
Attendance Rolls and Late Book – To be taken by staff	
Staff Contact Information	
List of staff with First Aid skills	
Safety vests for Wardens	
Keys	
Standard portable First Aid kit.	
A charged mobile phone (staff personal phone is appropriate)	
Torch with replacement batteries	
Portable battery powered radio	
Copy of facility site plan and evacuation routes	
Sunscreen	
Whistle	
Other	

APPENDIX D: Post- emergency record

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

APPENDIX E: Pandemic Actions

STAGE 1 PREPAREDNESS AND STAGE 2 STANDBY

Remain alert to the risks of an influenza or Covid virus pandemic; Monitor Chief Health Officer and Department of Health (Vic) information. Prepare Safety Plans in accordance with Department of Health advice/directions and implement measures to protect the health and safety of the TAS Community.

Response Category	Actions	Comments
Emergency management plan updates	<ul style="list-style-type: none"> • Ensure emergency management plans are up to date and pandemic planning arrangements are included. • Ensure contact lists of staff, students, local services – Department of Health (DH) / Department of Families, Fairness and Housing (DFFH), Local Government Emergency Management Coordinators are up to date. • Ensure communication tree of key staff is circulated along with nominated Incident Management Team members. • Prepare to enact pandemic section of emergency management plan and implement DH advice and directions if State of Emergency is declared in Victoria. • Seek information from https://www.coronavirus.vic.gov.au/ • Identify requirements and key staff for continued operations. • Plan for potential closure and move to remote learning and working from home arrangements. • Train staff on correct use of PPE (staff to undertake on-line training module annually or if outbreak occurs) • Train staff on procedure for the use of PPE when managing students displaying Covid or other symptoms of infection. Refer to EMP A3_Guidance for the use of PPE (DET). 	
Hygiene measures	<ul style="list-style-type: none"> • Promote hygiene measures including: <ul style="list-style-type: none"> ○ Regular hand washing with soap and water; ○ Appropriate home-based exclusion among students/staff with symptoms including: fever, chills or sweats, cough, sore throat, shortness of breath, runny nose and loss or change in sense of smell or taste. ○ Covering mouth with a tissue when coughing or sneezing/coughing or sneezing into elbow not hands. Careful disposal of used tissues. ○ Hand sanitisation ○ Mask wearing as required 	

	<ul style="list-style-type: none"> • Provide students and staff with information about the importance of hand hygiene and correct method of hand washing (see DH website) • Provide access to water, soap and disposable hand towels • Provide alcohol-based hand sanitiser (at least 60% alcohol) at entrances and in classrooms • Communicate the risk of COVID-19 and influenza and how to identify cases based on the current up to date case definition by the Chief Health Officer, Department of Health • Ensure adequate supplies of PPE in case of outbreak including: <ul style="list-style-type: none"> ○ disposable face masks ○ gloves, aprons, face shields ○ thermometers ○ hand sanitiser ○ surface sanitiser/wipes. 	
Communications	<ul style="list-style-type: none"> • Hold briefings for staff when outbreaks occur about: <ul style="list-style-type: none"> ○ symptoms ○ best practice hygiene measures/sanitisation/cleaning practices. ○ Government restriction levels including mask wearing/density limits/social distancing/ ○ Covid safe measures as provided by the Victorian Department of Health (DH) • Follow Victorian Department of Health guidelines/directions and distribute consistent messaging to staff, students and parents/carers, etc. on virus safety measures. • Develop Covid Safe plan according to Government advice. (Refer to EMR A2_Covid Safe Plan) Update as required. • Develop/review communication strategy in case of outbreak or escalation of virus case numbers. 	

STAGE 3 RESPONSE

Pandemic declared. State of Emergency in place. Restrictions/Lockdown details announced. 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	<ul style="list-style-type: none"> • Enact emergency management plans where necessary. • Enact Covid Safe plan • Activate College Incident Management Team as appropriate. 	
Containment	<ul style="list-style-type: none"> • Follow the advice of the DH regarding containment activities and exclusion periods for infectious diseases. 	
Communication strategy implementations	<ul style="list-style-type: none"> • Implement COVID Communication Strategy. (Refer to Annexure EMR A1 - Covid 19 Communication Strategy) • Communicate status/situation changes to staff/students/parents/guardians when they occur and when advice is issued by DH. • Notify students/parents/staff of restrictions/protocols upon Gov't advice. Monitor DH website and media releases. • Provide advice to staff/students on vaccinations, as appropriate. Follow mandates for Covid vaccination requirements for staff. • Follow the advice from Department of Health and distribute information about individual protective measures and cleaning procedures. • Communicate status/situation, personal hygiene measures and containment measures including seeking testing from doctors (as necessary) along with vaccinations as recommended. 	

	<ul style="list-style-type: none"> • Communicate plans for closure if applicable and send letters to staff, parents/guardians as appropriate. 	
Management of student(s) or staff member displaying symptoms of infection	<ul style="list-style-type: none"> • It is important that any staff member or student who becomes unwell while at TAS returns home. • Staff and students at TAS experiencing symptoms of coronavirus (COVID-19), such as fever, cough or sore throat, should be isolated in an appropriate space - in fine weather the seats adjacent to the front door are appropriate, if weather is not suited to waiting outdoors, the sick bay should be used. • Provide suitable supervision and arrange for collection by a parent/guardian as soon as possible. The student should not travel home unsupervised unless permission is obtained by the parent/guardian. • Urgent medical attention should be sought as deemed necessary. • Follow safety guidelines for donning and doffing PPE. (See guidance for the use of PPE) • Clean surfaces immediately with disinfectant wipes while wearing gloves. 	
Outbreak management	<ul style="list-style-type: none"> • Report confirmed incidents of influenza or Covid or virus via DH. Follow instructions/implement closure as required. 	
Management of workforce	<ul style="list-style-type: none"> • Encourage staff who develop symptoms or signs of illness during a pandemic to stay away from TAS until completely well or until a negative test is obtained. • Ensure staff and students who show influenza-like illness at TAS leave immediately, seek medical attention and obtain a Covid test prior to returning. 	
Closure	<ul style="list-style-type: none"> • The Principal in consultation with staff and the Board may decide to close TAS if it is deemed warranted or may be required to close TAS according to lockdown requirements and directions from DH. • Inform staff of their obligations whilst TAS is closed. • Provide students access to educational materials including online/remote learning. 	
Managing a suspected or confirmed case of coronavirus (COVID-19)	<p>Contact DH on 1300 651 160 and follow advice provided in the following circumstances:</p> <p>If a student or staff member:</p> <ul style="list-style-type: none"> • is a confirmed case • is a close contact of a confirmed case. <p>Advise, depending on the likelihood of transmission, will be to close TAS, undertake deep cleaning and remain closed for up to 14 days. Staff and students will likely be advised to isolate at home and get tested. Depending on the circumstances of the case tier 1, 2 or 3 exposure site rating will be allocated, and specific instructions will apply.</p>	

STAGE 4 STAND DOWN

Response Category	Proposed Actions	Comments
Emergency management plan review	<ul style="list-style-type: none"> • Develop a 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 Emergency Management Plans and update as appropriate – involve relevant staff and others. • Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves. • Continue to be alert to Government announcements and monitor DH website. 	
Travel	<ul style="list-style-type: none"> • If applicable, follow advice of Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/ 	
Communications	<ul style="list-style-type: none"> • Communicate status of situation to staff and parents/guardians including supports that may be available. 	

