Emergency Management Plan for
Catholic College Sale
51-53 Desailly Street
(03) 5143 9700

BUSHFIRE STATUS

Bushfire at Risk Register: No

**Signature of Principal**

Diocese of Sale
Catholic Education Ltd

Inspiring *Faith* Inspiring *Learning*

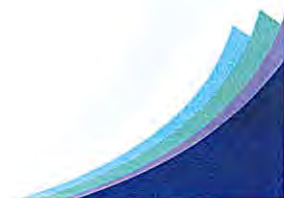| Principal Name	Brett Van Berkel
After Hours Emergency Contact Phone Number	0407 553 090
Is the School on the Bushfire At-Risk Register (BARR)?	No
Bureau of Meteorology Fire District	West and South Gippsland Go to http://www.cfa.vic.gov.au/warnings-restrictions/find-your-fire-district/
Issue Date	December 2023
Last Review Date	December 2024
Next Review Date (Emergency Management Plans (EMPs) must be reviewed annually and immediately after any significant incident)[1]	December 2025
Version	5.0

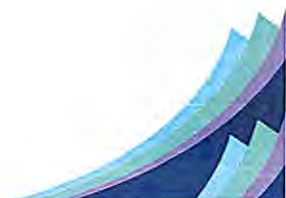[1] This is a VRQA Requirement for registered schools.
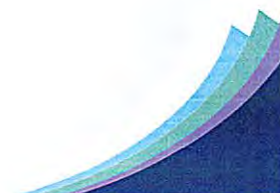
i.   Revision History

It is a VRQA requirement that Emergency Management Plans are reviewed and updated annually and immediately after any significant incident, which should be recorded below.

Version Number	Date	Reason for Version
1.0	01/05/2019	Implementation of Diocese of Sale Catholic Education Limited (**DOSCEL**) Emergency Plan template
2.0	01/06/2020	Transferred to new DOSCEL style template
2.1.0	01/10/2020	Updated to include place for school logo on front page, the addition of 9.3 Code Red School Closures,17.3 Bushfire at Risk Schools and inclusion of coronavirus in section 17.17.
2.20	26/10/2021	Transfer to new DOSCEL branding and CEOSale and DOSCEL references changed to the DOSCEL Secretariat. References to Chief Warden changed to Incident Controller throughout. Other updates:
		Distribution List - additional instructions
		Glossary – terminology updates,
		2. Emergency Contacts - ECO personnel added to DOSCEL Secretariat table, roles added to Emergency Contact Information – School Personnel table
		Section 3 School Profile - Communication Systems and Equipment Checklist added
		4. Risk Assessment – Consequence definition and Likelihood scale tables updated
		5. Emergency Control Organisation – DOSCEL Secretariat ECO added and School IMT updated
		6. Incident Management Team and Tasks – updated with new and renamed roles
		13. Lockdown Response Procedure – updated
		14. Lockout Response Procedure – updated
		15. Evacuation Response Procedure – Off-site Evacuation Procedure added
		16. Shelter-in-Place Response Procedure – updated
		17.2. Bushfire Preparedness – updated
		17.3. Bushfire At Risk Register Schools – deleted
		17.17. Pandemic and Communicable Diseases – changed to 17.16 Communicable Diseases and updated
		17.17. Pandemic/Influenza – section added
		18. Bushfire At-Risk Register Schools (BARR) – section added
		18. Emergency Response and Drills schedule – now section 19 and updated
		19. Emergency Kit Checklist – now section 20 and updated
		20. School Communication Tree – now section 21
		Appendix 3 Evacuation Incident Report – changed to

		Emergency Exercise – Evacuation Record and updated
2.30	19/10/2022	Code Red Days updated to the new Australian Fire Danger Rating system now called Catastrophic Fire Danger Rating
3.0	11/08/2023	Section 5. Changes to DOSCEL Emergency Control Organisation members. Changes to Section 8 to changes to Students and Staff with Additional Needs Register to Students and Staff with Additional Needs Summary
4.0	06/10/2023	1. Stipulation of DOSCEL's *Privacy Act 1988 (Cth)* obligations.

Under version 4.0:

1. Stipulation of DOSCEL's *Privacy Act 1988 (Cth)* obligations.

2. Glossary – amendment of Emergency Plan Definition, addition of lockdown definition and shelter in place (no evacuation) definition.

3. Update of Section 1: In Case of Emergency Report Section providing additional information on notifiable incident obligations including elaboration of notifiable incidents as per WorkSafe advice.

4. Section 3: School Profile Update including construction materials and any neighbouring exposures that could affect the school and update of fire suppression systems (including fire pumps and gaseous suppression systems, update of fire services checklist (to include fire dampers and fire doors), question to determine if the fire alarm is connected to deactivate the gas supply, update of access / security systems, to include PIR motions sensors and CCTV presence. Additional of boiler room questions including if boiler alarms or gas detection is in place. Addition of onsite hazards, including transformers and dust extraction systems.

5. Section 4: Risk Assessment – addition of hazards and threats.

6. Section 7: Emergency Responsibilities – addition of responsibilities of Chief warden, Wardens, First Aid Officers and Staff Members.

7. Section 8: Students/Staff with Additional Needs – removal of superseded act and inclusion of the *Privacy Act 1988 (Cth)* obligations.

8. Section 9: Bushfire Preparedness – More information on SIP selection, additions in lockdown implementation, addition on government advice in school closures for catastrophic FDR.

9. Section 17: Response Procedures for Specific Emergencies – additional actions SIP, more guidance for preparing gas cylinders for bushfire, minor amendment to effects of bushfire smoke, additional actions for prolonger power outage, addition of assault response, addition of actions for severe flooding, earthquake (including separation of the section away from flood and storm) and floods, addition of actions for siege/hostage response, addition of new actions for electrocution, new actions for pandemic/infections disease (including influenza), additional options for gas leak/explosion or fire, additional actions for extreme heat and additional actions on snakes.

		10. Appendix 7 (new) – Map of School to include clear map of buildings, building names and location of utilities.
5	07/08/2024	1. Section 2.2: Update of government agencies that need to be informed dependant on the type of emergency.
		2. Section 2.3: Update of contacts in the DOSCEL Secretariat.
		3. Section 3: Update of School Profile Summary to elaborate if any buildings are two storey or greater.
		4. Section 3: Fire Suppression Systems – update terminology (gaseous suppression systems).
		5. Section 4: Risk Assessment: Rewording of treatment section to ensure that "prevention and preparation" measures are included to mitigate any identified risks.
		6. Section 5: Update of DOSCEL Emergency Contact table updated.
		7. Section 7: Responsibilities for Chief Warden, Communications Officer, Wardens, First Aid Officers and Staff have been updated to ensure awareness of how to lock down buildings and any designated safe areas.
		8. Section 9: SIP Procedures: Update of wording, and inclusion of any alternative SIP locations. Addition of maintenance of SIP, with linkage to the *School site bushfire readiness review checklist*.
		9. Section 9.2: Addition of safety measures if trapped in a fire.
		10. Section 10: Update of Evacuation Route Map to include alternative evacuation routes (which should be marked in a dashed line on the map).
		11. Section 13: Lockdown procedures added to assist Schools in completing this procedure (which might alter for every School).
		12. Section 15: Actions After Evacuation Procedure – ensuring information is retained for debrief purposes.
		13. Section 17.3: Addition of other compressed gases (e.g., argon, acetylene, etc), and update on LPG cylinder storage (ideally should be locked and chained in a metal enclosure away from buildings).

ii.   Purpose

The purpose of this Emergency Management Plan (**EMP**) is to provide details of how Catholic College Sale will prepare for and respond to emergency situations.

iii.   Scope

This EMP applies to all employees, students, visitors, contractors and volunteers at Catholic College Sale.

iv.   Distribution List

The list should include every agency and/or employee who has been given a copy of this plan. It is important to keep this list up-to-date and to distribute new copies of the plan to every recipient whenever it is updated or amended.

> Note: To ensure adherence to the provisions of the *Privacy and Data Protection Act 2014* (Vic.), please remove any information of a private nature before distributing copies of your EMP to organisations or individuals outside your school.

Distribution List

The list should include every agency and/or staff person who has been given a copy of this plan.

It is important to keep this list up-to-date and to distribute new copies of the plan to every recipient whenever it is updated or amended.

Date	Title/Organisation	Name	Address	Email
29 Nov 2021	Diocese of Sale Catholic Education Limited	Pauline Lalor	6 Witton Street, Warragul	plalor@ceosale.catholic.edu.au
29 Nov 2021	Regional Bus Co-ordinator – Sale College	Beth Lanigan	279-295 Guthridge Parade, Sale	beth.lanigan@education.vic.gov.au
29 Nov 2021	CFA		444 Raymond Street, Sale	
29 Nov 2021	St. Mary's Primary School, Sale	Brett Morris	11 Pearson Street, Sale	
29 Nov 2021	AGL Energy		699 Bourke Street, Docklands	
29 Nov 2021	Energy Australia		Level 2, Two Melbourne Quarter, 697 Collins Street, Docklands	
29 Nov 2021	Origin		321 Exhibition Street, Melbourne	
29 Nov 2021	Power Direct		Level 3, 699 Bourke Street, Docklands	

Contents

Glossary

Area Warden	Area Wardens are responsible for individual workplaces or areas of a workplace.
Assembly Area(s)	The designated place or places where people assemble during the course of an evacuation.
AS 3745-2010	Australian Standard *Planning for emergencies in facilities.* Also known as *AS:3745.*
Bomb	A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an Improvised Explosive Device (IED).
Bomb Threat	A threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organisation. It is not necessary for any other action to be taken by the offender.
Bombing	An incident where an IED has functioned as designed.
Bushfire At-Risk Register (BARR)	Schools, kindergartens and childcare facilities at the highest risk of fire danger are placed on the Department of Education and Training's Bushfire At-Risk Register. Inclusion on this register is a trigger for the school, kindergarten or childcare facility to pre-emptively close on days declared Code Red in their Bureau of Meteorology district.
Catastrophic fire danger day	Determined by the Emergency Management Commissioner, a Code Red day is the highest level of Fire Danger Rating and signifies the worst conditions for bushfire and grassfires.
Communications Officer	The person selected to take control all media/outside information management. Media management support for schools is available from the DOSCEL Secretariat.
Contractor	A person or business that undertakes a contract to provide materials or labour to perform a service or do a job.
DOSCEL	Diocese of Sale Catholic Education Limited

Emergency	An emergency is defined by the Emergency Management Act 2013 as:
	
	 'emergency means an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:
	
	     (a) an earthquake, flood, windstorm or other natural event; and
	     (b) a fire; and
	     (c) an explosion; and
	     (d) a road accident or any other accident; and
	     (e) a plague or an epidemic or contamination; and
	     (f) a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and
	     (g) a hi-jack, siege or riot; and
	     (h) a disruption to an essential service'

Emergency Exercise / Evacuation Record	A formal recording of the facts related to an incident and/or Evacuation Exercise.
Emergency Management Officer	An Emergency Management Officer will review any reported incident locally and assess the situation.
Emergency Plan	The written documentation of emergency arrangements for a school are generally made during planning processes. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements. The Emergency Plan ensures that School meets its occupational health and safety obligations, as per the *Occupational Health and Safety Act 2004 (VIC)* to *"to secure the health, safety and welfare of employees and other persons at work"*.
Emergency Services	The public organisations that respond to and deal with emergencies when they occur, especially the ambulance service, police and fire brigade.
Employee	All the people employed by a particular organisation including paid employees, volunteers and contractors.
Evacuation	The orderly movement of people from a place of danger.
Evacuation Diagram	Emergency and evacuation information about the school, comprising a pictorial representation of a floor or area and other relevant emergency response information.

Evacuation Exercise	An emergency response exercise which simulates an emergency that requires an evacuation.
Exercise	Simulation of emergency management events, through discussion or actual deployment of personnel for training, review or testing procedures.
Exit	A way out of a building or room.
Explosion	Sudden release of large amounts of energy in a destructive manner.
Explosive	A substance, whether or not contained in a device specifically prepared, which is manufactured with a view to producing a practical effect by explosion.
Fire	A rapid, persistent chemical change that releases heat and light and is accompanied by flame, especially the exothermic oxidation of a combustible substance.
First Aid	Immediate and temporary care given at school to the victims of an accident or sudden illness in order to avert complications.
First Aid Officer	A person who has completed current and appropriate training and has been nominated by the employer for that role in the school.
Fire Extinguisher	A portable device containing a fire-fighting medium for extinguishing fire.
Incident	An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response services.
Incident Controller/Chief Warden	The person selected to take control of the Incident Management Team. Usually identified by the wearing of a white coloured helmet/hat/cap.
Incident Management Team (IMT)	A person or persons appointed by the Principal to direct and control the implementation of the school's emergency response procedures.
Lockdown	The process of securing a facility (full or partial) or an area to protect its occupants in response to an occurring or imminent threat that may have the potential to cause harm.
Neighbourhood Safer Place	A 'Neighbourhood Safer Place' also known as a 'Bushfire Place of Last Resort' (NSP-BPLR) is a place of last resort when all other bushfire plans have failed.
Operations Officer	A person in charge of student care/ensuring adherence to school protocols, procedures.
Personal Emergency Evacuation Plan (PEEP)	An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.

Planning Officer	A person who collects and evaluates information related to development of incident/status of resources/ensures a record (log) is kept of any emergency that occurs, including the timing of events and reasoning for any decisions made.
Procedures	Pre-planned detailed directions for dealing with specific occurrences.
Regional Facilities Officer	A person who provides assistance to ensure the day-to-day smooth management and operation of a building's infrastructure through administrative support and, at times, overseeing maintenance tasks.
Response	Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.
Safety Data Sheet (SDS)	A document that describes the properties and uses of a substance, that is: identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.
Shelter in Place (no evacuation)	This measure is an emergency response option that allows occupants and visitors to remain inside a facility on the basis that an evacuation to an external-to-building location might reasonably expose evaluating people to a greater level of danger. It should be noted that this might be an appropriate option in response to threats to safety, such as lightning strikes, severe storms, floods, dust, smoke from adjacent properties, bushfires or grass fires, air-borne toxic agents, gas leaks or dangerous animals.
Staff	All the people employed by a particular organisation including paid employees, volunteers and contractors.
Visitor	A person who is within a school who is temporarily visiting the school and is not employed at or for the school, either on a permanent casual, temporary, contracting basis; or studying at the school.
Warden	A person or persons who during an emergency assists as requested, the Area or Floor Warden in the safe evacuation of their floor or area of responsibility. Usually identified by the wearing of a red coloured helmet, hat/cap/vest.

1   In Case of Emergency

Incident occurs	CALL	000
	CONTACT	**Principal – Brett Van Berkel on 0407 553 090**

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

Report	Following resolution of the emergency, complete a copy of the *Emergency Management Accident/Incident Report Form* (Appendix 1)
	All incidents listed below must be reported to the DOSCEL Secretariat Emergency Management Officers emergencymanagement@doscel.catholic.edu.au and WorkSafe by phoning 13 23 60. All of these incidents are considered notifiable incidents: • Fatalities; • Hospitalisation: Injuries requiring immediate treatment as an inpatient in a hospital; • Medical treatment for fractures, broken bones, serious lacerations, serious head and eye injuries, amputations, degloving, scalping, electric shock, loss of bodily functions, etc; • Chemical exposure: if a person requires medical treatment within 48 hours of exposure to a chemical; • Incidents or near misses where a person in the immediate vicinity is exposed to an immediate risk from the collapse of a building or an excavation, explosion, fire, the spillage of dangerous goods or the fall from a height of any plant or equipment, etc. Minor incidents do **NOT** need to be reported to WorkSafe. If in doubt, phone WorkSafe immediately on 13 23 60 to clarify whether the incident should be reported.

2   Emergency Numbers & Key Contacts

Display a copy next to your telephone or prominently on the wall nearby.

2.1   Emergency Services

Group	Phone Number
Police Local Police Station	000 Sale: (03) 5142 2200
Fire	000
Ambulance	000

2.2   Utilities and Authorities

Group	Phone Number
State Emergency Service (SES)	13 25 00
Hospital – Central Gippsland Health Service	155 Guthridge Parade, Sale (03) 5143 8600
Gas – AGL Origin	13 12 45 13 24 61
Electricity – AGL Energy Australia Powerdirect	13 12 45 13 34 66 1300 307 966
Water Corporation – Gippsland Water	1800 050 500 Emergency: 1800 057 057
Local Government – Wellington Shire Council	1300 366 244
Department of Health and Human Services (Regional Office) for human disease / outbreak / pandemic	Emergency Management – 1300 792 766
Department of Health and Human Services – Child Protection – for child protection (Regional Office)	After Hours – 13 12 78
Environment Protection Authority (EPA)	1300 372 842
WorkSafe Victoria	13 23 60
Agriculture Victoria – for animal and plant disease	1800 950 151
Incidents and Warnings (Vic Emergency)	https://www.emergency.vic.gov.au/respond/

2.3   DOSCEL Secretariat

Group	Contact	Secondary Contact
DOSCEL Secretariat	03 5622 6600	03 5622 6600
DOSCEL Emergency Support Team	Dermot Cannon – 0434 494 854 Pauline Lalor – 0447 198 341	Dermot Cannon – 0434 494 854 Pauline Lalor – 0447 198 341
School Leadership Consultant (SLC)	Simon Dell'Oro 03 5622 6600	Catholic Identity, Leadership, Learning & Teaching 03 5622 6600
DOSCEL Secretariat Emergency Management Officers	Pauline Lalor 03 5614 5105 or 0447 198 341	Dermot Cannon 03 5614 5182 or 0434 494 854
Industrial Relations/Human Resources	IR/HR Team 03 5622 6600	IR/HR Team 03 5622 6600
General Manager – Infrastructure and Support Services	Dermot Cannon 03 5614 5182 or 0434 494 854	Michael Maye 03 5622 6613 or 0418 516 282
Student Support Services	Martin Keogh 03 5622 6638 or 0477 272 899	Learning and Teaching 03 5622 6600
Media and Communications Adviser	Karyn O'Brien 03 5614 5161 or 0417 534 232	Aurelia Schiafone 03 5614 5179 or 0472 619 996
OHS/WorkCover Adviser	Pauline Lalor 03 5614 5105 or 0447 198 341	Oona Shepherd 03 5614 5181 or 0417 534 873
Information Communication and Technology	Shane Doyle 03 5622 6617 or 0417 869 326	Kevin Ellis 5622 6668 or 0439 209 018
Regional Facilities Officer (RFO)	RFO Name – Mobile No.	Michael Maye 5622 6613 or 0418 516 282

2.4   Emergency Contact Information – School Personnel (as appropriate)

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Principal	Brett Van Berkel	03 51439700	0407 553 090	0407 553 090
Deputy Principal	Rachael Bown	03 51439700	0400 244 234	0400 244 234
Chief Warden	Anthony Robbins/Kaitlyn Abrahall	03 51439700	Anthony 0419 150 484 Kaitlyn 0419 874 222	

Risk & Compliance Manager	Jayne Holland	03 51439700	0429 456 306	
First Aid Officer	Jenny Hurst	03 51439721	0419 446 015	
Parish Priest	Fr. Francis Otobo	03 51444100		
OHS Rep	Kylie Johnston	03 5143 9700		
School Board Chair	Leonie Keaney			
Bulk Messaging System Operator	Hans Gierens	03 5143 9700	0439 357 585	0439 357 585
Facilities Manager	Sam Johnson	03 5143 9700	0421 282 177	0421 282 177

2.5   Bus Emergency Contacts

Bus Route Name and Number	Client School(s) & Bus Company	Contact Name	Phone / Mobile Numbers
All	Sale College	Beth Lanigan	03 5144 3711
All	Catholic College	Brett Van Berkel	03 5143 9700
All	Catholic College	Jenny Hurst	03 5143 9700

2.6   Emergency Contact Information – Other (as appropriate)

Group	Phone Number
Lords Cleaning Service	03 5144 3538
Pantac Security & Communications	03 5144 7696
Valley Fire & Security	03 5148 3400

3   School Profile

The school profile is a brief description of the school, including what grades or age levels attend and how many staff and students make up the school's population. Be sure to include any unique situations or information, such as other tenants (e.g. childcare operators).

SCHOOL PROFILE SUMMARY

Name of School	Catholic College Sale
School Address	51-53 Desailly Street Sale
School E Number	E4006
Hours of Operation	8:30am – 4:30pm
Grade / Year Levels	Year 7 – 12
Numbers	
Students: Approx 900	Students with additional needs: Nil that need assistance
Staff: Approx 140	Staff with additional needs: Nil that need assistance
Floors: 2	Classrooms: 70
Portables: 0	

Other Details

BUILDING INFORMATION

Alarms

Type	Location of Alarm Pad	Detailed Shutoff Instructions
Fire	Some buildings are automated and others are manually activated by front reception alarm panel located in admin.	Push Red button and call 000.
Intrusion	Front reception alarm panel located in admin.	Push yellow standby/alert button. Two buttons under desk locks all doors and Green button opens all doors.
Other		

Communication Systems

Type	Location
Public Address System	Admin – SP113B
Two-way Radio	Admin – SP113B and Allman Building

Telephone System	Admin – SP113B
Satellite Phone	AL102
Loud Hailer	Admin – SP113B

Utilities

Type	Location	Shutoff Instructions	Service Provider
LPG / Gas	Outside Rooms SC105, SC102A & OL104		AGL & Origin
Water	Evacuation Assembly Area (rear left of school)		Gippsland Water
Electricity	Outside Rooms SC101 & SE109		AGL & Energy Australia

Fire Suppression Systems

Sprinkler System	Control Valve Location	N/A
	Shutoff Instructions	N/A
Fire Suppression	Hose Reels	Yes
	Hydrants	Yes
	Fire Blankets	Yes
Portable and Wheeled Fire Extinguishers	Dry Chemical	Yes
	Foam	Yes
	Carbon Dioxide	Yes
	Water	Yes
	Wet Chemical	No

Access / Security Systems

Proximity Card Access	Yes
Duress Alarms	Yes
Visitor Procedures	Yes
Passive Infrared Motion Sensors	Yes
Presence of CCTV surveillance cameras	Yes

Boiler Room

Location	N/A
Detail Access	N/A

Roof Access

Location of anchor points	St Patricks Building John 23rd Stadium Trade Skills Centre Science

Emergency Power Systems

Type	Battery Backup for Server
Location	Allman Building
Provide Power To	Server
Shutoff Instructions	

Electrical Switchboards

Type	Location
Main Switchboard	SP132 & SP103
Sub Switchboard	TS137
Sub Switchboard	Cleaner room next to JT106
Sub Switchboard	Room next to JT118
Sub Switchboard	Room next to JT203
Sub Switchboard	SC106
Sub Switchboard	SC102
Sub Switchboard	OL101
Sub Switchboard	Next to SP126
Sub Switchboard	Next to SP116C
Sub Switchboard	SP207
Sub Switchboard	SP229

Sub Switchboard	Allman Building Reception
Sub Switchboard	BP104
Sub Switchboard	TS115
Sub Switchboard	TS116
Sub Switchboard	SM108C
Sub Switchboard	Montagne Centre workroom 2
Sub Switchboard	TS120

On Site Hazards

Description	Location
Fuel, oils and thinners	Maintenance Shed
Flammable Chemicals	Trade Skills Centre – Metal Work
Machinery & Equipment	Trade Skills Centre – Workshop
Ovens & Cooktops	Trade Skills Centre – Kitchen

COMMUNICATION SYSTEMS AND EQUIPMENT CHECKLIST

This plan has been designed to take into account the following installed communication systems and equipment features on this site.

	Item	Comments (location/last service)
☒	Manual call point break glass alarm	St. Patrick's, John 23rd and Year 9 Buildings
☒	Emergency Warning System (EWS)	St. Patrick's and Allman Buildings
☒	Emergency Warning and Intercommunication Systems (EWIS)	Phone in St. Patrick's PA in Allman Buildings
☒	Warden Intercom Phone (WIP)	Through PA system
☒	Public Address System (PA)	Through PA system
☒	Evacuation Tones	Buttons at Reception
☒	Loudhailers	One in reception St. Patrick's and; One in Allman Building.
☒	Portable Radios	28 – 14 St. Patrick's and 14 Allman Building
☒	Satellite Phone	1 in Bishop Phelan Stadium
☒	Mobile Phone	3
☒	Fixed and Portable Phones with Internal System	Fixed phone system
☒	Duress Alarms	Under Reception desk

4 Risk Assessment

Risk Assessment Steps

The school risk assessment is the cornerstone of the EMP as it addresses the hazards and potential threats specific to the school, the level of risk of each, and how employees will prepare for, reduce and manage the risks.

In order to effectively plan for emergencies, it is important that school leaders and the EMP planning team are able to identify the hazards to the school and the associated risks they carry that could lead to an emergency.

If the level of risk is assessed as being at an unacceptable level, consideration needs to be given to how the risk can be reduced to an acceptable level.

A sample risk assessment is provided in the 'Risk Assessment Matrix' example document.

Follow the steps below to complete the **Risk Assessment** table.

Step 1 – Establish the context

The context of the risk assessment relates to the school; the environment, the location, the number of students and staff etc.

Step 2 – Risk identification

Identify the specific hazards and potential threats to your school. In **Column 1** of the Risk Assessment example table list the more common types of hazards the school could encounter.

Please note that the examples provided in the risk assessment are not intended to be exhaustive and may not be applicable to every school.

> Only include in the Emergency Management Plan the hazards/threats that are relevant.

Some hazards and threats to consider are:

- Building fire
- Explosion or implosion
- Major external emission/spill
- Bomb/substance threat
- Severe weather event
- Infectious Diseases and or Pandemic
- School bus emergencies
- Heat health
- Snakes

- Bushfire
- Intruder
- Internal emissions/spill
- Earthquake
- Loss of essential service
- Smoke
- Flood
- Active Shooter
- Assault
- Siege/Hostage/Abduction

In **Column 2** of the risk assessment table, describe the risk each hazard and potential threat creates for students, staff, visitors and contractors at the school in terms of the probable cause(s) and consequence(s) of each.

> Only describe the probable causes and consequences of the risks that are relevant.

Step 3 – Risk analysis

For each risk, the existing controls currently in place should be captured. In **Column 3** of the risk assessment table identify the controls or measures that are currently in place to manage the risks.

> Only include the controls that are currently in operation.

Risk is analysed in terms of consequence and likelihood, considering any controls identified.

On the basis of the current controls, use the **consequence definition** and **likelihood scale** tables below to work out the appropriate consequence and likelihood level for each risk.

Consequence definition

Descriptor	Description
Insignificant	No injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

Likelihood scale

Note: The likelihood scale refers to the likelihood of the risk occurring.

Descriptor	Description
Rare	The event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, once in 10 years
Possible	The event should occur at some time, once in 3 years
Likely	The event will probably occur in most circumstances, once a year
Almost Certain	The event is expected to occur in most circumstances

Risk rating matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	**Almost certain**	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	High	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Step 4 – Risk evaluation

Risk evaluation involves comparing the current risk rating found during the analysis process with the risk acceptance chart.

Use the table below as a guide to determine whether the level of risk is acceptable. If the level of risk is not acceptable, additional treatments will need to be identified.

Extreme	Unacceptable (must have Principal/DOSCEL Secretariat oversight)
High	Tolerable (with Principal review)
Medium	Tolerable (with frequent risk owner review)
Low	Acceptable (with periodic review)

Risks rated Low or Medium do not necessarily require further treatments as this level of risk is considered to be acceptable. Risks rated High or Extreme require further treatments to reduce their level of risk to a more acceptable level.

Step 5 – Risk treatment

Risk treatment involves a cyclical process of:

- assessing the risks;
- deciding whether the risk levels are acceptable (by reference to the Risk Acceptability Chart);
- if not, determine appropriate risk treatment options;
- implement risk treatments.

Options for risk treatment include:

- Terminate – cease the activity.
- Accept – risk acceptance requires appropriate authority.
- Reduce – reduce the risk level by applying additional treatments until the risk is acceptable.

Insert any additional treatments or measures to manage or reduce the risk in **Column 5** of the risk assessment table. Only include those treatments that will be implemented.

A second risk assessment is then made to confirm that treatments will reduce the level of risk to where the expected risk level to be once treatments have been implemented. Once implemented, treatments become existing controls. Re-assess the level of risk in **Column 6** on the basis of the new treatments.

Step 6 – Communication and consultation

Communication and consultation with all relevant internal and external stakeholders should take place during all stages of the risk management process.

Step 7 – Monitoring and review

Monitoring and review should be a planned part of the risk management process and should take place at intervals appropriate to the nature of the objective and the level of risk.

Risk Assessment Table

1. Identify Potential Threats/Hazards — List the hazards that could cause injury / incident	2. Description of Risk	3. Risk Control Measures — List the control measures in place to eliminate or minimise the risk	4. Risk Rating (refer to OHS Risk Management Procedure) (Consequences A, B, C)			5. Treatments to be Implemented — Additional measures to be taken by our school to eliminate or reduce impact of the risk	6. Revised Risk Rating After Implementing Treatment (Consequences A, B, C)		
			A Consequence	B Likelihood	C Risk Level		A Consequence	B Likelihood	C Risk Level
Bushfire Building Fire	Fire Lightning strike Arson Spark ignited by machinery Smoke	Liaise with local fire services to determine potential control measures (such as clearing trees etc.). Maintaining building and OHS requirements. Ensure fire services equipment is tested and tagged as per Australian Standard. Test communication systems (PA System) on a regular basis. Ensure all electrical equipment is tested and tagged as per Australian Standard. Ensure Warden Training is completed annually. Ensure regular practice drills are conducted (one per term).	Severe Risk of death/injury from burns or smoke inhalation Risk of psychological injury Risk of property damage or property loss Closure of school	Possible	Medium	Review fire danger rating for the week ahead of staff meetings Activate ECO Implement Evacuation Procedure Implement Fire Procedure Contact Emergency Services Contact Catholic Education Victoria Emergency Contact	Severe	Unlikely	Low

Hazard	Cause	Preventative Measures	Consequence	Likelihood	Rating	Response	Severity	Likelihood	Rating
Grassfire	Intentional or accidental ignition of unmanaged dry/dead grass in summer months	Liaise with local fire services to determine potential control measures (such as clearing trees etc.). Check CFA website for alerts during bushfire season. Test communication systems (PA System) on a regular basis. Ensure all electrical equipment is tested and tagged as per Australian Standard. Ensure Warden Training is completed annually. Ensure regular practice drills are conducted (one per term).	Major — Risk of death/injury from burns or smoke inhalation; Risk of psychological injury; Risk of property damage or property loss; Closure of school	Possible	High	Activate ECO. Implement Evacuation Procedure. Implement Fire Procedure. Contact Emergency Services. Contact Catholic Education Victoria Emergency Contact	Severe	Unlikely	Medium
Medical Emergency	Medical – Anaphylaxis & Asthma	Ensure First Aid Training is completed. CPR / Anaphylaxis / Asthma Annually. Ensure First Aid bags are stocked. Ensure medical register is up to date and photos of students who suffer from anaphylaxis/asthma and other medical condition. Ensure regular practice drills are conducted (one per term).	Moderate — Risk of injury or death; Risk of psychological injury	Possible	High	Activate ECO. Implement Medical Emergency Procedure. Contact Emergency Services. Contact Catholic Education Victoria Emergency Contact	Minor	Possible	Medium
Pandemic	Spread of infectious disease	Ensure medical register is up to date. Ensure Pandemic Response Plan is reviewed annually. Act upon any recommendations given by the government.	Major — Risk of school closure; Risk of injury or death	Possible	High	Follow advice of Chief Health Officer. Implement frequent cleaning regimes to reduce risk of transmission. Implement Pandemic Response Plan. Contact Catholic Education Victoria Emergency Contact.	Major	Rare	Medium

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Hazard	Scenarios	Control Measures	Consequence	Likelihood	Risk Rating	Response	Consequence	Likelihood	Risk Rating
Machinery / Electrical Appliances	Electric Shock	Ensure First Aid Training is completed. Maintaining building and OHS requirements. Ensure all electrical equipment is tested and tagged as per Australian Standard. Ensure Warden Training is completed annually. Ensure regular practice drills are conducted (one per term).	Severe — Risk of injury or death; Risk of property damage or property loss	Possible	Medium	Activate ECO; Implement Lockdown Procedure; Implement Medical Emergency Procedure; Contact Emergency Services; Contact Catholic Education Victoria Emergency Contact	Major	Possible	Low
Severe Weather Event	Electrical storm causing fire. High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows. Rain inundation resulting in unsafe electrical wiring/loss of power and communications.	Regular scheduled maintenance to roofs/gutters/drains to keep clear. Liaison with SES/local government to identify potential local risks. Contingency for storage of equipment/materials if necessary. On the basis of weather forecast, secure loose objects in open areas e.g. garbage bins, play equipment. Communications tested. Utility shut-off instructions/points are known. Back up communications and contact lists maintained in case power fails. Condition of large trees regularly checked. Shade sail structures regularly checked. Provide Employee Assistance details to all staff. Provide counselling support services to affected students.	Moderate — Risk of injury / death; Risk of psychological injury	Possible	Medium	Active ECO; Contact Emergency Services	Major	Possible	Low

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Hazard	Cause	Mitigation / Preparedness	Consequence	Likelihood	Risk	Response Actions	Consequence	Likelihood	Risk
Heatwave	Prolonged period of excessively hot weather. Power outage	Playground areas are shaded. Sufficient shelter available for students awaiting pick-up by parents. Sufficient unrestricted water available. Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area). Staff are trained in identifying early signs of heat stress/dehydration.	Major — Risk of injury such as heat stroke, exhaustion and stress / death. Risk of psychological injury	Possible	High	Restricted outdoor time during hot days. Staff trained in identifying early signs of heat stress/dehydration. Contact Emergency Services	Minor	Possible	Medium
Loss of Essential Services	Issue with supply due to storm/accident or unplanned outage. Planned outage	The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary. Alternative communication source such as charged mobile phone/satellite phone is available. Alternate lighting sources, such as a torch or battery-operated light are contained in the emergency kit. A list of emergency phone numbers is located next to all office phones.	Moderate — Lack of resources. Lack of drinking water and running water for toilets	Unlikely	Low	Activate ECO. Contact Emergency Services	Minor	Unlikely	Low
Armed Intruder/Bomb Threat	Active Shooter. Threatening Behaviour	Ensure all reception staff are clear on procedures. Phones in all rooms to call in threat. Secure fencing of site. Test communication systems (PA System) on a regular basis. Ensure Warden Training is completed annually. Ensure regular practice drills are conducted (one per term).	Moderate — Risk of injury / death	Rare	Medium	Activate ECO. Implement Lockdown Procedure. Implement Threatening Procedure. Contact Emergency Services	Major	Rare	Low

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Event	Hazard	Preventive Measures	Consequence	Likelihood	Risk Rating	Response Actions	Consequence	Likelihood	Risk Rating
Major External Emission / Spills	Hazardous materials spill at petrol station	Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Test communication systems (PA System) on a regular basis. Ensure Warden Training is completed annually. Ensure regular practice drills are conducted (one per term).	Moderate; Risk of injury; Risk of property damage or property loss; Closure of school	Rare	High	Activate ECO; Implement Lockdown Procedure; Contact Emergency Services; Contact Independent Schools Emergency Management Coordinator	Major	Rare	Low
Major Accident on a Main Road	Pedestrian; Cyclists; Vehicle	Implement Critical Call Matrix to contact emergency services. Implement lock out procedures. Contact relevant bus services to check any changes to services.	Moderate; Risk of injury; Risk of property damage or property loss; Closure of school	Possible	Medium	Activate ECO; Implement Evacuation/Lockdown Procedure; Implement Hazardous Material / Gas Leak Procedure; Contact Emergency Services; Notify Utility providers	Major	Possible	Low
Snakes	Warm, dry temperatures; Bites	School grounds are cleared of all refuse and grass is cut regularly. Staff with first aid qualifications are trained in responding to a snake bite. Staff wear protective footwear on yard duty. School has a closed shoe policy. Provide Employee Assistance details to all staff. Provide counselling support services to affected students).	Moderate; Risk of injury/death; Risk of psychological injury	Possible	Medium	Activate ECO; Implement evacuation / lockdown Procedure; Implement Flooding Procedure; Contact snake catcher	Major	Possible	Low

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Hazard	Event	Control Measures	Consequence	Likelihood	Risk	Response	Consequence	Likelihood	Risk
Flood	Prolonged period of wet weather Flash Flooding	Test communication systems (PA System) on a regular basis. Ensure Warden Training is completed annually. Ensure regular practice drills are conducted (one per term). Ensure all Hazardous material kept on site is located in a safe space.	Moderate Risk of property damage or property loss Closure of school	Possible	Medium	Activate ECO Implement Evacuation/Lockdown Procedure Implement Hazardous Material / Gas Leak Procedure Contact Emergency Services Notify Utility providers	Minor	Possible	Low
Animal Hazard	Animal Bite	Secure fencing of site. Annual Emergency Training session for all staff members. Staff complete First Aid/CPR training	Low Risk of injury Risk of psychological injury	Possible	Low	Implement incident management plan. Contact emergency services Contact Independent Schools Emergency Management Coordinator	Minor	Possible	Low
Drop off / Pick up area	Traffic Congestion Accident	Communications to families. Trained traffic Manager. Staff complete First Aid/CPR training.	Moderate Risk of injury Risk of psychological injury	Possible	Medium	Implement incident management plan. Contact emergency services	Moderate	Possible	Medium
Missing Student	Student goes missing at College	Communications to families. Yard duty officers. Gates locked.	Moderate	Rare	Low	Implement incident management plan. Contact emergency services. Gates locked Yard duty officers	Moderate	Rare	Low
Gippsland Centre Sale	Traffic Congestion Accident Public in close proximity	Communications to families. Staff complete First/Aid/CPR training. Yard duty officers. Gates locked.	Moderate Risk of injury Risk of child protection	Possible	Medium	Implement incident management plan. Contact emergency services. Gates locked Yard duty officers	Moderate	Possible	Medium

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5   Emergency Control Organisation

5.1   DOSCEL Secretariat Emergency Control Organisation

DOSCEL Secretariat Emergency Control Organisation can provide emergency and security advice and support to schools, including operational response assistance. The ECO can work directly with schools and emergency services to maintain staff and student safety until the emergency or critical incident is resolved.

Name	Email	Phone	Mobile
Dermot Cannon	dcannon@doscel.catholic.edu.au	03 5614 5182	0434 494 854
Pauline Lalor	plalor@doscel.catholic.edu.au	03 5614 5105	0447 198 341

5.2   School Incident Management Team

Every Incident Management Team (IMT) requires a clearly designated Incident Controller/Chief Warden, with (if possible) delegates assigned to each area of responsibility. The areas of responsibility include: operations, planning, logistics and communications.

Your school's IMT must suit your school and staffing resources.
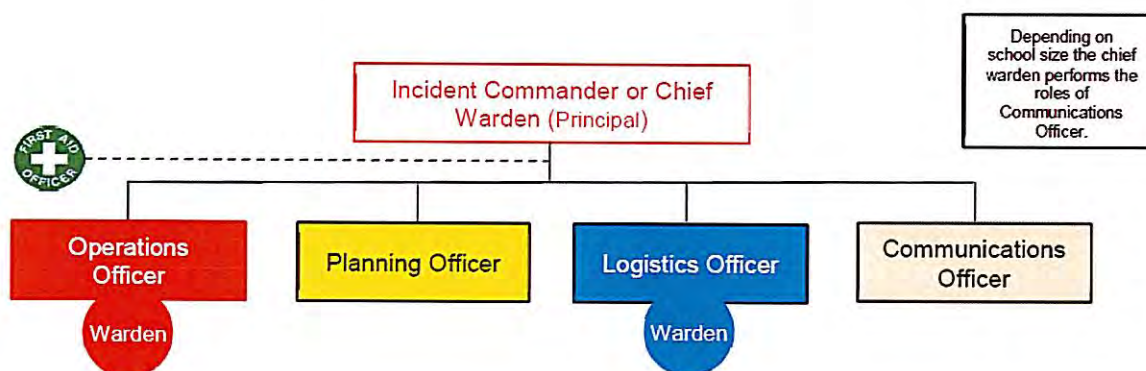
6 Incident Management Team and Tasks

Position	Tasks	First Contact Name of staff member and contact details	Second Contact Name of staff member and contact details
Incident Controller/Chief Warden	In charge of overall management of emergency situation.	Brett Van Berkel 03 5143 9700 or 0407 553 090	Kaitlyn Abrahall 03 51439700 or 0419 874 222
Logistics / Operations Officer	Student care / ensuring adherence to school protocols, procedures.	Brett Van Berkel 03 5143 9700 or 0407 553 090	Anthony Robbins 03 5143 9700 or 0419 150 484
Planning Officer	Collects and evaluates information related to development of incident, status of resources and ensures a record (log) is kept of any emergency that occurs, including the timing of events and reasoning for any decisions made.	Jayne Holland 03 5143 9700 or 0429 456 306	Kylie Johnston 03 51439700
Emergency Management Officer	Responsible for ensuring appropriate personnel are notified and resources required are provided.	Kaitlyn Abrahall 03 5143 9700 or 0419 874 222	Brett Van Berkel 03 5143 9700 or 0407 553 090
Communications Officer	All media / outside information management. Media management support is available from DOSCEL.	Brett Van Berkel 03 5143 9700 or 0407 553 090	Rachael Bown 03 5143 9700 or 0400 244 234
Warden	All school employees are trained as Wardens. Upon notification of an emergency, employees in the act of teaching (any employee with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency situation. All other employees (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment.		
First Aid Officer	Responsible for all first aid needs in case of emergency	Jenny Hurst 03 5143 9721 or 0419 446 015	Trish Greenwood or Kate Johnston 03 5143 9724

7 Emergency Responsibilities

7.1 Chief Warden

The Chief Warden 's duties include:

- being ready to take control over the response to an emergency situation until the arrival and handover to the Emergency Services (normal management ceases).
- ascertaining the nature of a reported incident and whether to declare an emergency.
- being prepared to take on the role and responsibilities of Chief Warden and lead the IMT.
- executing the emergency plan and evacuation procedure.
- monitoring the response and record progress on the 'Emergency (Evacuation/Lockdown) Checklist'.
- ensuring the appropriate Emergency Services are notified, met on arrival, and briefed (e.g., on type, scope and location of the emergency and the status of the evacuation and act on any advice from emergency services).
- ensure that other members of the ECO are advised of the situation, as appropriate.
- taking responsibility for the welfare of the site occupants throughout the emergency.
- wearing the correct Chief Warden identification and return items ready for re-use.
- ensuring all members of the IMT are clearly identifiable.
- delegating tasks, giving clear instructions to Wardens and the Communications Officer.
- monitor the progress of the evacuation and record any action in an incident log.
- maintaining competency by participating in Warden Training and exercises.
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- having awareness of how buildings can be locked down and the location of nay "safe" areas.
- knowing the evacuation and lockdown procedures and the emergency plans.
- acting under the direction of Emergency Services personnel.
- being able to operate the methods of communication used at the school.
- referring all media questions to the DOSCEL Secretariat Media and Communications Adviser.
- giving the IMT all clear when the building is safe for re-occupation.
- have the ECO trained in how to use fire extinguishing equipment to suppress an incipient fire.
- conducting post-incident debriefs using the Debrief Checklist and notifying the IMT of issues identified.

7.2   Communications Officer

The Communications Officer's duties include:

- being prepared to take on the role and responsibilities of Communications Officer within the IMT.
- being proficient in the operation of methods of communication used at the school.
- managing all communications on behalf of the Chief Warden including the notification of Emergency Services.
- being ready to take control of a designated Evacuation Assembly Area.
- maintaining records on behalf of the Chief Warden.
- knowing the evacuation procedure and the emergency plans.
- wearing correct Communications Officer identification and return items ready for re-use.
- maintaining competency by participating in Warden Training and exercises.
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- having awareness of how buildings can be locked down and the location of any "safe" areas.
- acting under the direction of the Chief Warden and Emergency Services personnel.
- referring all media questions to the DOSCEL Secretariat Media and Communications Adviser.
- participating in post-incident debriefs.

7.3   Wardens

During an emergency, all staff who have received Warden Training and who are not in the act of working directly with students must present themselves to the Chief Warden at the Emergency Control Point and make themselves available to act as a Warden.

When acting as a Warden, their duties include:

- being prepared to take on the role and responsibilities of a Warden within the IMT.
- knowing the evacuation and lockdown procedures and the emergency plans.
- wearing the correct Warden identification and return items ready for re-use.
- maintaining competency by participating in Warden Training and exercises.
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- acting under the direction of the Chief Warden and Emergency Services personnel.
- being ready to take control of a designated area (e.g., conducting searches or making areas secure).
- check that any fire or smoke doors are properly closed.
- commence evacuation if the circumstances on their area warrant this.
- assisting and safeguarding anyone in danger.
- search areas to ensure all people have been evacuated, including assisting people with disabilities.
- having awareness of how buildings can be locked down and the location of any "safe" areas.
- reporting to the chief warden on the status of all required activities.
- being able to operate the methods of communication used at the school.
- referring all media questions to the DOSCEL Secretariat Media and Communications Adviser.

- participating in post-incident debriefs.

7.4   First Aid Officers

The First Aid Officer's duties include:

- being prepared to take on the role and responsibilities of a First Aid Officer within the IMT.
- knowing the evacuation procedure and the emergency plans.
- wearing correct First Aid Officer identification and return items ready for re-use.
- ensuring that the contents in the first aid kit are replenished.
- maintaining competency by participating in First Aid Training and completing emergency exercises.
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- having awareness of how buildings can be locked down and the location of any "safe" areas.
- acting under the direction of the Chief Warden and Emergency Services personnel.
- being ready to offer first aid assistance when required.
- being able to operate the methods of communication used at the school.
- referring all media questions to the DOSCEL Secretariat Media and Communications Adviser.
- participating in post-incident debriefs.

7.5   Staff Members

Staff duties include:

- knowing the evacuation and lockdown procedures and participating in exercises.
- being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- having awareness of how buildings can be locked down and the location of any "safe" areas.
- understanding the methods of communication used at the school.
- assisting anyone in immediate danger if safe to do so.
- raising the alarm upon discovering any emergency.
- taking responsibility for the welfare of students in their care.
- being aware of any special requirements of students.
- following any directions of, and provide any relevant information to, the IMT.
- accounting for students in their care (physical head counts).
- referring all media questions to the DOSCEL Secretariat Media and Communications Adviser.

8   Students or Staff with Additional Needs

Personal Emergency Evacuation Plan (PEEP) should be developed for all students and staff who require assistance in the event of an emergency as per Appendix 2.

To ensure adherence to the provision of the *Privacy Act 1988 (Cth)* you should not record personal details here.

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

Students or Staff with Additional Needs Summary

Category	Number of Staff	Number of Students
Anaphylaxis		16
Asthma		90
Autism		
Intellectual Disability		
Severe Behaviour Disorder		
Diabetes		5
Heart Condition		5
Epilepsy		2
Physical Disability		
ADD/ADHD		

9 Bushfire Preparedness

Bushfire preparedness is relevant to all schools, not just rural schools and/or those on the Bushfire At-Risk Register. Metropolitan schools may be at risk from site-specific factors (e.g. located in a leafy area) or because their students attend offsite activities in bushfire-prone areas. All schools should use this section to document their response to active bushfires, including those that may affect offsite activities.

9.1 Bushfire Response Steps

When the risk of bushfire is high and/or there is a bushfire in the school's vicinity, the Chief Warden is allocated responsibility for monitoring and checking the following:

- www.emergency.vic.gov.au
- VicEmergency Hotline – Freecall 1800 226 226
- VicEmergency app
- ABC Radio 828 AM, 774 AM or Gippsland 100.7 FM
- For air quality information download the Air Matters app air-matters.com

Shelter-in-place

All schools, regardless of whether they are listed on the Bushfire-at-Risk Register (**BARR**), must nominate a Shelter-in-Place building or buildings (**SIP**) on the school site that can provide a last resort temporary shelter option until an emergency has passed or a more suitable alternative is available.

This building, known as Shelter-in-Place building(s) (**SIP**) will be used:

- in the event that evacuation from the site is no longer a viable option;
- until either the emergency has passed, or a more suitable alternative is available or;
- as an assembly point prior to evacuation.

In the event of a fire in the landscape, a SIP may be used as a central assembly point prior to evacuation or as a last resort when evacuation from site is no longer a viable option. Leaving early is always the best option.

All schools must identify the SIP building(s) in their Emergency Management Plan and on their evacuation diagrams. In some cases, the School will have an alternative SIP which should also be noted (e.g. if the primary SIP is not accessible).

SIP building(s) must meet performance criteria based on the school's risk profile.

Schools are advised to consider including at least one SIP emergency drill per year.

There are additional considerations to protect from ember attack for schools that have an identified grassfire or bushfire risk, and additional performance criteria for schools identified to be on the Bushfire At-Risk Register to protect from ember attack and associated consequential fires.

For schools that are on the BARR, the SIP must:

- have enough exit doors that are not able to externally combust or require passage over combustible surfaces or decking with exits that allow for the timely exit of the building under bushfire conditions with consideration of the potential rate that the building could lose tenability in a bushfire.
- have non-combustible external building elements and attachments.

- consider specific building design details which limit the likelihood of ignition and limit the rate at which the building loses tenability (related to the effective evacuation or exit time) in a bushfire, such as avoiding:
    o hidden, unoccupied or unmonitored combustible building cavities or rooms.
    o combustible external façade materials.
    o attached buildings and building elements that are not built to the same requirements a significant structure that is located near a SIP can present a higher ignition threat to the building than an ember attack. Radiant heat and/or flames from a nearby burning structure may be enough to ignite a building. It is recommended that a registered fire safety engineer is engaged to analyse the risks and provide appropriate advice).
- continue to be maintained at the same standard as stipulated in the SIP assessment guidelines.
- meet ESM maintenance and maintenance of exits and paths of travel based on when the building was built and may consider upgrades (funded by the school) that would align with newer construction dates.
- have no combustible material within 10 metres of the building such as plastic equipment, rubbish skips, recycling bins, wood piles, gas cylinders and plants with the potential to produce localised flame contact with any vulnerable part of the building.
- choose plants with low flammability and locate them correctly.

If early evacuation advice is not issued or the fire is approaching the school and it is unsafe to evacuate, everyone should remain in the building after the following precautions are taken:
- Phone 000 for Fire Brigade and follow advice. Inform 000/Fire Brigade operator which building(s) employees and students will be housed in.
- Check student and employee attendance against class rolls at the assembly area.

Maintenance around the SIP

Please refer to the School site readiness review checklist.

If a lockdown is implemented:

- Where possible select a building with at least two clear exits.
- Initiate headcounts and account for all students, staff and visitors.
- Move everybody inside, assembled away from the part of the building that will be initially exposed to the fire.
- Turn off power and gas, ensure that gas bottles (e.g., barbecue gas bottles) have been removed from the area, close all windows and doors and block crevices with wet materials (e.g., towels).
- Fill gutters, all sinks, washbasins, and drums with water.
- Stay inside in the identified area (preferably bricked and tiled) with available water and away from windows.
- Once the fire has clearly passed, evacuate the building if safe to do so. Assess and remain in a safe area.
- Contact the DOSCEL Emergency Control Organisation to report the incident and for further advice and support, as appropriate (including media support).
- Implement procedures to resume school activities, including arranging counselling support.
- Chief Warden to complete Appendix 3 *Evacuation and Incident Report.*

9.2   Offsite Activities

In the event of a bushfire retreat to a safe area such as a river, broad track, rocky or cleared area including already burnt ground if possible. Fire usually travels much faster uphill than downhill. However, it is virtually impossible to outrun a fire whether it is traveling up or downhill.

In case of an approaching or near-by fire:

- Keep calm and reassure the group.
- Drink as much water as possible and carry water.
- Cover as much exposed skin as possible, preferably with woollen and thick clothing (synthetic clothing can melt, whereas natural fibres are more fire resistant).
- Saturate clothing if possible.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible.
- Decide on the intended route and signals and ensure all know them.
- Place experienced walkers in the front and rear of the group.
- Conserve as much energy as possible and take rests, if viable.

If trapped by fire:

The heat radiated by fire is intense (320° Celsius compared to flames at 50° Celsius) and can badly burn skin, even some distance from the flames.

- Cover as much exposed skin as possible, preferably with woollen and thick clothing (synthetic clothing can melt, whereas natural fibres are more fire resistant).
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep down low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil.
- Make sure you have two points of exit – including one direct exit out of the building. Namely, don't get trapped in a building with one exit.

9.3   Catastrophic Fire Danger Rating

Catastrophic Fire Danger Rating (FDR) is the highest level of fire danger. These are the most dangerous conditions for a fire and if a fire starts and takes hold, lives are likely to be lost. Catastrophic FDR days will be forecast for the whole of a fire weather district.

In some circumstances DOSCEL may be advised of the potential for Catastrophic FDR conditions to be present.

DOSCEL will:

- wherever possible, provide schools with four (4) to seven (7) days' notice of a possible Catastrophic FDR day closure to enable schools to forewarn their school and parent/carer community.
- confirm the final decision to close a school by 1 pm the day before the Catastrophic FDR day closure.

Ahead of the fire danger period, schools on the BARR and Category 4 list must:

- advise their school and parent/carer community and all site users of the arrangements for the summer that the school will be closed on any Catastrophic FDR day in their fire weather district, and nobody is to be on site that day.
- include pre-emptive closure procedures in their emergency management plan.
- complete the activities outlined in the bushfire/grassfire readiness checklist schools and/or bushfire/grassfire readiness checklist.
- notify bus travellers and parents/carers that no school bus services will operate to or from a school closed on a Catastrophic FDR day in their fire weather district.
- Note: Schools not on the BARR or Category 4 list will remain open unless they are directly threatened by fire or another emergency.

Schools on the BARR and Category 4 list must do the following before closing on a Catastrophic FDR day:

- notify staff, parents/carers and all other site users (including contractors, outside school hours care, extracurricular activities and programs) that the school will close, and nobody is to be on site that day.
- check proposed camp and excursion venues located in forecast Catastrophic FDR fire weather districts and update the Student Activity Locator with cancellations or changes.
- notify bus travellers, parents, bus operators and client schools of potential and confirmed cancellation of bus routes.

Schools are strongly encouraged to download the VicEmergency app to maintain situational awareness, including notification of any forecasts of Catastrophic FDR days in their fire weather district.

9.4   Catastrophic Fire Danger Rating – School Closures

Schools that have been identified as being at high fire risk are listed on the BARR and Category 4 list, regardless of the Category will close on days declared Catastrophic FDR.

Schools and services not on the BARR will remain open, unless directly threatened by fire or another emergency.

Where possible, four (4) to seven (7) days' notice of a planned closure will be provided. However, experience indicates that a Catastrophic FDR may be forecast at short notice. Parents, guardians, and carers should expect that in some instances less than four (4) days' notice may be provided.

Schools registered on the BARR and Category 4 list must do the following before closing on a Catastrophic FDR day:

- notify staff, parents/carers and all other site users (including school-based contractors*, outside school hours care, extracurricular activities and programs) that the school or early childhood facility will close, and nobody is to be on site that day.
- check proposed camp and excursion venues located in forecast Catastrophic FDR fire weather districts **and make cancellations or alterations.**

- notify bus travellers, parents, bus operators and client schools of potential and confirmed cancellation of bus routes.

Once the final decision to close is confirmed at 1 pm the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help families plan for how their children will be cared for when their school is closed.

When a school is closed in response to bushfire or grassfire risk, no one, including staff, contractors, and other users, will be permitted on site.

List of Actual and Potential School Closures

Where possible, information on Catastrophic fire danger weather-related closures will be provided up to four (4) to seven (7) days in advance.

View the latest total fire ban and fire danger ratings.

See the Department of Education and Training's list of school and early childhood service closures.

10   Area Maps and School

Evacuation Route Map and Alternative Evacuation Route Map

Whilst an Assembly Area is stipulated in the Evacuation Route Map, it may be necessary to utilise an alternative Assembly Area depending on the nature and extent of the emergency.

Assembly Area(s) shall, so far as reasonably practicable, be sufficiently distant from the emergency to allow for the protection of the evacuees.

Legend:

Evacuation Route	➡️	
Evacuation Point / Assembly Area	Evacuation Assembly Area	Alternative Evacuation Assembly Area
Distance	Evacuation Assembly Area	50 metres 0 kilometres
	Alternative Evacuation Assembly Area	1 kilometres
Estimated walking time	Evacuation Assembly Area	2 minutes
	Alternative Evacuation Assembly Area	4 minutes

11   Traffic Management Plan

Insert a detailed traffic Management Plan of the school and its surrounding area. Traffic Management should show internal traffic flow.

Depending on the emergency the College would contact local Police, local Council and an external Traffic Management Company.

12   Evacuation Diagrams

SITE PLAN

LEGEND MAP

- Fire Hydrant
- Emergency Gas Shut Off
- Emergency Water Shut Off
- Electrical Switch Board
- Emergency Evacuation Assembly Area

REEVE ST

PRIMARY ASSEMBLY AREA

MACALISTER ST

SECONDARY ASSEMBLY AREA

DATE ISSUED: August 2021

VALID UNTIL: August 2026

DESAILLY ST

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850

Prepared by:

Statcom
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EVACUATION DIAGRAM

OFFICE TS132

YOU ARE HERE

TS137
TS136

TS130

TS131

TS138

TS133

TS134   TS135

VET/VCAL FLOOR PLAN

DATE ISSUED: August 2021   VALID UNTIL: August 2026

MACALISTER ST

SITE PLAN

PRIMARY ASSEMBLY AREA:
Oval

SECONDARY ASSEMBLY AREA:
Carpark

OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue   Assist any persons in immediate danger, only if safe to do so.

A - Alert   Alert others to the emergency and Dial 000. Where possible, activate Break Glass Alarm.

C - Contain   Closing doors behind you and restricting the danger area.

E - Evacuate   To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL
000

LEGEND

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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EVACUATION DIAGRAM

APPLIED LEARNING CENTRE FLOOR PLAN

TS121
TS120
TS122
TS123
TS127
TS124
TS125 TS126

YOU ARE HERE

SITE PLAN

SECONDARY ASSEMBLY AREA
PRIMARY ASSEMBLY AREA

MACALISTER ST
DESAILLY ST
REEVE ST

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue   Assist any persons in immediate danger, *only if safe* to do so.

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E - Evacuate   To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL
000

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher | CO² Extinguisher | Hose Reel | Manual Call Point | Class 3 Flammable Liquid | Male Toilet | Accessible Toilet | Electrical Switch Board | Emergency Gas Shut Off | First Aid | Emergency Evacuation Assembly Area | Primary Path of Travel | Directional Exit

Water Extinguisher | Fire Blanket | Fire Hydrant | Defibrillator | Fire Indicator Panel | Female Toilet | Unisex Toilet | Gas Isolation | Emergency Water Shut Off | Exit | Emergency Eye Wash | Secondary Path of Travel

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Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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EVACUATION DIAGRAM

SM110
WC SM110A
SM109
SM102
WC SM103
SM104
SM105
SM105A SOUND
SM105B MUSIC
CATHEDRAL HALL SM108
STAGE
SM105C DRAMA
SM107
SM106

YOU ARE HERE

STAGE
WC
WC
GAS

ST MARY'S HALL FLOOR PLAN

SITE PLAN

PRIMARY ASSEMBLY AREA
SECONDARY ASSEMBLY AREA

REEVE ST
MACALISTER ST
DESAILLY ST

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

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IN ANY EMERGENCY DIAL
000

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher | CO² Extinguisher | Hose Reel | Manual Call Point | Class 3 Flammable Liquid | Male Toilet | Accessible Toilet | Electrical Switch Board | Emergency Gas Shut Off | First Aid | Emergency Evacuation Assembly Area | Primary Path of Travel | Directional Exit

Water Extinguisher | Fire Blanket | Fire Hydrant | Defibrillator | Fire Indicator Panel | Female Toilet | Unisex Toilet | Gas Isolation | Emergency Water Shut Off | Exit | Emergency Eye Wash | Secondary Path of Travel

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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EVACUATION DIAGRAM

CLASSROOM 5
OL107

CLASSROOM 6
OL108

TEACHERS OFFICE
OL106

CLASSROOM
OL105

YOU ARE HERE

COMMON ROOM
OL101

CLASSROOM 3
OL104

CLASSROOM 2
OL103

CLASSROOM 1
OL102

O'CONNOR
LEARNING CENTRE
FLOOR PLAN

SITE PLAN

PRIMARY ASSEMBLY AREA
SECONDARY ASSEMBLY AREA
REEVE ST
MACALISTER ST
DESAILLY ST

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue   Assist any persons in immediate danger, only if safe to do so.

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IN ANY EMERGENCY DIAL
📞 **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher	Male Toilet	Emergency Gas Shut Off
CO2 Extinguisher	Accessible Toilet	First Aid
Hose Reel	Electrical Switch Board	Emergency Evacuation Assembly Area
Manual Call Point		Primary Path of Travel
Class 3 Flammable Liquid		Directional Exit
Water Extinguisher	Female Toilet	Emergency Water Shut Off
Fire Blanket	Unisex Toilet	Exit
Fire Hydrant	GAS Gas Isolation	Emergency Eye Wash
Defibrillator		Secondary Path of Travel
Fire Indicator Panel		

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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EVACUATION DIAGRAM

JOHN 23rd BUILDING
GROUND
FLOOR PLAN

JT121

JT122   JT123

JT119

JT125

JT114

JT116   JT126

JT115

JT112

JT117   JT127

JT110

JT109   JT108   JT106

YOU ARE HERE

JT104   JT102

JT103

SITE PLAN

PRIMARY ASSEMBLY AREA
SECONDARY ASSEMBLY AREA
REEVE ST
MACALISTER ST
DESAILLY ST

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue   Assist any persons in immediate danger, only if safe to do so.

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C - Contain   Closing doors behind you and restricting the danger area.

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IN ANY EMERGENCY DIAL
📞 **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher	Male Toilet	Emergency Gas Shut Off
CO2 Extinguisher	Accessible Toilet	First Aid
Hose Reel	Electrical Switch Board	Emergency Evacuation Assembly Area
Manual Call Point		Primary Path of Travel
Class 3 Flammable Liquid		Directional Exit
Water Extinguisher	Female Toilet	Emergency Water Shut Off
Fire Blanket	Unisex Toilet	Exit
Fire Hydrant	GAS Gas Isolation	Emergency Eye Wash
Defibrillator		Secondary Path of Travel
Fire Indicator Panel		

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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EVACUATION DIAGRAM

JT 205

JT206

JT207

LIFT

JT203

JT 202

YOU ARE HERE

JT201

JOHN 23rd BUILDING
FIRST FLOOR PLAN

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher	CO² Extinguisher	Hose Reel	Manual Call Point	Class 3 Flammable Liquid
Water Extinguisher	Fire Blanket	Fire Hydrant	Defibrillator	Fire Indicator Panel
Electrical Switch Board	Emergency Gas Shut Off	First Aid	Emergency Evacuation Assembly Area	Primary Path of Travel
Gas Isolation	Emergency Water Shut Off	Exit	Emergency Eye Wash	Secondary Path of Travel
Male Toilet	Female Toilet	Accessible Toilet	Unisex Toilet	Directional Exit

SITE PLAN

PRIMARY ASSEMBLY AREA

STANDARD FIRE ORDERS

R - Rescue   Assist any persons in immediate danger, only if safe to do so.

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E - Evacuate   To the nominated Assembly Area and ensure everyone is accounted for.

PRIMARY ASSEMBLY AREA	SECONDARY ASSEMBLY AREA	OFFSITE ASSEMBLY AREA	IN ANY EMERGENCY
Oval	Carpark	Oval	☎ 000

Catholic College Sale
51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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EVACUATION

OFFICE
AL110

SERVERY
AL109B

YOU ARE HERE

OFFICE
AL111

CANTEEN
AL109

CANTEEN
PREP.
AL109A

SERVER
ROOM
AL102B

MEETING
ROOM
AL112

SICK
BAY 3
AL105

WC
AL106

STORE
AL102A

DP
OFFICE
AL113

SICK
BAY 2
AL104

RECEPTION
AL102

SICK
BAY 1
AL103

OFFICE
AL114

FOYER
AL101

**ALLMAN BUILDING
FLOOR PLAN**

DATE ISSUED: August 20:

LEGEND

Dry Chemical Powder Extinguisher	CO² Extinguisher	Hose Reel	Manual Call Point	Class 3 Flammable Liquid
Water Extinguisher	Fire Blanket	Fire Hydrant	Defibrillator	Fire Indicator Panel

Male Toilet	Accessible Toilet		
Female Toilet	Unisex Toilet		

Catholic College Sale – 51-53 Desailly Street, Sale, V
Nearest Cross St: Reeve Street, MacAlister Street & Desailly S
Access St: Reeve Street, MacAlister Street & Desailly Street

EVACUATION DIAGRAM

BISHOP PHELAN STADIUM GROUND FLOOR PLAN

YOU ARE HERE

SEATING

BP114
BP 102
BP 103
BP 105
BP 106
BP 107
BP 109
BP 110
BP 111
BP 115
BP 118
BP 119

SITE PLAN

MACALISTER ST
DESAILLY ST
REEVE ST

SECONDARY ASSEMBLY AREA
PRIMARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue	Assist any persons in immediate danger, only if safe to do so.
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IN ANY EMERGENCY DIAL
000

DATE ISSUED: August 2021 VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher · CO2 Extinguisher · Hose Reel · Manual Call Point · Class 3 Flammable Liquid · Male Toilet · Accessible Toilet · Electrical Switch Board · Emergency Gas Shut Off · First Aid · Emergency Evacuation Assembly Area · Primary Path of Travel · Directional Exit · Water Extinguisher · Fire Blanket · Fire Hydrant · Defibrillator · Fire Indicator Panel · Female Toilet · Unisex Toilet · Gas Isolation · Emergency Water Shut Off · Exit · Emergency Eye Wash · Secondary Path of Travel

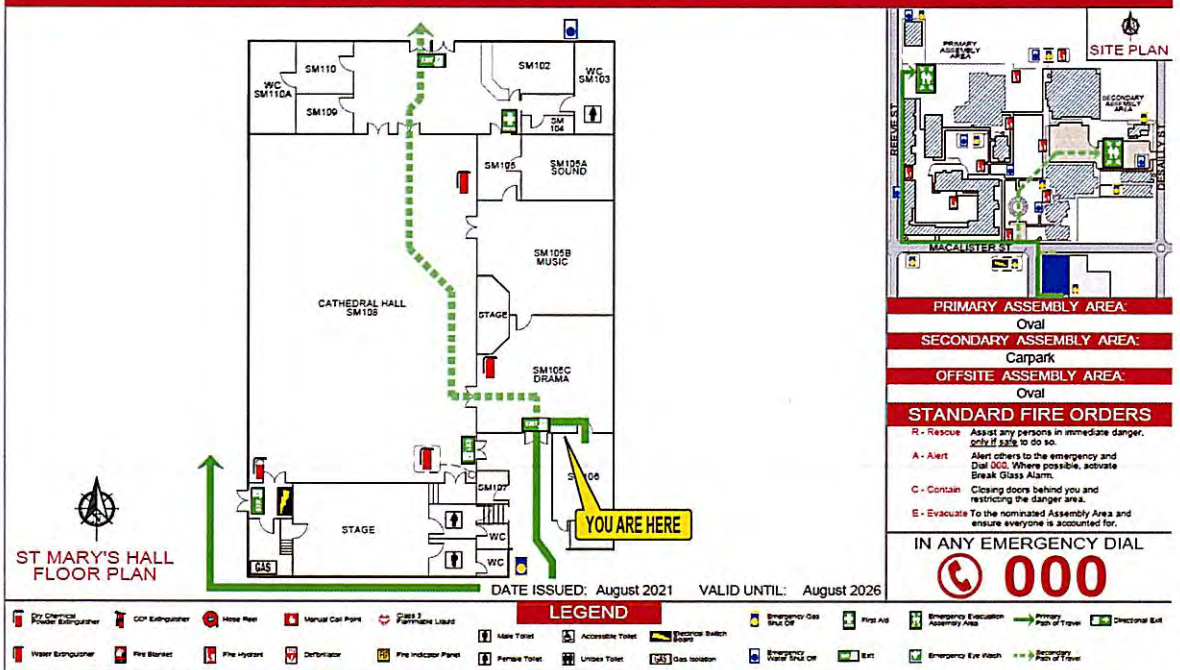**Catholic College Sale** – 51-53 Desailly Street, Sale, VIC, 3850
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Access St: Reeve Street, MacAlister Street & Desailly Street
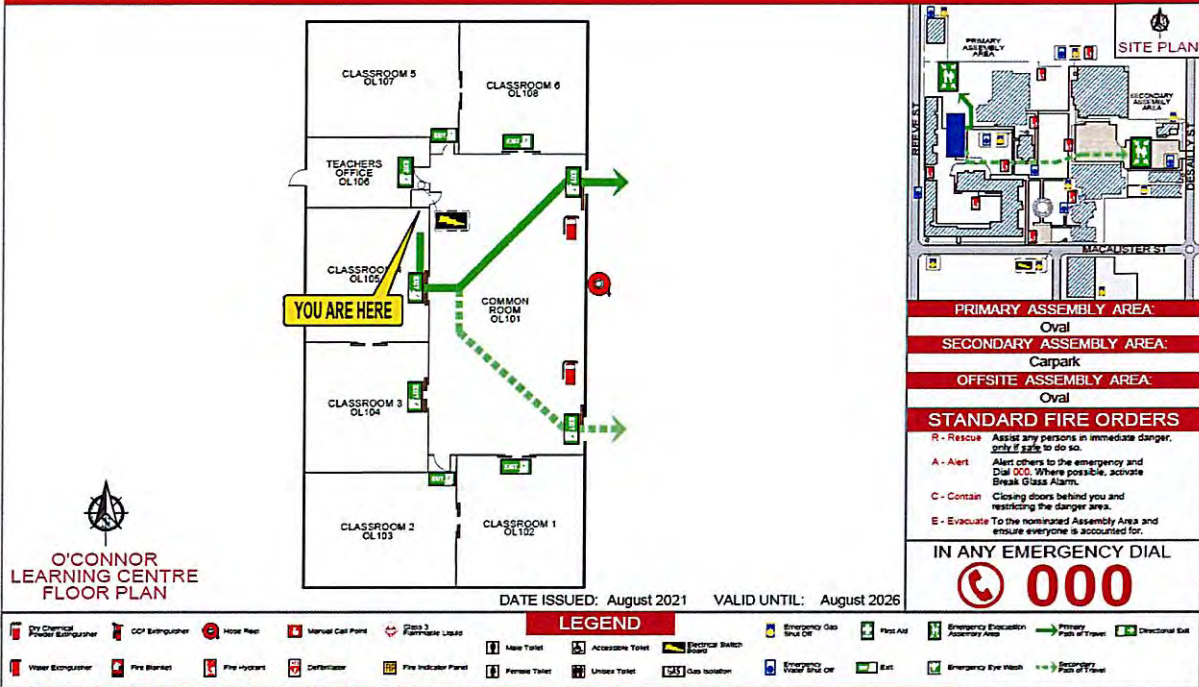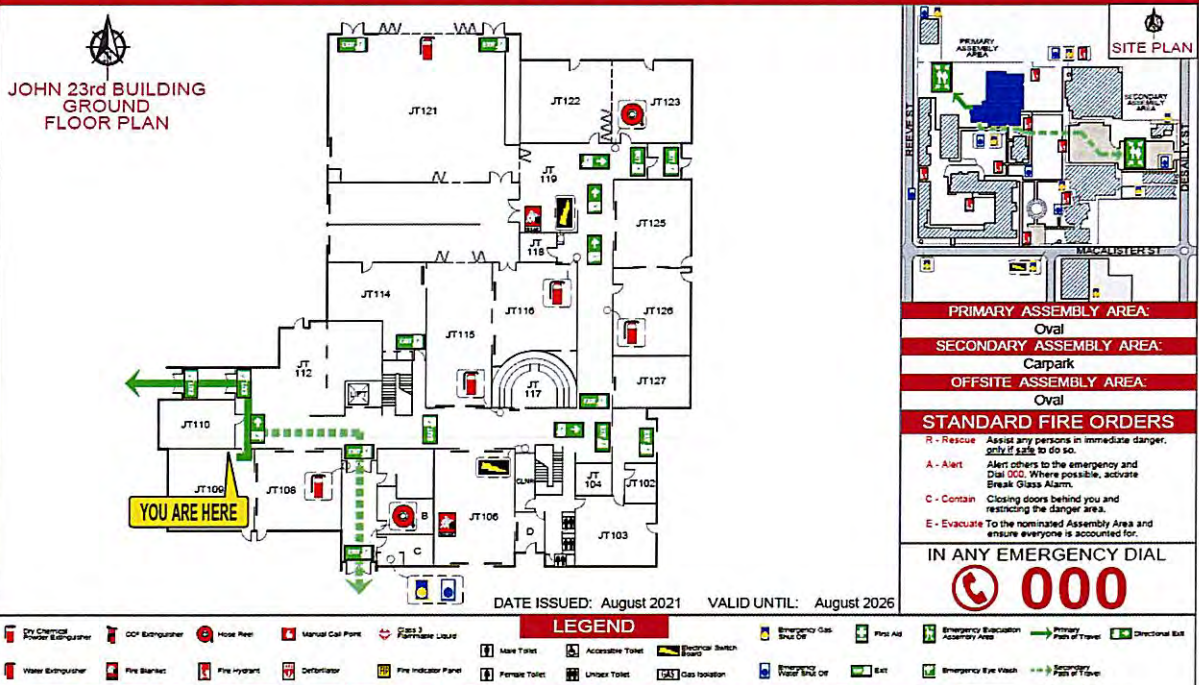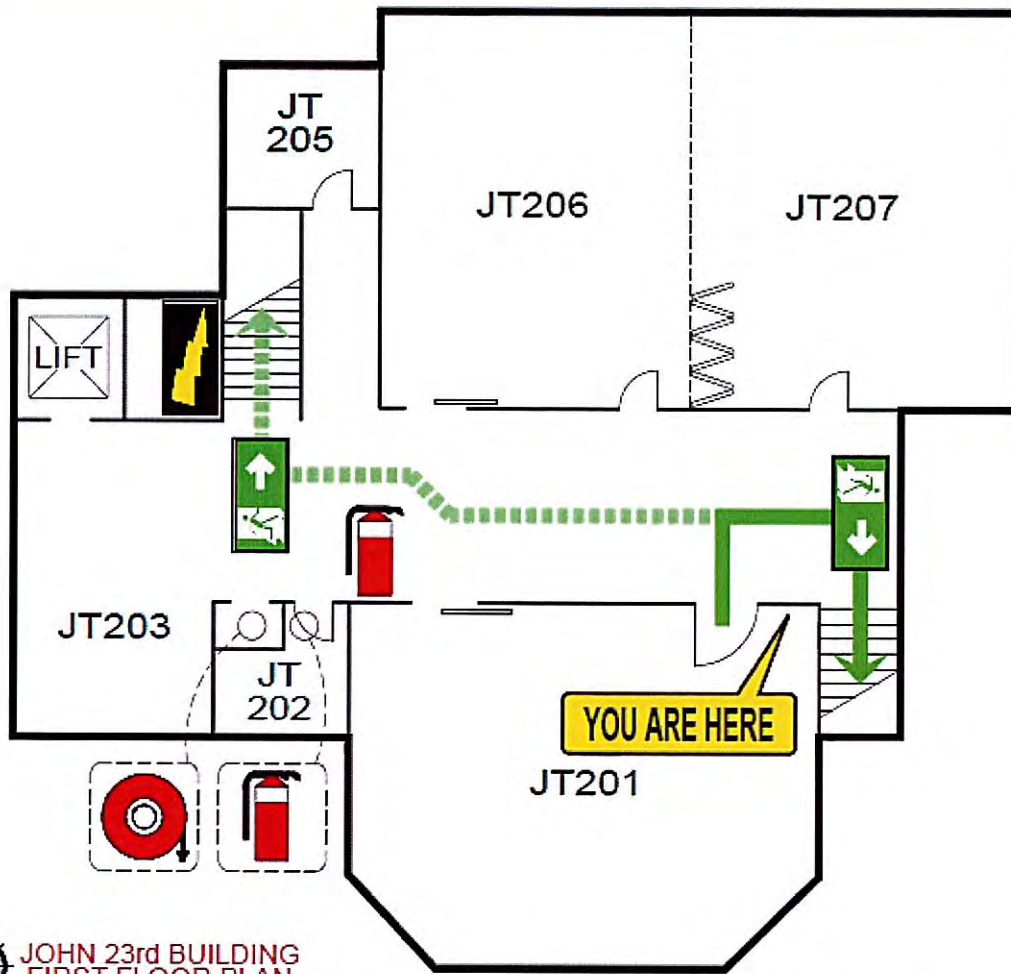
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EVACUATION DIAGRAM

TRADE SKILLS CENTRE/ TECHNOLOGY & ART GROUND FLOOR PLAN

HOSPITALITY KITCHEN TS104
CLASSROOM TS102
BAR
KITCHEN TS106
CLASSROOM 2 TS113
STAFF
STORE ROOM TS114
WORK SHOP TS118
WORK SHOP TS115
TS216
TS216
SE101
SE102
SE113
SE113
SE112
SE110
SE109
SE108

YOU ARE HERE

SITE PLAN

REEVE ST
MACALISTER ST
DESAILLY ST

PRIMARY ASSEMBLY AREA
SECONDARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue	Assist any persons in immediate danger, only if safe to do so.
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IN ANY EMERGENCY DIAL
000

DATE ISSUED: August 2021 VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher · CO2 Extinguisher · Hose Reel · Manual Call Point · Class 3 Flammable Liquid · Male Toilet · Accessible Toilet · Electrical Switch Board · Emergency Gas Shut Off · First Aid · Emergency Evacuation Assembly Area · Primary Path of Travel · Directional Exit · Water Extinguisher · Fire Blanket · Fire Hydrant · Defibrillator · Fire Indicator Panel · Female Toilet · Unisex Toilet · Gas Isolation · Emergency Water Shut Off · Exit · Emergency Eye Wash · Secondary Path of Travel
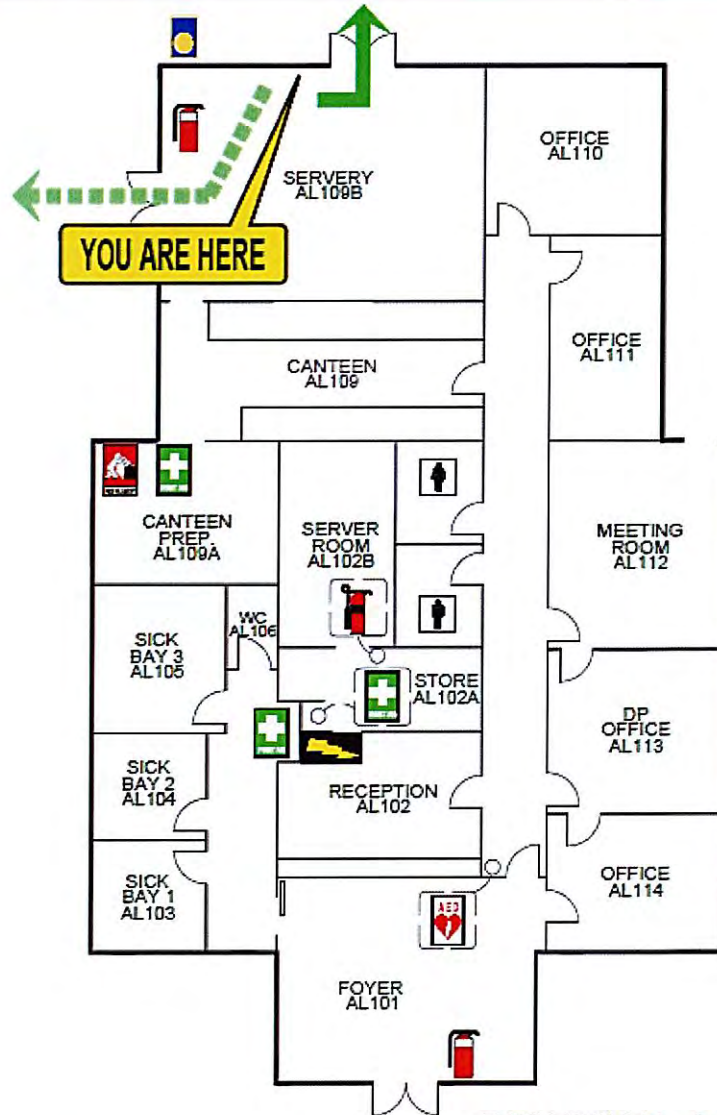
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Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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Diocese of Sale Emergency Management Plan Template October 2021
Next Review: December 2025

MONTAGUE LEARNING CENTRE FLOOR PLAN

GAS

KITCHEN | WC | ROOM 1 | ROOM 2

YOU ARE HERE

VERANDA

WORKROOM 2

WORKROOM 1

RAMP

SITE PLAN

PRIMARY ASSEMBLY AREA
REEVE ST
SECONDARY ASSEMBLY AREA
MACALISTER ST
DESAILLY ST

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue — Assist any persons in immediate danger. only if safe to do so.

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IN ANY EMERGENCY DIAL

☎ **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher | CO2 Extinguisher | Hose Reel | Manual Call Point | Class 3 Flammable Liquid | Male Toilet | Accessible Toilet | Electrical Switch Board | Emergency Gas Shut Off | First Aid | Emergency Evacuation Assembly Area | Primary Path of Travel | Directional Exit

Water Extinguisher | Fire Blanket | Fire Hydrant | Defibrilator | Fire Indicator Panel | Female Toilet | Unisex Toilet | Gas Isolation | Emergency Water Shut Off | Exit | Emergency Eye Wash | Secondary Path of Travel
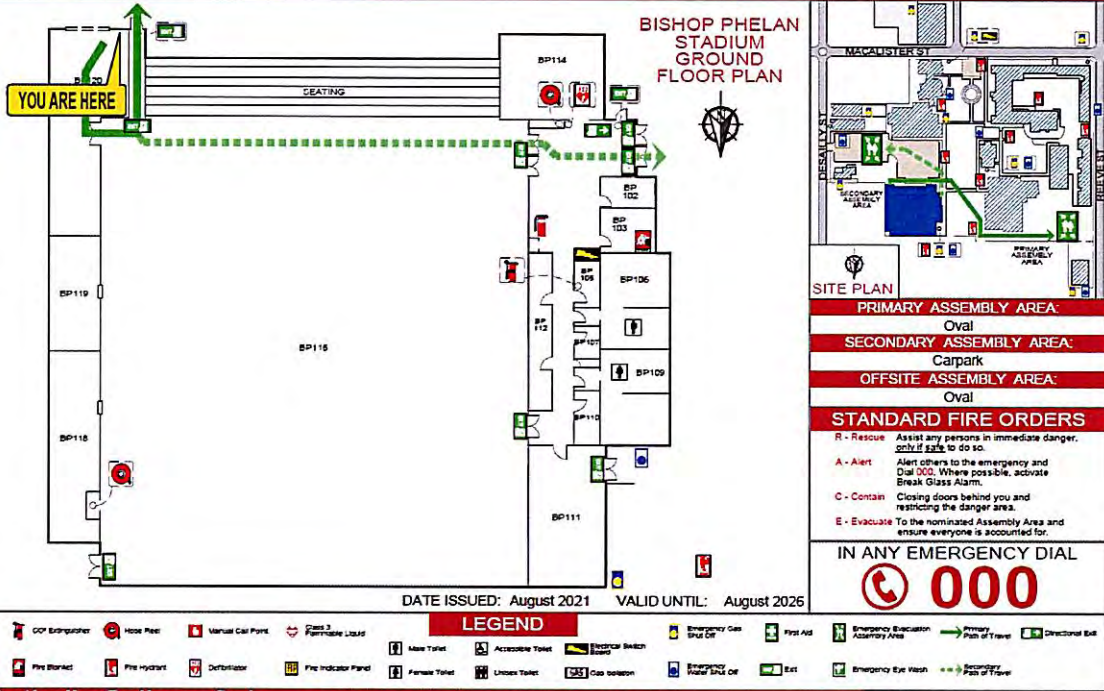
Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
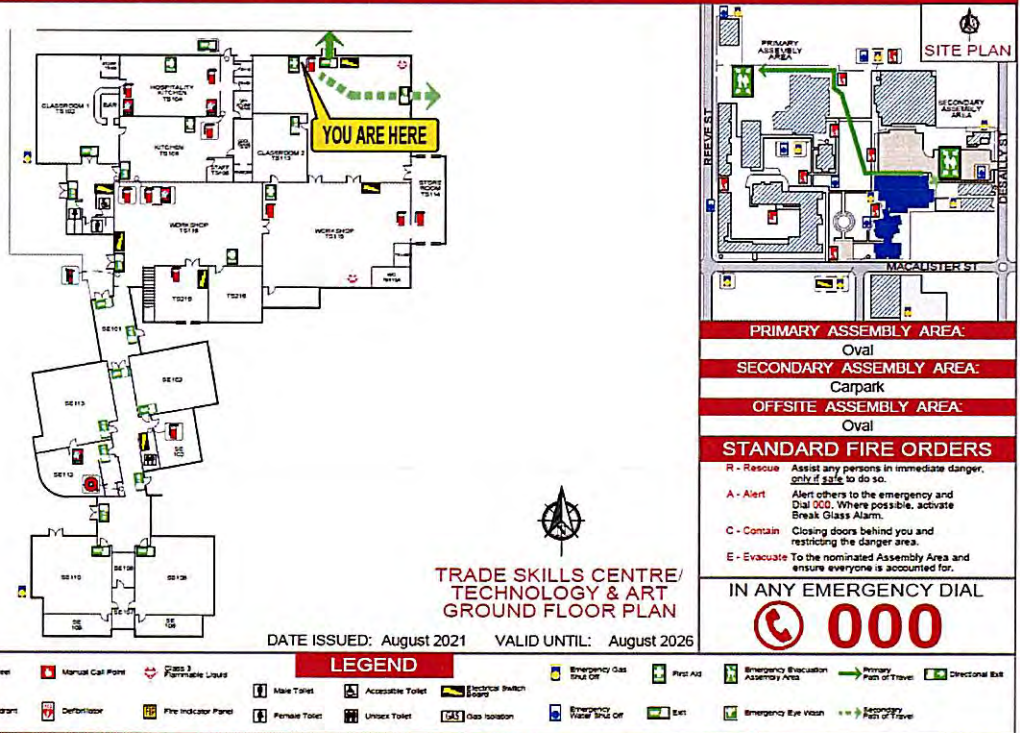Access St: Reeve Street, MacAlister Street & Desailly Street
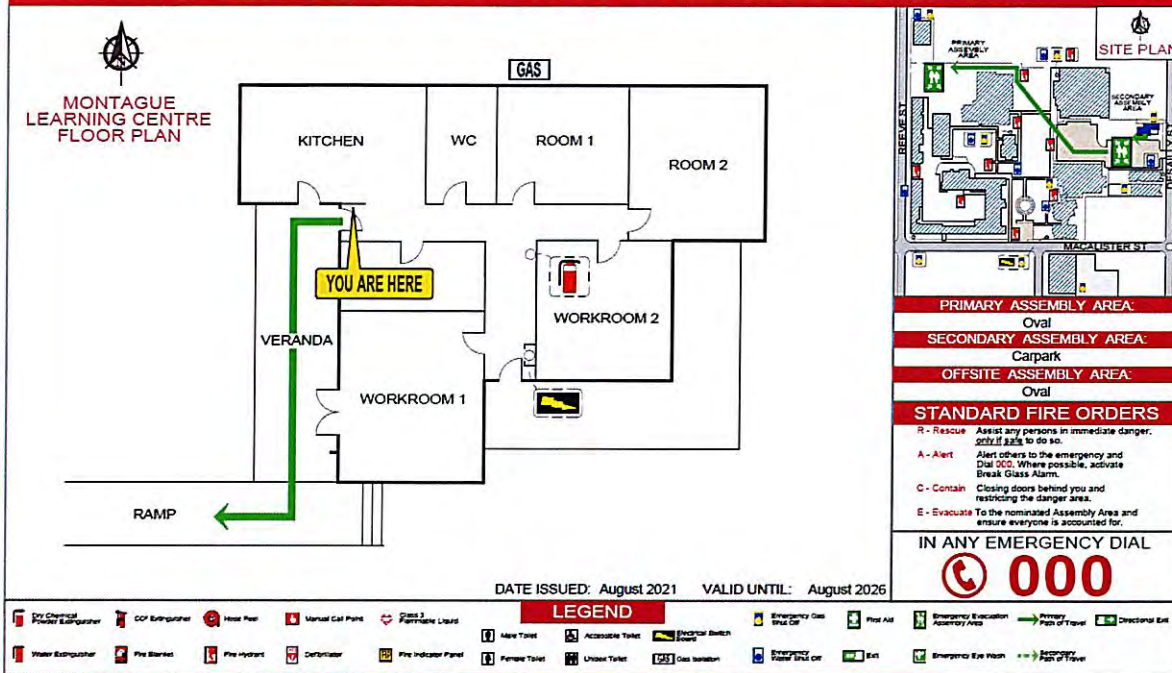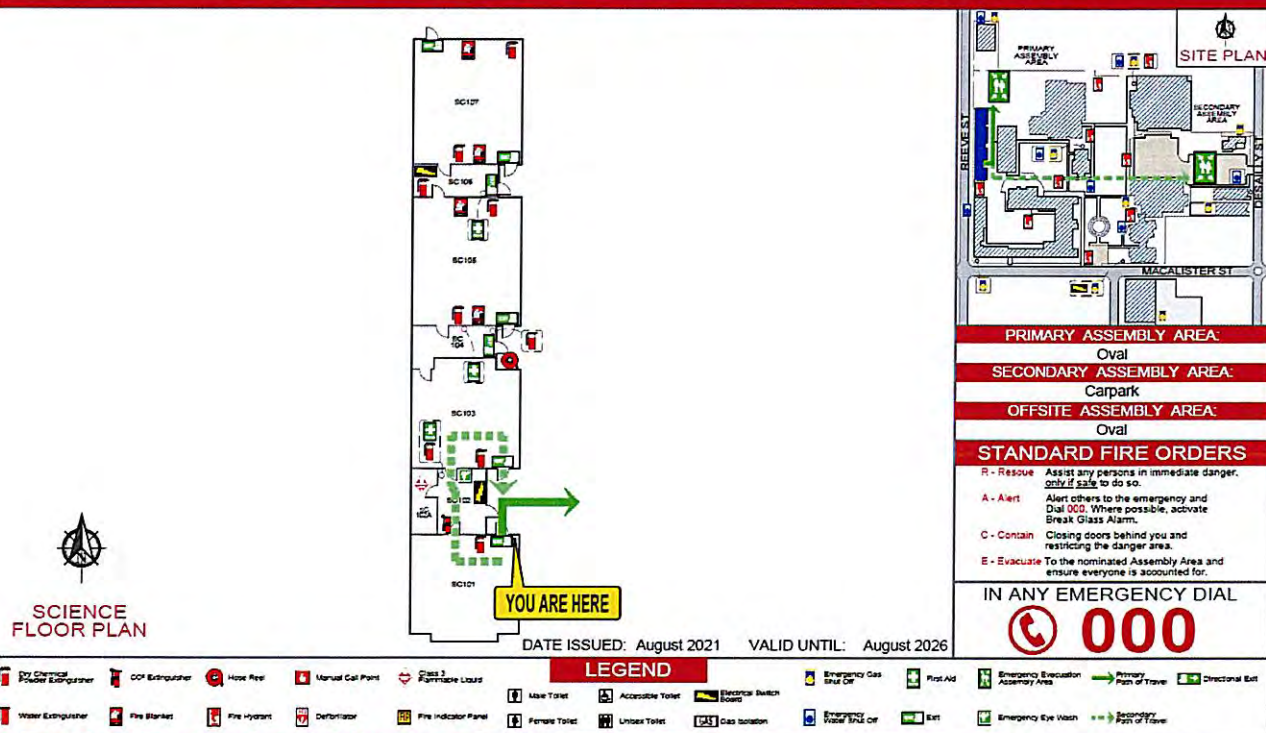
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SCIENCE FLOOR PLAN

SC127

SC106

SC105

SC103

YOU ARE HERE

SITE PLAN

PRIMARY ASSEMBLY AREA
REEVE ST
SECONDARY ASSEMBLY AREA
MACALISTER ST
DESAILLY ST

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue — Assist any persons in immediate danger. only if safe to do so.

A - Alert — Alert others to the emergency and Dial 000. Where possible, activate Break Glass Alarm.

C - Contain — Closing doors behind you and restricting the danger area.

E - Evacuate — To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL

☎ **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher | CO2 Extinguisher | Hose Reel | Manual Call Point | Class 3 Flammable Liquid | Male Toilet | Accessible Toilet | Electrical Switch Board | Emergency Gas Shut Off | First Aid | Emergency Evacuation Assembly Area | Primary Path of Travel | Directional Exit

Water Extinguisher | Fire Blanket | Fire Hydrant | Defibrilator | Fire Indicator Panel | Female Toilet | Unisex Toilet | Gas Isolation | Emergency Water Shut Off | Exit | Emergency Eye Wash | Secondary Path of Travel

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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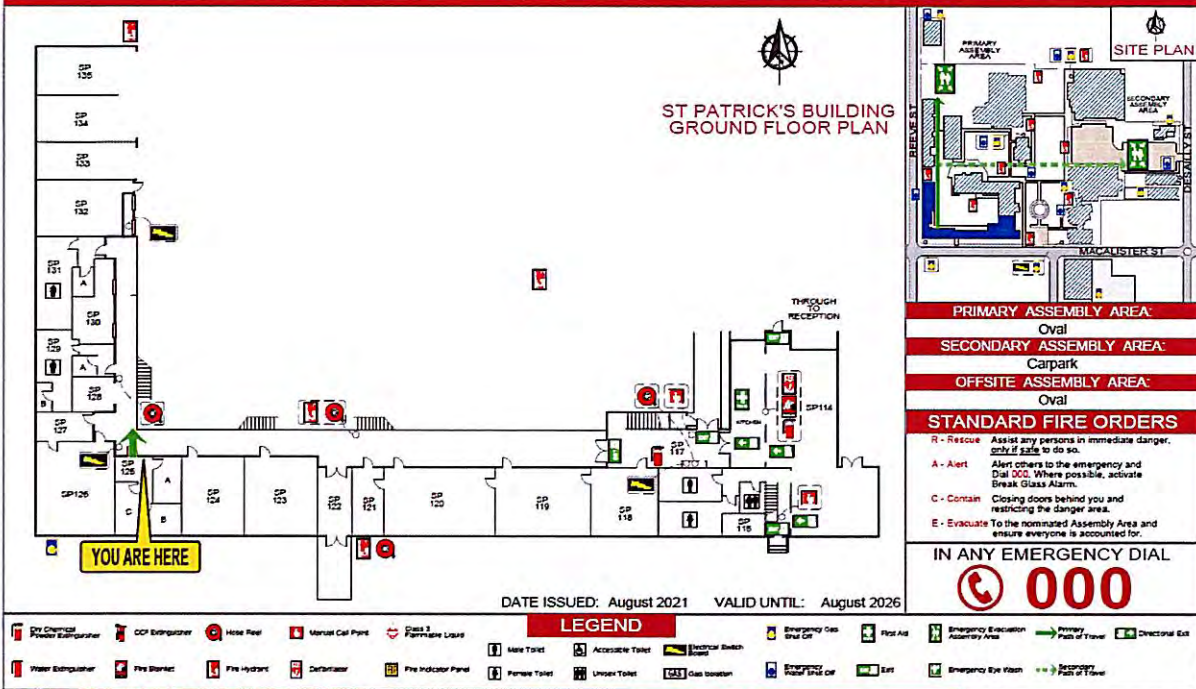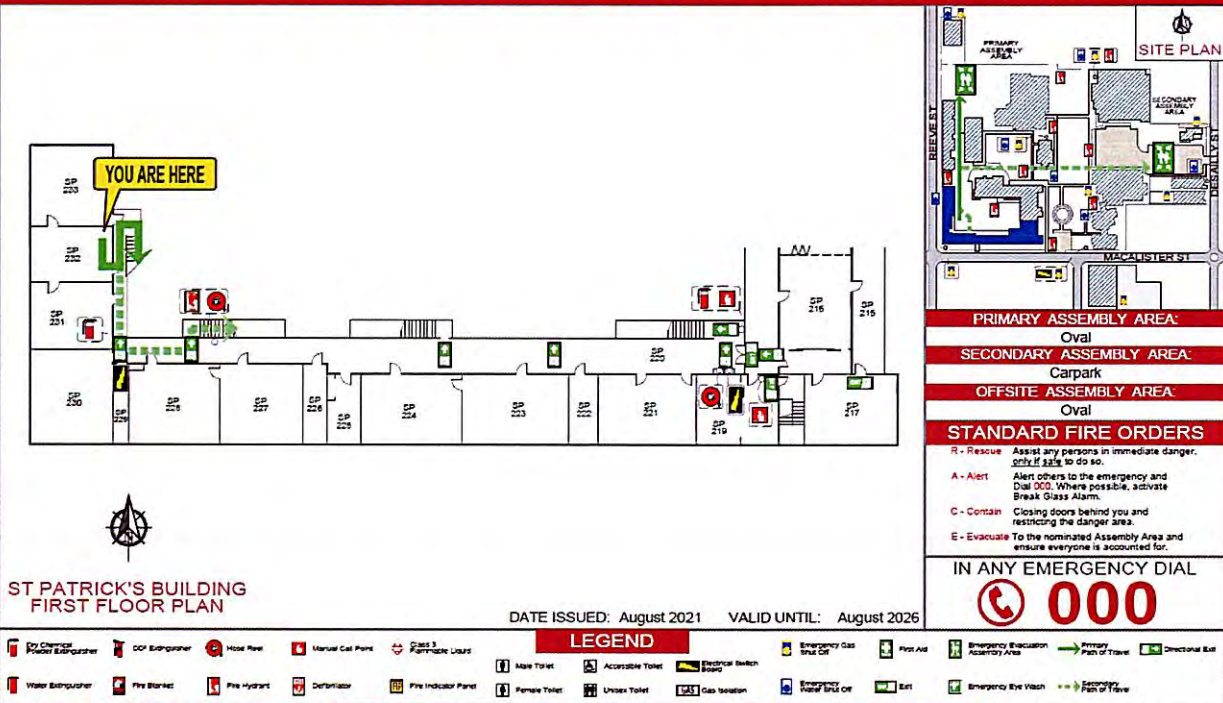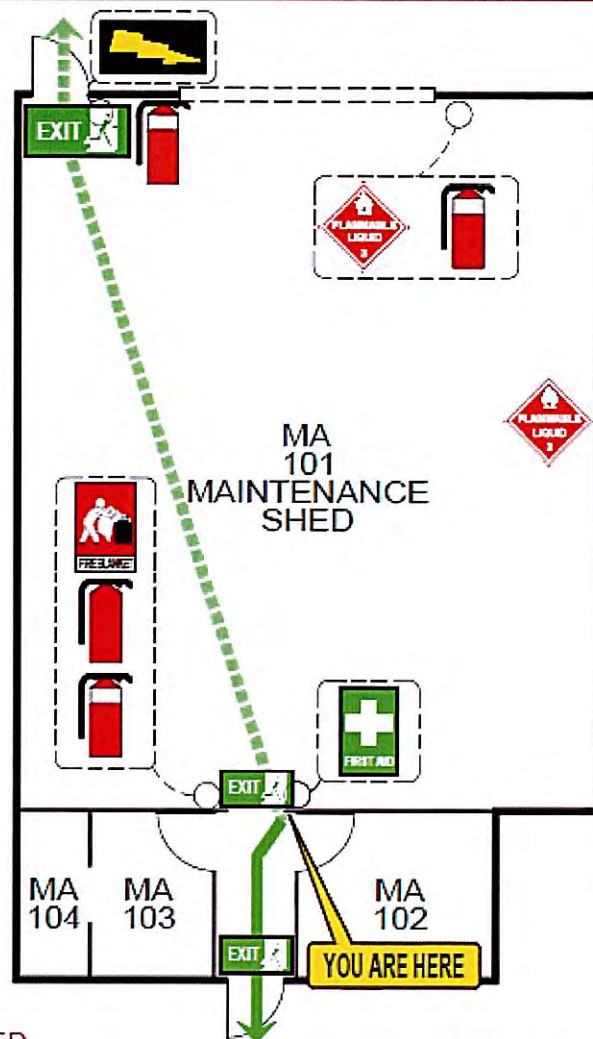**Statcom**
statcomsystems.com.au

EVACUATION DIAGRAM

ST PATRICK'S BUILDING GROUND FLOOR PLAN

YOU ARE HERE

THROUGH TO RECEPTION

SITE PLAN

PRIMARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue — Assist any persons in immediate danger, *only if safe* to do so.
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E - Evacuate — To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL
☎ **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher · CO2 Extinguisher · Hose Reel · Manual Call Point · Class 3 Flammable Liquid · Male Toilet · Accessible Toilet · Electrical Switch Board · Emergency Gas Shut Off · First Aid · Emergency Evacuation Assembly Area · Primary Path of Travel · Directional Exit

Water Extinguisher · Fire Blanket · Fire Hydrant · Defibrillator · Fire Indicator Panel · Female Toilet · Unisex Toilet · Gas Isolation · Emergency Mains Shut Off · Exit · Emergency Eye Wash · Secondary Path of Travel

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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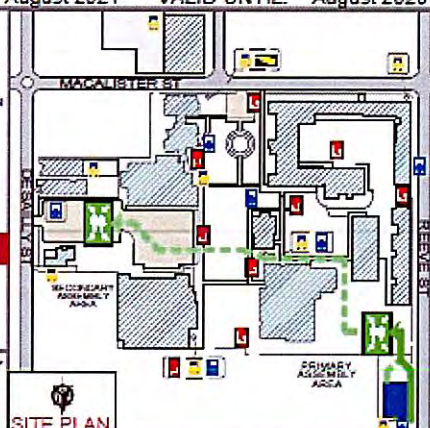# EVACUATION DIAGRAM

YOU ARE HERE

SITE PLAN

MACALISTER ST

ST PATRICK'S BUILDING FIRST FLOOR PLAN

PRIMARY ASSEMBLY AREA:
Oval
SECONDARY ASSEMBLY AREA:
Carpark
OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue — Assist any persons in immediate danger, *only if safe* to do so.
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C - Contain — Closing doors behind you and restricting the danger area.
E - Evacuate — To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL
☎ **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher · CO2 Extinguisher · Hose Reel · Manual Call Point · Class 3 Flammable Liquid · Male Toilet · Accessible Toilet · Electrical Switch Board · Emergency Gas Shut Off · First Aid · Emergency Evacuation Assembly Area · Primary Path of Travel · Directional Exit

Water Extinguisher · Fire Blanket · Fire Hydrant · Defibrillator · Fire Indicator Panel · Female Toilet · Unisex Toilet · Gas Isolation · Emergency Mains Shut Off · Exit · Emergency Eye Wash · Secondary Path of Travel

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

Prepared by:
Statcom
statcomsystems.com.au

ST PATRICK'S BUILDING
GROUND FLOOR PLAN

YOU ARE HERE

SITE PLAN

SECONDARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA:
Oval

SECONDARY ASSEMBLY AREA:
Carpark

OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue — Assist any persons in immediate danger, only if safe to do so.

A - Alert — Alert others to the emergency and Dial 000. Where possible, activate Break Glass Alarm.

C - Contain — Closing doors behind you and restricting the danger area.

E - Evacuate — To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL
📞 **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher	CO2 Extinguisher	Hose Reel	Manual Call Point	Class 3 Flammable Liquid	Male Toilet	Accessible Toilet	Electrical Switch Board	Emergency Gas Shut Off	First Aid	Emergency Evacuation Assembly Area	Primary Path of Travel	Directional Exit
Water Extinguisher	Fire Blanket	Fire Hydrant	Defibrillator	Fire Indicator Panel	Female Toilet	Unisex Toilet	Gas Isolation	Emergency Water Shut Off	Exit	Emergency Eye Wash	Secondary Path of Travel	

Catholic College Sale - 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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YOU ARE HERE

SITE PLAN

PRIMARY ASSEMBLY AREA

SECONDARY ASSEMBLY AREA

ST PATRICK'S BUILDING
FIRST FLOOR PLAN

PRIMARY ASSEMBLY AREA:
Oval

SECONDARY ASSEMBLY AREA:
Carpark

OFFSITE ASSEMBLY AREA:
Oval

STANDARD FIRE ORDERS

R - Rescue — Assist any persons in immediate danger, only if safe to do so.

A - Alert — Alert others to the emergency and Dial 000. Where possible, activate Break Glass Alarm.

C - Contain — Closing doors behind you and restricting the danger area.

E - Evacuate — To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL
📞 **000**

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher	CO2 Extinguisher	Hose Reel	Manual Call Point	Class 3 Flammable Liquid	Male Toilet	Accessible Toilet	Electrical Switch Board	Emergency Gas Shut Off	First Aid	Emergency Evacuation Assembly Area	Primary Path of Travel	Directional Exit
Water Extinguisher	Fire Blanket	Fire Hydrant	Defibrillator	Fire Indicator Panel	Female Toilet	Unisex Toilet	Gas Isolation	Emergency Water Shut Off	Exit	Emergency Eye Wash	Secondary Path of Travel	

Catholic College Sale - 51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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EVACUATION DIAGRAM

MA
101
MAINTENANCE
SHED

FLAMMABLE LIQUID 3

FIRE BLANKET

FIRST AID

EXIT

YOU ARE HERE

MA 104   MA 103   MA 102

MAINTENANCE SHED FLOOR PLAN

DATE ISSUED: August 2021   VALID UNTIL: August 2026

LEGEND

Dry Chemical Powder Extinguisher	CO² Extinguisher	Hose Reel
Water Extinguisher	Fire Blanket	Fire Hydrant
Electrical Switch Board	Emergency Gas Shut Off	First Aid
Gas Isolation	Emergency Water Shut Off	Exit
Male Toilet	Female Toilet	Accessible Toilet

Manual Call Point	Class 3 Flammable Liquid
Defibrillator	Fire Indicator Panel
Emergency Evacuation Assembly Area	Primary Path of Travel
Emergency Eye Wash	Secondary Path of Travel
Unisex Toilet	Directional Exit

STANDARD FIRE ORDERS

R - Rescue Assist any persons in immediate danger, only if safe to do so.

A - Alert Alert others to the emergency and Dial 000. Where possible, activate Break Glass Alarm.

C - Contain Closing doors behind you and restricting the danger area.

E - Evacuate To the nominated Assembly Area and ensure everyone is accounted for.

PRIMARY ASSEMBLY AREA	SECONDARY ASSEMBLY AREA	OFFSITE ASSEMBLY AREA	IN ANY EMERGENCY
Oval	Carpark	Oval	☎ 000

SITE PLAN

MACALISTER ST

DESAILLY ST

REEVE ST

SECONDARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA

Catholic College Sale
51-53 Desailly Street, Sale, VIC, 3850
Nearest Cross St: Reeve Street, MacAlister Street & Desailly Street
Access St: Reeve Street, MacAlister Street & Desailly Street

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13   Lockdown Response Procedure

Lockdown may be the appropriate response when the Chief Warden has identified an external and immediate danger, and determined that it is safer for students, employees and visitors to remain inside or assemble in an indoors communal area, such as the hall. Examples of this type of hazard may include an intruder, severe storms, gas leaks and chemical spills.

When external and immediate danger is identified and it is determined that students, employees and visitors should be secured inside the building for their own safety, the Chief Warden will:

- take charge and activate the Emergency Plan if necessary;
- call 000 for Emergency Services;
- seek and act under the direction of Emergency Services personnel;
- ensure communications with Emergency Services is maintained.

Staff Member

If outside class time:

- Yard Duty Teachers usher students to their nearest secure building.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together. Prevent students from peering through windows or doors.
- Give students reassurance and help them remain quiet & calm throughout the incident.
- Wait for further instruction from the Chief Warden.
- All other staff commence the lockdown procedure.

If during class time commence the Lockdown procedure in current classroom:

- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance and help them remain quiet & calm throughout the incident.
- Wait for further instruction from the Chief Warden.

Chief Warden

- Notify Staff of Lockdown initiation via the PA system or verbally. Utilise code call if appropriate.
- Contact the appropriate Emergency Services.
- Secure buildings and prevent movement throughout the site if possible.
- Once the Lockdown is complete, stop the usual school bell from sounding.
- If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify Catholic Education Victoria.
- If possible, make regular contact with Teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.

Actions After Lockdown Procedure

- Ensure all employees, students with medical or other needs are supported.
- Determine if there is specific information employees, student and visitors need to know, e.g. alternative evacuation assembly area to be used.
- Undertake operational debrief with employees and Incident Management Team to identify any lockdown and procedural changes that may be required.
- Complete you *Evacuation Incident Report* as per Appendix 3.

14   Lockout Response Procedure

Lockout may be the appropriate response when an internal and immediate danger is identified and it is determined that students, staff and visitors are safer outside but still within the school grounds. Examples of this type of emergency may include an internal fire, a gas leak or a bomb threat.

Provide below your school's procedure to be followed in the event of a lockout scenario (evacuation within the school grounds, if possible but at least 150 metres from the building).

Lockout Procedure

- Call 000 for Emergency Services and seek and act under the direction of the Emergency Services personnel. Ensure communication with Emergency Services is maintained.
- If students are gathered or playing outdoors, bring them in by following school procedure.
- Lock all external doors.
- Wait for Emergency Services.

Actions After Lockout Procedure

- Ensure all employees, students with medical or other needs are supported.
- Determine if there is specific information employees, students and visitors need to know, e.g. alternative evacuation assembly area to be used.
- Undertake operational debrief with employees and Incident Management Team to identify any lockout and procedural changes that may be required.
- Complete your *Evacuation Incident Report* as per Appendix 3.

15 Evacuation Response Procedure

Evacuation may be the appropriate response when it is determined that students, employees and visitors are safer away from the building (more than 150 metres distance) or away from the school grounds. Examples of this type of emergency may include internal fires, chemical spills and bomb threats.

Evacuation Response Steps

- Chief Warden takes charge and allocates duties to wardens.
- Call 000 and inform Emergency Services of the nature of the emergency (e.g. 'there is smoke in the building'). Ensure communications with Emergency Services personnel is maintained.
- Advise the Principal.
- Contact the DOSCEL Emergency Control Organisation to report the incident and for further advice and support, as appropriate (including media support).
- If the decision to evacuate is made, use all available employees/volunteers to calmly move/carry/walk students out of the building to the nominated evacuation assembly area.
- Take student attendance lists, employee roster and where applicable, visitor sign-in device/book and emergency/first aid kit and evacuate the building to the assembly area.
- Implement Personal Emergency Evacuation Procedures (PEEPs) for students and employees that require assistance.
- Once at assembly area, check all students, employees and visitors are accounted for.
- Focus on safety and wellbeing of students, employees and visitors.
- Wait for Emergency Services to arrive or for further information.
- Do NOT re-enter the school until given the 'all clear' by the Emergency Services.

Reporting an Emergency

- Notify the School Office immediately about any threat that may constitute an emergency observed by staff or students.
- When an evacuation is necessary, sound the evacuation siren or utilise the PA or loud hailer.

Evacuation – Employees

- If time permits, close windows and doors, turn off all electrical appliances.
- Take student information folder, pen and mobile phone.
- Leave the building and proceed to the emergency area according to the Evacuation Plan Map, proceed by walking in a QUIET and orderly manner.
- Move away from any danger zones when evacuating. If the designated route moves you closer to the danger zone, then take an alternative route.
- Monitor students for the effects of heat or cold if evacuation is likely to be prolonged.
- Wardens to check designated areas to ensure that all areas are evacuated.
- If classes are with a specialist teacher, e.g. Library, Physical Education (PE), etc., move to the Evacuation Point immediately when the alarm is sounded. The class will evacuate with the specialist teacher. If an event occurs during recess or lunch, employees on yard duty will direct students to assemble at Evacuation Point #1 unless otherwise directed by Chief Warden.
- Education Support Officers (ESOs) are to evacuate with the class they are working with unless otherwise directed by Chief Warden.

Assembly Area

- Mark the attendance rolls and account for all students and employees. The names of students and employees who are unaccounted for are to be reported immediately to the nominated person who will then report to the Communications Officer.
- Ensure students remain together in their class group.

Do Not Leave Students Unsupervised

- If instructed by the Chief Warden to complete a task, arrange for alternative supervision first.

Release of Students

- Students are not to be dismissed or released to a parent or other adult without the specific authority of the Chief Warden.
- Record the name of the student, the adult, destination and time of release if the Chief Warden has authorised the release of students.

Administration Action Procedures

- Sound evacuation siren by pressing the 'Evacuation' button.
- Contact employees via Public Address System (PA)/internal telephone/mobile phone/messenger/loud hailer if the Alternative Evacuation Point is to be used.
- Wardens assume designated roles.
- Contact Emergency Services.

School Specific Evacuation Procedure

Staff

- Turn off any equipment that may become a hazard.
- Direct students to the nearest safe exit.
- Make a final check of the room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area.

Wardens

- Report to the Chief Warden for deployment and don Red Helmet.
- Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.
- Anyone refusing to evacuate must be reported to the Chief Warden.
- Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a 'Room Checked' post it note.
- Once the evacuation and search are complete, report to the Chief Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Chief Warden.

Chief Warden

- Collect necessary keys and proceed to the Emergency Warning System / PA Panel in Reception (Emergency Control Point (ECP)).
- Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
- Activate the ECO by directing the Communications Officer to make the 'Evacuate Announcement' over the Emergency Warning System / P.A. system and activating the Evacuate tone.
- Direct the Comms Officer at the ECP to contact the appropriate Emergency Services.
- Issue White Helmet and clipboard and deploy Comms Officer to the Evacuation Assembly Area.
- Issue Red Helmets 'Warden Duty' cards and relevant PEEP's and deploy Wardens using the following three stages:
  - Stage 1: Occupants of buildings in immediate danger
  - Stage 2: Occupants of nearby buildings
  - Stage 3: If required complete Site Evacuation
- Use the 'Emergency (Evacuation) Checklist' to log Warden and EAA reports.
- Restrict building access and vehicular movement by placing Wardens at entrances.
- Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- Consider notifying neighbouring facilities about the emergency.
- Brief the Emergency Services, handover the situation and assist as required.
- Notify Catholic Education Victoria.
- Regularly contact the Evacuation Assembly Areas to give and receive information updates.
- When the Emergency Services declare the building safe, give the "All Clear" and control building re-entry.

Actions After Evacuation Procedure

When an evacuation is implemented, all classes are to evacuate to the nominated Evacuation Point #1 unless otherwise advised. Students must be moved away from the danger zone and not towards or through the affected area.

Teachers are responsible for the safety and supervision of their students for the duration of the evacuation. NO TEACHER IS TO LEAVE STUDENTS UNSUPERVISED.

No student is to leave the school or the evacuation area with a parent or other adult unless specific authorisation to do so has been issued by the Chief Warden.

Information should be retained and then discussed as part of a debrief session.

Visitors are to follow the instructions as advised by an employee.

- Take computer back-up disks, printouts of student records, employee attendance record and class lists.
- Wardens to check designated areas are evacuated.
- Proceed to evacuation assembly area.
- Maintain a record of actions/decisions undertaken and times, as per Appendix 3.

Off-site Evacuation Procedure

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

- Call 000 for emergency services and seek and follow advice.
- Identify which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to your College Ovals.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communication with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Contact the DOSCEL Emergency Control Organisation.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

16 Shelter-in-Place Response Procedure

This protective action refers to both a process and a location. Sheltering in safety may be used when the Chief Warden determines that this action provides the best protection from external hazards, such as a severe weather event or intruder threat. In the case of a bushfire, a Shelter-in-Place location may be considered as an option as a central assembly area prior to evacuation, or as a last resort, when evacuation is no longer possible.

The location in which you Shelter-in-Place, such as during a severe weather event may not be the same location you would use to Shelter-in-Place from a bushfire or grassfire.

If there is a risk of the fire becoming a threat to the safety of the school population, immediate evacuation must be activated. A Shelter-in-Place location is not a bushfire refuge.

Shelter-in-Place Procedure

- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services is maintained.
- Chief Warden activates the Incident Management Team.
- Take the first aid kit.
- Check that all students, employees, visitors, contractors, and volunteers are accounted for.
- 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 the DOSCEL Emergency Control Organisation.

Actions after Shelter-in-Place Procedure

- Ensure all employees, students with medical or other needs are supported.
- Determine if there is specific information employees, students and visitors need to know, e.g., alternative evacuation assembly area to be used.
- Undertake operational debrief with employees and Incident Management Team to identify any Shelter-in-Place and procedural changes that may be required.
- Complete your *Evacuation Incident Report* (Appendix 3).

> Note: Moving outside the building while Shelter-in-Place has been directed may take occupants from a place of safety to a place of danger.

17   Response Procedures for Specific Emergencies

17.1   Bushfire and Grassfire

Triggers for Action

The need for action by the school is triggered when there is a bushfire or grassfire that:

- is observable, or
- identified via VicEmergency App;
- there is Advice, Watch and Act, Evacuation message that includes your school;
- Immediate Actions / Seek Advice;
- If immediate emergency services assistance is required "000";
- Seek advice from DOSCEL Emergency Control Organisation.

VicEmergency Warning	What it means	School Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, advise and then decide whether to: • remain on site, shelter in place (if required) and monitor the situation. • call parents to pick up their children. • evacuate the school to your offsite bushfire evacuation location.
Emergency Warning	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.
Prepare to Evacuate	Prepare to Evacuate – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.

VicEmergency Warning	What it means	School Actions
Evacuate Now	Evacuate Now – Issued when the community is recommended to immediately leave, or processes are in place to evacuate communities.	If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.

Sheltering in Place

If sheltering-in-place is required, move all students, staff, and visitors to the Shelter in Place, if possible, provided it is safe to do so.

- Take your emergency kit, a first aid kit, your EMP, mobile phone and student and staff attendance lists.
- Check fire equipment including torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment, fire suppression equipment (fire extinguishers, hose reels, etc) and mobile phone are in the Shelter in Place.
- Check that all students, staff, and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents that the school is sheltering in place, and they should not come to pick their children up.
- If parents arrive, encourage them to stay with their children at the school.
- Check all windows and doors in the MPC are closed (but doors are not locked).
- Turn off gas supply.
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the danger.
- The Shelter In Place is the Bishop Phelan Stadium or St. Mary's Hall. The evacuation path between the Bishop Phelan Stadium or St. Mary' Hall and Onsite Assembly Area and Off-site Evacuation Location.
- Staff should attend to students who show signs of or are known to be susceptible to smoke.
- If possible, supply these students with P2 smoke masks and any medication they require.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.
- Any decision to leave the Shelter in Place should only occur on advice of emergency services.
- Continually monitor Bishop Phelan Stadium or St. Mary's Hall for embers or building ignitions and immediately put them out, when safe to do so.
- Staff, where possible, should wear full length fire resistant natural fibre clothing (e.g., wool or cotton) and other personal protective equipment including goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
- If the building has ignited and is not safe to extinguish – evacuate to the Onsite Assembly Area or Offsite Bushfire Evacuation Location, via the defined route.
- Maintain a record of actions/decisions undertaken and times.

17.2   Building Fire

- Call 000 for Emergency Services and seek and act under the direction of the Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Activate the fire alarm.
- If appropriate, follow the procedure for on-school evacuation.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the evacuation Assembly Area Marist Oval or College Ovals closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden. Check that all students, employees, visitors, contractors, and volunteers are accounted for.
- Consult with the DOSCEL Emergency Management Control Organisation
- If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek further advice.
- If your school is in a Watch and Act warning area, then seek advice and then decide whether to:
  - o   evacuate the school to your offsite evacuation location;
  - o   call parents to pick their children up;
  - o   remain on site and monitor conditions or shelter in place;
  - o   if your school is in an Advice Warning area then seek further advice and monitor conditions as they may change.
- Other sources of Information:
  - o   VicEmergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area;
  - o   ABC local radio - use a battery powered radio if necessary due to the possibility of power outages;
  - o   continue to monitor conditions such as wind change, size of fire, direction of travel;
  - o   continue to monitor warnings and advice messages through the VicEmergency App, websites or on ABC local radio.
- If evacuation is required and time permits before you leave:
  - o   make sure you close all doors and windows;
  - o   turn off power and gas;
  - o   check that all students, staff, visitors, and contractors are accounted for;
  - o   listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice;
  - o   ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees;
  - o   consult with the DOSCEL Emergency Control Organisation.
- If sheltering in place:
  - o   if sheltering-in-place is required, move all students, staff, and visitors to the Shelter in Place if possible, following the identified egress route;
  - o   take your emergency kit, a first aid kit, your EMP and student and staff attendance lists;
  - o   check that all students, staff, and visitors are accounted for;
  - o   ensure communications with emergency services are maintained;

- advise parents that the school is sheltering in place, and they should not come to pick their children up;
- if parents arrive then encourage them to stay with their children at the school;
- wait for emergency services to arrive or provide further information;
- maintain a record of actions/decisions undertaken and times;
- check all windows and doors in the Shelter in Place are closed (but doors are not locked);
- turn off gas;
- confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the Shelter in Place;
- any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems);
- if safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter-in-Place and the evacuation path between the Shelter in Place and Onsite evacuation location or Offsite evacuation location;
- staff will attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with smoke masks and any medication they require;
- nominated a person is to monitor the phones and/or radios to ensure that communication is maintained;
- any decision to leave the Shelter in Place should only occur on advice and of emergency services;
- continually monitor Shelter in Place for its integrity, immediately identify and suppress any building ignitions, where safe to do so. Staff, where possible, will wear full-length fire-resistant clothing and other personal protective equipment, such as goggles, leather gloves, smoke masks, in the event they need to patrol the school for embers;
- if the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited;
- if the building has ignited and is not safe to extinguish - evacuate to the Onsite Evacuation Location or Bushfire Offsite Evacuation Location via the defined route.

Bushfire preparedness is relevant to all schools, not just rural schools and/or those on the Bushfire At-Risk Register. Metropolitan schools may be at risk from site-specific factors (e.g., located in a leafy area) or because their students attend offsite activities in bushfire-prone areas.

All schools should use this section to document their response to active bushfires, including those that may affect offsite activities.

Bushfire Response Steps

- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- Determine appropriate response strategy (evacuate or Shelter-in-Place) in consultation with Emergency Services, if possible.
- If evacuation is required and time permits before you leave:
  - make sure you close all doors and windows;
  - turn off power.
- Check that all students, employees, visitors, contractors, and volunteers are accounted for.

- Access the VicEmergency App.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure employees and visitors do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Consult with the DOSCEL Emergency Control Organisation.

17.3 Prepare Gas Cylinders for Bushfire

- Turn LPG cylinders off (clockwise) at the valve on top of the cylinder.
- Leave LPG cylinders where they are installed.
- LPG cylinders should be in an upright position – never lie them down.
- If possible, gas cylinders should be locked in a cage, to prevent the cylinders being projected (as they are pressurised).
- Ensure LPG cylinders cannot fall over – secure to a solid structure and sit on a solid base (preferable LPG cylinders should be locked and chained in metal enclosures away from buildings).
- Remove LPG cylinders attached to wooden framed barbecues and place on a solid base.
- Face LPG cylinder safety valves away from combustible building materials to reduce damage caused by over-pressurised cylinders venting at the building.
- Remove gas bottles or cylinders stored indoors, in storage sheds or underneath the property away from school buildings.

17.4 Major External Emissions/Spills (includes Gas Leaks)

- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- If safe to do so, evacuate students, employees, visitors, contractors, and volunteers to the evacuation assembly area.
- Check all students, employees, visitors, contractors, and volunteers are accounted for.
- Advise the DOSCEL Emergency Control Organisation.
- Await 'all clear' advice from Emergency Services or further advice before resuming normal school activities.

17.5 Intruder

- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Report the emergency immediately to the Chief Warden.
- Do not say anything to the person that may encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether evacuation, lockdown or Shelter-in-Place is required. Do this in consultation with the police where possible.
- Evacuation should only be considered if safe to do so.
- Advise the DOSCEL Emergency Control Organisation.

17.6   Bomb/Substance Threat

If a suspicious object is found or the threat identifies the location of a bomb

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- Call 000 for police and seek and follow advice.
- Report the threat to the Chief Warden/Principal who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt, or tamper with the object.

Evacuation

- Evacuate the school and:
    - Ensure students and staff are not directed past the object.
    - Alert any other services co-located at the school site.
    - Check that all students, staff, and visitors are accounted for.
    - Restrict all access to the site and ensure there are no barriers inhibiting access by police.

Communication

- Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete, and it is safe to do so.
- Notify DOSCEL Emergency Control Organisation and seek advice if necessary.
- Await 'all clear' advice from police before returning to school buildings to resume normal school activities.

If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**.
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
    - call 000 for police on a separate phone;
    - notify the Chief Warden/Principal/School Leadership Consultant.
- If possible, fill out the bomb threat checklist while you are on the phone to the caller.
- Listen carefully for a full description and take note of:
    - gender of caller;
    - age of caller;
    - accents or speech impediments;
    - background noises;
    - words/voices of people in the background (gender, age, accents, speech impediments);
    - key phrases used and whether the threat is automated/robotic/taped/recorded.
- Ask the caller:
    - where exactly is the bomb/substance located?
    - what time will the bomb explode/the substance be released?
    - what will make the bomb explode/how will the substance be released?
    - what does the bomb look like?

- o   what kind of device/substance is it?
- o   who put the bomb/substance there? Why was it put there?
- o   what kind of substance is it (gas, powder, liquid)? How much is there?
- o   where are you? Where do you live?
- o   what is your name?
- o   What are your contact details?
- Once a call is finished:
  - o   **DO NOT HANG UP** – it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
- Immediately:
  - o   inform the Chief Warden/Principal if this has not yet been done.
  - o   call 000 to report threat to police if this has not yet been done – use a different telephone line or mobile phone.
  - o   clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - o   implement evacuation and communication procedures as indicated in section 11.5.1 above.
  - o   ensure all of the caller information has been written down and provided to police on arrival.

If a bomb/substance threat is received by letter
- Place the letter in a clear bag or sleeve and store in a secure place.
- Avoid any further handling of the letter or envelope.
- Call 000 for police and seek and follow advice.
- Notify the Chief Warden/Principal.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 11.5.1 above.

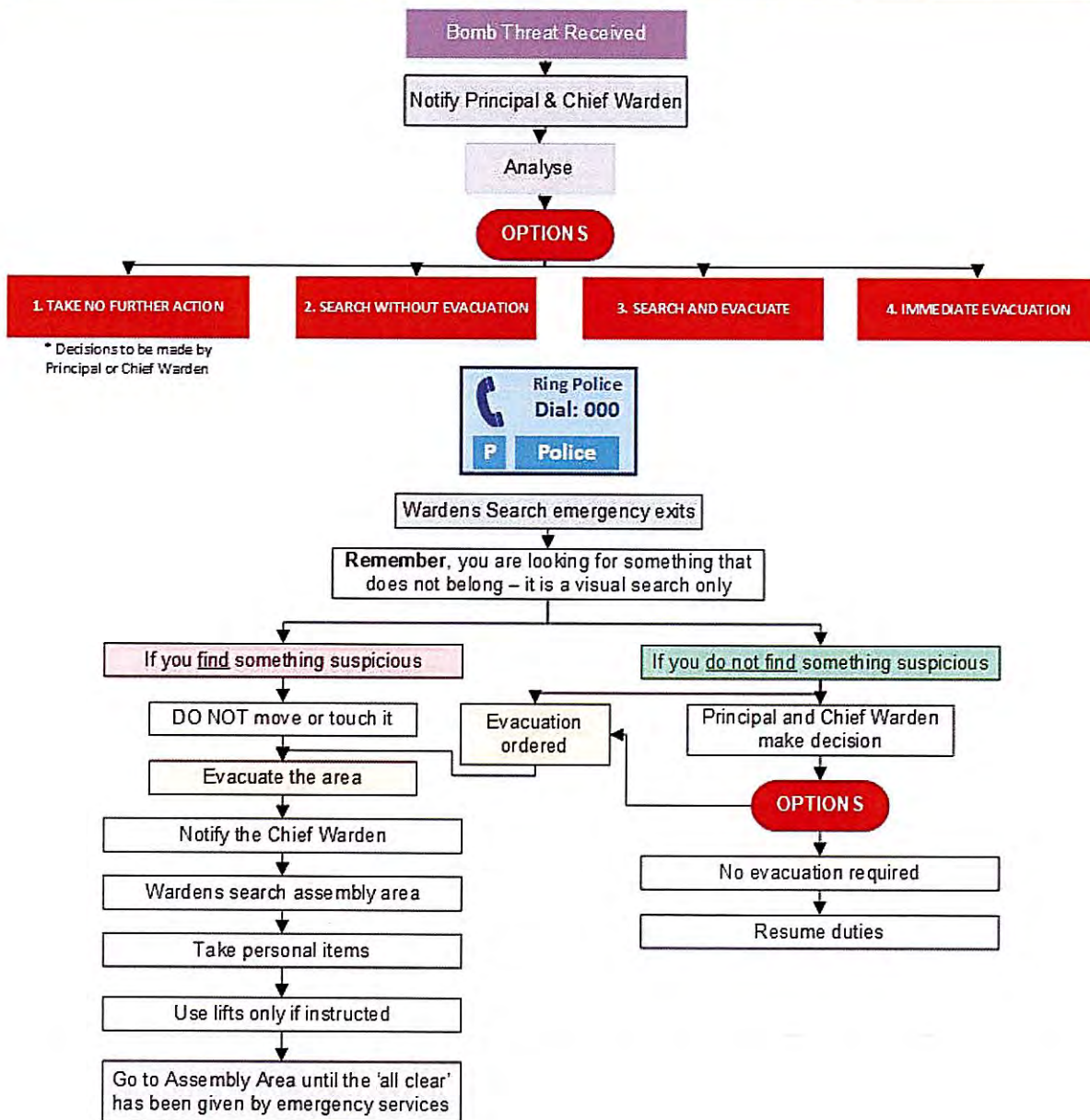**If a bomb/substance threat is received electronically e.g. by email**:
- DO NOT DELETE THE MESSAGE.
- Call 000 for police and seek and follow advice.
- Notify the Chief Warden/Principal.
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 9.5 above.

If you are at the site of an explosion
- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
  - o   Move students away from windows and glass doors or other potentially hazardous areas.

- o Use caution to avoid debris that could be hot or sharp.
- o Call 000 for emergency services and seek and follow advice.
- o Be aware of any potential secondary explosions.
- o Limit use of phones as communications systems may become congested.

EMERGENCY OPTIONS
BOMB THREAT STRATEGY

Bomb Threat Received

↓

Notify Principal & Chief Warden

↓

Analyse

↓

OPTIONS

| 1. TAKE NO FURTHER ACTION | 2. SEARCH WITHOUT EVACUATION | 3. SEARCH AND EVACUATE | 4. IMMEDIATE EVACUATION |

* Decisions to be made by Principal or Chief Warden

**Ring Police
Dial: 000**

P Police

↓

Wardens Search emergency exits

↓

Remember, you are looking for something that does not belong – it is a visual search only

If you <u>find</u> something suspicious

↓

DO NOT move or touch it

↓

Evacuate the area

↓

Notify the Chief Warden

↓

Wardens search assembly area

↓

Take personal items

↓

Use lifts only if instructed

↓

Go to Assembly Area until the 'all clear' has been given by emergency services

Evacuation ordered

If you <u>do not find</u> something suspicious

↓

Principal and Chief Warden make decision

↓

OPTIONS

↓

No evacuation required

↓

Resume duties

SEARCH AREAS TO BE COVERED BY WARDENS:
1. Exits   2. All common areas   3. Reception area   4. Hose reel cabinets   6 Outside areas

17.7 Health Effects of Bushfire Smoke

- Bushfire smoke can reduce air quality in rural and urban areas and may affect people's health.
- Signs of smoke irritation can include itchy eyes, sore throat, runny nose, coughing and wheezing.
- Children, the elderly, and people with pre-existing illnesses such as heart or lung conditions (including asthma) are more sensitive to the effects of breathing in fine particles. Symptoms may worsen and include wheezing, chest tightness and difficulty breathing.
- It is very important that employees and students with pre-existing health conditions take their medication, follow their treatment plan, and seek immediate medical advice if symptoms persist.

Actions required

- Employees who experience difficulty breathing or chest pain should arrange for appropriate medical assistance.
- Employees to monitor students for signs of breathing difficulties and arrange for appropriate medical assistance.
- Principal and school leaders should ensure that employees and students follow their personal asthma plan.
- Other actions that can assist include:
    - close all windows and doors.
    - block gaps under doors.
    - ensure all air conditioners are switched to 'recycle' or 'recirculate' to reduce smoke coming inside.
    - limit outdoor/physical activities as appropriate.

17.8 Planned Power Outages

In the event of planned power outages, it is recommended that Principal contact the College Board Chairperson or DOSCEL Secretariat in accordance with DOSCEL Delegation of Powers, Functions and Duties for Schools. If the school will be closed, parents must be informed, and students remain at home for the day of the planned power outage.

If it is not possible for students to remain at home and parents need to send their children to school, a safe and suitable learning program should be provided by the school for students who need to attend school. Employees will be expected to attend work for the day.

It would be helpful for planning and staffing purposes to distribute a form to parents asking parents to indicate whether they need to send their child/children to school on the day of the planned power outage.

Employees may also undertake other duties, including preparation, planning and collaboration that does not require electricity. Alternatively, Principals may allow employees to work from another location on that day (i.e. staff can work from home undertaking planning, preparation and student assessments etc.), provided that suitable supervision can be provided to students who will attend school.

Procedure

Preparing for power outages should include the following:

- Notify the Deputy Director, Catholic Identity, Leadership, Learning and Teaching as per DOSCEL Delegation of Powers, Functions, and Duties for Schools.
- Delegation reference - Operations (OPS) 3.0 for all School Closure Days from primary and secondary schools.
- Notify all employees, visitors, contractors and volunteers who are scheduled to attend the school on the day.
- Parents should be notified and a form distributed to indicate whether they need to send their child/children to school on the day of the planned power outage.
- Cancel incursions that may have been arranged and consider the cancellation of excursions if appropriate.
- Keep a list of emergency contact numbers in a location that is accessible to all employees.
- Review the current Emergency Management Plan.
- Ensure all mobile phones are fully charged and, where possible, have a portable charger on hand.
- Ensure a first aid risk assessment is used to determine:
    - o the number of first aid officers needed.
    - o the size and location of the school
    - o availability of Emergency Services and medical facilities
    - o employees or students with specific medical conditions who will be in attendance.
- All medical management plans are available.
- Any medications are stored correctly and easily accessible.
- Turn off light switches.
- Turn off and unplug all electrical appliances at the power points to help prevent damage in the event of a power surge.
- Try to keep food cold. Move food from the refrigerator to the freezer and only open the refrigerator/freezer when absolutely necessary.
- Cold food remains safe to eat while it is still cool to touch (less than 5°C) and for up to four hours after this. It should then be either cooked and eaten or thrown away.
- Choose a location within the school that has a fresh airflow and natural light.
- Where possible, keep all students within the same area.
- If power is prolonged, security and fire systems will be compromised. Security patrols should be engaged to prevent the chance of any malicious entry (e.g., burglary, arson attack, etc.).
- For a prolonged power outage then the School's Business Continuity Plan might need to be triggered.

17.9 Burglary

- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services is maintained.
- If you hear noises inside, DO NOT enter. Leave the premises quietly.
- Call the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- Do not enter the school until police give all clear.
- Take note of any stolen or damaged property.
- Supply video surveillance to police.
- Contact your Regional Facilities Officer to assist in securing the premises.
- Review security procedures.

17.10 Assault

Any staff member aware of a situation should:

- Contact Emergency Services, 000 - AMBULANCE, POLICE, FIRE SERVICE.
- When contacting the police provide details, including:
  - Description of the offender(s).
  - Any weapon/s.
  - Vehicle/s.
  - Last known whereabouts and travel of direction.

Additional Actions:

- Obtain assistance (other staff) where practicable.
- Activate duress alarms (if available).
- Do not provoke the assailant or aggravate the situation.
- If safe to do so, assist the victim (e.g., determine if first aid or medical attention is required and notify a First Aid Officer or Chief Warden).
- Identify any witnesses and request them to remain until Police arrive.
- Disperse any staff or students away from the scene.
- Where witnesses cannot wait for Police, their details should be obtained and supplied to the Chief Warden.
- Cordon off the scene of the incident for Police to view and conduct their investigation.
- Do not attempt to clean/tidy the area (crime scene) until Police have instructed to do so. This will normally occur after the police and/or WorkSafe VIC inspectors have completed their investigations.
- Complete an Incident Report Form.
- If offender is present, ensure that the victim and witnesses are isolated from the offender and kept the offender under discrete surveillance.
- Obtain any evidence as required by the Police (e.g., CCTV surveillance camera footage, etc.).

17.11 Offsite Emergency

Offsite activities include excursions, camps, tours, and attendance at sporting fixtures. All employees and, where appropriate, students need to be familiar with the procedures for dealing with an emergency at the particular offsite activities they attend.

- An Activity Planning Checklist and Risk Register is completed and Principal and/or the College Board Chairperson approval gained for every offsite activity.

- The teacher in charge has obtained and evaluated a copy of the EMP for the venue(s).

- Upon arrival at an offsite activity, emergency procedures including an evacuation drill and safety instructions are explained to students and supervising employees.

- A contingency plan is in place that documents the arrangements to cancel, relocate, recall, or otherwise change the offsite activity should the activity be affected by extreme weather (specifically bushfires during the bushfire season). VRQA requires schools to include in their EMP offsite activity planning and approval policies and procedures that consider the risk of bushfire (or any other extreme weather) in the activity location.

- On days of extreme fire danger, Principals may need to cancel offsite activities at short notice. Where offsite activities are not cancelled, special fire safety precautions may be required.

- When the offsite activity is interstate or overseas, the teacher in charge of the offsite activity has filled in the Emergency and Critical Incident Support Information form and will keep a copy of it during the offsite activity.

- All offsite activities are entered into the Student Activity Locator.

School Bus Accident/Vehicle Incident

Teachers in charge of offsite activities prepare permission slips with student emergency contact information. One copy of the permission slip, including emergency numbers for all students who will be taking the bus, should remain at the school and a second copy should accompany the teacher on the trip.

Where permission is granted, using an electronic app, the teacher in charge ensures that the emergency contact information is accessible when offline and that the school can access the emergency contact information.

Control measures are in place to make contact with student and staff emergency contacts in the event of a bus or vehicle accident or incident.

The teacher in charge and all relevant employees and/or volunteers are familiar with the bus company risk registers and emergency evacuation plans.

17.12 Severe Storms and Flooding

Severe storms can be categorised into heavy rain (causing flash flooding), hail, lightning and thunder, tornadoes, extreme wind gusts, and land gales.

On notification of impending severe weather event:

- Secure all loose items.

- Close all windows, curtains, blinds and external doors.

- Move computers and valuables away from windows or items that may fall.

- Turn off electrical appliances. Lightning strikes may cause power failure, which will affect services such as lighting, heating or air conditioning, ventilation and building fire systems.

- Seek shelter under tables or desks and away from items such as bookcases and other furniture that may fall or slide.

- Move any critical paper records away from flood and/or stormwater.

- Go to higher levels away from flood waters.
- Refrain from using the telephone immediately unless for serious injury.
- Restrict the use of vehicles and use only where necessary.
- Do not congregate students in buildings where there is no earthing (during a lightning strike).

17.13 Earthquake

During an earthquake:

- Drop to the ground, find cover, and hold on.
- If indoors, stay there and shelter under a sturdy table, bench, or door frame.
- Stay clear of windows, and items hanging overhead (fans and other heavy items).
- If in a crowded area, don't rush towards the doors as there's a risk of injury. Find shelter and avoid overhead fittings and shelves.
- Stay clear of windows and outer walls. Shelter under a desk. Don't use lifts as there's a risk of entrapment.
- If outside, be aware of falling debris and stay clear of buildings, overhead structures, cranes, walls, bridges, power lines, and trees.

After the earthquake:

- See if students and staff can be safely evacuated out of the building. If so, ensure that personnel are evacuated. If not, contact emergency services.
- Contact the College Board Chairperson and DOSCEL ECO.
- Staff and students should not re-enter the building unless a structural assessment has been undertaken on the impacted building, as buildings could be damaged.
- Be aware of hazards.
- Check for injuries and apply first aid. Don't move anyone with serious injuries unless they're in immediate danger. Call emergency services if required.
- Facilities to disengage electricity and gas.
- Ensure, wherever possible, the fire protection/detection systems remain operational.
- Focus should be on older buildings which might be more impacted due to shakability.
- Check for broken water, sewerage and electrical mains.
- Check for damage to other critical equipment (e.g. internet feeds, server equipment, lift equipment, etc.).
- Be aware of aftershocks.
- Stay calm and be of assistance to others if possible.
- Refer to ABC radio or the Geoscience Australia website or X account for more information.

17.14 Medical Emergency

The possibility of a medical emergency must be considered during the course of a normal working day. Although not directly related to the operation of the building, employees must be prepared to take appropriate steps to assist the ill or injured.

If any person is made aware of a medical emergency, they should dial 000 and advise the ambulance service of details of the injured person:

School Name:	Catholic College Sale Ltd
School Address:	51-53 Desailly Street Sale
Nearest Cross Street:	
Type of Emergency:	

17.15 First Aid

If possible, there should be qualified persons (with recognised first aid qualifications) available in the event of an emergency. Whenever possible, arrangements should be made between First Aid Officers to ensure that they are not absent from school at the same time.

Responsibilities prior to an emergency include:

- Ensuring a first aid kit is fully maintained and accessible at all times.
- Maintaining first aid qualifications.
- Attending training and emergency exercises, as required.

Responsibilities during an emergency include:

- Raising the alarm if an emergency situation is encountered.
- Rendering assistance/treatment to any persons prior to, or during, evacuation, if safe to do so.
- Transporting a first aid kit to the Assembly Area during an evacuation.
- Setting up a First Aid Post at the Assembly Area.
- Rendering first aid treatment to any casualties.
- Ensuring that the Wardens or Chief Warden are aware of any injuries requiring treatment.
- Alerting the ambulance service if persons require medical aid or transport to hospital.
- Prioritising of patient assistance/care (triage).
- Maintain patient confidentiality regarding treatment or medical condition(s).

17.16 Siege or Hostage

- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Do not provoke assailants.
- If one room is being used to hold hostages or is in a siege situation, evacuate other buildings and move to the designated Evacuation Point.
- Advise the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.
- Record the following information:
  - occurrence and sequence of events;
  - witnesses' testimonies;
  - number of hostages (including names, colouring, height etc.);
  - number of assailants (including colouring, height, weapons, etc.);

o any demands made by the assailants – this should be provided to the police;

o description of getaway vehicle and route taken (if applicable).

- While waiting for police, compile a list of events, descriptions, etc. to assist in rapid apprehension.

17.17 Electrocution

- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.

- Isolate area.

- Maintain safety of all.

- Switch off the main switchboard.

- High Voltage – isolate; contact power provider.

- Do not touch a person if they are in contact.

- Administer first aid when safe to do so.

- Notify WorkSafe VIC.

17.18 Communicable Diseases

- Implement a school-wide approach to personal hygiene ensuring students and employees:

    o cover their nose and mouth with a tissue when they cough or sneeze.

    o wash their hands regularly.

- Send unwell students, employees, visitors, contractors, and volunteers home as soon as possible.

- Advise the DOSCEL Emergency Management Officers in accordance with the *Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022* as varied or altered from time to time, if any instance of:

o Chicken pox	o German measles
o Glandular fever	o Hepatitis
o Measles	o Mumps
o Rheumatic fever	o Scarlet fever
o Whooping cough	

    o Any other prescribed infectious disease, such as coronavirus (COVID-19), poliomyelitis, pulmonary tuberculosis or infectious hepatitis.

17.19 Pandemic/Infectious Disease (including Influenza)

Procedure Stage1: Preparedness and Stage 2: Standby

Remain alert to the risks of an influenza pandemic. Prepare to commence enhanced arrangements and increased vigilance for case detection.

EMP Preparation

- In April, ensure EMPs (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included.

- Ensure contact lists of staff, students, families and local services – Department of Health, Department of Human Services, Local Government Emergency Management Coordinators – are up to date.
- Ensure your call tree of key staff is circulated along with nominated school Incident Management Team members.
- Prepare to enact pandemic response section of EMP with stakeholders.
- Identify minimum requirements and key staff for continued school operations (including planning for the absence of the school Principal, deputy Principal, parish priest, team leaders and Governing Entity's Executive Director).
- Review cleaning procedures and determine whether frequency or other processes should change.

Hygiene Measures

- Promote basic hygiene measures.
- 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.

Travel

- Follow the advice of the Department of Foreign Affairs and Trade Smart Traveller.
- 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.

Communications

- In April, ensure hygiene information is displayed – refer to Staying Healthy in Childcare (2005).
- In May, consider providing information sessions for staff and parents about:
    o pandemic influenza symptoms
    o referred hygienic practices.
    o vulnerable students.
- Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations etc. to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection).
- School Nursing Program nurses may assist with information dissemination.
- Direct any media queries to the Principal and College Board Chairperson.

Stage 3: Response

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

As part of DOSCEL's OHS obligations, the School needs to respond to a COVID-19 event involving a positive case in the workplace, namely:

Step 1 – Isolate – direct the worker to return home (if possible) and isolate.

Step 2 – Clean – ensure the workplace is cleaned and disinfected.

Step 3 – Assess – consider the exposure risk and inform other workers.

Step 4 – Notification – consider any notification requirements.

Step 5 – Support – ensure effective communication and support is provided.

Step 6 – Review – consider the risks and control processes.

EMP Enactment

- Enact EMP where necessary.
- Activate EMT.

Containment

- Follow the advice of the Department of Health including service closures and exclusion periods for infectious diseases.
- Identify a designated area to keep sick children quarantined from others until they can be taken home by parents.
- Notify the Deputy Director, Catholic Identity, Leadership, Learning and Teaching as per DOSCEL Delegation of Powers, Functions, and Duties for Schools.
- Delegation reference - Operations (OPS) 3.0 for all School Closure Days from primary and secondary schools.
- Notify all employees, visitors, contractors and volunteers who are scheduled to attend the school on the day.
- Further Information is available on the COVID-19 section of the DOSCEL Intranet.

Outbreak Management

- Notify DOSCEL Control Organisation of a serious incident according to the requirements of the relevant legislative framework.

Management of Workforce

- Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well.
- Ensure staff who develop influenza-like illness leave immediately and seek medical attention.

School Closures

- Contact DOSCEL regarding service closure policy.
- Following any closures, notify the VRQA according to the requirements of the relevant legislative framework.
- Inform staff of their obligations during service closures.

Communications

- Follow the advice from your governing body and distribute information about individual protective measures and cleaning procedures.
- Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people / families at a greater risk of infection).
- Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate.
- Direct any media queries to DOSCEL Emergency Control Organisation.

Stage 4: Stand Down

EMP Review

- Develop a recovery plan for return to normal operations which includes:
  - o staff availability.
  - o procedures to re-open (if applicable).
  - o provision of counselling (if required).
  - o monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.
- Chief Warden to de-activate IMT and conduct final debrief(s).
- Review effectiveness of EMPs and update as appropriate – involve relevant staff and others e.g. school nurses.
- Replenish personal protective equipment (if required).
- Be aware that multiple waves of the virus may occur, and that review and revision of the plan may be required between waves.

Communications

- Communicate status of situation to staff and parent/carers including supports that may be available.

17.20 Gas Leak Explosion and/or Fire

- Chief Warden takes charge and allocates duties to Wardens.
- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Seek advice from the DOSCEL Emergency Control Organisation
- If safe to so do, turn off the main gas supply valve to prevent further explosions (due to the escaping of gas igniting, e.g., ruptured pipes, etc.).
- If the decision to evacuate is made, use all available employees/volunteers to calmly move/carry/walk the students out of the building to the nominated evacuation assembly area.
- Do not use mobile phones in the vicinity of the gas leak.
- Turn off any ignition sources, including mobile telephones and encourage other occupants to do the same.
- Take the student attendance list, employee roster and emergency/first aid kit and evacuate the building to the assembly area.
- Implement Personal Emergency Evacuation Procedures (PEEPs) for students and employees that require assistance.
- Once at assembly area, check all students, employees, visitors, contractors and volunteers are accounted for.
- Focus on safety and wellbeing of students, employees, visitors, contractors and volunteers.
- Wait for Emergency Services to arrive.
- **DO NOT** re-enter the school until given the 'all clear' by Emergency Services.

17.21 Extreme Heat

- Modify or postpone school activities during periods of extreme heat (e.g. if possible move outdoor activities to indoor / air-conditioned gyms or halls).
- Minimise extended exposure of employees whilst undertaking outdoor activities such as yard duty, bus duty and maintenance works etc.
- Ensure employees and students (particularly students with special needs) are appropriately supervised, including monitoring their hydration.
- Consider having adequate shade on school grounds from man-made structures (tents, sails and umbrellas) and/or trees.
- Educate and encourage students and school staff to stay hydrated.
- Display heat guidelines and charts in prominent locations in the school for reminders around hydration and symptoms.
- Review first aid kits and consider the inclusion of additional ice packs and hydrolytes.
- Ensure school lunch boxes are stored in cool areas.
- Undertake normal first aid procedures in the event of a student or employee becoming ill or distressed due to the heat.
- Ensure that equipment such as air conditioners, fans, sunshades, etc. remain operational and are in good condition.
- Complete a risk assessment on any work or activities that may take place during periods of extreme heat.
- It is important that school staff know the signs and symptoms of heat stress and how to respond. Treatment options vary according to the type of heat-related illness.
- If a student, staff member or visitor shows any sign of heat exhaustion or heatstroke schools must apply first aid and seek medical assistance immediately.
- Some heat-related illnesses and common symptoms include:
    o deterioration in existing medical conditions.
    o heat rash.
    o heat cramps — these include muscle pains or spasms.
    o dizziness and fainting.
    o heat exhaustion — warning signs may include paleness and sweating, rapid heart rate, muscle cramps headache, nausea and vomiting, dizziness or fainting.
    o heatstroke — the person may stagger, appear confused, have a fit, collapse and become unconscious. This is a medical emergency and requires urgent attention.

17.22 Loss of Essential Services, Electricity, Water or Communications

Notify the Deputy Director, Catholic Identity, Leadership, Learning and Teaching in accordance with the DOSCEL Delegation of Powers, Functions, and Duties for Schools.

17.23 Major Accident on Main Road

- Chief Warden takes charge and allocates duties to Wardens.
- Call 000 for Emergency Services and seek and act under the direction of Emergency Services personnel. Ensure communications with Emergency Services are maintained.
- Seek advice from the DOSCEL Emergency Management Officer on 03 5622 6603 or 0417 534 695.

- Lockdown may be the appropriate response if the Chief Warden or Emergency Services have identified an external and immediate danger, and determined that it is safer for students, employees, visitors, contractors and volunteers to remain inside or assemble in an indoors communal area, such as the hall.

17.24 Snakes

If a snake is seen or reported on or near any locations within the school, the following guidance should be adhered:

- Leave snakes alone.
- Wear adequate clothing and protective shoes (not sandals/thongs) when walking in long grass.
- Never put hands in hollow logs, holes or thick grass without prior inspection.
- When stepping over logs, carefully inspect the ground on the other side.
- Remind students on a regular basis that if they encounter a snake, to move away quietly and report the sighting immediately to a teacher.
- Yard duty teachers to inspect yard for snakes.
- Keep grass mown and minimise piles of paving, building supplies and debris.
- Reduce mice populations.

If a snake has been sighted:

- Note the location of the snake and ensure that this area is isolated until the snake is removed.
- Calmly remove all students, employees, visitors, contractors and volunteers from the immediate area or evacuate the room until the snake is removed.
- **DO NOT** approach, attack or otherwise provoke the snake.
- Contact a local snake catcher or Department of Environment, Land, Water and Planning on 136 186 to find out the names of the nearest licensed snake catchers.
- Administer first aid in the event of a snake bite.
- Stay calm and call or send someone to the Office for help. In a critical situation phone for an ambulance.
- Reassure the patient and encourage them to remain calm and still. Do not move the patient.
- Do not attempt to catch or kill the snake.
- **DO NOT** WASH the bite. Traces of venom that are left on the skin can be used to identify the snake.
- The most effective first aid for snakebite is the pressure-immobilisation technique. Refer to Snake Bite Fact Sheet - St John's Ambulance for instructions on the application of this technique. The principle is to minimise the movement of the venom around the body until the victim is in a hospital by applying a firm bandage (or suitable alternative) to the bitten area and limb, and to immobilise the victim.

18   Bushfire At-Risk Register Schools (BARR)

DOSCEL schools must ensure they understand their bushfire and grassfire hazard exposure, their risk and the actions that they need to take for their emergency management planning, preparedness, ongoing situational awareness and response.

Schools on the Bushfire At-Risk Register (**BARR**) and assessed to be at the greatest risk of fire need to understand the corresponding pre-emptive actions that are required on days of elevated fire danger (High or Extreme fire danger rating (**FDR**) based on risk categorisation) in their local government area.

All schools on the BARR, and schools considered at risk of bushfire or grassfire (Category 4), must close on all days forecasted by the Bureau of Meteorology to be Catastrophic FDR in their fire weather district.

Schools must cancel all bus routes which travel through fire weather districts that are forecasted to be Catastrophic FDR.

Schools on the Bushfire At-Risk Register should use this section to document their procedures for pre-emptive closure of the school in response to a declaration of Catastrophic fire danger in their Bureau of Meteorology Fire District.

Pre-emptive Closure of the school Response Steps

Bureau of Meteorology Fire District the school is located in West and South District.

Bushfire/Grassfire Specific Emergency Response Procedures Triggers for Action

A bushfire/grassfire is observable or identified via VicEmergency App within 5km from the school.

And/or

There is an Advice, Watch and Act or Emergency Warning area for the fire that includes your school.

Immediate Actions

- If immediate emergency services assistance is required call '000'.
- Convene your Incident Management Team (IMT).
- Report the incident to DOSCEL Emergency Control Organisation
- If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek further advice.
- If your school is in a Watch and Act warning area then seek advice and then decide whether to:
  - o   remain on site and monitor conditions or shelter in place.
  - o   call parents to pick their children up.
  - o   evacuate the school to your offsite bushfire evacuation location.
- If your school is in an Advice Warning area, then seek further advice and monitor conditions as they may change.

Other Sources of Information

- VicEmergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.
- Continue to monitor conditions such as wind change, size of fire, direction of travel.

- Continue to monitor warnings and advice messages through the VicEmergency App, websites or on ABC local radio.

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, following the identified egress route:

- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents that the school is sheltering in place, and they should not come to pick their children up.
- If parents arrive, then encourage them to stay with their children at the school.
- Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Check all windows and doors in the Shelter in Place are closed (but doors are not locked).
- Turn off gas.
- Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone) are in the Shelter in Place.
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20 metres from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite evacuation location or Offsite evacuation location.
- Staff will attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with smoke masks and any medication they require.
- A nominated person is to monitor the phones and/or radios to ensure that communication is maintained. Any decision to leave the Shelter in Place should only occur on advice from emergency services.
- Continually monitor Shelter in Place for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
- Staff, where possible, will wear full-length fire-resistant clothing and other personal protective equipment, such as goggles, leather gloves, smoke masks, in the event they need to patrol the school for embers.
- If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Bushfire Offsite Evacuation Location via the defined route.

19   Bushfire At-Risk Register

Schools listed on the Grassfire-At-Risk Register should use this section to document their procedures for pre-emptive closure of the school in response to a declaration of Catastrophic fire danger in their Bureau of Meteorology Fire District.

Pre-emptive Closure of the school Response Steps

Bureau of Meteorology District the school is located in West and South District.

Bushfire/Grassfire Specific Emergency Response Procedures Triggers for Action

A bushfire/grassfire is observable or identified via VicEmergency App within 5km from the school.

And/or

There is an Advice, Watch and Act or Emergency Warning area for the fire that includes your school.

Immediate Actions

- If immediate emergency services assistance is required call '000'.
- Convene your Incident Management Team (IMT).
- Report the incident to DOSCEL Emergency Control Organisation
- If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek further advice.
- If your school is in a Watch and Act warning area, then seek advice and then decide whether to:
    - remain on site and monitor conditions or shelter in place.
    - call parents to pick their children up.
    - evacuate the school to your offsite bushfire evacuation location.
- If your school is in an Advice Warning area, then seek further advice and monitor conditions as they may change.

Other Sources of Information

- VicEmergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App, websites or on ABC local radio.

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, following the identified egress route:

- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents that the school is sheltering in place, and they should not come to pick their children up.
- If parents arrive then encourage them to stay with their children at the school.
- Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.

- Check all windows and doors in the Shelter in Place are closed (but doors are not locked).
- Turn off gas.
- Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone) are in the Shelter in Place.
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20 metres from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite evacuation location or Offsite evacuation location.
- Staff will attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require.
- A nominated person is to monitor the phones and/or radios to ensure that communication is maintained. Any decision to leave the Shelter in Place should only occur on advice from emergency services.
- Continually monitor Shelter in Place for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
- Staff, where possible, will wear full-length fire-resistant clothing and other personal protective equipment, such as goggles, leather gloves, smoke masks, in the event they need to patrol the school for embers.
- If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Bushfire Offsite Evacuation Location via the defined route.

20 Emergency Response and Drills Schedule

Emergency response drills[2] provide the opportunity for the school to ensure the procedures that are in place are practical and that employees with responsibilities during an emergency have the knowledge to carry out their role.

- Drills should be appropriate to the school's specific hazards identified in the risk assessment.
- Identify simple objectives and outcomes for each drill. The outcomes can be recorded in Appendix 3.
- All schools should schedule an emergency drill at the start of the year. Schools on the Bushfire At-Risk Register are required to practice evacuation procedures and drills at least once per term during the October-March bushfire season[2].

Title of Training	Emergency Drill Scheduled Dates	Unplanned Drills Yes/No	Emergency Training Dates

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[2] This is a VRQA Requirement for registered schools.

21 Emergency Kit Checklist

Keep the Emergency Kit in a designated, easily accessible place. The Warden in the IMT is responsible for making sure the contents are complete and regularly reviewed. If attendance rolls are kept electronically, ensure there is an updated printout available as electronic information may not be accessible in the event of an emergency. The Emergency Kit Checklist should be completed annually.

Have you:	Yes / No
Up-to-date student attendance list/roll, including student release forms / sign out book.	Yes/No
Up-to-date student with special needs list.	Yes/No
Up-to-date employee with special needs list (available from administration).	Yes/No
Emergency contacts telephone list (including parents/guardians).	Yes/No
List of employees with emergency management or training skills.	Yes/No
Traffic safety vest and tabards.	Yes/No
Keys.	Yes/No
Standard portable first aid kit.	Yes/No
Special medications, e.g., asthma inhalers, EpiPens.	Yes/No
Charged mobile phone and charger.	Yes/No
Torch with replacement batteries (or wind-up torch).	Yes/No
Megaphone.	Yes/No
Portable battery powered radio.	Yes/No
Bottles water.	Yes/No
Portable non-perishable snacks such as sultanas, dried fruits, energy bars.	Yes/No
Sunscreen and spare sunhats.	Yes/No
Whistle.	Yes/No
Plastic garbage bags and ties.	Yes/No
Toiletry supplies.	Yes/No
Copy of school plan and evacuation routes.	Yes/No
Other (please specify):	Yes/No

School Communication Tree organisational chart:

- College Board Chairperson
- Principal
  - Deputy Principal Learning and Teaching
    - Learning Area Leaders
      - Teaching Staff
  - Assistant Principal Student Learning and Wellbeing
    - Wellbeing Staff and House Leaders
  - Business Manager
    - Facilities Manager
      - Maintenance Staff
    - Administration Manager
      - Admin / Support Staff
    - ITC Manager
      - ICT Staff
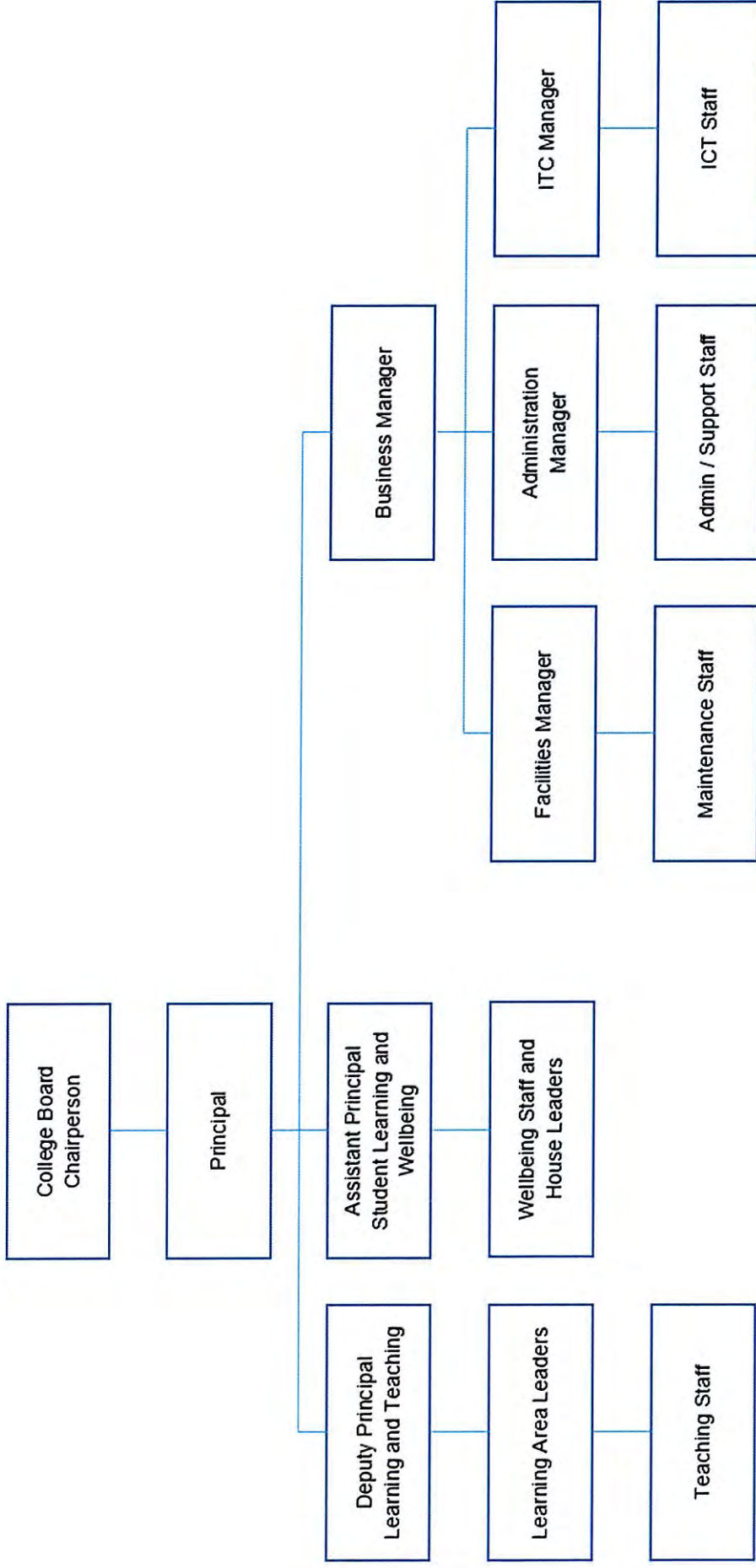
Appendix 1: Emergency Management Accident/Incident Report

Emergency Management Accident / Incident Report Form

This form is required for all incidents (including near miss incidents).

Incident Type:	Employee injury	Volunteer/ Visitor injury	Contractor injury	Property damage	Security	Near miss
Ensure you complete sections A, B, F plus →	Yes/No • C	Yes/No • C	Yes/No • C	Yes/No • D	Yes/No • E	Yes/No N/A
Risk Assessment Required?	☒ YES	☒ YES	☒ YES	☒ YES	☒ YES	☒ YES

A. General Incident Details *(mandatory)*

Location:		**Date of Report:**
Incident Date:	**Day:**	**Time (incl. AM/PM):**
Department:		
Name of Person Logging Incident:	**Position:**	
Reported To:	**Position:**	**Witness?** Yes/No
Reported By:	**Position:**	**Witness?** Yes/No
Witness 1 Name:	**Contact Details:**	**Statement?** Yes/No
Witness 2 Name:	**Contact Details:**	**Statement?** Yes/No

B. Preliminary Incident Investigation *(mandatory)*

Please describe the incident in detail (e.g. what, when, who, how and why):

What task was the injured person performing at the time of the incident (e.g. removing posters from the wall)?

What factors were involved in or led to the incident (e.g. faulty equipment or slippery floor surfaces)?

Detail any action taken to prevent further injury or reoccurrence (e.g. isolated area)?

What further action is required to prevent reoccurrence?

C. Injury Details *(Employee or Contractor Injury – Only complete if section relevant)*

Injury / Illness Severity *(Please highlight)*	• First Aid Injury Only *(on-school first aid only)*	• Medical Treatment Only *(professional treatment but less than one whole shift of work lost)*	• Lost Time Injury *(one or more shifts of lost time from work)*
How much work time was lost (if any)?	Remainder / part of one hour Yes/No	2 hours Yes/No	More than 2 hours Yes/No

Detail Any Time Lost:

Injury Sustained By: Employee /visitor / contractor

First Name:	**Last Name:**
Role / Position:	**Employment Status:** Full time / part time / casual
Gender: Male / Female	**Date of Birth:**
Address:	**Phone Number(s):**

Body Part(s) Injured: *(Please highlight)*	Body Map: *(Please mark where injury occurred)*	Mechanism of Injury: *(Please highlight)*	Nature of Injury: *(Please highlight)*
• Lower back		• Slips, Trips & Falls	• Fractures
• Upper back		• Manual Handling	• Sprains & Strains
• Neck		• Hitting Object	• Cuts & Abrasions
• Head / Face		• Being Hit by Object	• Laceration
• Eye		• Bullying/ Harassment	• Concussion
• Leg	Comments:	• Heat	• Psychological
• Knee		• Electricity	• Foreign Body
• Ankle / Foot / Toes		• Chemicals	• Skin
• Hip		• Environmental Factors	• Infection
• Shoulder		• Hand Tools / Knives	• Head Injury
• Arm / Elbow		• Power Tools	• Internal system/organs
• Hand / Fingers		• Other	• Bruising
• Psychological			• Burns & Scalds
• Internal			• Occupational Disease
• Other			• Other

Description of Injury / Illness (incl. side):

Initial Treatment Details:	If attended by Doctor:	Doctors Name:	Phone:
First Aid: Yes/No	Administered By:	Treatment Details:	
Attended Hospital?	Hospital Name:	Transport Details: (ambulance times)	

Employee Status *(after initial action taken):*	Unfit for Work Yes/No	Fully Fit Yes/No	Partially Fit: Detail work restrictions: Yes/No

D. Building Property Damage *(Only complete if section relevant)*

Description of the Damage:

Estimated Cost of Damage: $

Details of Parties Involved.   Staff / visitor / contractor

Name of Person Involved:

Was a Police Report Made?   Yes/No   Reported By:

Police Report Number: Attending Officer Name:

Evidence taken or provided to Police: (list items)

E. Security Incident *(Only complete if section relevant)*

Details of Security Breach:

Details of Parties Involved: Staff / visitor / contractor

Name of Person Involved:

Was a Police Report made?   Yes/No   Reported By:

Police Report Number: Attending Officer Name:

Evidence taken or provided to Police: (list items)

F. Authorisation and Incident Notification *(mandatory)*

Does this incident need to be notified to the relevant safety regulator (e.g. WorkCover)?   Yes/No

Name of Manager Responsible: Serious Injury? Yes/No   Dangerous Incident? Yes/No

Is a Risk Assessment required?   Yes/No   Name of Person Responsible for completing Risk Assessment:

Form Completed By: Position: Phone:

Signature: _____   Date:

Form Authorised By: Position: Phone:

Signature: _____   Date:

Appendix 2: Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEP) should be developed for all staff and students who require assistance in the event of an emergency.

Name:	
Building Name:	
Location / Room:	
Is an assistance animal involved?	Yes/No
Are you trained in emergency response procedures?	Yes/No
Preferred method of receiving updates to the emergency response procedures?	☐ Text ☐ Email ☐ Braille (Please select one option)
Type of assistance required:	
Equipment required for evacuation:	
Egress Procedure: *(give step by step details)*	
Designated assistants and contact details:	
Are the designated assistants trained in the emergency response procedures?	Yes/No
Are the designated assistants trained in the evacuation procedure?	Yes/No

Issue date:		**Review date:**	
Occupant approved:		**Date:**	
Chief Warden:		**Date:**	
Principal:		**Date:**	

Appendix 3: Emergency Exercise - Evacuation Record

Present the following emergency exercise scenario to the IMT:

Determine which possible emergency type is to be tested relevant to the possible hazard/emergency scenarios and describe the scenario for this drill.

Tick	Drill Type	Description of Scenario for this Exercise
☐	Evacuation	
☐	Confined space emergency	
☐	COVID-19 confirmed case	
☐	Anaphylaxis	
☐	Electric shock	
☐	Grass fire	
☐	Bushfire	
☐	Building fire	
☐	Gas leak	
☐	Medical emergency	
☐	Motor vehicle accident	
☐	Rescue at height	
☐	Storm / severe weather	
☐	Plant and equipment accident	
☐	Lockdown	
☐	Violence	
☐	Other	

Ensure safety of all personnel involved during the exercise.

List of personnel involved and attending this exercise.

Name	Signature

Name	Signature

Include more pages where required.

Reference the Emergency Response Plan to determine if the emergency response drill was conducted in accordance with the plan:

	Drill stages	Describe actions observed	Meets requirements of plan
1	How was the alarm raised?		Yes/No
2	How were all personnel accounted for (including contractors, volunteers and visitors)?		Yes/No
3	Were all nominated emergency response personnel trained and present?		Yes/No
4	Was all emergency equipment required available, tested and tagged and in a serviceable condition?		Yes/No
5	Did the team follow the process described for the emergency in the Emergency Response Plan?		Yes/No
6	Was the appropriate external emergency response agency notified?		Yes/No

	Drill stages	Describe actions observed	Meets requirements of plan
7	What actions were taken to maintain safety of all personnel during the exercise?		Yes/No
8	What was the notification process followed for the incident?		Yes/No
9	What actions were taken to preserve the incident scene?		Yes/No
10	How did the team know to return to normal duties?		Yes/No
11	Other?		Yes/No

Any NO requirements above must be actioned below including amendment and updating of the Emergency Response Plan.

Is a debrief to the team required?	☐ Yes Record details on next page	☐ No Record any actions?

Debrief discussion

Recommend that the team members who took part in the exercise and observer/s debrief after the exercise by:

- considering each question and avoiding crossing between questions.
- stating observations and facts.
- permitting staff to respond first, followed by the response leader and finally the observer/s.
- agreeing on the required corrective actions, an owner for each action and a time required for completion.
- consulting any other parties involved in the exercise that are not staff, educators or children at your service (e.g., If you are located on school grounds, consulting with the Principal on the questions below).

What went well?

What might be done different?

No.	Actions / Improvement Required	Responsible person	Due date

Additional Observations Notes:

Observer's name		Date:
Observer's signature		

Ensure actions listed above have been closed or entered into the hazards register prior to filing this form.

[3] This is a VRQA Requirement for registered schools.

Appendix 4: Bomb Threat, Threatening Telephone Call Checklist

A copy of this checklist should be kept at reception.

Call Taker		Call Taken	
Name:		Date & Time:	
Telephone No.:		Duration of Call:	
Signature:		No. of Caller:	

Bomb Threat – Ask the Caller the Following Questions

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?	
What is your address?	

Threatening Telephone Call - Ask the Caller the Following Questions

Questions	Responses
When are they coming?	
How many?	
How are they travelling (car, truck, walking, flying etc.)?	
What sort of weapons (gun, rifle, knife)?	
Why are you doing this?	
What is your name?	
Where are you going?	
What is your address?	
Message (Voice, Recorded, Automated)?	

ACTIONS:

REPORTED CALL TO: **PHONE NUMBER:**

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Characteristics of The Caller

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

Language

☐ Abusive	☐ Taped	☐ Automated (specify)
☐ Well Spoken	☐ Irrational	☐ Other (specify)
☐ Incoherent	☐ Message read by caller	

Background Noise

☐ Music	☐ Local call
☐ Machinery	☐ Long distance call
☐ Aircraft	☐ Other (specify)

Appendix 5: Property Damage Report

....

This report should be filled out by the Incident Controller in conjunction with the allocated Regional Facilities Officer or other relevant specialist contractors.

Priority   State importance or seriousness of damage by rating it High, Medium or Low.

Made Safe   State what, if any actions you have taken to make safe the damage, e.g. cordoned off the area, isolated the utilities, etc.

Temporary Repairs   Confirm repairs have started and an overview of works to be done.

Priority	Description of Damage	Make Safe	Temporary Repairs

Appendix 6: R.A.C.E Poster

EMERGENCY PROCEDURE
IN CASE OF FIRE

R — REMOVE PEOPLE FROM IMMEDIATE DANGER
Do not obstruct exits and exit
Exit

A — ALERT OTHER PEOPLE NEARBY
Dial 000 and ask for the fire brigade
000 EMERGENCY

C — CONFINE FIRE AND SMOKE
Close doors behind you and where possible windows (if safe to do so)
Close Doors and Windows

E — EVACUATE TO THE ASSEMBLY AREA
WHEN FIRE ALARM SOUNDS EVACUATE IMMEDIATELY

Appendix 7: Critical Call Matrix

Critical Call Numbers

These telephone numbers should be clearly displayed at reception and other relevant locations for immediate access in the case of any emergency.

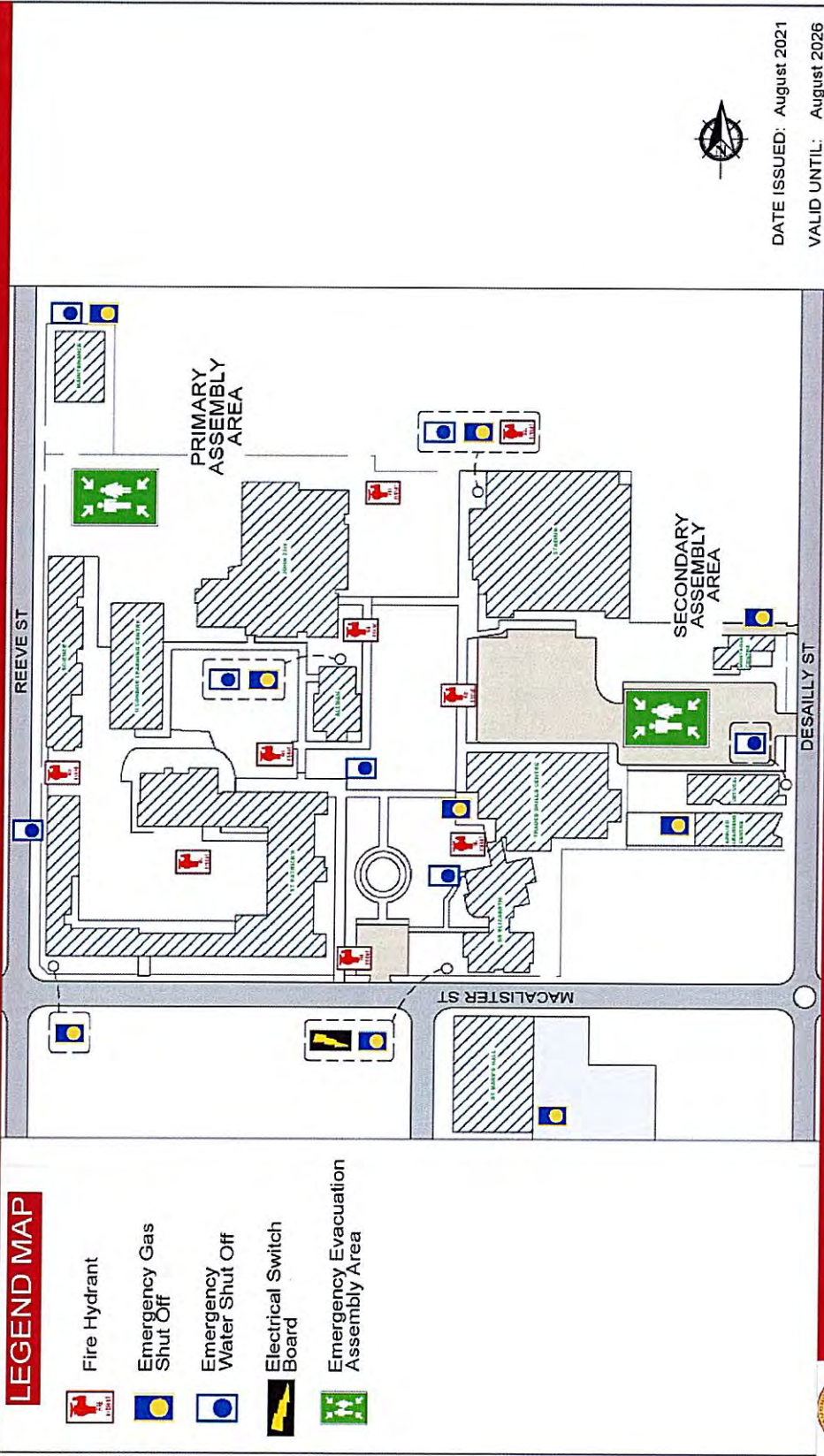| FIRE 000	AMBULANCE 000	POLICE 000

WATER PROVIDER 1800 057 057	POWER PROVIDER AGL 13 12 45 Energy 13 34 66 Powerdirect 1300 307 966	GAS PROVIDER AGL 13 12 45 Origin 13 24 61	LIFT MAINTENANCE PROVIDER 1300 083 752

Appendix 8: Map of School

SITE PLAN

LEGEND MAP

- Fire Hydrant
- Emergency Gas Shut Off
- Emergency Water Shut Off
- Electrical Switch Board
- Emergency Evacuation Assembly Area

PRIMARY ASSEMBLY AREA

SECONDARY ASSEMBLY AREA

REEVE ST

MACALISTER ST

DESAILLY ST

DATE ISSUED: August 2021

VALID UNTIL: August 2026

Prepared by:

Statcom
statcomsystems.com.au

Catholic College Sale – 51-53 Desailly Street, Sale, VIC, 3850

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