School Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School No:</td>
<td>6260</td>
</tr>
<tr>
<td>Campus No:</td>
<td>1</td>
</tr>
<tr>
<td>Physical Address:</td>
<td>BAILEY STREET, TIMBOON 3268</td>
</tr>
<tr>
<td>DET Region:</td>
<td>SOUTH-WESTERN VICTORIA</td>
</tr>
<tr>
<td>Fire District:</td>
<td>South West</td>
</tr>
<tr>
<td>Is the school on the Bushfire At Risk Register:</td>
<td>Yes</td>
</tr>
<tr>
<td>Principal approving our plan:</td>
<td>Sean Fitzpatrick</td>
</tr>
<tr>
<td>Date Approved:</td>
<td>11 October 2016</td>
</tr>
<tr>
<td>Next Review Date:</td>
<td>1 May 2017</td>
</tr>
</tbody>
</table>
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2. Scope
3. Distribution

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The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how this school campus

2. Scope

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

3. Distribution

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title and Organisation Name</th>
<th>Date Sent</th>
<th>Email Address or Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Cox</td>
<td>Manager Operations and E</td>
<td>1/11/2016</td>
<td><a href="mailto:Cox.Andrea.AI@edumail.vic.gov.au">Cox.Andrea.AI@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Doug Jones</td>
<td>Timboon CFA Captain</td>
<td>1/11/2016</td>
<td>Bailey Street Timboon Vic 3268</td>
</tr>
<tr>
<td>Paul Marslin</td>
<td>(Timboon Police Station)</td>
<td>1/11/2016</td>
<td>Bailey Street Timboon Vic 3268</td>
</tr>
<tr>
<td>Arno van der Schans</td>
<td>Corangamite Shire</td>
<td>1/11/2016</td>
<td><a href="mailto:arno.vanderschans@corangamite.vic.gov.au">arno.vanderschans@corangamite.vic.gov.au</a></td>
</tr>
<tr>
<td>Dan Walker</td>
<td>Assistant Principal 7-12 Tir</td>
<td>1/11/2016</td>
<td><a href="mailto:walker.daniel.p@edumail.vic.gov.au">walker.daniel.p@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Andrea Taylor</td>
<td>Assistant Principal P-6 7-1</td>
<td>1/11/2016</td>
<td><a href="mailto:taylor.andrea.at@edumail.vic.gov.au">taylor.andrea.at@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Chris Hibburt</td>
<td>School Council President</td>
<td>1/11/2016</td>
<td><a href="mailto:hibburt.chris.z@edumail.vic.gov.au">hibburt.chris.z@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Staff</td>
<td>Staff of Timboon P-12 Schc</td>
<td>1/11/2016</td>
<td>Email distribution to all staff.</td>
</tr>
</tbody>
</table>
PART 1 - EMERGENCY RESPONSE
4. In Case of Emergency

## In an Emergency

<table>
<thead>
<tr>
<th>Call</th>
<th>Police, Ambulance, Fire Services</th>
<th>000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify</td>
<td>DET Security Services Unit (SSU)</td>
<td>(03) 9589 6266</td>
</tr>
<tr>
<td>For Advice call your Region's Manager Operations and Emergency Management</td>
<td>Andrea Cox</td>
<td>5337 8429</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0407 861 841</td>
</tr>
</tbody>
</table>

Convene your Incident Management Team
5.1 Emergency Services

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

5.2 Our School

<table>
<thead>
<tr>
<th>Key Roles</th>
<th>Name</th>
<th>Phone</th>
<th>Phone (After Hours)</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Sean Fitzpatrick</td>
<td>55983381</td>
<td>55983381</td>
<td>0409384064</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Andrea Taylor</td>
<td>55983381</td>
<td>0407345320</td>
<td>5598350286</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Cheryl Cooper</td>
<td>55983381</td>
<td>0418987262</td>
<td>0418987262</td>
</tr>
<tr>
<td>School Bus Coordinator</td>
<td>Sean Fitzpatrick</td>
<td>55983381</td>
<td>55983381</td>
<td>0409384064</td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Fiona Allan</td>
<td>55983381</td>
<td>55983381</td>
<td>55951385</td>
</tr>
<tr>
<td>Sub School Leader P-6</td>
<td>Matthew Haugh</td>
<td>55983381</td>
<td>55983680</td>
<td>55983381</td>
</tr>
<tr>
<td>Sub School Leader 7-12</td>
<td>Gabby Theologous</td>
<td>55983381</td>
<td>0438986361</td>
<td>55983232</td>
</tr>
<tr>
<td>OH&amp;S Representative</td>
<td>Ian Harris</td>
<td>55983381</td>
<td>0409568544</td>
<td>55983508</td>
</tr>
<tr>
<td>School Council President</td>
<td>Chris Hibburt</td>
<td>55983421</td>
<td>0408528959</td>
<td>0408528959</td>
</tr>
</tbody>
</table>

5.3 School Bus Emergency Contacts

<table>
<thead>
<tr>
<th>Bus Route</th>
<th>Areas Serviced</th>
<th>Schools serviced or coordinating school</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1 &amp; 5</td>
<td>Timboon P-12 School</td>
<td>Timboon Motors, Ashley Cook</td>
<td>Curdievale Port Campbell</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 55983007</td>
<td></td>
</tr>
<tr>
<td>Bus 4,6,19,22</td>
<td>Timboon P-12 School</td>
<td>Warmambool Bus Lines, Gary J</td>
<td>Peterborough, Timboon Wai</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 0427983406 55983302</td>
<td></td>
</tr>
<tr>
<td>Bus 3,7,9,15,16,23</td>
<td>Timboon P-12 School</td>
<td>Popes Bus Line, David Pope 55</td>
<td>Port Campbell, Newfield, Wa</td>
</tr>
</tbody>
</table>
### 5.4 DET

<table>
<thead>
<tr>
<th>SOUTH-WESTERN VICTORIA</th>
<th>Phone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regional Director</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeanette Nagorka</td>
<td>5337 8452</td>
<td></td>
</tr>
<tr>
<td><strong>Deputy Regional Director, Service Planning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandra Woodman</td>
<td>5225 1085</td>
<td></td>
</tr>
<tr>
<td><strong>Regional Manager, Operations and Emergency Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrea Cox</td>
<td>5337 8429</td>
<td>0407 861 841</td>
</tr>
<tr>
<td><strong>Regional Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General enquiries</td>
<td>1300 333 232</td>
<td></td>
</tr>
<tr>
<td>Footscray</td>
<td>8397 0300</td>
<td></td>
</tr>
<tr>
<td>Ballarat</td>
<td>5337 8444</td>
<td></td>
</tr>
<tr>
<td>Geelong</td>
<td>5225 1000</td>
<td></td>
</tr>
<tr>
<td><strong>SSSO Network Coordinator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patricia Dressel</td>
<td>52343601</td>
<td>N/A</td>
</tr>
</tbody>
</table>

| Security Services Unit                 | (03) 9589 6266|
| DTZ (Govt Schools Reinstatement)       | 1300 133 468  |
| Employee Assistance Program            | 1300 361 008  |
| Media Unit (on call 24/7)              | (03) 9637 2871|

### 5.5 Local/Other Organisations

<table>
<thead>
<tr>
<th></th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Station</td>
<td>55983026</td>
</tr>
<tr>
<td>Hospital/s</td>
<td>55586000</td>
</tr>
<tr>
<td>Corangamite Shire 55937100 - SES (flood, storm and earthquake)</td>
<td>132 500</td>
</tr>
<tr>
<td>SES (flood, storm and earthquake)</td>
<td>132 500</td>
</tr>
<tr>
<td>Victorian WorkCover Authority Victoria</td>
<td>13 23 60</td>
</tr>
</tbody>
</table>
6. Incident Management Team

6.1 Incident Management Team Structure

- Incident Controller
  Acting Principal: Sean Fitzpatrick

- Communication Officer
  Gabby Theologous

- Safety Officer
  Fiona Allan

- Information Officer
  Andrea Taylor

- Operations Officer & Child Monitor
  Matthew Haugh

- Logistics Officer
  Cheryl Cooper

- Planning Officer
  Julie Broomhall

6.2 Incident Management Team Contact Details

<table>
<thead>
<tr>
<th>IMT Role/Activities</th>
<th>Primary Contact</th>
<th>Back Up Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Warden</td>
<td>Sean Fitzpatrick 0409384064</td>
<td>Dan Walker 0407345324</td>
</tr>
<tr>
<td>Planning tasks will be performed</td>
<td>Julie Broomhall Yellow 0417983383</td>
<td>Marc Graesser 0439789073</td>
</tr>
<tr>
<td>Operations (Area Warden) task:</td>
<td>Matthew Haugh Samsung 0448700140</td>
<td>Gabby Theologous 0438986361</td>
</tr>
<tr>
<td>Communications tasks will be performed</td>
<td>Gabby Theologous 0438986361</td>
<td>Andrea Taylor 0407345320</td>
</tr>
<tr>
<td>Logistics (Warden) tasks will be performed</td>
<td>Cheryl Cooper Red Mobile 0438513063</td>
<td>Raelene Wicks Blue Mobile 0400988629</td>
</tr>
<tr>
<td>First Aid tasks will be performed</td>
<td>Fiona Allan Samsung 2 0417015728</td>
<td>Ian Harris Samsung 2 0417015728</td>
</tr>
</tbody>
</table>
Chief Warden

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

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

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

Planning

Pre-Emergency
- Assist the Chief Warden.
- Identify resources required.
- Participate in emergency exercises/drills.

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

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

Pre-Emergency

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

During Emergency

On hearing alarm or becoming aware of an emergency, the Operations Warden will:

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

Post Emergency

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

Communications

Pre-Emergency

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

During Emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.
Emergency Management Plans Online - Timboon P-12 School (Timboon) EM Plan

- Collect logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents as required.

**Logistics (Warden)**

**Pre-Emergency**

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

**During Emergency**

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

Activities may include the following:

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

**Post-Emergency**

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

Timboon P-12 School Communication Tree

Cheryl Cooper
(for Nominated Person)

- Andrea Taylor
  - Cell phone: mobile
  - Email: email address

- Matthew Haugh
  - Cell phone: mobile
  - Email: email address

- Gabby Theologus
  - Cell phone: mobile
  - Email: email address

Role is to call parents from "Communication Tree Parent Contact List"

Surname A-H
Surname I-O
Surname P-Z

- Sean Peppenick
  - Cell phone: mobile
  - Email: email address

Seam Peppenick is the nominated
Person in Charge to Call and
Emergency.

Julie McPherson or Lisa Ven # to place message on Facebook

It is responsible to notify back to Cheryl Cooper or nominated person of
parents successfully contacted and those that could not be contacted.
## 9. Staff Trained in First Aid

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Training Completed</th>
<th>Date Qualified To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiona Allan</td>
<td>2015</td>
<td>1/01/2018</td>
</tr>
<tr>
<td>Julie Nicholson</td>
<td>2014</td>
<td>1/01/2017</td>
</tr>
<tr>
<td>Dean Whitehead</td>
<td>2013</td>
<td>1/01/2016</td>
</tr>
<tr>
<td>Ian Harris</td>
<td>2014</td>
<td>1/10/2017</td>
</tr>
<tr>
<td>Marc Grasser</td>
<td>2015</td>
<td>1/01/2018</td>
</tr>
<tr>
<td>Denis Horne</td>
<td>2016</td>
<td>1/01/2019</td>
</tr>
<tr>
<td>Andrea Taylor</td>
<td>2013</td>
<td>1/01/2016</td>
</tr>
<tr>
<td>Jenny Evans</td>
<td>2011</td>
<td>1/01/2014</td>
</tr>
<tr>
<td>Melissa Berry</td>
<td>2013</td>
<td>1/01/2016</td>
</tr>
<tr>
<td>Melissa McKenzie</td>
<td>2016</td>
<td>1/01/2019</td>
</tr>
</tbody>
</table>
10. Emergency Response Procedures

On-Site Evacuation Procedure

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

- Call 000 and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Evacuate students, staff and visitors out of the building to the P-6 Netball Court.
- Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with emergency service personnel that it is safe to return to normal operations.

Actions After On-Site Evacuation Procedure

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

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

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

Lock-Down Procedure

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

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

Actions After Lock-Down Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
Lock-Out Procedure

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

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

Actions After Lock-Out Procedure

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

Shelter-In-Place Procedure

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

- Call 000 and inform emergency services of the nature of the emergency.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to inside their designated homegroup rooms.
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Report the emergency and shelter-in-place to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
Emergency Management Plans Online - Timboon P-12 School (Timboon) EM Plan

- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.

**Actions After Shelter-in-Place Procedure**

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

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

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

**Major External Emissions/Spill (includes gas leaks)**
- Phone 000 to notify the emergency services and seek advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and including contractors to the Timboon and District Town Hall. This may be an off-site location.
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your Regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to the DEECD Media Unit on 9637 2871.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.

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

**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.
- Report the emergency to the Security Services Unit on 9589 6266.
- 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, including 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 your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Await 'all clear' advice from police before returning to school buildings to resume normal school activities.
- Ensure school neighbours, hospital, kinder, mens shed, homes are aware of the situation
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
    - report emergency to the Security Services Unit on 9589 6266.
- Fill out the **Bomb Threat Checklist** and record the following details while you are on the phone to the caller (The **Bomb Threat Checklist** is provided in the 'Related forms' section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.
- **Ask the caller:**
  - where exactly is the bomb/substance located?
  - what time will the bomb explode/substance be released?
  - what will make the bomb explode/how will the substance be released?
  - what does the bomb look like?
  - what kind of device/substance is it?
  - who put the bomb/substance there? Why was it put there?
  - what kind of substance is it (gas, powder, liquid)? How much is there?
  - where are you? Where do you live?
  - what is your name? What are your contact details?
- **Once the call is finished:**
  - **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:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - 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.
    - Implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above
    - report the emergency to the Security Services Unit on 9589 6266
    - 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 'If a suspicious object is found' above.
- Report emergency to the Security Services Unit on 9589 6266.
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 ‘If a suspicious object is found’ above.
- Report emergency to the Security Services Unit on 9589 6266.

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 as indicated in section ‘If a suspicious object is found’ above. 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:
  - Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Report the emergency to the Security Services Unit on 9589 6266
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested.

**Bomb/Substance Threat Checklist**

This checklist form is available on the online EM Plan and is also printed at the end of the plan.

**Internal emission/spill**

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

**Severe weather event**
Call 000 if emergency services are needed and seek and follow advice.

Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.

Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.

During a severe storm:
- Remain in the building and keep away from windows.
- Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.

Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.

Disconnect electrical equipment - cover and/or move this equipment away from windows.

Report emergency to the Security Services Unit on 9589 6266.

Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

Listen to local radio or TV on battery-powered sets for weather warnings and advice.

Ensure students are not in a building that is surrounded by trees.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Direct all media enquiries to DET Media Unit on 9637 2871.
- Contact parents as required.

Earthquake

- Call 000 if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

If Outside

Instruct staff and students to:

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

If Inside

Instruct staff and students to:

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

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

**PREPAREDNESS STAGE**

**Description - No novel strain detected (or emerging strain under initial detection)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
</tr>
</thead>
</table>
| Review Emergency Management Plan | Review your Emergency Management Plan (EMP), including:  
  - pandemic planning arrangements  
  - contact lists of staff, students, families, local services and DHHS Emergency Management coordinators  
  - communication tree of key staff. |
| Influenza prevention | Promote basic hygiene measures within the school by:  
  - providing students and staff with information about the importance of good hygiene (more information is available at [Better Health](https://www.betterhealth.vic.gov.au/))  
  - providing convenient access to water and liquid soap and alcohol-based hand sanitiser  
  - educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs  
  - ensuring careful disposal of used tissues.  
  - Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.  
  - Encourage staff to seek immunisation for seasonal Influenza. |
| Communications | Communicate personal hygiene messages to staff and students. |
| Travel advisories | Convey seasonal influenza messages as directed by DET.  
  - Encourage staff and parents/carers to access the [smartraveller](https://www.smartraveller.gov.au) website prior to international travel. |
| Business continuity | Ensure currency of business continuity plan which:  
  - identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal and school council)  
  - considers workforce strategies to enable continued operations, if pandemic impacts a portion of the workforce. |

**RESPONSE STAGE - STANDBY**

**Description - Sustained community person-to-person transmission detected overseas**

<table>
<thead>
<tr>
<th>Category</th>
<th>Clinical severity</th>
<th>Key Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Emergency Management Plan</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>
  - In April, (or at the time of the overseas detection, if earlier):  
    - ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included  
    - ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date  
    - ensure communication tree of key staff is circulated to nominated school Incident Management Team members. |
| Incident response | Med |  
  - In April, (or at the time of the overseas detection, if earlier):  
    - prepare to enact pandemic response section of your EMP with stakeholders  
    - prepare to activate Incident Management Team. |
| Hygiene measures | High |  
  - In April, (or at the time of the overseas detection, if earlier):  
    - continue to reinforce basic personal hygiene measures within schools including:  
      - provide students and staff with information about the importance of good hygiene (more information is available at [Better Health](https://www.betterhealth.vic.gov.au))  
      - provide convenient access to water and liquid soap and alcohol-based hand sanitiser.  
      - educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs. |

**The scale and nature of preparedness activities is the same for all possible levels of clinical severity**

Preparedness activities should be incorporated into normal business.

This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered.

Regularly review, exercise and update plans.

Communicate pandemic plans with staff.
Communications

- Careful disposal of used tissues.

Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/displayed.

In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about:
  - the local status
  - the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS
  - best practice hygiene practices
  - considerations for vulnerable children.

Access and follow Chief Health Officer, DHHS/Cth Chief Medical Officer, Cth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.

Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).

School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by School Nursing Area Managers (based at regional offices).

Prepare sample letters for parents/carers for next stage (if required).

Travel advisories

Encourage staff and parents/carers to access the smartraveller website prior to international travel.

Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip 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/carers 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.

Business continuity

Ensure currency of business continuity plan which:
  - identifies minimum requirements and key staff for continued school operations (Including planning for the absence of the principal)
  - considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.

RESPONSE STAGE - INITIAL ACTION

<table>
<thead>
<tr>
<th>Description - Cases detected in Australia - Information about the disease is scarce</th>
<th>Key Actions</th>
<th>Clinical severity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td><strong>Key Actions</strong></td>
<td><strong>Low</strong></td>
</tr>
</tbody>
</table>
| Review Emergency Management Plan | In April, (or at the time of the overseas detection if earlier):
  - ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included
  - ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date.
  - Ensure communication tree of key staff is circulated to nominated School Incident Management Team members. | Apply | Apply | Apply |
| Incident response | Enact your EMP.

  Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET. | Seek advice | Not suggested | Seek advice |
| Hygiene measures | Reinforce basic hygiene measures including:
  - provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) | Apply | Apply | Apply |

https://education.vic.edu.au/sites/educationmanagement/|layouts/15/PrintFormServer.aspx
Emergency Management Plans Online - Timboon P-12 School (Timboon) EM Plan

- provide convenient access to water and liquid soap and alcohol-based hand sanitiser
- educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs
- careful disposal of used tissues.

Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.

Follow and distribute information and advice from DET in accordance with instructions, including information about:
- the local status
- personal hygiene measures
- containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.

Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.

School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.

Containment strategies

The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.

Encourage staff who develop flu-like symptoms to:
- Leave school immediately and seek medical attention
- Stay away from school until completely well.

Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.

If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:
- inform teachers of their obligations during school closures
- for students at home, provide access to educational materials including online learning.

Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.

Travel advisories

Encourage staff and parents/carers to access the smarttraveller website prior to international travel.

Business continuity

Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
- prioritising work functions to ensure adequate workforce availability to deliver education
- implementing contingency strategy, which may include employing replacement staff and/or modifying programs.

Governance and reporting obligations

Report confirmed incidents of Influenza.

You will be advised of any additional reporting requirements by DHHS.

### RESPONSE STAGE - TARGETTED ACTION

<table>
<thead>
<tr>
<th>Description - Cases detected in Australia - enough is known about the disease to tailor measures to specific needs</th>
<th>Clinical severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Key Actions</td>
</tr>
<tr>
<td>Incident response</td>
<td>Enact your EMP.</td>
</tr>
<tr>
<td></td>
<td>Activate school Incident Management Team (IMT) to implement the organisation’s response as appropriate to advice from the DET.</td>
</tr>
<tr>
<td>Hygiene measures</td>
<td>Reinforce basic hygiene measures including:</td>
</tr>
<tr>
<td></td>
<td>- provide students and staff with information about the importance of hand hygiene (more information is available at Better Health)</td>
</tr>
<tr>
<td></td>
<td>- provide convenient access to water and liquid soap and alcohol-based hand sanitiser</td>
</tr>
<tr>
<td></td>
<td>- educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs</td>
</tr>
</tbody>
</table>

Communications
- careful disposal of used tissues.

Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative areas, telephones.

Follow and distribute information and advice from DET in accordance with instructions, including information about:
- the local status
- personal hygiene measures
- containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.

Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.

School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.

Containment strategies
- The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.

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

Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases.

Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes.

If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.

If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:
- inform teachers of their obligations during school closures
- for students at home, provide access to educational materials including online learning.

Travel advisories
- Encourage staff and parents/carers to access the Smarttraveller website prior to international travel.

Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip 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/carers 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.

Business continuity
- Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
  - prioritising work functions to ensure adequate workforce availability to deliver education
  - implementing contingency strategy, which may include employing replacement staff and/or modifying programs.

Governance and reporting obligations
- Report confirmed incidents of influenza.

You will be advised of any additional reporting requirements by DHHS.

RESPONSE STAGE - STAND DOWN
Description - The public health threat can be managed within normal arrangements and monitoring for change is in place

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
<th>Clinical severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Containment strategies</td>
<td>Be aware that multiple waves of the virus may occur.</td>
<td>Low, Med, High</td>
</tr>
<tr>
<td></td>
<td>Replenish PPE (If required).</td>
<td>N/A, Apply, Apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N/A, As required</td>
</tr>
</tbody>
</table>

| **Business continuity** | Implement business continuity plans for resumption of full business capacity which may involve:  
  - restoring workforce capacity  
  - following procedures for re-opening of service (if applicable)  
  - providing supports, including counselling (if required)  
  - monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.  
  | N/A | Apply | As required | Apply |
|------------------------|---------------------------------|-----------|-------------|-------|
| **Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).** | N/A | Apply | Apply | Apply |
| **Utilise template letters if they are prepared by DET to communicate status of situation to staff and parents/careers, including any available supports.** | As applicable | Apply | Apply | Apply |
| **Review effectiveness of EMP and update as appropriate - involving relevant staff and others (e.g. school nurses) particularly as multiple waves of the virus may occur.** | Apply | Apply | Apply | Apply |

| **Communications** | Communicate the updated status of situation to staff and parents/careers including supports that may be available. | Apply | Apply | Apply |

| **Travel** | Continue to encourage staff and parents/carers to access the [smartraveller website](https://www.smartraveller.gov.au) prior to international travel. | Apply | Apply | Apply |
Timboon P-12 School Area Map

Date Validated: 12 October 2016

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**LEGEND**

- **School Boundary**
- **On site emergency assembly point route**
- **Offsite emergency assembly point route**
Evacuation Procedures

In Case of Fire

R - Remove persons from immediate danger.
A - Alert nearby personnel and the Chief Warden, call 000.
C - Confine fire and smoke. Close windows and doors (if safe).
   Keep low, under the smoke.
E - Extinguish or control the fire (if safe to do so).

Please note that individual building diagrams are currently being produced by a commercial company.

Building Name: Timboon P-12 School Fire extinguisher, Hydrants and Date Validated: 12 October 2016
### 14. Parent/Family Contact Information

To ensure adherence to the provisions of the Information Privacy Act 2000, this information is held separately.

### 15. Students and Staff with Special Needs

To ensure adherence to the provisions of the Information Privacy Act 2000, this information is held separately.

A summary may be included below where appropriate.

<table>
<thead>
<tr>
<th>Special Need Category</th>
<th>Number of staff</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Alert books updated and included in evacuation kit.</td>
<td>2</td>
<td>73</td>
</tr>
</tbody>
</table>
PART 2 - EMERGENCY PREPAREDNESS
16. School Facility Profile

General Information

School/Campus Name: Timboon P-12 School
Physical Address: BAILEY STREET, TIMBOON 3268
Operating Hours: 8:30 am-3:30 pm
Phone: 03 5598 3381
Email: timboon.p12@edumail.vic.gov.au
Fax: 03 5598 3507
Number of buildings: 13
Is the School a designated Neighbourhood Safer Place? No
Shelter-In-Place location: Timboon and District Hall
Number of Students: 455
Total number of Staff: 57
Typical method used for communications to school community: Facebook page and Comms Tree

Other Services/Users of Site

NA
# Building Information Summary

## Telephones (landlines)

**Location**
- All buildings
- Generally wall mounted in all office areas

**Number**
- 50

## Alarms

<table>
<thead>
<tr>
<th>Location</th>
<th>Monitoring Company</th>
<th>Location of shutoff instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Armour Security</td>
<td>Contact 95896266</td>
</tr>
<tr>
<td>Intrusion</td>
<td>Armour Security</td>
<td>Turn off with a security key or</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Utilities

<table>
<thead>
<tr>
<th>Location</th>
<th>Service Provider</th>
<th>Location of shutoff instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas / Propane</td>
<td>Kleenheat</td>
<td>Valve south of sports shed, Valve</td>
</tr>
<tr>
<td>Water</td>
<td>Wannon Water</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>Power Direct</td>
<td></td>
</tr>
</tbody>
</table>

## Sprinkler System

- **Control Valve Location**: N/A
- **Shutoff Instructions Location**: N/A

## Boiler Room

- **Location**: Between Metal Work shed and D Building
- **Access**: Via Door on the west side with security key

## Emergency Power System

- **Type**: N/A
- **Location**: N/A
- **Provides power to**: N/A
- **Shutoff Instructions Location**: N/A

## Building and Site Hazards

<table>
<thead>
<tr>
<th>Hazard Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Lab</td>
<td>End of D building</td>
</tr>
<tr>
<td>Metal Work Facility</td>
<td>West of D building</td>
</tr>
</tbody>
</table>

## Additional Information

School Map with building names attached.

## Accompanying Images

# 18. Risk Assessment

**Timboon P-12 School**

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

<table>
<thead>
<tr>
<th>Identified Hazards</th>
<th>Description of Risk</th>
<th>Current Risk Control</th>
<th>Risk Rating (Refer to DHS Risk Management Procedure)</th>
<th>Treatments to be Implemented</th>
<th>Revised Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushfires or Grass fire</td>
<td>Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.</td>
<td>Measures implemented at our School Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Ensure staff and parents are aware of plan and understand their role. Employee Assistance Program, grief counselling services. Ensure there is a business continuity plan in place.</td>
<td>Consequence - Severe Likelihood - Possible Risk Level - Extreme</td>
<td>Measures to be taken by our school to eliminate or reduce impact of the risk Clear up of green waste Clearing of gutters</td>
<td>After implementing Treatments Case Consequence - Moderate Likelihood - Possible Risk Level - Medium</td>
</tr>
<tr>
<td>Building Fire</td>
<td>Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.</td>
<td>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.</td>
<td>Consequence - Major Likelihood - Unlikely Risk Level - Medium</td>
<td>2015 Testing schedule reviewed Test and tagging due in third term holiday</td>
<td>After implementing Treatments Case Consequence - Major Likelihood - Rare Risk Level - Medium</td>
</tr>
<tr>
<td>Severe weather and storms</td>
<td>Risk of roof down flooding Risk of injury. Risk of property damage.</td>
<td>Ensure roofs/gutters/drains are clear Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place.</td>
<td>Consequence - Major Likelihood - Unlikely Risk Level - Medium</td>
<td>Guttering contractor appointed to do regular gutter maintenance</td>
<td>After implementing Treatments Case Consequence - Moderate Likelihood - Unlikely Risk Level - Medium</td>
</tr>
<tr>
<td>Intruders/personal threat</td>
<td>Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.</td>
<td>Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site. Employee Assistance Program.</td>
<td>Consequence - Major Likelihood - Unlikely Risk Level - Medium</td>
<td>Display procedures for an Intruder in a prominent location.</td>
<td>After implementing Treatments Case Consequence - Major Likelihood - Rare Risk Level - Medium</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identified Hazards</th>
<th>Description of Risk</th>
<th>Current Risk Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthquake</td>
<td>Risk of injury. Risk of property damage or property loss.</td>
<td>Measures implemented at our school. Ensure EMP is up-to-date. Training to staff and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>students in emergency response procedures during an earthquake e.g. drop, cover and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hold. Ensure there is a business continuity plan in place.</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Physical or psychological injury could occur to staff, visitors or contractors.</td>
<td>Ensure each phone has a Bomb Threat Checklist available. Schedule and practice safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evacuation drills on a regular basis. Implement and follow Bomb Threat response</td>
</tr>
<tr>
<td></td>
<td></td>
<td>procedure (located in EMP).</td>
</tr>
<tr>
<td>School Bus accident/Vehicle Incident</td>
<td>Risk of death/injury</td>
<td>Ensure bus company provides the drivers with suitable first aid kits, reflective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vests and emergency contact numbers for the vehicle. Drivers follow Safe Work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Procedures and complete a safety check prior to driving the vehicle. Ensure drivers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>have a valid driver's licence. Drivers should check adverse weather conditions e.g.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>floods, bushfires (check CFA website), and road closures prior to leaving and if</td>
</tr>
<tr>
<td></td>
<td></td>
<td>necessary postpone the trip.</td>
</tr>
<tr>
<td>Pandemics and communicable diseases</td>
<td>Risk of health and possible death (in extreme cases).</td>
<td>Ensure relevant staff are familiar with DEECO's Pandemic Incident Response Procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>including the School Influenza Pandemic Response Plan. Ensure basic hygiene measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>are in place and posters are displayed at the beginning of influenza season (April).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure there is convenient access to water and liquid soap and/or alcohol-based</td>
</tr>
<tr>
<td></td>
<td></td>
<td>sanitiser. Ensure staff and children are educated about covering their cough to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>prevent the spread of germs. First Aid Officer is appointed and training is up-to-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>date. First Aid Officers are aware of and follow DEECO's First Aid and Infection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Control Procedure. Staff are aware of emergency procedures.</td>
</tr>
<tr>
<td>Major medical emergency</td>
<td>There is a risk to health and possibly death.</td>
<td>Ensure staff have yearly CPR training. Install a defibrillator in staff room.</td>
</tr>
<tr>
<td>Hazardous substance release: In</td>
<td>Exposure to certain liquids or gases may be hazardous to health.</td>
<td>Audit MSDS folders. Ensure yearly maintenance of gas bottles.</td>
</tr>
</tbody>
</table>

5. Treatments to be Implemented

- Measures to be taken by our school to eliminate or reduce the impact of the risk
- Ensure staff are aware of earthquake procedures.

6. Revised Risk Rating

- After implementing treatments
- Consequence
- Major
- Likelihood
- Rare

Risk Level

- Medium
- Severe
- Unlikely
- Possible
- Extreme
- High
- Moderate
- Likely
- Medium
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-site emergencies</td>
<td>Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.</td>
<td>Measures Implemented at our School Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD’s Work-related driving procedure.</td>
<td>Consequence: Major Likelihood: Possible Risk Level: High</td>
<td>Measures to be taken by our school to eliminate or reduce impact of the risk. Ensure risk management section of camps/excursion forms is completed before approval.</td>
<td>After implementing Treatments Consequence: Major Likelihood: Unlikely Risk Level: Medium</td>
</tr>
</tbody>
</table>
Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to March bushfire season.

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Drill</th>
<th>Person Responsible</th>
<th>1. Target date; 2. Date Drill was performed</th>
<th>Observer’s Record completed *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>All staff Staff training on e</td>
<td>Principal</td>
<td>1. 2 February 2017 2. 20 March 2017</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Evacuation and relocation</td>
<td>Principal</td>
<td>1. 26 April 2017 2.</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Evacuation and relocation</td>
<td>Principal</td>
<td>1. 8 September 2017 2.</td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Evacuation and relocation</td>
<td>Principal</td>
<td>1. 21 October 2016 2.</td>
<td></td>
</tr>
</tbody>
</table>

**General Notes:**

Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to March bushfire season. *An Emergency Drill Observer’s Record* is required to be completed after each drill. An Emergency Drill Observer’s Record template is provided in Appendix 3 of the Guide.
## 19. Emergency Kit Checklist

### The Emergency Kit Contains:

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

### Additional Items in Kit:

- Date Emergency Kit checked: 12 October 2016
- Next check date: 1 February 2017
Additional Information

There is no additional information for this Plan.
**Timboon P-12 School**  
**Bomb/Chemical Threat Checklist**

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

**Complete the following for a BOMB THREAT**

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

**Complete the following for a CHEMICAL THREAT**

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

**Characteristics of the Caller**

<table>
<thead>
<tr>
<th></th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex of caller</td>
<td>[ ] Abusive</td>
</tr>
<tr>
<td>Estimated age</td>
<td>[ ] Well Spoken</td>
</tr>
<tr>
<td>Accent if any</td>
<td>[ ] Irrational</td>
</tr>
<tr>
<td>Speech impediments</td>
<td>[ ] Incoherent</td>
</tr>
<tr>
<td>Voice (louder, softer, etc.)</td>
<td>[ ] Message read by caller</td>
</tr>
<tr>
<td>Speech (fast, slow, etc.)</td>
<td>[ ] Other (Specify)</td>
</tr>
</tbody>
</table>

**Background Noise**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dictation (clear, muffled, etc.)</td>
<td>[ ] Media</td>
</tr>
<tr>
<td>Manner (calm, emotional, etc.)</td>
<td>[ ] Local Call</td>
</tr>
<tr>
<td>Did you recognize the voice?</td>
<td>[ ] Machinery</td>
</tr>
<tr>
<td>If so, what do you think it was?</td>
<td>[ ] Aircraft</td>
</tr>
<tr>
<td>Was the caller familiar with the area?</td>
<td>[ ] Other (Specify)</td>
</tr>
<tr>
<td>EXACT WORDING OF THREAT</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT CALL TO:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ACTIONS:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>