

# Emergency Management Plan

for

## Daylesford Dharma School 90 Daylesford-Trentham Rd Daylesford 3460



<b>Interim Principal</b>	<a href="#">Andrea Furness</a>
<b>Address</b>	90 Trentham-Daylesford Rd Daylesford
<b>Is the school on the Bushfire At-Risk Register (BARR)?</b>	Yes
<b>Is the school a designated Neighbourhood Safer Place</b>	No
<b>Fire District</b>	Central (district 15)
<b>Issue Date</b>	10 February 2016
<b>Last Review Date</b>	08/11/2021 Revisions: 01/03/22
<b>Next Review Date</b>	1/10/2022

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## **1. Purpose**

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

## 2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Daylesford Dharma School.

## 3. In Case of Emergency

<b>Incident occurs</b>	<b>CALL</b>	<b>000</b>
	<b>CONTACT</b>	<b>Schools:</b> Contact Principal – <a href="#">Andrea Furness</a> 0434482480

<b>Advise</b>	<u>WHO</u>	<ul style="list-style-type: none"> <li>✓ The number and name/s of persons involved.</li> <li>✓ Name of the person reporting the emergency/critical incident.</li> </ul>
	<u>WHAT</u>	<ul style="list-style-type: none"> <li>✓ The nature of the emergency/critical incident.</li> </ul>
	<u>WHEN</u>	<ul style="list-style-type: none"> <li>✓ The time you became aware of the emergency/critical incident.</li> </ul>
	<u>WHERE</u>	<ul style="list-style-type: none"> <li>✓ The location of the emergency/critical incident and contact phone numbers if the emergency/critical incident is away from the school.</li> </ul>

<b>Report</b>	<ul style="list-style-type: none"> <li>✓ Document nature of incident and actions taken</li> <li>✓ Complete Accident/Incident Form</li> <li>✓ Ensure Principal notified.</li> </ul>
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## 4. Emergency numbers and key contacts

Group	Phone Number	
Police	Life-threatening or time critical emergency	<b>000</b>
	Non-life threatening incident	<b>000</b>
	Local Police Station	5348 2342
Ambulance	<b>000</b>	
Fire Services Authority MFB/CFA	<b>000</b>	
State Emergency Service	<b>132 500</b>	
Hospital(s)	Hepburn Health Service - Daylesford Hospital <b>5321 6500</b>	
	Ballarat Health Service <b>5320 4000</b>	
Gas (Not Applicable at school site)	<b>132 771</b>	
Electricity- PowerCor	<b>132 206</b>	
Water Corporation – Central Highlands Water	<b>1800 061 514</b>	
Department of Human Services (Regional Office)	<b>5333 6530</b>	
Department of Human Services-Child Protection (Regional Office)	<b>1800 675 598</b>	
Local Government	Hepburn Shire Council <b>5348 1633</b>	
Environment Protection Authority	<b>9695 2722</b>	
WorkSafe Victoria	<b>13 23 60</b>	

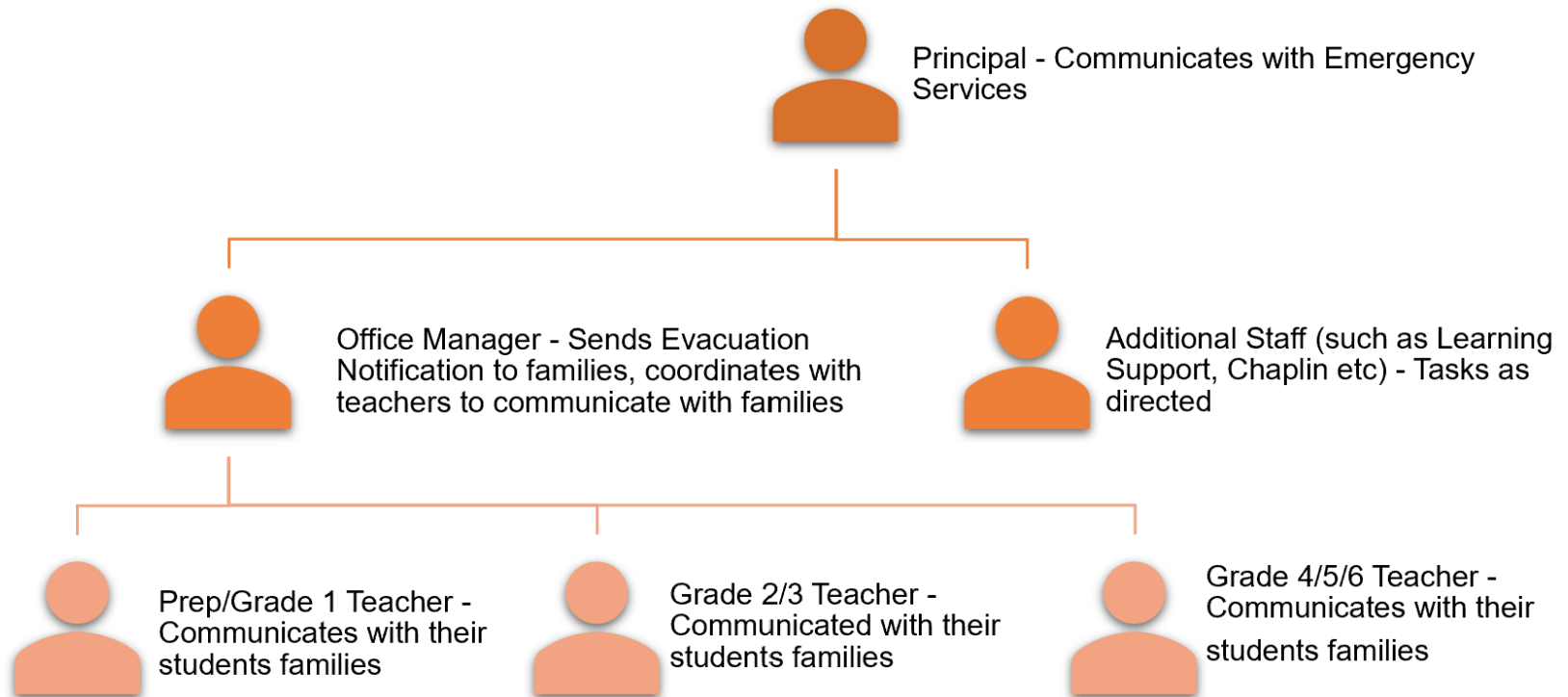
## ISV contacts

Group	Phone Numbers	Contact names
Independent Schools Victoria	<b>9825 7200</b>	
Director School Services	<b>9825 7211</b>	Peter Roberts
Manager Student Services	<b>9825 7204</b>	Elsbeth Adamson

## 5. School Emergency Contact Information

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No.( After Hours)
<b>Interim Principal Incident Controller</b>	Andrea Furness	5348 3112	0434 482 480	0434 482 480
<b>Learning Manager Incident Controller</b>	Tanya Wiggins	5348 3112	0408 503 786	
<b>Year leader 4/5/6 Logistics Warden</b>	Mandy De Lacy	5348 3112	0419 543 045	
<b>Year leaders 2/3</b>	Rachael Cooper Tina Halvy	5348 3112	0419 286 474 0427 777 939	
<b>Year leader Prep/1</b>	Angelique Downing	5348 3112	0419 385 774	
<b>First Aid Officer</b>	Rosie Berenyi-Mansell	5348 3112	0488 181 537	

## 5.2 Communication Tree



## 6. School Profile

FACILITY PROFILE SUMMARY	
Name of Facility: Daylesford Dharma School	Hours of Operation: 8:20am – 4.30pm
Facility Address: 90 Daylesford-Trentham Rd Daylesford	<b>Numbers</b>
	Students: 34
	Students/staff with disabilities: 0
Facility Phone: 5348 3112	Staff: 12
Facility Fax:	Floors: Single floor
Email: info@dharma.school.com.au	Classrooms: 4
<b>After hours emergency contact:</b> Name: Andrea Furness Phone: 0434 482 480	Portables: 3



## BUILDING INFORMATION

### Telephones

Location	Type
Office	Portable

### Utilities

Type	Location	Service provider	Shut off Instructions
Water	Right hand side of Main entry – Daylesford-Trentham Rd	Central Highlands Water	Close Tap
Electricity	Main Control box – Southern point of turnaround	Origin Energy	Turn off main power switch

### On Site Hazards

<b>Paint &amp; Solvents</b>	Shipping Container
<b>Cleaning Products</b>	Bulk non-toxic and non-flammable supplies in external locked storage cupboards adjacent to the toilet block. Non-toxic products in small volumes next to all sinks.

## 6. Risk Assessment

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
<b>Bushfires or grassfires</b>	<p>Risk of death or 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"> <li>• Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.</li> <li>• Ensure Emergency Management Plan is up-to-date including identification of evacuation points.</li> <li>• Check CFA website, alerts during the bushfire season.</li> <li>• Schedule and practice emergency evacuation drills on a regular basis.</li> <li>• Grief counselling services.</li> </ul>	Severe	Possible	Extreme	<p>Maintain a heightened state of readiness during Oct-Apr.</p> <ul style="list-style-type: none"> <li>• Checking Fire danger ratings daily</li> <li>• FireReady App</li> <li>• Fire Equipment in easily accessible location</li> <li>• School closure on Code Red Days</li> </ul> <p>NB: Refer DDS-PRO-032 Bushfire Preparedness Procedure and DDS-POL-032 Bushfire Policy for further information</p>
<b>Fire</b>	<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"> <li>• Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>• Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working.</li> <li>• Test communication systems (PA system) on a regular basis.</li> <li>• Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.</li> <li>• Ensure all electrical equipment is tested and tagged as per Australian Standards</li> </ul>	Major	Unlikely	Medium	

		and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.				
<b>Severe weather, severe winds, storms and flooding</b>	Risk of roof down flooding Risk of injury. Risk of property damage	<ul style="list-style-type: none"> <li>• Ensure roofs/gutters/drains are clear.</li> <li>• Liaise with SES/local government to identify potential risks.</li> <li>• Develop contingency for storage of equipment/materials if necessary.</li> <li>• Test communications</li> </ul>	Major	Possible	High	
<b>Intruders/personal threat</b>	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"> <li>• Ensure any visitors/contractors sign in through the office area when they first arrive on site.</li> <li>• Evaluate risk/likelihood of threat from family law disputes or relationship breakdowns within the school community.</li> </ul>	Moderate	Possible	Medium	

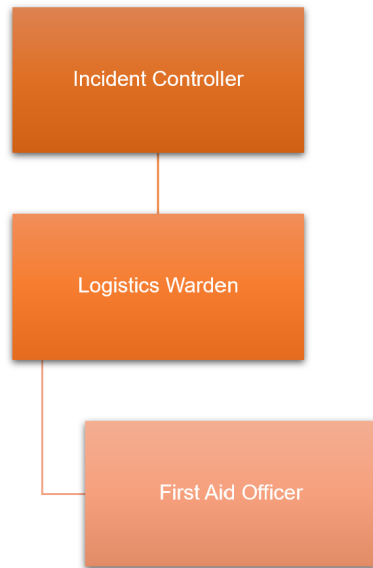
<b>Earthquake</b>	Risk of injury. Risk of property damage or property loss	<ul style="list-style-type: none"> <li>• Ensure EMP is up-to-date.</li> <li>• Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold.</li> </ul>	Major	Unlikely	Medium	
<b>Bomb Threat</b>	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> <li>• Ensure all visitors and contractors to the school are authorised, signed in and supervised during visits.</li> <li>• Ensure each phone has a Bomb Threat Checklist available.</li> <li>• Schedule and practice emergency evacuation drills on a regular basis.</li> <li>• Implement and follow Bomb Threat response procedure.</li> </ul>	Severe	Unlikely	High	

<p><b><i>Pandemics and communicable diseases</i></b></p>	<p>Risk of health and possible death (in extreme cases).</p>	<ul style="list-style-type: none"> <li>• Ensure basic hygiene measures are in place and posters are displayed and communicated at the beginning of flu season (April).</li> <li>• Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser.</li> <li>• Provide alcohol-based sanitiser at each doorway entry point and in rooms.</li> <li>• Provide nasal tissues, face masks, and gloves in each room.</li> <li>• Continue to remind and educate whole school community about Infection prevention control measures (as per our Covid-19 safety measures).</li> <li>• Communicate reminders to parents to keep children at home when displaying cold and flu symptoms and notify the school of infections.</li> <li>• Continue to communicate and engage with Covid-19 safety measures.</li> <li>• Continue to communicate and implement Covid-19 mandates from the Victorian State Government.</li> </ul>	<p>Severe</p>	<p>Possible</p>	<p>Extreme</p>	
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<p><b>Major medical emergency</b></p>	<p>There is a risk to health and possibly death.</p>	<ul style="list-style-type: none"> <li>• First Aid Officer is appointed and training is up-to-date.</li> <li>• All staff maintain First Aid currency.</li> <li>• Staff are aware of emergency procedures.</li> <li>• Student Asthma Management plans are updated regularly and displayed in staff room.</li> <li>• Student anaphylaxis and allergies are documented and displayed in staff room and connected to teacher rolls.</li> </ul>	<p>Major</p>	<p>Possible</p>	<p>High</p>	
<p><b>Hazardous substance release: inside and outside facility grounds</b></p>	<p>Exposure to certain liquids or gases may be hazardous to health.</p>	<ul style="list-style-type: none"> <li>• The school has a non-toxic chemical free environment policy. It doesn't use garden chemicals, solvents, solvent based paints, or industrial strength cleaning products.</li> <li>• The school is in a farming zone and the surrounding properties are not cropped or sprayed but grazed.</li> <li>• Identify and document the closest gas lines to the school.</li> <li>• Develop and implement safe work procedures for handling acceptable chemicals such as methylated spirits and alcohol sanitiser.</li> <li>• Schedule and practice emergency evacuation drills on a regular basis.</li> </ul>	<p>Major</p>	<p>Unlikely</p>	<p>Medium</p>	

<p><b>Off-site emergencies</b></p>	<p>Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other off site activity.</p>	<ul style="list-style-type: none"> <li>• Ensure risk assessment procedures completed for all offsite activities.</li> <li>• Ensure emergency contact information and any treatment dependencies for at risk students carried with staff at all time. E.g Epi-Pen, Asthma medication.</li> <li>• Ensure all off site activities have a first aid backpack in attendance.</li> <li>• Ensure all school buses have a first aid backpack, current contact list, and emergency management plan.</li> </ul>	<p>Major</p>	<p>Possible</p>	<p>Medium</p>	
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## 7. Incident Management Team



IMT Member	Name of staff member and contact details	Name of 'Back up' staff member and contact details
<b>Incident Controller</b>	Andrea Furness (M, Tu, Th) 0434 482 480  Tanya Wiggins (W, F) 0408 503 786	Rosie Berenyi-Mansell 0488 181 537
<b>Logistics (Warden)</b>	Mandy De Lacy 0419 543 045	Rachael Cooper (M, Tu, W) 0419 286 474 Tina Halvy (Th, F) 0427 777 939
<b>First Aid Officer</b>	Rosie Berenyi-Mansell 0488 181 537	Andrea Furness (M, Tu, Th) 0434482480



## 8. IMT Responsibilities

### Incident Controller (Chief Warden)

#### Pre-emergency

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

#### During emergency

Attend the emergency control point.  
Ascertain the nature and scope of the emergency.  
Ensure the appropriate response has been actioned.  
Ensure that the emergency services have been notified.  
Establish communications with Logistics Officer (Area Warden).  
Initiate evacuation of affected areas if necessary.  
Brief the incoming emergency services and respond to their requests.

#### 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 school.  
Organise a debrief with the IMT and, where appropriate, with any attending Emergency Service.  
Compile a report for the IMT

## **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).

Attend training and emergency exercises.

### **During emergency**

Persons selected as logistics officer (wardens) shall carry out activities as set out in the emergency response procedures and as directed by the operations officer (area warden). Activities may include the following:

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.

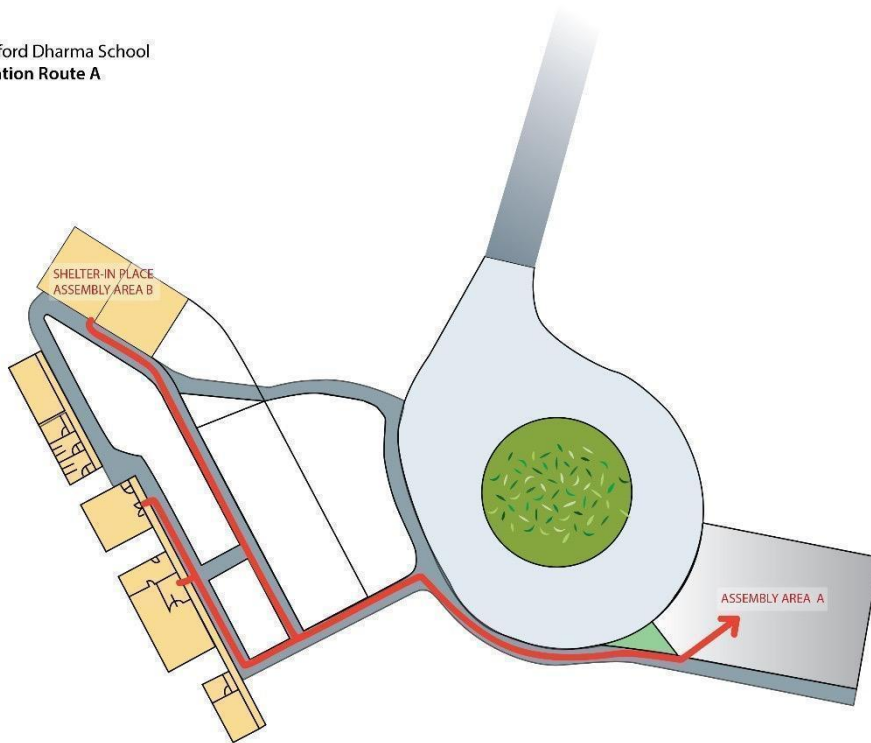
Report status of required activities to the Incident Controller(Chief Warden) on their completion.

### **Post-emergency**

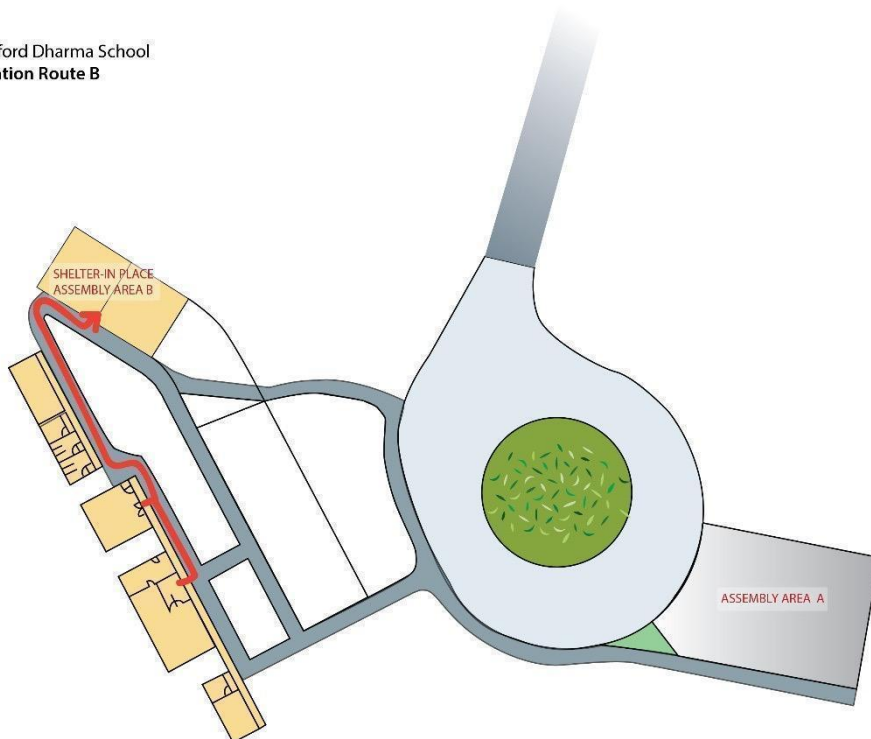
Compile report of the actions taken during the emergency for the debrief.

## 9. Evacuation Diagram

Daylesford Dharma School  
Evacuation Route A



Daylesford Dharma School  
Evacuation Route B



## 10. Area Map



## 11. On-site evacuation procedure

If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. Incident Controller on site will take charge and determine who does what (activate the 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; via the path to the main carpark using Evacuation Route A (see diagram point 10)
- Incident Controller to do a building sweep final check for students and staff.
- Take the student’s attendance list, staff roster and your Emergency Kit.
- Once at assembly area, check all students, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

## 12. Shelter-In place procedure

When an incident occurs outside the school and emergency services or the Incident Controller 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 for emergency services and seek and follow advice.
- Incident Controller activates the Incident Management Team.
- Move all students, staff and visitors to the Shelter-In-Place Assembly Area B using Evacuation Route B (see diagram above point 10)
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from ISV and Board of Governance Chairperson body if required.
- Contact parents as required.



## **Actions after shelter-in-place procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place or procedural changes that may be required.
- Complete your Post Emergency Record
- Determine how to cohesively debrief parents.

## **13. Lockdown Procedure**

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

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

### **Actions after lockdown**

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown.
- Determine whether to activate the parent reunification process.
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Follow up with any students, staff or visitors who need support. Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from the ISV as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockdown and procedural changes that may be required.

## 14. Lockout procedures

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

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

### Actions after lockout

- Determine whether to activate the parent reunification process.
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Follow up with any students, staff or visitors who need support. Ensure all personnel are made aware of Employee Assistance Program contact details.
- Seek support from the ISV as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.

## 15. Emergency response procedures (specific emergencies)

### FIRE

- Report the outbreak of fire immediately to the Incident Controller.
- 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 via Evacuation Route A closing all doors and windows if safe to do so.
- Check that all areas have been cleared and notify the Incident Controller.
- Check students, staff, visitors and contractors are accounted for.

## BUSHFIRE / GRASS FIRE - SHELTER ON SITE

- 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 Services.
- If threat exists, evacuate the room/s to Shelter In Place via Evacuation Route B, closing all doors and windows.
- Turn off power.
- **There is no gas at the school site to attend to.**
- 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.
- Incident Controller maintains contact with Emergency Services.
- Ensure staff/students do not hinder Emergency Services or put themselves at risk by leaving the shelter on site building.
- Remain in shelter on site until advised by Emergency Services.

## BUSHFIRE / GRASS FIRE OFF-SITE SAFE AREA EVACUATION

### Daylesford Coles Supermarket Albert Street Courtyard area & carpark

- Under orders from Fire Services, Emergency Services Authorities, or at the Incident Controllers discretion to safe-guard life, evacuation to the off-site safe area in Daylesford will be enacted.
- Phone **000** to notify the Fire Services of evacuation.
- Follow procedure to evacuate school to the DDS School Carpark via Evacuation Route A closing all doors and windows.
- Check that all students, staff and visitors (including contractors) are accounted for on evacuation rolls.
- Engage the SMS emergency advice to school community list advising Evacuation to Off-site safe area of Daylesford Coles supermarket Albert St courtyard and carpark and the parent reunification procedure.
- Classroom teachers lead students and staff onto the designated evacuation buses.
- Incident Controller releases any visitors, contractors or non-essential staff and records their time of exit, mode of transport and destination.
- Logistics Warden leads bus convoy to Off-site Safe Area Daylesford Coles supermarket Albert St Courtyard shelter.
- Classroom teachers disembark students from buses and form evacuation groups with protective equipment in place.
- Continue to listen to local radio on battery-powered set for bushfire warnings and advice.
- Incident Controller maintains phone contact with Emergency Services and parents.
- Ensure staff/students remain calm and stationary and do not hinder Emergency Services or put themselves at risk during the evacuation assembly period.
- Classroom teachers release students through the parent reunification procedure with parental responsibility signed out from the rolls supervised by Logistics Warden.
- At the Incident Controllers discretion, teachers may be released from student supervision and work duties when deemed safe or advised by Emergency Services, to engage in their own personal bushfire preparedness arrangements.



- The Incident Controller will remain at the off-site safe evacuation place supervising students under guidance from Emergency Services until all students have been reunited with their parent/carer.

## SEVERE WEATHER /STORMS AND FLOODING

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure outdoor buildings doors and windows.
- 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, neighbouring gas leaks, or structural damage has occurred as a result of the storm.
- Report to the Emergency Services Incident Controller (Chief Warden) regarding the status of children, staff and visitors safety.

## PANDEMIC

- Be aware of Pandemic Incident Response Procedures (the Pandemic Actions at Appendix E)
- Ensure basic hygiene measures are in place
- Provide convenient access to water and liquid soap and alcohol-based sanitiser.
- Educate staff and students about infection management control behaviours to prevent the spread of germs.
- Stay alert and follow the instructions of the Department of Health (including the Chief Health Officer).
- Be prepared for multiple waves.

## BOMB/CHEMICAL THREAT

- If a bomb/chemical threat is received by telephone:
  - o **stay calm**
  - 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 school's website:
  - o do not delete the message
  - o 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.

### 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?	

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)	

CHARACTERISTICS OF THE CALLER	
Gender 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?	

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	

### **MAJOR EXTERNAL EMISSIONS/SPILL (includes neighbouring gas leaks)**

- Notify the Incident Controller.
- Call the Fire Brigade by dialling 000.
- There is no gas supply to the school site.
- If it's a suspected gas leak offsite, notify 000.
- Evacuate staff, students, visitors (including contractors) to Carpark via Evacuation Route A.
- Check staff, students and visitors are accounted for.
- Await 'all clear' or further advice before resuming normal school activities.
- Await advice to evacuate to Off-site Safe Area Daylesford Coles Albert Street courtyard & carpark and parent reunification.

### **INTERNAL EMISSION/SPILL (e.g. chemical spill in the Science Lab or cleaners storeroom)**

- Move staff/students away from the spill to a safe area.
- If safe to do so, the spill can be cleaned up by staff or the contractor. 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
  - o DROP to the ground
  - o Take COVER by covering your head and neck with their arms and hands
  - o HOLD on until the shaking stops.

#### **If inside**

Instruct staff and students to:

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

## **After the earthquake**

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report the status of staff, student and visitor safety 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 safe 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 the Incident Controller.
- 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.
- 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.

## 16. Emergency drills / training schedule

Quarter	Training Event	Person Responsible	Date(s) completed
Term 1	Emergency evacuation On-Site - Carpark	Andrea Furness Tanya Wiggins	Briefing: 02/03/22 Drill: 11/03/22
Term 1	Emergency evacuation On-Site – Shelter-In-Place	Andrea Furness Tanya Wiggins	Drill: 08/03/22
Term 2	Anaphylaxis Briefing	Andrea Furness	Briefing: 04/05/22
Term 3	Incident Management Team Training	Andrea Furness	
Term 4	Emergency evacuation On-Site	Andrea Furness Tanya Wiggins	
Term 4	Emergency evacuation Off-site Safe Area Place	Andrea Furness	
Term 4	Anaphylaxis Briefing	Andrea Furness	

## 17. Students and staff with special needs list as at Term 2 2022

*Information of a sensitive medical nature should be retained by the school for internal use only and not be distributed. Sensitive medical details of staff and students should be removed from the copy of the EMP you return to VRQA.*

First name	Last Name	Staff or student	Room / area	Condition	Assistance needed during an emergency	Who will be responsible?
Jetsun	Samudra	Student	Gr 2/3	Asthma – uses inhaler	May require assistance in the event of low air quality days.	Rachael Cooper / Tina Halvy

## APPENDIX A: Emergency drill/exercise 'observer' record Term 2 2022

Item	Yes ✓	No ✓
Were emergency services briefed on exercise prior to exercise being started?		X
Did the person discovering the emergency alert the other occupants?	X	
Was the alarm activated?	X	
Was the emergency service notified promptly?	X	
Was Security Services Unit notified promptly (if appropriate)?		X
Did staff direct persons from the building/site per the evacuation procedures?	X	
Were isolated areas searched?	X	
Was the evacuation logical and methodical?	X	
Did someone take charge? If yes, who?	X Principal	
Did occupants act as per instructions?	X	
Was a roll call conducted for:		
Students	X	
Staff	X	
Visitors (including contractors and volunteers)		X none on site
Was someone appointed to liaise with the emergency service/s?	X Principal	
Was someone appointed to liaise with the parents/community?	X Logistics Warden	
Was the emergency service given the correct information?	N/A	
Did anyone re-enter the premises before the "all clear" was given?		X



Did anyone refuse to leave the building/site?		X
Area of Emergency plan tested by current exercise: Emergency Evacuation: On-site carpark		

## APPENDIX B: Emergency kit checklist

Have you:	✓
Student Data	X
Student and staff with special needs list	X
Child Release Forms/sign out book	X
Staff Data	X
List of staff with emergency management or training skills	X
Traffic safety vest and tabards	X
Keys	X
Standard portable First Aid kit. Refer to <a href="#">First Aid Kits Contents Checklist</a>	X
A charged mobile phone	X
Torch with replacement batteries (or wind up torch)	nil
A megaphone	nil
Portable battery powered radio	X
Copy of facility site plan and evacuation routes	X
Sunscreen and spare sunhats	X
Whistle	X
Plastic garbage bags and ties	X

Toiletry supplies	X
Fire Emergency Kit	X

### APPENDIX C: Post-emergency record

<b>Facility</b>	
<b>Date</b>	
<b>Time Of Notification</b>	
<b>Name Of Person Taking The Call</b>	
<b>Position</b>	
<b>Name Of Person Reporting The Incident</b>	
<b>Contact Telephone Number</b>	
<b>Details</b>	
<b>Immediate Action</b>	Incident Controller notified: YES / NO Time _____  Other staff notified: YES / NO Time _____  Emergency Services notified: YES / NO Time _____
<b>Major Activities</b>	

<b>Issues</b>	Operational Debriefing Required: YES / NO Date/Time: _____  Person Responsible to organise:  Confirmation of Operational Briefing:  Date/Time:  Issues for Follow up action:
<b>Signature</b>	
<b>Date</b>	

## APPENDIX D: Pandemic Actions

For more detail, refer to DEECD Pandemic Incident Response Procedures

### STAGE 1 PREPAREDNESS AND STAGE 2 STANDBY

*Remain alert to the risks of a pandemic; Prepare to commence enhanced arrangements and increased vigilance for case detection.*

Response Category	Actions	Comments
Emergency management plan preparation	<ul style="list-style-type: none"> <li>• In April, ensure emergency management plans are up to date and pandemic planning arrangements are included.</li> <li>• Ensure contact lists of staff, students, families, local services – Department of Health, Department of Human Services, Local Government Emergency Management Coordinators are up to date.</li> <li>• Ensure your call tree of key staff is circulated along with nominated school Incident Management Team members.</li> <li>• Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team.</li> <li>• Identify minimum requirements and key staff for continued school operations (including planning for the absence of the Principal and Board of Governance).</li> </ul>	
Hygiene measures	<ul style="list-style-type: none"> <li>• Promote basic hygiene measures within schools (posters are provided every April by the Emergency Management Division, DET) including:               <ul style="list-style-type: none"> <li>o Regular hand washing with soap and water</li> <li>o Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings</li> <li>o Covering mouth with a tissue when coughing or sneezing</li> <li>o Careful disposal of used tissues.</li> <li>o Provision of hand sanitiser and face masks</li> </ul> </li> <li>• Provide students, faculty and staff with information about the importance of hand hygiene (see <a href="http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important">http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important</a>)</li> <li>• Provide convenient access to water and liquid soap and alcohol-based hand sanitiser.</li> <li>• Educate employees and students about covering their cough to prevent the spread of germs</li> <li>• Communicate the risk of infection and how to identify possible cases based on the current up to date case</li> </ul>	

	<p>definition by the Chief Health Officer, Department of Health.</p>	
Travel	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Foreign Affairs and Trade at <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> <li>• 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.</li> <li>• For international students studying in Australia, provide advice to students and their parents that in the event of an increased pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations, etc.</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• In April, ensure hygiene information eg posters provided by the Emergency Management Division, DET are displayed.</li> <li>• In late autumn/early winter hold briefings with school staff, students and parents (as appropriate) about: <ul style="list-style-type: none"> <li>o symptoms</li> <li>o best practice hygiene measures</li> <li>o vulnerable children.</li> </ul> </li> <li>• Follow Department of Health/Department of Health and Ageing advice and distribute consistent messaging to staff, students and parents/carers, etc.</li> <li>• Communicate status/situation, personal hygiene measures, availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection).</li> <li>• 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).</li> </ul>	

### STAGE 3 RESPONSE

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

Response Category	Proposed Actions	Comments
Emergency management plan enactment	<ul style="list-style-type: none"> <li>• Enact emergency management plans where necessary.</li> <li>• Activate school Incident Management Team.</li> </ul>	
Containment	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health regarding containment activities and exclusion periods for infectious diseases.</li> <li>• Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes.</li> <li>• If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents.</li> <li>• School nurses may be asked to assist the Department of Health in the distribution of antiviral medication at the direction of Regional Nurse Managers (based in regions).</li> </ul>	
Outbreak management	<ul style="list-style-type: none"> <li>• Report confirmed incidents to authority designated by the ISV support team.</li> </ul>	
Management of school workforce	<ul style="list-style-type: none"> <li>• Encourage staff who develop flu-like symptoms during a pandemic to stay away from school until completely well.</li> <li>• Ensure staff who develop illness at school leave immediately and seek medical attention.</li> </ul>	

School closures	<ul style="list-style-type: none"> <li>• Contact ISV regarding schools closure policy.</li> <li>• Schools, if required, may be closed by: <ul style="list-style-type: none"> <li>o the Principal in consultation with the Chief Health Officer, Department of Health</li> <li>o the Board of Governance</li> </ul> </li> <li>• Inform teachers of their obligations during school closures - prepare remote learning plans/resources.</li> <li>• For students at home, provide access to educational materials including online learning.</li> </ul>	
Travel	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health and the Department of Foreign Affairs and Trade at <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• Distribute information about individual protective measures and school cleaning procedures.</li> <li>• 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).</li> <li>• Liaise with Hepburn Health Services</li> <li>• Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate.</li> </ul>	

## STAGE 4 STAND DOWN

Response Category	Proposed Actions	Comments
Emergency management plan review	<ul style="list-style-type: none"> <li>• Develop a recovery plan to help regain education of students and stabilize families and the community including:               <ul style="list-style-type: none"> <li>o staff availability</li> <li>o procedures to re-open (if applicable)</li> <li>o provision of counselling to students and staff (if required)</li> <li>o monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.</li> </ul> </li> <li>• Replenish personal protective equipment (if required).</li> <li>• Incident controller to deactivate Incident Management Team and conduct final debrief(s).</li> <li>• Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and external providers.</li> <li>• Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves.</li> </ul>	
Travel	<ul style="list-style-type: none"> <li>• Continue to follow advice of Department of Foreign Affairs and Trade at <a href="http://smartraveller.gov.au/zw-cgi/view/Advice/">http://smartraveller.gov.au/zw-cgi/view/Advice/</a></li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• Communicate status of situation to staff and parents/carers including supports that may be available.</li> </ul>	



## APPENDIX E: Fire Equipment Locations

Daylesford Dharma School  
Fire Equipment Location

