Sunbury and Macedon Ranges Specialist School
Bullengarook Campus

DEECD Region  | North Western
---|---
School Number  | 5218
Principal Approving our Plan  | Joanne Nolan
Physical Address  | 705 Bacchus Marsh Road Bullengarook
Fire District  | Central
Is the school on the Bushfire- At-Risk Register?  | Yes
Date Approved  | 19/11/2014
Next Review Date  | November 2015
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1. Purpose
The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how Sunbury and Macedon Ranges Specialist School, Bullengarook Campus will prepare and respond to emergency situations.

2. Scope
This EMP applies to all staff, students, visitors, contractors and volunteers at Sunbury and Macedon Ranges Specialist School, Bullengarook Campus.

3. Distribution
A copy of our plan has been distributed to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title and Organisation Name</th>
<th>Date Sent</th>
<th>Email Address or Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie Pavlovska</td>
<td>North-Western Region</td>
<td>22/11/2014</td>
<td><a href="mailto:pavlovska.jackie.j@edumail.vic.gov.au">pavlovska.jackie.j@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Gisborne CFA</td>
<td></td>
<td>22/11/2014</td>
<td><a href="mailto:Info@gisbornecfa.com">Info@gisbornecfa.com</a></td>
</tr>
<tr>
<td>Bullengarook CFA</td>
<td></td>
<td>22/11/2014</td>
<td><a href="http://www.bullengarookcfa.com">www.bullengarookcfa.com</a></td>
</tr>
<tr>
<td>Gisborne Police</td>
<td></td>
<td>22/11/2014</td>
<td><a href="mailto:GISBORNE.UNI@police.vic.gov.au">GISBORNE.UNI@police.vic.gov.au</a></td>
</tr>
<tr>
<td>Gisborne Ambulance</td>
<td></td>
<td>22/11/2014</td>
<td>33 Robertson Street Gisborne</td>
</tr>
<tr>
<td>Gisborne SES</td>
<td></td>
<td>22/11/2014</td>
<td>33 Robertson Street Gisborne</td>
</tr>
</tbody>
</table>
PART 1– EMERGENCY RESPONSE
4. In Case of Emergency

<table>
<thead>
<tr>
<th><strong>In an Emergency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call</strong></td>
</tr>
<tr>
<td>Police, Ambulance, Fire Services</td>
</tr>
<tr>
<td><strong>Notify</strong></td>
</tr>
<tr>
<td>DEECD Security Services Unit (SSU)</td>
</tr>
<tr>
<td><strong>For Advice call your</strong></td>
</tr>
<tr>
<td>Region’s Manager Operations and Emergency Management</td>
</tr>
<tr>
<td>North Western: John Brownstein</td>
</tr>
<tr>
<td>Phone: 5440 3148</td>
</tr>
<tr>
<td>Mobile: 0407 045 063</td>
</tr>
<tr>
<td><strong>Convene your</strong></td>
</tr>
<tr>
<td>Incident Management Team</td>
</tr>
</tbody>
</table>
5. Emergency Contacts

5.1 Emergency Services

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

5.2 Our School

<table>
<thead>
<tr>
<th>Key Roles</th>
<th>Name</th>
<th>Phone</th>
<th>Phone (After Hours)</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Joanne Nolan</td>
<td>97444879</td>
<td>54282325</td>
<td>0400831276</td>
</tr>
<tr>
<td>Assistant Principal/s</td>
<td>Brendan Nolan</td>
<td>54289222</td>
<td>54282325</td>
<td>0427009714</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Sherridan Mangels</td>
<td>97444879</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Level Coordinators</td>
<td>Garry Heald</td>
<td>54289222</td>
<td></td>
<td>0403319881</td>
</tr>
<tr>
<td></td>
<td>Jeff Heritage</td>
<td></td>
<td></td>
<td>0433265515</td>
</tr>
<tr>
<td>School Bus Coordinator</td>
<td>Christine Mialszygrosz</td>
<td>97444879</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OH&amp;S Representative</td>
<td>Brendan Nolan</td>
<td>54289222</td>
<td>54282325</td>
<td>0427009714</td>
</tr>
<tr>
<td>School Council President</td>
<td>Amanda Solarino</td>
<td></td>
<td></td>
<td>0423023170</td>
</tr>
</tbody>
</table>

5.3 DEECD

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Director</td>
<td>Janet Nagorcka</td>
<td>9488 9410</td>
</tr>
<tr>
<td>Deputy Regional Director, Service Planning</td>
<td>Timothy Fitzgerald</td>
<td>9488 9403</td>
</tr>
<tr>
<td>Regional Manager, Operations and Emergency Management</td>
<td>NWVR: John Brownstein</td>
<td>5440 3148</td>
</tr>
<tr>
<td>Regional Office</td>
<td></td>
<td>9589 3709</td>
</tr>
<tr>
<td>SSSO Network Coordinator</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Security Services Unit (SSU)</td>
<td>N/A</td>
<td>9589-6266</td>
</tr>
<tr>
<td>DTZ (Government Schools Reinstatement)</td>
<td>N/A</td>
<td>1300 133 468</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>N/A</td>
<td>1300 361 008</td>
</tr>
<tr>
<td>Media Unit (On Call 24/7)</td>
<td>N/A</td>
<td>9637 2871</td>
</tr>
</tbody>
</table>

5.4 Local/Other Organisations

<table>
<thead>
<tr>
<th></th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Station</td>
<td>54282500</td>
</tr>
<tr>
<td>Hospital/s</td>
<td>53672000</td>
</tr>
<tr>
<td>Gas</td>
<td>N/A</td>
</tr>
<tr>
<td>Electricity</td>
<td>13 24 12</td>
</tr>
<tr>
<td>Water Corporation</td>
<td>1300 650 425</td>
</tr>
<tr>
<td>Facility Plumber</td>
<td>0407824073</td>
</tr>
<tr>
<td>Facility Electrician</td>
<td>0418316111</td>
</tr>
<tr>
<td>Local Government</td>
<td>54220333</td>
</tr>
<tr>
<td>SES (flood, storm and earthquake)</td>
<td>132 500</td>
</tr>
<tr>
<td>Victorian WorkCover Authority (formerly WorkSafe) Victoria</td>
<td>13 23 60</td>
</tr>
</tbody>
</table>
6. Incident Management Team

6.1 Incident Management Team Structure

![Incident Management Team Structure Diagram]

6.2 Incident Management Team (IMT) Contact Details

<table>
<thead>
<tr>
<th>IMT Role/Activities</th>
<th>Primary Contact</th>
<th>Back Up Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Controller (Chief Warden)</td>
<td>Name Brendan Nolan</td>
<td>Name Garry Heald</td>
</tr>
<tr>
<td></td>
<td>Phone/Mobile 042709714</td>
<td>Phone/Mobile 0403319881</td>
</tr>
<tr>
<td>Planning tasks will be performed by:</td>
<td>Name Samantha Lacy</td>
<td>Name Kerri McKnight</td>
</tr>
<tr>
<td></td>
<td>Phone/Mobile 54289222</td>
<td>Phone/Mobile 54289222</td>
</tr>
<tr>
<td>Operations (Area Warden) tasks will be performed by:</td>
<td>Name Garry Heald</td>
<td>Name Jeff Heritage</td>
</tr>
<tr>
<td></td>
<td>Phone/Mobile 54289222</td>
<td>Phone/Mobile 54289222</td>
</tr>
<tr>
<td>Communications tasks will be performed by:</td>
<td>Name Joanne Nolan</td>
<td>Name Brendan Nolan</td>
</tr>
<tr>
<td></td>
<td>Phone/Mobile 0400 831 276</td>
<td>Phone/Mobile 00427009714</td>
</tr>
<tr>
<td>Logistics (Warden) tasks will be performed by:</td>
<td>Name Jeff Heritage</td>
<td>Name Garry Heald</td>
</tr>
<tr>
<td></td>
<td>Phone/Mobile 54289222</td>
<td>Phone/Mobile 54289222</td>
</tr>
<tr>
<td>First Aid tasks will be performed by:</td>
<td>Name Kerri McKnight</td>
<td>Name Delia McAllister</td>
</tr>
<tr>
<td></td>
<td>Phone/Mobile 54289222</td>
<td>Phone/Mobile 54289222</td>
</tr>
</tbody>
</table>
Incident Management Team Responsibilities

Incident Controller (Chief Warden)

Pre-Emergency
- Maintain current contact details of IMT members.
- Conduct regular exercises/drills.
- Ensure students/staff with special needs list and staff trained in first aid list are up to date.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the IMT are aware of their responsibilities.

During Emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to the Security Services Unit on 9589 6266.

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

Planning

Pre-Emergency
- Assist the Incident Controller.
- Identify resources required.
- Participate in emergency exercises/drills.

During Emergency
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Incident Controller.
- Act as directed by the Incident Controller.
- Plan for contingencies.

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

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

During Emergency
On hearing alarm or becoming aware of an emergency, the Operations Warden will:
  - Attend the emergency control point.
  - Communicate with the Incident Controller by whatever means available and act on instructions.
  - Implement the emergency response procedure relevant to the floor or area and ensure that the Incident Controller is notified.
  - Direct logistics officer (wardens) to check the floor or area for any abnormal situation.
  - Commence evacuation if the circumstances on their floor or area warrant this.
  - Control the movement of people.
  - Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
  - Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
  - Confirm that the logistics officer’s (warden) activities have been completed and report this to the Incident Controller or a senior officer of the attending emergency services if the Incident Controller is not contactable.

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

Communications

Pre-Emergency
- Assist the Incident Controller.
- Attend training in the use of the school's communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills.

During Emergency
- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Incident Controller provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Incident Controller.

Post-Emergency
- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents as required.
Logistics (Warden)

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

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

Activities may include the following:
- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the operations officer (area warden) on their completion.
- Act as directed by the Incident Controller.

Post-Emergency
- Compile report of the actions taken during the emergency for the debrief.
7. Communication Tree

- Brendan Nolan
  Campus Principal

- Subschool Leaders

- Office Manager

- Parents
  Refer to parent contact information details

- 000 Emergency Services

- Regional Manager Operations and Emergency Management
8. Staff Trained in First Aid

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delia McAllister</td>
<td>Level II First Aid</td>
</tr>
<tr>
<td>Carol Edwards</td>
<td>Level II First Aid</td>
</tr>
<tr>
<td>Kerri McKnight</td>
<td>Level II First Aid</td>
</tr>
</tbody>
</table>

9. School Bus Emergency Contacts

<table>
<thead>
<tr>
<th>Bus Route</th>
<th>Areas Serviced</th>
<th>Schools Serviced</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No 1</td>
<td>Diggers Rest/Sunbury</td>
<td>Bullengarook Campus</td>
<td>Christine Mialszygrosz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>97444879</td>
</tr>
<tr>
<td>No 2</td>
<td>Sunbury</td>
<td>Bullengarook Campus</td>
<td>John Griffiths</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0412034878</td>
</tr>
<tr>
<td>No 3</td>
<td>Trentham/Woodend/Gisborne</td>
<td>Bullengarook Campus</td>
<td></td>
</tr>
<tr>
<td>No 4</td>
<td>Sunbury/Gisborne</td>
<td>Bullengarook Campus</td>
<td></td>
</tr>
</tbody>
</table>
10. Emergency Response Procedures

11.1 On-Site Evacuation Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Evacuate students, staff and visitors out of the building to your basketball court if this is the evacuation option.
- Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with emergency service personnel that it is safe to return to normal operations.

Actions After On-Site Evacuation Procedure

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

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Identify which off-site assembly Point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to Bullengarook Recreation Reserve
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.

**Actions After Off-Site Evacuation Procedure**

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

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Contact parents as required.

Actions After Lock-Down Procedure

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

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Go to the designated assembly point/s Bullengarook Recreation Reserve
- Check that students, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

**Actions After Lock-Out Procedure**

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

When an incident occurs outside the school and emergency services or the Incident Controller (Chief Warden) determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Incident Controller on-site will take charge and activate the Incident Management Team if necessary.

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

**Actions After Shelter-In-Place Procedure**

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

12.1 Building Fire

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

12.2 Bushfire/Grassfire

- Phone 000 to notify the emergency fire services and seek advice.
- If appropriate, follow the procedure for Shelter-In-Place.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all students, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Report the emergency to Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

12.3 Major External Emissions/Spill (includes gas leaks)

- Phone 000 to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and including contractors to basketball court. This may be an off-site location.
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit on 9589 6266.
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
• Direct all Media enquiries to the DEECD Media Unit on 9637 2871.
• Await ‘all clear’ advice from emergency services or further advice before resuming normal school activities.

12.4 Intruder/Personal Threat

• Phone 000 to notify the emergency services and seek advice.
• Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
• Do not do or say anything to the person to encourage irrational behaviour.
• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
• Determine if evacuation or lock-down is required. Evacuation only should be considered if safe to do so.
• Report emergency to the Security Services Unit on 9589 6266.
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
• Direct all Media enquiries to DEECD Media Unit on 9637 2871.

12.5 Bomb/Chemical Threat

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

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

<table>
<thead>
<tr>
<th>CALL TAKER</th>
<th>CALL TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date of Call:</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Call Start/End Time</td>
</tr>
<tr>
<td>Signature</td>
<td>Number of Caller</td>
</tr>
</tbody>
</table>

Complete the following for a BOMB THREAT

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>When is the bomb going to explode?</td>
<td></td>
</tr>
<tr>
<td>Where did you put the bomb?</td>
<td></td>
</tr>
<tr>
<td>What does the bomb look like?</td>
<td></td>
</tr>
<tr>
<td>What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>What will make the bomb explode?</td>
<td></td>
</tr>
<tr>
<td>Did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>What is your name?</td>
<td></td>
</tr>
<tr>
<td>Where are you going?</td>
<td></td>
</tr>
<tr>
<td>What is your address?</td>
<td></td>
</tr>
</tbody>
</table>

Complete the following for a SUBSTANCE THREAT

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>When will the substance be released?</td>
<td></td>
</tr>
<tr>
<td>Where is it?</td>
<td></td>
</tr>
<tr>
<td>What does it look like?</td>
<td></td>
</tr>
<tr>
<td>When did you put it there?</td>
<td></td>
</tr>
<tr>
<td>How will the substance be released?</td>
<td></td>
</tr>
<tr>
<td>Is the substance liquid, powder or gas?</td>
<td></td>
</tr>
<tr>
<td>Did you put it there?</td>
<td></td>
</tr>
</tbody>
</table>

**CHARACTERISTICS OF THE CALLER**

- Sex of caller
- Estimated age
- Accent if any
- Speech impediments
- Voice (loud, soft, etc.)
- Speech (fast, slow etc.)
- Dictation (clear, muffled, etc.)
- Manner (calm, emotional, etc.)
- Did you recognise the voice?
- If so, who do you think it was?
- Was the caller familiar with the area?

**LANGUAGE**

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

**BACKGROUND NOISE**

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

**EXACT WORDING OF THREAT**

**ACTIONS**

REPORT CALL TO:

ACTIONS:

### 12.7 Bus Emergency While En Route
Use this procedure for an emergency that arises involving a government school bus en route.

**The Bus Coordinating Principal will:**

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

**Client School Principals will:**

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

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Move staff/students away from the spill to a safe area and isolate the affected area.
- Report emergency to the Security Services Unit on 9589 6266.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
- Report on eduSafe.
- Direct all Media enquiries DEECD Media Unit on 9637 2871.

12.9 Severe Weather / Storms and Flooding

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

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

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

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

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

For comprehensive guidelines and information on emergency responses to an influenza pandemic go to: Human Influenza Pandemic Response Procedures

<p>| PREPAREDNESS STAGE |
| Description - No novel strain detected (or emerging strain under initial detection) |</p>
<table>
<thead>
<tr>
<th><strong>Category</strong></th>
<th><strong>Key Actions</strong></th>
</tr>
</thead>
</table>
| Hygiene measures | • Promote basic hygiene measures within schools including:  
  • Regular hand washing with soap and water  
  • Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings  
  • Covering mouth with a tissue when coughing or sneezing  
  • Careful disposal of used tissues  
  • Provide students, faculty and staff with information about the importance of hand hygiene (see BetterHealth)  
  • Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser.  
  • Educate staff and students about covering their cough to prevent germs spreading. |

<p>| RESPONSE STAGE - STANDBY |
| Description - Sustained community person-to-person transmission detected overseas |</p>
<table>
<thead>
<tr>
<th><strong>Category</strong></th>
<th><strong>Key Actions</strong></th>
</tr>
</thead>
</table>
| EMP preparation | In April, (or at the time of the overseas detection if earlier):  
  • Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team.  
  • Identify minimum requirements and key staff for continued school operations (including planning for the absence of the principal and school council). |
| Hygiene measures | Continue to:  
  • Promote basic hygiene measures within schools.  
  • Provide students and staff with information about the importance of hand hygiene  
  • Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser.  
  • Educate employees and students about covering their cough to prevent the spread of germs (see the germ stopper posters developed by DEECD).  
  • Review cleaning procedures and determine whether frequency or other processes should change.  
  • Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health. |
| Communications | • In May, (or at the time of the overseas detection if earlier), ensure hygiene information eg posters provided by the Emergency Management Division, Regional Services Group (central office) are displayed.  
  • In late May, (or at the time of the overseas detection if earlier), consider providing information sessions for school staff, students and parents (as appropriate) about:  
    • influenza symptoms  
    • best practice hygiene measures  
    • vulnerable children  
  • Follow Department of Health/Department of Health and Ageing advice provided by |
DEECD; distribute consistent messaging to staff, students and parents/carers, etc.
- Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection)
- School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices).
- Prepare sample letters for parents for next stage with advice from DEECD (if required).
- Direct media queries to the DEECD media unit on 9637 2871.

Travel
- Follow the advice of the Department of Foreign Affairs and Trade at: http://smartraveller.gov.au/zw-cgi/view/Advice/
- Where appropriate, implement procedures to repatriate Australian students who are overseas if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country
- For international students studying in Australia, provide advice to students and their parents that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations, etc.

**RESPONSE STAGE - ACTION**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description – Cases detected in Australia</th>
<th>Key Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP enactment</td>
<td>• Activate school Incident Management Team</td>
<td></td>
</tr>
</tbody>
</table>
| Communications                | • Follow the advice from DEECD and distribute information about individual protective measures and school cleaning procedures
  • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection)
  • School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices)
  • Utilising the sample letters developed by DEECD Central Office, communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate
  • Direct media queries to the DEECD media unit on 9637 2871                                                                 |                                                                                                                                                                                                                                |
| Containment                   | • Follow the advice of the Department of Health and DEECD regarding containment activities and exclusion periods for infectious diseases
  • Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes
  • If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents
  • School nurses may be asked to assist the State Department of Health in the distribution of antiviral medication at the direction of Regional Nurse Managers (based in regions).                                                                                                                                                                                                 |                                                                                                                                                                                                                                |
| Travel                        | • Follow the advice of the Department of Health and the Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |
| Outbreak management           | • Report confirmed incidents of influenza via Security Services Unit on 9589 6266
  • You will be advised of any additional reporting requirements by DEECD and/or the Department of Health                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                |
| Management of                 | • Encourage staff who develop flu-like symptoms during a pandemic to stay away from                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                |
### School workforce
- Ensure staff who develop influenza-like illness at school leave immediately and seek medical attention
- Implement contingency strategy which may include employing replacement staff and/or modifying programs

### School closures
- Contact your Regional Director regarding schools closure policy
- Schools, if required, may be closed by:
  - the Regional Director in consultation with the Chief Health Officer, Department of Health
  - the school council, with the approval of the Regional Director
- If required to close, advise the Security Services Unit on 9589 6266 and the Manager, Operations and Emergency Management in your region
- Inform teachers of their obligations during school closures
- For students at home, provide access to educational materials including online learning

### RESPONSE STAGE – STAND DOWN
#### Description
- Virus no longer presents a major public health threat

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
</tr>
</thead>
</table>
| Recovery       | - Implement recovery plan to help regain education of students and stabilize families and the community including:  
  - staff availability  
  - procedures to re-open (if applicable)  
  - provision of counselling to students and staff (if required)  
  - monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance  
  - Replenish personal protective equipment (if required)  
  - Incident controller to de-activate Incident Management Team and conduct final debrief(s)  
  - Review effectiveness of your EMP and update as appropriate – involve relevant staff and others eg school nurses  
  - Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves |
| Communications  | - Utilising the sample letters developed by DEECD Central Office, communicate status of situation to staff and parents/carers including supports that may be available |
| Travel         | - Continue to follow advice of Department of Foreign Affairs and Trade at http://smartraveller.gov.au/zw-cgi/view/Advice/ |
12. Area Map

Date Area Map Validated:  17/11/2014

Distance to Primary Off-site Assembly Area:  300 yards.
Estimated time to reach Off-site Assembly Area:  5 minutes

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>Off-Site Relocation route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Off Site Assembly Point</td>
<td></td>
</tr>
<tr>
<td>Secondary Off Site Assembly Point</td>
<td></td>
</tr>
<tr>
<td>Emergency Services Access Point</td>
<td></td>
</tr>
</tbody>
</table>
Fire Plan

Sunbury and Macedon Ranges Specialist School – Bullengarook Secondary Campus

The incidence of bush fires in the Macedon Ranges highlights the need for schools to be thoroughly prepared for fire danger. The Bullengarook campus has been placed on the Bushfire At-Risk Register as determined by the CFA and DSE. The register is available for viewing at: www.education.vic.gov.au/bushfires.

Inclusion on the Bushfire At-Risk Register means that the campus will be pre-emptively closed each time the bureau of meteorology issues a Code Red (Catastrophic) fire danger rating for the weather district in which the facility is located. Where possible, up to 3 days notice of a planned closure will be provided, however, parents and carers should expect that in some instances fewer than 3 days notice will be provided. Once the final decision to close is confirmed no later than 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast.

All warnings of potential and actual closure of facilities will be posted on the DEECD website: www.education.vic.gov.au/bushfires.

When the Bullengarook Campus is pre-emptively closed, students will NOT attend the Sunbury site. Families will need to be enacting their own individual fire plans on these days. Contracted school transport will not operate when the Bullengarook campus is pre-emptively closed. School bus routes that pass through high risk areas will be closed.

In addition the school’s emergency planning and from advice from the CFA, this fire plan will be enacted at the earliest possible time.

On Days where the fire danger rating is very high to extreme (Total Fire Ban Days) or Days of fire activity in the local area:

1. The Principal or nominee shall check the CFA website/information line for the latest information on local fires and/or contact the Region 14 headquarters (8746 1400) or Gisborne Police (54282500).
2. Should the Principal or school be made aware of sighted fires in the local area, the Principal or nominee will ring the CFA information line or check the CFA website to give or receive further information.
3. Parents may choose to keep their children at home on high fire alert days. Parents must advise the school or bus driver of their child’s absence.
4. Parents may choose to collect their child from the Bullengarook campus. Collecting children from the campus must be done at the earliest possible time. Parents/guardians will have to sign for children at the school office. Children will not be handed over to members from different families without verbal contact from parents to the school.
5. Families should ensure that mobile phone communication is available during the fire season.
6. Emergency information is available on ABC 744 AM (9628 1771 Ext 774 for enquires) or 91.1 FM.

In the event of fire activity in the local area Sunbury and Macedon Ranges Specialist School – Bullengarook campus will enact the following:

Evacuation Procedure:

1. Based on advice from the CFA, Gisborne Police, and Department of Education and Early Childhood Development (DEECD) Emergency Management, the Principal/Campus Principal will determine to evacuate or remain at school. The decision to evacuate will be undertaken at the earliest possible time.
2. If evacuating, all students will be transported by Bullengarook staff using available school transport to the Sunbury campus. The Bullengarook buses will undertake their normal routes from the Sunbury campus, if safe to do so.
3. Following the evacuation, students will be held at the Sunbury site until normal bus services resume. Parents will be notified of these
arrangements and may choose or be asked to pick up their children from the Sunbury site.

4. Following evacuation, the Gisborne Police (54282500) and the Sunbury Police (9744 8111), DEECD emergency management and ABC 744 radio will be notified of the decision to relocate to the Sunbury site.

5. A sign will be placed at the front of the Bullengarook campus alerting people of the relocation to the Sunbury campus.

6. Parents will be notified of the evacuation at the earliest possible time. Parents can contact Gisborne Police (54282500), Sunbury Police (9744 8111) or ABC 744 radio (9626 1771 Ext 774).

7. If buses are not available, are delayed or being held due to the situation being dangerous, students and staff will move to the area of the school designated of the Shelter in Place.

8. All students and staff will be accounted for and Emergency Services will be contacted to alert them of our location.

9. All students and staff to await emergency vehicles and personnel for emergency evacuation as required.

10. Parents will be notified as soon as possible of the situation.

Procedures for Drivers/Chaperones who encounter actual fires on their designated routes:

1. Drivers who encounter actual fires (or other dangerous situations) either before dropping students to school (AM run) or after leaving the school (PM run) should first ring 000 seeking advice and offering area specific details. Drivers should then contact Panorama on 9438 3666 and SMRSS 5428 9222 and/or 9744 4879 about those affected routes.

2. If a driver makes a decision not to proceed on their route, they must then decide whether it is safer to return to school or to another safer area. Having a safe turning area for the bus is always a priority.

3. Drivers who decide not to proceed on their route must communicate this information to their depot and SMRSS at the earliest possible time.

Drivers may refuse to drop off students if they believe they will be in danger or at risk. Drivers are to contact SMRSS and advise school of details. Families of affected students will be notified as soon as possible. Parents can also contact police or ABC 744 radio or the CFA Information Line in the event of actual fires on designated routes.
14. Parent / Family Contact Information

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

Refer to Student List at Main Office

15. Students and Staff with Special Needs

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

Refer to Staff and Student List at Main Office
16. School Facility Profile

17.1 General Information

<table>
<thead>
<tr>
<th>School/Campus Name</th>
<th>Sunbury and Macedon Ranges Specialist School Bullengarook Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address</td>
<td>705 Bacchus Marsh Road Bullengarook</td>
</tr>
<tr>
<td>Operating Hours</td>
<td>8.00am to 5.00pm</td>
</tr>
<tr>
<td>Phone</td>
<td>54289222</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sunbury.macedon.ranges.bullengarook@edmail.vic.gov.au">sunbury.macedon.ranges.bullengarook@edmail.vic.gov.au</a></td>
</tr>
<tr>
<td>Fax</td>
<td>54289442</td>
</tr>
<tr>
<td>Number of buildings</td>
<td>9</td>
</tr>
<tr>
<td>Is the School a designated Neighbourhood Safer Place?</td>
<td>No</td>
</tr>
<tr>
<td>Shelter-In-Place Location</td>
<td>Yes, BER building</td>
</tr>
<tr>
<td>Number of Students</td>
<td>87</td>
</tr>
<tr>
<td>Total Number of Staff</td>
<td>26</td>
</tr>
<tr>
<td>Staff Member Responsible for Bulk Messaging (where SMS system is in place)</td>
<td>Samantha Lacy</td>
</tr>
</tbody>
</table>

17.2 Outside School Hours Care Program / Other Users of Site

<table>
<thead>
<tr>
<th>Service / Usage Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Student/Visitor Numbers</td>
<td></td>
</tr>
<tr>
<td>Operating Hours/Days</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Name</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
</tr>
</tbody>
</table>

Note: Outside School Hours Care programs are required to have a stand-alone Emergency Management Plan.
## 17.3 Building Information Summary

### Telephones (Landlines):

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>54289222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>54289226</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Alarms:

<table>
<thead>
<tr>
<th>Location</th>
<th>Monitoring Company</th>
<th>Location of Shutoff Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td></td>
<td>Front Office</td>
</tr>
<tr>
<td>Intrusion</td>
<td>All buildings</td>
<td>BER building</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Utilities:

<table>
<thead>
<tr>
<th>Location</th>
<th>Service provider</th>
<th>Location of Shutoff Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas / Propane</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>Front of school</td>
<td>Origin Energy</td>
</tr>
</tbody>
</table>

### Sprinkler System:

<table>
<thead>
<tr>
<th>Control Valve Location</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shutoff Instructions Location</td>
<td></td>
</tr>
</tbody>
</table>

### Boiler Room:

<table>
<thead>
<tr>
<th>Location</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Emergency Power System:

<table>
<thead>
<tr>
<th>Type</th>
<th>UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Provides Power To</td>
<td>Mainframe computer</td>
</tr>
<tr>
<td>Shutoff Instructions Location</td>
<td></td>
</tr>
</tbody>
</table>

### Building and Site Hazards:

<table>
<thead>
<tr>
<th>Hazard Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
17. **Risk Assessment**

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

<table>
<thead>
<tr>
<th>Identify Potential Threats/Hazards</th>
<th>Description of Risk</th>
<th>Current control measures implemented</th>
<th>Risk Rating</th>
<th>Risk Control Measures</th>
</tr>
</thead>
</table>
| Bushfires                          | Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury. | • 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.  
• [Employee Assistance Program](#),  
• Grief counselling services.  
• Ensure there is a business continuity plan in place. | Severe Possible Extreme | Refer to Bushfire plan below |
| Grassfires                             | Risk of death/injury from burns or smoke inhalation.  
| Risk of property damage or property loss.  
| Risk of psychological injury.  
|----------------------------------------|---------------------------------------------------------------|
| • 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.  
| • **Employee Assistance Program.**  
| • Grief counselling services.  
| • Ensure there is a business continuity plan in place.  
| Severe | Possible | Extreme |• Regular maintenance of grounds and surrounding arrears  
| Fire hazards cleared and maintained  
| Refer to Bushfire plan below |
| 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.  
| • Test communication systems (PA system) on a regular basis.  
| Major | Unlikely | Medium |• Six monthly check of all fire fighting equipment  
| Workplace inspections  
| PA system is used and tested on a daily basis  
| Fire blankets are in place in all cooking areas  
| All electrical equipment is tested as tagged annually |
| Severe weather and storms | Risk of roof down flooding  
|                          | Risk of injury.  
|                          | Risk of property damage.  
|                          | **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.**  
|                          | **Ensure there is a business continuity plan in place.**  
|                          | **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.**  
|                          | **Complete the Flood risk identification assessment.**  
| Major | Possible | High | **Regular maintenance is carried out across the school**  
|       |          |      | **Local SES have a copy of this plan**  
|       |          |      | **Office phones are digital with ups backup**  
|       |          |      | **During times of severe weather access and monitor the following**  
|       |          |      |   - ABC Radio  
|       |          |      |   - Victorian Flood and Storm Information Line - 1300 842 737  
|       |          |      |   - Website - ses.vic.gov.au |
| Flooding          | Risk of Riverine Flooding Risk of injury. Risk of property damage. | • Ensure EMP includes planning and response procedures for floods.  
• Liaise with SES/local government to identify potential risks.  
• Develop contingency for storage of equipment/materials if possible.  
• Ensure there is a business continuity plan in place.  
• Complete the Flood risk identification assessment. | Major | Possible | High |
|--------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------|---------|------|
| Intruders/personal threat | 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 reception is a secure area and that no-one can enter the office area unless they have a pass/key.  
• Ensure any visitors/contractors sign in through the office area when they first arrive on site.  
• Employee Assistance Program. | Moderate | Possible | Medium |
| Earthquake        | Risk of injury. Risk of property damage or property loss. | • 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 | Medium |
|                    |                                                               | • External gates are locked or monitored  
• Conduct regular evacuation drills  
• Consult staff with training requirements |
| **Bomb Threat** | Physical or psychological injury could occur to staff, visitors or contractors. | • Ensure each phone has a Bomb Threat Checklist available.  
• Schedule and practice emergency evacuation drills on a regular basis.  
• Implement and follow Bomb Threat response procedure (located in EMP). | Severe | Unlikely | High | • Ensure each phone has a Bomb Threat Checklist available.  
• Schedule and practice emergency evacuation drills on a regular basis.  
• Implement and follow Bomb Threat response procedure |
| **School Bus accident/Vehicle Incident** | Risk of death/injury | • Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle.  
• Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle.  
• Ensure drivers have a valid driver's licence.  
• 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. | Major | Possible | High | • Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle.  
• Ensure drivers are trained and have a current licence for the category of vehicle they drive.  
• Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. |
| Pandemics and communicable diseases | Risk of health and possible death (in extreme cases). | • Ensure relevant staff are familiar with DEECD’s Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template  
• Ensure basic hygiene measures are in place and posters are displayed 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. | Severe | Possible | Extreme | • Food hygiene is practiced in all areas  
• All areas use disinfectant hand wash and hand sanitiser  
• All areas have been given and use tissues and wipes |
| 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 are aware of and follow DEECD’s First Aid and Infection Control Procedure  
• Staff are aware of emergency procedures. | Major | Possible | High | • All ESS are Level 2 First Aid trained  
• Copies of the First Aid and Infection Control Procedure is available to all first aid staff  
• Staff are trained in emergency procedures |
| Hazardous substance release: inside and outside | Exposure to certain liquids or gases may be hazardous to | • Follow DEECD’s Chemical Management Procedures.  
• Develop and implement safe | Major | Unlikely | Medium | • Fuel stored in a flame proof cabinet and volume stored |
| Facility grounds | Health. | work procedures for handling chemicals.  
|                |        | • Schedule and practice emergency evacuation drills on a regular basis.  
|                |        | • 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 or Chemwatch (edumail username and password required).  
|                |        | • Eliminated the use of LPG and natural gas not available  
|                |        | • Chemical Register in use  
|                |        | • Minimum amount of chemical in use  
|                |        | • Access to MSDS available and recommended storage and use of chemicals adhered to  
| 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 the Student Activity Locator.  
|                |        | • Adhere to the Guidelines for Outdoor Education.  
|                |        | • Staff should follow DEECD’s Work-related driving procedure.  
|                |        | kept to a minimum  
|                |        | • Excursions logged  
|                |        | • Camps Looked  
|                |        | • Management team aware of procedures  
|                |        | • Management team aware of procedures |
18. Emergency Response Drills Schedule

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Drill</th>
<th>Person Responsible</th>
<th>Date Drill was Performed</th>
<th>Observer’s Record Completed*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2</td>
<td>Lock Down</td>
<td>Brendan Nolan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Shelter In Place</td>
<td>Brendan Nolan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Lock Out</td>
<td>Brendan Nolan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

*An ‘Emergency Drill Observer’s Record’ is required to be completed after each drill. An ‘Emergency Drill Observer’s Record’ template is provided in Appendix 3 of the Guide.)
## 19. Emergency Kit Checklist

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

<table>
<thead>
<tr>
<th>Date Emergency Kit checked:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Next check date:</td>
<td></td>
</tr>
</tbody>
</table>
20. Emergency Management Plan Completion Checklist

This Emergency Management Plan Completion Checklist has been developed for use as a ‘final check’ to assist you to confirm that you have completed all the components of your EMP.

Please note that it is your responsibility to identify potential local hazards to your facility, assess the risks these pose and develop measures to reduce or mitigate the risks to your school community.

Final Check Completed by:  Date:

<table>
<thead>
<tr>
<th>Component</th>
<th>✓</th>
<th>✗</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover page</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal name, school/service address, EMP issue date, EMP review date, BARR status, fire district have been specified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Distribution list</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution list has been completed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contact numbers and Communications Tree</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate key local community contact numbers have been added e.g. Fire, Ambulance, Police, local government, nearest hospital.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key contact numbers for internal staff have been added.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEECD central and regional contact numbers have been included.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Tree detailing process for contacting emergency services, SSU, DEECD Region, staff and parents included.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Incident management team</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibilities are clearly defined and back up names included for each position on the IMT.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Evacuation, lockdown, lockout and shelter-in-place procedures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures that are specific to the school processes have been completed for:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation onsite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation offsite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockdown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockout</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelter-in-place</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency response procedures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff trained in first aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff trained in first aid list is included.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bus coordinating schools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Coordinating Schools Emergency Contacts completed for bus coordinating schools.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Area map and evacuation diagram</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The area map is clear and easy to follow.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The area map has:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>two evacuation assembly areas on site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>external evacuation routes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>surrounding streets and safe exit points marked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>emergency services access points marked</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Evacuation diagram</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The evacuation diagram is clear and easy to follow</td>
</tr>
<tr>
<td>The evacuation diagram has:</td>
</tr>
<tr>
<td>a pictorial diagram of the floor or area (at least 200mm X 150mm in size, A3)</td>
</tr>
<tr>
<td>a title e.g. EVACUATION DIAGRAM</td>
</tr>
<tr>
<td>the ‘YOU ARE HERE’ location</td>
</tr>
<tr>
<td>the designated exits, which shall be in green</td>
</tr>
<tr>
<td>hose reels, marked in red</td>
</tr>
<tr>
<td>hydrants, marked in red</td>
</tr>
<tr>
<td>extinguishers, marked in red</td>
</tr>
<tr>
<td>designated shelter-in-place location</td>
</tr>
<tr>
<td>date plan was validated</td>
</tr>
<tr>
<td>location of primary and secondary assembly areas</td>
</tr>
<tr>
<td>a legend.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parent contact information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent contact information has been obtained and is up-to-date.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Students and staff with special needs list</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Profile</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile has been populated and reflects the school buildings, utilities etc.</td>
</tr>
<tr>
<td>Schools with Out of School Hours Care programs have a separate plan submitted for their service via the region and QARD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Risk assessment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential local hazards/threats have been identified.</td>
</tr>
<tr>
<td>Risks have been rated and risk assessments included.</td>
</tr>
<tr>
<td>Local mitigations/controls have been specified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Emergency drill schedule</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drills have been scheduled once per term (quarterly) for different types of emergencies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Emergency kit checklist</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Kit Checklist has been developed with school requirements.</td>
</tr>
</tbody>
</table>