

ST BRIGID'S COLLEGE



Department of Education and Training Region (refer 6.6)					
School Address:	97 Robinson Street Horsham Vic 3400				
Fire District: (refer 6.5)	Wimmera				
Fire Risk Rating: – determined by Local Government	Low				
Diocese/Region:	Ballarat				
Shelter-In-Place location:	St Brigid's College Stadium				
Community Fire Refuge location:	Horsham Park				
Is this school on the Bushfire-At-Risk-Register (BARR)?				No	
Is the site a designated neighbourhood safe place?	Yes				

Document Control			
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Distributed To:	All leaders and staff online		

DEFINITIONS

Term	Definition
AS3745	Australian Standard 3745 – 2010 Planning for emergencies in facilities.
Assembly Area (External)	An area far enough away from the emergency that, where practicable, occupants are protected from the physical impact of the emergency, and that allows for further movement away from potential sources of danger.
Assembly Area (Internal)	An area within the building, structure or workplace, such as a nominated area or another floor, where occupants from the affected emergency area are initially protected from its impact.
Critical Incident	Any event that is beyond the experience or resources of a school to manage on their own, that may cause: <ul style="list-style-type: none"> • A life-threatening injury; • Significant asset/property and/or environmental damage; • Significant local and national media interest; or • Significant business continuity / recovery issues.
<i>CIMP</i>	The <i>Critical Incident Management Plan (CIMP)</i> , may be activated if the incident has escalated beyond an <i>Emergency</i> .
Code – Red	Fire / Smoke.
Code – Blue	Medical Emergency.
Code – Purple	Bomb Threat.
Code – Orange	Evacuation.
Code – Yellow	Internal Emergency – essential services failure.
Code – Brown	External Emergency.
Code – Black	Personal Threat (persons threatening injury to others or themselves).
Emergency	Any event that the school has the experience and resources to manage, using this Emergency Management Plan. This type of incident requires an immediate response because it can cause: <ul style="list-style-type: none"> • Physical and / or psychological injuries; • Asset/property and/or environmental damage; • Local media interest only; or • Business continuity / recovery issues.
Emergency Control Organisation (ECO)	The ECO is a site-specific group that comprises of persons appointed to Wardens roles to direct and control the implementation of the site's Emergency Management Plan (EMP).
Emergency Planning Committee (EPC)	The EPC is a group that develops the Emergency Management Plan and facilitates training for staff and volunteers. The EPC is organised and chaired by the Chief Warden. The EPC is a centralised group dedicated to the consistent application of the plan at the workplace.
Emergency Management Plan (EMP)	Each school has an <i>Emergency Management Plan (EMP)</i> to guide them in managing an ' <i>Emergency</i> ' or a ' <i>Major</i> ' Incident.
Emergency Services	Police, Fire Brigades, Ambulance and State Emergency Services.
Emergency Warning & Intercommunication System (EWIS)	A combined emergency warning and intercommunication system that sounds the alarm and allows for two-way communication during an emergency.
Major Incident	Any event that stretches a school's experience and resources to the limit. This type of incident is still managed by the school leaders, but it requires the <i>Critical Incident Management Team (CIMT)</i> to be notified.
Mobility Impaired Person	A person with a physical, intellectual, visual or auditory impairment who requires assistance during an emergency evacuation.
Shelter-in-Place	A place of safety within a facility which is not under threat from an emergency.
Training Exercise	An activity simulating an emergency event, to test existing procedures.

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1 INTRODUCTION

1.1 GENERAL POLICY STATEMENT

The Diocese of Ballarat Catholic Education Limited (DOBCEL) *Emergency & Critical Incident Management Policy* provides the framework for managing any *Emergency, Major* incident or *Critical* incident that may arise in a DOBCEL school.

This Emergency Management Plan (EMP) is based on the Catholic Education Victoria Commission (CECV) and Department of Education and Training templates. The plan has been customised by the Diocese of Ballarat Catholic Education Limited (DOBCEL) to ensure that each EMP:

- Is site-specific and appropriate for each school
- incorporates *Bushfire Preparedness* arrangements for each school
- is aligned with the DOBCEL *Critical Incident Management Plan*

Additional detail and a review of the customisation has been provided by ***Specialists on Safety*** to ensure compliance with Australian Standard 3745 - *Planning for Emergencies in Facilities*.

This EMP will be activated to provide a timely and systematic response to any emergency. The school Principal has the necessary experience and delegated authority to manage emergencies and major incidents that arise at the school.

This EMP is designed to provide a framework for Principals to manage all core information relating to risk mitigation strategies and guidance on how to reduce the impact of an event on people, property and the environment. This EMP also provides guidance on how information will be used in the event of an incident and will be communicated to the community and key stakeholders.

DOBCEL acknowledges its responsibility to provide a workplace that is safe and without risk to health in accordance with the Occupational Health and Safety Act, 2004. As part of the process of meeting this obligation, DOBCEL is committed to the ongoing development and review of this EMP prior to each bushfire season, to ensure that the information it contains is accurate and remain current.

1.2 AUTHORITY

This EMP has been produced with the authority of the Executive Director of DOBCEL, in accordance with the Occupational Health & Safety Act, 2004 and Australian Standard AS 3745, 2010, (Planning for Emergencies in Facilities).

In the event of an emergency, the Chief Warden or Deputy Chief Warden will be responsible for the management of the incident. This delegation will be effective from the time the emergency is reported until such time as it is resolved or handed over to the relevant Emergency Services. This plan is the result of the co-operative efforts of the DOBCEL Emergency Planning Committee.

1.3 INDEMNITY

Both the DOBCEL Emergency Planning Committee and the school personnel shall be indemnified by DOBCEL against civil liability resulting from, workplace emergency response assessment, education, training sessions, periodic exercises, or emergency evacuation where the personnel acted in good faith in the course of their emergency control duties.

1.4 TYPES OF HAZARDS WHICH COULD CAUSE AN EMERGENCY

This document includes a risk assessment on reasonably foreseeable and genuine threats to DOBCEL schools. Refer to the *EMP Risk Assessment and Response Procedures* to review the risk assessment of the hazards identified and the corresponding emergency response procedures.

2 BUILDING SAFETY

2.1 WORKPLACE DESCRIPTION

Particular	Description	
Operating days:	Monday - Friday	
Operating hours:	8:30am – 4:30pm	
Telephone:	03 53852 3545	
Email:	principal@stbc.vic.edu.au	
School profile: site physical description of grounds	Number of Buildings	6
	Number of Classrooms	43
	Age level of students	13-18
	Class Organisation (e.g. Grades/Years)	7 - 12
	Number Student playgrounds	3
Total number of students:	240	
Total number of staff:	64	
Emergency Control Point:	Board Room adjacent Main Reception Area	

2.2 UTILITY SUPPLY LOCATIONS

Utility Supply	Shut off instructions and location
Gas:	SW Corner of School – Main gate-valve
Water:	NW Corner of school – main meter and shut-off valve
Air Conditioning:	
• Heating	STEAM Building - Main control pad in Ground floor Office All other buildings: mix of Gas Heater in classrooms, or Split-system remote controls in each room.
• Cooling	STEAM Building - Main control pad in Ground floor Office All other buildings: mix of Evaporative A/c wall control panel or Split-system remote controls in each room.
Electricity:	Sub-boards located throughout school
• Main switchboard	MSB on Robinson Street in front of Stadium MSB-2 external North wall of Room 24
• Distribution switchboard	MDB – STEAM Ground floor office-1 MSSB – STEAM External ground floor, north wall DB – STEAM – Ground Floor: Science Prep, 1 st Floor: Textiles, Outside Office-2, BD – Other: - South corridor, North Corridor x 2, Tara Building, Stadium foyer
• Emergency (Backup) power supply	UPS to main servers and switches in Main Comms Room and STEAM Comms room

2.3 FIRE SERVICES & EMERGENCY COMMUNICATIONS SYSTEMS CHECKLIST

Please conduct an inspection of the fixed and portable fire and building protection features with the school fire safety service provider. Please tick the relevant boxes in the checklist below and confirm the maintenance inspection program.

School Fire Safety Service Provider	Contact Person	Contact Number
CFA, Fire Equipment Maintenance Kangaroo Flat		1300 36 36 61

	Item	Last maintenance Inspection/test date/NA
<input type="checkbox"/>	Fire detection and alarm system	
<input type="checkbox"/>	Fire indicator panel	
<input type="checkbox"/>	Automatic fire sprinkler system	
<input type="checkbox"/>	Fire suppression trigger	
<input type="checkbox"/>	Fire pump sets	
<input type="checkbox"/>	Fire hydrant system	
<input type="checkbox"/>	Water storage tanks for fire protection system	
<input type="checkbox"/>	Fire and smoke control features of mechanical services	
<input type="checkbox"/>	Passive fire and smoke system	
<input type="checkbox"/>	Delivery lay flat fire hose reel	
<input type="checkbox"/>	Fire hose reels	
<input type="checkbox"/>	Portable and wheeled fire extinguishers	
<input type="checkbox"/>	Smoke doors	
<input type="checkbox"/>	Fire isolated stairwells	
<input type="checkbox"/>	Fire approved lifts	
<input type="checkbox"/>	Sprinklers stop valve	
<input type="checkbox"/>	Fire blankets	
<input type="checkbox"/>	Manual call point break glass alarms	
<input type="checkbox"/>	Emergency Warning Systems (EWS)	
<input type="checkbox"/>	Emergency Warning and Intercommunication Systems (EWIS)	
<input type="checkbox"/>	Warden Intercom points (WIP)	
<input type="checkbox"/>	Public Address System (PA)	
<input type="checkbox"/>	Evacuation Tone	
<input type="checkbox"/>	Loudhailers	
<input type="checkbox"/>	Portable Radios	
<input type="checkbox"/>	Mobile Phones	
<input type="checkbox"/>	Fixed and Portable Phones with internal system	
<input type="checkbox"/>	Duress Alarms	

Recommendations from Fire Service Provider	Date

Fire Safety Service Provider Signature	Date

2.4 BUILDING SAFETY FEATURES

Please update the building safety features in the following table once the checklist above has been completed.

Feature	Yes/No	Location	Monitoring	Shut-off Instructions
Main Fire Indication Panel				
Mimic fire panel (2)				
Mimic fire panel (3)				
EWIS panel				
Security alarm				
Lockdown alarm				
Sprinkler system (control valve)				
Boiler Room				

2.5 EMERGENCY ASSEMBLY LOCATIONS

	Primary location	Secondary location
Onsite	Oval on the east side of the school buildings	College Stadium
Off-site	Horsham Park	Horsham Velodrome

The Chief Warden will consider the location and type of emergency, the number of people on site and the wind direction before selecting which emergency assembly area is to be used and informing the *Assembly Wardens*.

2.6 ACTIVITIES WITH EMERGENCY MANAGEMENT ELEMENTS

Event	Hazard(s)	Risk Controls	Responsible Person
After hours Sports	Multiple including physical Injuries	Refer to the school EMP Risk Assessment	Principal (or nominee)
After hours Community events	Multiple – including slips, trips, falls	Refer to the school EMP Risk Assessment	Principal (or nominee)
School Program	Multiple including extreme weather events	Refer to the school EMP Risk Assessment	Principal (or nominee)
Outdoor Education / Camps	Multiple – including bushfires/grassfires	Refer to the school EMP Risk Assessment	Principal (or nominee)

2.7 EVACUATION DIAGRAMS

Evacuation diagrams must be updated in accordance with the Australian Standards, every three (3) years or when changes are made to any of the school buildings, to ensure that the content remains current. Check in Term 3.

Item	Yes/No – If No arrange update
Do all school buildings have a current evacuation diagram in place?	Yes
Do the diagrams include all significant structural changes to buildings? If No, please provide a date in the section below, for when diagrams will be updated	Yes
Do evacuation diagrams detail the locations of all fire safety and first aid equipment, emergency exits and emergency assembly areas?	Yes

Evacuation Diagram Service Provider Name	Last Service Date	Next Service Date
St Brigid's College	31/01/2020	31/01/2021

3 PLANNING ARRANGEMENTS

3.1 EMERGENCY PLANNING COMMITTEE

The role of the Emergency Planning Committee is one of assistance and advice regarding emergency management and planning. The Committee will convene annually in Term 3 to ensure that the school is prepared prior to the bushfire season. The Principal will chair the committee and invite representatives from the local council and local Emergency Services to review the school EMP.

Emergency Planning Committee Meeting Schedule for	Date completed

Committee Members

The Committee shall be made up of representatives from the school leadership team and Emergency Services liaisons. The Emergency Services liaisons must be invited to have input on this committee, to ensure the plan is effective and is compatible with the local roles and resources of the Emergency Services.

The Emergency Planning Committee shall include the following representatives, where possible:

Organisation	Position	Invited Y/N	Attended: Y/N
School	School Principal		
School	First Aid Officer		
School	Compliance Officer		
Local Council	Municipal Fire Prevention Officer		
VIC SES	local SES unit		
Victoria Police	local Police Station		
CFA/FRV	local CFA/FRV Captain		

The school representatives on the Emergency Planning Committee will conduct a site walkthrough and complete the Emergency Planning Checklist prior to the Principal convening the Emergency Planning Committee each year.

3.2 EMERGENCY PLANNING CHECKLIST

Complete the checklist Parts A-D. Record all corrective actions and completion dates in Part E.

Part A - Emergency Planning

Term 3 ✓ Tick	Action Item	Date completed
<input type="checkbox"/>	Review and update the <i>EMP Risk Assessment and Response Procedures</i> to include any new or emerging hazards and response procedures.	
<input type="checkbox"/>	Review observation records of emergency drills performed during Terms 1-3.	
<input type="checkbox"/>	Review the local council Municipal Emergency management Plan (MEMP). Record the hyperlink to the document here:	
<input type="checkbox"/>	Ensure adequate budget for Emergency Management equipment and training has been allocated for the forthcoming year.	
<input type="checkbox"/>	Confirm briefing on Emergency Management Plan and Bushfire Preparedness has been provided to all school staff.	
<input type="checkbox"/>	Review pre-prepared evacuation or shelter-in-place announcements or messages to staff, parents and students.	
<input type="checkbox"/>	Review Fire Services & Emergency Communication Systems Checklists recommendations, if any. Refer to Point 2.3	
<input type="checkbox"/>	Provide a briefing to the leadership team on the use of the DOBCEL incident escalation tools. Refer to Points 3.6.1 and 3.6.2	

Part B - Workplace Inspection

Action Item	Action needed? Yes/No
Check emergency exit doors, walkways and gates are unlocked / clear of obstruction for pedestrian or vehicle access.	
Check emergency vehicle access is a minimum 4 metres wide.	
Check that all powered plant and equipment is within test & tag dates.	
Check availability and the location of fire extinguishers and blankets in risk areas. Crosscheck locations are correct on the evacuation diagrams.	
Fire hydrants & hoses clear and accessible.	
Check that Emergency Assembly Area First Aid kit(s) are full and includes burns, asthma, anaphylaxis and snake bite modules, as required.	
Flammable storage areas are protected; isolated and secured.	
Check instructions are clearly displayed next to hot surfaces or hot liquids – Avoid injuries - Do not leave hot surfaces or liquids unsupervised.	
Check that workplace areas (indoors and outdoors) are clean, neat & tidy.	
Check that the EMP Response Procedures are easily accessible.	
Check that the leadership team is familiar with the location(s) of the electrical switchboards, in the event of an electrical failure.	
Check that students and visiting teachers are briefed on emergency assembly area location(s).	
Radio function and communications methods reviewed and practiced each Term.	
Check roadway and walkway conditions around school are good – report any issues to the Council.	
Check for sharp or protruding objects that may cause injury to staff or students. For example, worn padding around playground equipment.	
Check that external doors to all building can be quickly secured in a Code 'Black'.	
Trees and branches checked for fall/striking hazards.	
Speed limit(s) & parking signage is secure, clear and in place.	

Part C - Bushfire Preparedness

Action Item	Action needed? Yes/No
Review Bushfire Preparedness plans to: <ul style="list-style-type: none"> • reduce ground fuel loads and clear gutters; • appoint a trained Warden to monitor the VIC Emergency & Bureau of Meteorology website during bushfire season; • confirm emergency evacuation arrangements for school are in place; and • Confirm arrangements with local bus lines for student transport in case of sudden, unexpected bushfire/grassfire event. 	
Overall fuel load rating should be kept at or below Moderate within 100m of the main buildings (See <i>Fuel Load Ratings</i> on next page).	
Overall fuel load rating within 30 m of a structure should be Low-Moderate.	
Overall fuel load rating within 10 m of a structure should be Low.	
Initiate a fuel reduction if ratings exceed Moderate.	
Arrange for additional resources to be allocated to assist with grassfire/bushfire mitigation planning & fuel reduction activities, if required.	
Check that all fire suppression equipment, and a set(s) of protective clothing, are in good working order and ready for use in an emergency.	
Check dedicated external fire protection equipment is in service date.	
Check that Area Wardens are familiar with the locations of external fire protection equipment and confident with using it.	

Fuel Load Ratings	Description
Low	<ul style="list-style-type: none"> • Bark Hazard high (limited amount of bark to cause spotting). • Surface fuel low (< 15mm depth). • Elevated fuels low-high (moderately dense, 0.5-1.0m, <20% dead).
Medium	<ul style="list-style-type: none"> • Bark hazard high. • Surface fuel moderate (<25 mm depth). • Elevated fuel high.
High	<ul style="list-style-type: none"> • Bark hazard high. • Surface fuel high (<35 mm depth). • Elevated fuel high.

Part D - Emergency Evacuation Kit

Kit Contents	Action needed? Yes/No
Access to student and staff medical records and emergency contact information via an application loaded into a phone or a notebook computer.	
Clearly identifiable and separate section for staff/student medications.	
A copy of the Emergency Management Plan and EMP Risk Assessment and Response Procedures.	
2 x High visibility Warden vests and soft peak caps.	
1x High visibility Chief Warden vest and soft peak cap.	
Complete set of facility keys/swipe cards.	
Basic First Aid Kit with snake bite, anaphylaxis, asthma and burn modules.	
Lantern/Torch – dynamo preferable or replace batteries every 12 months.	
Bottled water.	
Jellybeans for diabetic emergencies.	
Sunscreen.	
Plastic garbage bags and ties.	
Toiletry supplies.	
Tissues.	
Hand Sanitiser.	
Two-way radio (if available) – needs to be charged at the beginning of each Term.	
Loud hailer or air horn.	
Battery bank – for charging mobile phones or notebook – needs to be charged at the beginning of each Term.	

Part E – Corrective actions Summary

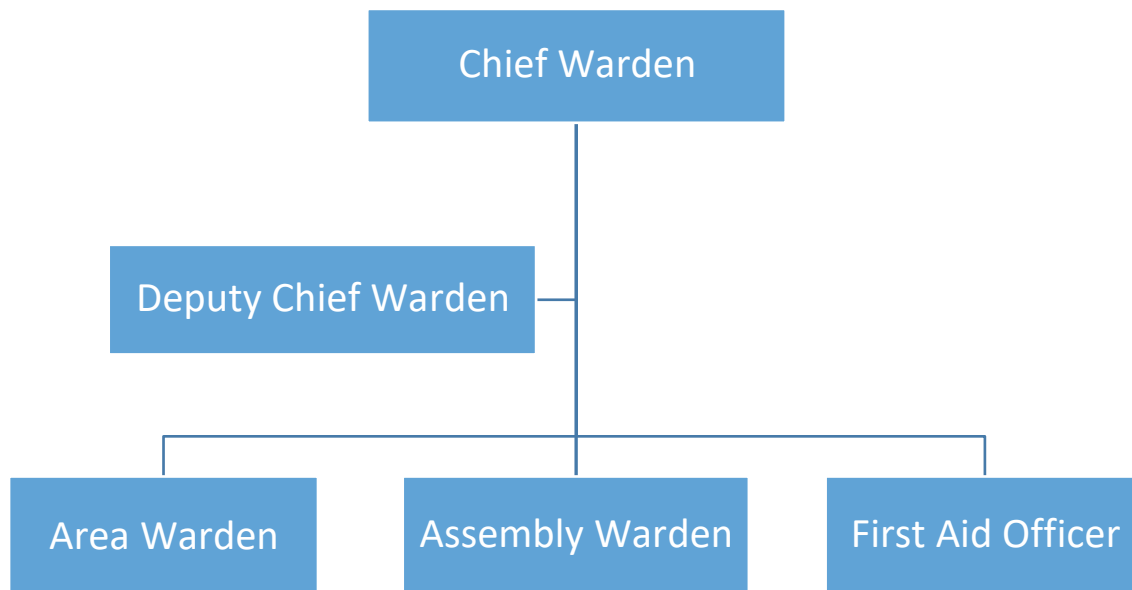
Corrective actions required	Responsible Person	Date to be Completed

NOTE: The Chief Warden (or nominee) is expected to complete this checklist, initial & date it at the beginning of Term three (3) each year. A copy of the checklist is to be retained with the EMP for future reference.

Chief Warden (or nominee) name	Initials	Date

3.3 EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

The following flowchart depicts the Emergency Management roles:



A point form summary of the Warden and First Aid Officer responsibilities is provided below:

CHIEF WARDEN (Principal or nominee)

The responsibilities of the *Chief Warden* are to:

- Administer the warden system and chair the Emergency Planning Committee;
- Review, in conjunction with Wardens, the Emergency Management Plan (EMP) for the workplace;
- Arrange desktop exercises for Wardens;
- Ensure that Emergency Management training is provided annually in the safe use of the fire protection and firefighting equipment. This training is to be provided to the Chief Warden, *Deputy Chief Warden* and the designated *Area Wardens*;
- Ensure that there is a system in place to record all staff, students, visitors and contractors on site;
- Ensure the *Chief Warden* and the *Deputy Wardens* are not simultaneously absent from the site;
- Nominate the Emergency Control Point (ECP) in an Emergency;
- Delegate Emergency Wardens Roles in an Emergency;
- Nominate the Emergency Assembly Area in an Emergency;
- Consult the leadership team on the decision to Evacuate or Shelter-in-Place at the workplace; and
- Confirm that Wardens have mobile phones at hand to facilitate emergency communications.

The *Chief Warden* will take appropriate action to ensure:

- Good housekeeping, so that clutter or equipment does not prevent or impede access to firefighting equipment in an emergency;
- All suspicious packages/bags are reported;
- Hazardous materials are not stored or used incorrectly, notwithstanding the nature of work;
- Pathways are free of obstruction;
- Fire extinguishers, safety signs and safety equipment are serviceable at all times;
- Hydrants and hose reels are accessible;
- All incidents are logged on the forms provided;
- All EMP Inspection Checklists are completed; and
- Incident report forms are completed online.

DEPUTY CHIEF WARDEN (Deputy Principal or nominee)

The role of the *Deputy Chief Warden* is to assist the *Chief Warden* in the general administration of the ECO and to assume all relevant responsibilities whenever the *Chief Warden* is absent. This role requires annual training in the safe use of fire protection and firefighting equipment.

The *Deputy Chief Warden* is responsible for coordinating the movement of everyone to the nominated Emergency Assembly Area.

The *Deputy Chief Warden* responsibilities include:

- Collecting a mobile phone and checking they have the Chief Warden's mobile phone number at hand;
- Collecting the Emergency Kit from reception that has the first aid Kit, warden cap, pen, notepad, clipboard and high visibility vests;
- Collect the visitor sign in book or have the electronic sign in App loaded onto the mobile phone;
- Appointing a staff member to use the notepad, pen & clipboard to begin recording their actions & times
- Move to nominated Emergency Assembly Area and coordinate the head count;
- Provide advice back to the *Chief Warden* on:
 - Any mobility impaired occupants still remaining in a building;
 - The head count of all staff, students & visitors and details of anyone that is missing; and
 - Any injuries and closest point of access for Emergency Services.

Deputy Chief Wardens, within their area of responsibility, will ensure that:

- They are familiar with the layout of the work environment and the general locations used by staff, visitors and contractors as well as the students, if the workplace is a school;
- They are familiar with the location of all first aid facilities and other emergency equipment;
- New employees are thoroughly briefed on safety procedures as part of their induction process;
- They oversee the nomination of *Area & Assembly Wardens* in an emergency; and
- They represent the workplace at debriefings.

Area Wardens (nominated by Chief Warden)

The role of the *Area Warden* is to assess the nature and extent of the emergency. Each area of the workplace will have a nominated *Area Warden* by the Chief Warden, who will be responsible for checking and securing a building or part thereof.

The *Area Warden's* will be trained in the safe use of firefighting equipment and their responsibilities will include:

- Collect mobile phone, high visibility vest and master keys from the Emergency Kit (located in the reception area);
- Investigate any potential emergency situation & determine the scope of the emergency;
- Raise the Alarm;
- Report back to the *Chief Warden*;
- If evacuation to commence,
 - Use master key and proceed methodically around workplace checking all venues. Direct everyone to the nominated Emergency Assembly area; and
 - Alert all neighbours, if the emergency may impact on their property.
- Communicate with the *Chief Warden* giving details of:
 - The present situation and whether further assistance required; and
 - The check completed on all rooms/spaces that are empty and secured.
- In case of fire, consider using firefighting equipment, only if safe to do so;
- Control access to the affected area.

Assembly Wardens (all classroom teachers / home room teachers)

The role of the *Assembly Warden* is to guide everyone on site to safety. This role is responsible for moving students to the nominated Emergency Assembly Area. This role does not require any formal Emergency Management training. A briefing can be provided by the Deputy/Chief Warden on the *Assembly Warden's* responsibilities. The *Assembly Warden* responsibilities include:

- Assisting anyone with a mobility impairment to move from immediate danger to the closest evacuation point and wait for the arrival of Emergency Services. For example, next to the fire escape door if they are not on the ground floor of the building. Appoint a staff member with a mobile phone to stay with the mobility impaired person until Emergency Services arrive;
- Guide all able bodied occupants to evacuate the building to the nominated Emergency Assembly Area;
- Report to the Deputy Chief Warden any mobility impaired occupants still in a building the contact mobile number of the staff member;
- Instruct everyone to congregate and remain in workgroups. If incident in a school, instruct students to sit quietly in Year Groups, to make the head counting easier;
- Complete a head count to confirm all staff and students are present; and
- Check for injuries and then report head count & injuries to the Deputy Chief Warden.

First Aid Officer (nominated by Chief Warden)

The role of the *First Aid Officer* is to provide basic first aid at the Emergency Assembly Area, until Emergency Services arrive. The *First Aid Officer* is required to complete and maintain a recognised First Aid training qualification. The minimum requirement is HLTAID003. The First Aid Officer is responsible for:

- Collecting the Major First Aid kit (and Defibrillator if the school has one) and move to the Emergency Assembly Area;
- Establish a First Aid/Casualty Station;
- Assess any casualties and, if required, call Emergency Services to request an Ambulance; and
- Provide basic first aid until Emergency Services arrive.

3.4 TRAINING AND BRIEFINGS

Chief Warden, Deputy Chief Warden and Area Wardens

These roles require annual specific emergency management training in the use of the building safety features and firefighting equipment. For example, the use of the Fire Panel, EWIS Panel, fire extinguisher and a fire blanket.

An experienced Emergency Management provider must be engaged to provide this training. The provider is required to issue certificates of attainment for each participant and these are to be kept with the school EMP.

The Chief Warden (or nominee) will arrange the schedule emergency management training dates in Term 1 and Term 4 are as follows:

Term	Training Provider	Training	Date	Time
One				
Four				

All Staff

The Chief Warden (or nominee) is required schedule emergency management briefings for all staff on the revised School Emergency Management Plan (EMP) and bushfire Preparedness in Term 1 and Term 3. The briefing must include an update on:

- Emergency Assembly Area locations (Primary & Secondary);
- Emergency Management Plan;
- Shelter-in-Place and Evacuation Assembly Areas;
- Warden roles (Deputy/Chief/Area/Assembly); and
- Emergency Contact details (refer section 7).

Term	Staff Briefing	Facilitator name	Date	Time
One				
three				

All Students

Students are to be briefed on the types of emergencies, announcements, drills and the location of emergency assembly areas, in Term one and three each year.

3.5 EMERGENCY DRILLS/EXERCISES

Each Term the school is required to conduct an emergency drill. In Term one the drill must be a Code Red/Orange evacuation exercise involving both students and staff.

In Terms two, three and four the drills should include a mixture of scenarios, including Shelter in Place, Code Black – lockdown; and Code Purple – suspicious parcel.

The Chief Warden (or nominee) is required to record the schedule of emergency drills for the next 12 months using the table below.

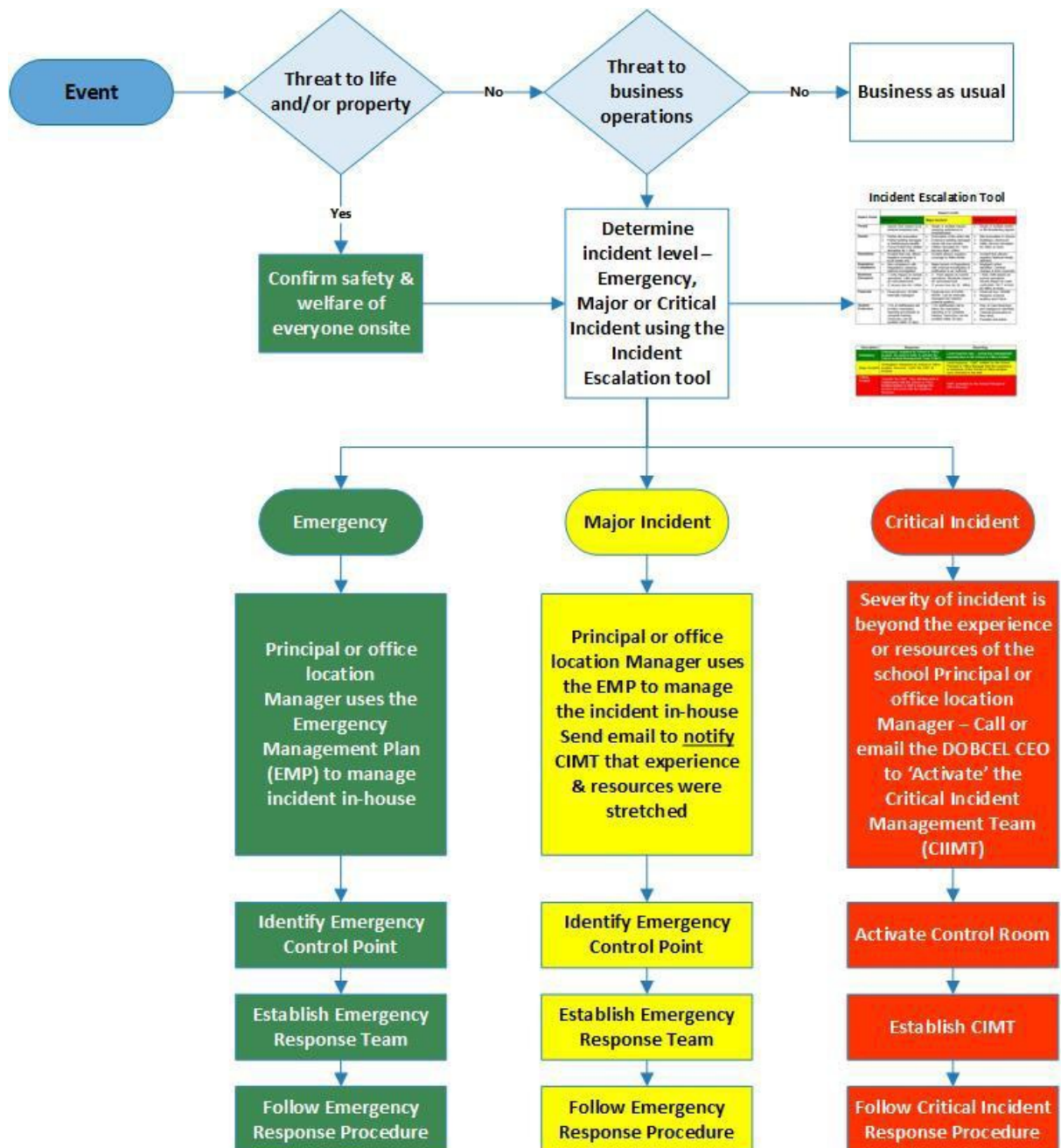
Term	Emergency Type	Date	Time	Coordinator
One	Code Red			
Two				
Three				
Four				

3.6 CRITICAL INCIDENTS AND ESCALATION PROCESS

Any **'Emergency'** or **'Major'** incident will be managed by the *Chief Warden* using this Emergency Management Plan (EMP). They have the necessary experience and resources to manage these types of incidents without the assistance of DOBCEL.

Any **'Critical'** incident is to be managed by the Critical Incident Management Team in collaboration with the school Principal, using the ***Critical Incident Management Plan (CIMP)***.

3.6.1 INCIDENT ESCALATION FLOWCHART



Name	Title	Email	Work	Mobile

3.6.2 INCIDENT ESCALATION TOOL

The following can be used as a quick guide to decide whether an incident is an Emergency or a Critical Incident.

Impact Areas	Impact Levels		
	Emergency	Major Incident	Critical Incident
People	<ul style="list-style-type: none"> Injuries that require local medical treatment only 	<ul style="list-style-type: none"> Single or multiple injuries requiring ambulance & hospitalisation 	<ul style="list-style-type: none"> Single or multiple deaths or life-threatening injuries
Assets	<ul style="list-style-type: none"> Partial site evacuation Partial building damage 	<ul style="list-style-type: none"> Evacuation of the entire site Extensive building damage and whole site inaccessible 	<ul style="list-style-type: none"> Site evacuation & closure Building(s) destroyed
Reputation	<ul style="list-style-type: none"> Incident may attract negative coverage in local media only 	<ul style="list-style-type: none"> Incident attracts negative coverage in State media 	<ul style="list-style-type: none"> Incident that attracts negative National media attention
Regulatory Compliance	<ul style="list-style-type: none"> Non-compliance with Regulations requiring internal investigation. 	<ul style="list-style-type: none"> Major breach of Regulations with external investigation & notification to an Authority 	<ul style="list-style-type: none"> Negligent action identified. Criminal charges & fines expected
Business Disruption	<ul style="list-style-type: none"> 1-day impact on normal operations. IT access loss for <24hrs 	<ul style="list-style-type: none"> <1 week impact on normal operations. IT access loss for 24 - 48hrs 	<ul style="list-style-type: none"> > 2 weeks impact on normal operations. No IT access for 48hrs or more
Financial	<ul style="list-style-type: none"> Financial loss <\$10K. 	<ul style="list-style-type: none"> Financial loss of >10K < 50K 	<ul style="list-style-type: none"> Financial loss >\$50K

Description	Response	Reporting
Emergency	'Emergency' response by school. No need to notify or activate the Critical Incident Management Team (CIMT)	Local response only – by school Principal and their staff
Major Incident	'Emergency' response by school Principal or office Manager. However, they must ' <i>notify</i> ' the CIMT of incident	Local response - CIMT ' <i>notified</i> ' by the school Principal or office Manager that their experience or resources were stretched to the limit
Critical Incident	' <i>Activate</i> ' the CIMT. The CIMT will work in collaboration with the school Principal to respond to the incident and assist with the business recovery	CIMT ' <i>activated</i> ' by the school Principal contacting the DOBCEL CEO

3.7 MEDIA MANAGEMENT

During emergencies there is a possibility that the media may want to obtain an interview or statement. Staff are advised to direct all media inquiries to the *Chief Warden*.

3.8 DEBRIEFING POST AN INCIDENT

A debrief will take place as soon as practicable after an emergency. The *Chief Warden* will convene and chair a meeting to review and assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues. The meeting should include details of any feedback from staff and counsellors. The *Chief Warden* is responsible for providing staff with feedback from the debriefing session(s).

3.9 MAINTENANCE OF THE PLAN

This plan must be reviewed prior to the bushfire season each year to ensure that the information it contains is accurate and current. Critical changes such as contact list information will be implemented and promulgated immediately.

3.10 TESTING THE PLAN

The DOBCEL Emergency Control Organisation may conduct 'desktop' testing of this plan.

3.11 COMMUNICATIONS

Mobile phones will be the primary source of communications during an emergency. However, consideration will be given to implementing a backup communication system in remote locations.

Schools that have a two-way radio communication system will use Channel 1 in an Emergency.

4 PREVENTION ARRANGEMENTS

4.1 THE ROLE OF LEADERS AND STAFF

Leaders and staff have a key role in identifying ways to reduce the risk, or minimize the effects, of a hazard causing an incident.

4.2 PREPAREDNESS

An Emergency Control Organization has been identified and will be trained in all aspects of the Emergency Management Plan and specific tasks of their duties. Assembly areas & emergency access routes have been determined for use during emergencies.

4.3 RISK SOURCE REVIEW

During the preparation of this plan a risk assessment was carried out to identify potential natural and manmade risk sources that may impact on the workplace. Refer to the *EMP Risk Assessment and Response Procedures* for details on the hazards identified. The EMP is made available to all leaders and staff in the workplace to assist with creating a unified approach emergency management. The Emergency Control Organization (refer to section 7.1) is tasked with the re-assessment of threats to the workplace.

4.4 TERRORISM REVIEW

Based upon the location, the risk of the School becoming a target for an act of terrorism is considered to be 'Low' to 'Negligible'. It is possible, but unlikely, that extremists would target the workplace. Staff are reminded to remain vigilant and report any suspicious activity around the workplace.

4.5 PREVENTION AND MITIGATION STRATEGIES

The following strategies and people have been identified to minimise the impact of emergencies in the school

STRATEGY	RESPONSIBLE OFFICER/GROUP
Employee & Volunteer Emergency Induction	
Emergency Control Organisation	School Principal
First Aid Room and Kits	First Aid Officer
EMP Risk Assessment & Response Procedures	School Principal
Incident Reporting	All staff
First Aid facility	First Aid Officer
Safe Operation Procedures	All staff
Emergency Management Plan	School Principal in consultation with the Emergency Planning Committee (EPC)
Staff Emergency Management briefings	School Principal
Site Inspections	Area Wardens
Traffic Management	
Contractor Safety & Risk briefings	
Emergency Warden training	School Principal

4.5.1 FIREPLACE (BBQ) AND PORTABLE COOKING EQUIPMENT PROTOCOLS

The following checklist is to be completed by the Chief Warden (or Nominee) on an annual basis in Term 3, prior to the bushfire season, to ensure that all gas BBQ's and fire pits comply with CFA/FRV guidelines and with fire restrictions.

Task	Term 3 ✓ Tick	Date
Cooking areas have been assessed for fire safety	<input type="checkbox"/>	
Fuel supplies are separated from cooking areas	<input type="checkbox"/>	
A fire blanket and extinguisher is located within close proximity to the cooking area	<input type="checkbox"/>	
Gas bottles secured/ in date / upright and no ignition source nearby	<input type="checkbox"/>	

4.5.2 FIRE RISK MITIGATION STRATEGIES AND FIRE DANGER RATING DISTRICTS

The *Chief Warden* (or nominee) will complete bi-weekly checks of the weather and FDR updates. They will continuously monitor the Vic Emergency app (<https://www.cfa.vic.gov.au/plan-prepare/vicemergency-app/>) on their mobile phones and review activities to minimise the risk to staff and students.

Any warnings will be discussed with the leadership team and staff.

If there are pre-existing fires, or an FDI rating of *Very High*, *Severe* or *Extreme* fire conditions forecast, the leadership team will determine whether everyone on site are to be relocated to a safer location. For example, a day trip to a larger town centre, or to cancel, suspend or close the workplace.

All year, the viability of all current and forthcoming off site activities, including camps, excursions, and transport arrangements, will be assessed by the *Chief Warden*, in consultation with the leadership team and staff. Students and parents shall be notified of any potential relocations, closures or cancellations

On all declared 'Code Red' days, arrangements will be made to transport everyone back to either a safer place or the main workplace, the day before. All staff will be notified of the forecast conditions and the decision to close the workplace.

4.5.3 FIRE DANGER INDEX (FDI) AND FIRE DANGER RATING (FDR)

Fire Danger Index (FDI) and Fire Danger Rating (FDR)

Every day during the fire season, the Bureau of Meteorology forecasts an outlook of the FDI by considering the predicted weather including temperature, humidity, wind speed and dryness of the vegetation. A FDR (a prediction of fire behaviour so that an informed decision can be made as to what action should be taken) will also be issued if the FDI is close to or above 50 for the following day. This advice may be upgraded at any time if the need arises. Any district that declares a Total Fire Day (*TFB*) will also identify the FDR which relates to the FDI. This advice will refer to both *grasslands* and *forests* and may advise different FDRs for each. There is potential here for confusion. Any bushfires that start in Victoria will be posted on VIC Emergency website:

<https://www.emergency.vic.gov.au/respond/>

General overview

FDI	FDR	Published Advice
100+	Code Red (catastrophic)	These are the worst conditions for a bush or grass fire. If you are staying in a bushfire prone area the safest option is to leave the night before, or early in the morning.
75 – 99	Extreme	Expect extremely hot, dry and windy conditions. The safest option is to leave early in the day if you are staying in a bushfire prone area and your Bushfire Survival Plan is to leave. Plan a 'day trip' to a safer location, to minimise the risk and need to cancel the activity or close the workplace.
50 – 74	Severe	Expect hot, dry and possibly windy conditions. The safest option is to leave early in the day if you are staying in a bushfire prone area and your Bushfire Survival Plan is to leave. Plan a 'day trip' to a safer location, to minimise the risk and need to cancel the activity or close the workplace .
25 – 49	Very High	If you are staying in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of the day. Plan a 'day trip' to a safer location, to minimise the risk and need to cancel the activity or close the workplace .
12 – 24	High	Check your Bushfire Survival Plan
0 – 11	Low – moderate	Check your Bushfire Survival Plan

5 EMERGENCY RESPONSE PROCEDURES

A summary of the hazards that DOBCEL has identified is listed in the table below.

Armed or Dangerous Intruder / Act of Terrorism	Extreme Weather Event/Natural Disaster
Bomb Threat / Suspicious package	External Emergency
Bushfire & Grassfire / Bushfire Preparedness	Hazardous Substances / Chemical Spill
Civil Disturbance / Unrest	Infection Control / Pandemic
Cyber Security	Lost / Missing Person / Group
Drowning	Medical Emergency
Electrical Failure	Overseas Group / Individual Evacuation
Environmental Pollution/ Chemical Spill/ Gas, Sewerage or Water leak	Sharps and Biohazards
Explosion / Building Fire	Vehicle Collision

A selection of Emergency Response Procedures have been created for each of the identified hazards. They include debriefing and business recovery arrangements. They can be viewed or downloaded from Appendix A – *EMP Risk Assessment and Response Procedures*.

6 TEMPLATES AND GUIDES

6.1 RADIO COMMUNICATIONS GUIDE

- **Emergency** – problem needs to be corrected immediately
- **Urgent** – problem that has major and/or severe hazardous conditions
- **Medium** – problem that is less hazardous, but still represents a concern to safety
- **Low** – problem with minimum danger to life, but correction will enhance safety

Phonetic Alphabet						
Alpha	Bravo	Charlie	Delta	Echo	Foxtrot	Golf
Hotel	India	Juliet	Kilo	Lima	Mike	November
Oscar	Papa	Quebec	Romeo	Sierra	Tango	Uniform
Victor	Whiskey	X-ray	Yankee	Zulu		

Type of Emergency	Colour Code
Fire or Smoke	Red
Medical Emergency	Blue
Bomb Threat or suspect package	Purple
Internal Emergency – failure or threat to essential services	Yellow
Personal threat – armed or dangerous threatening person	Black
External Emergency	Brown
Evacuation	Orange

RADIO USE GUIDELINES

- Keep radio usage to a minimum at all times
- Speak slowly and clearly
- Use Area to call and answer
- If emergency traffic commences cease all other radio use
- Listen to emergency traffic for instructions which may concern your area
- Test radio from time to time to ensure serviceability (conduct a radio check)
- Do not use bad language

Example Call Signs
"Area Warden to Chief Warden – Over"
"Assembly Warden to Chief Warden – Over"
After each transmission say – "OVER"
On completion of conversation say – "OUT"

EMERGENCY RADIO CHANNEL ONE (1)

RADIO AND CHANNEL ALLOCATION

Radio ID	Name	Role	Call Sign
Chief		Chief Warden	Chief
Area		Area Warden	Area Warden
Assembly		Assembly Warden	Assembly Warden

6.2 EMERGENCY DEBRIEFING FORMAT

To be convened by Chief Warden

Attendees to be recorded

Attended By:

- Emergency Control Organisation
- Other key stakeholders

Reason for debriefing:

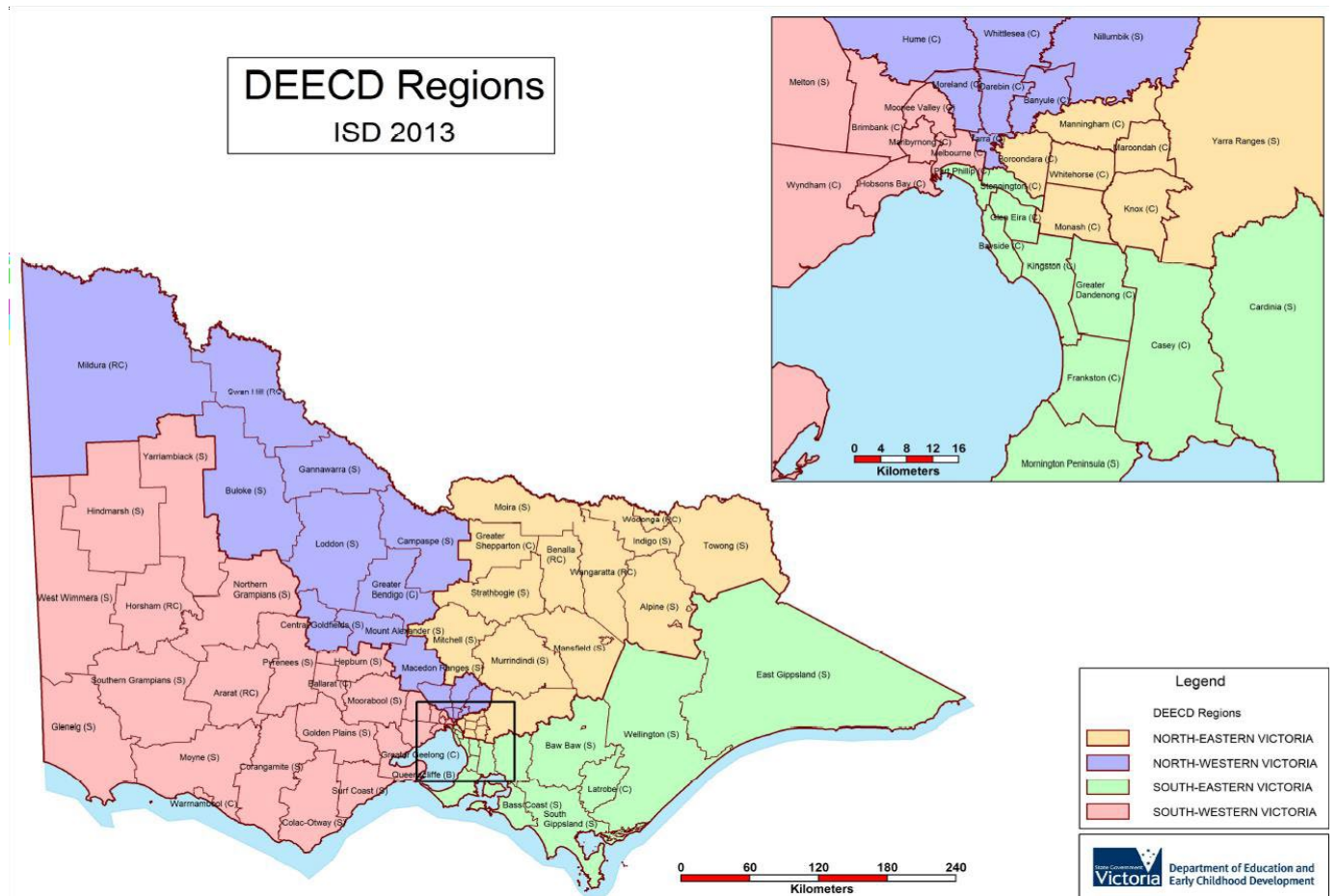
- Following an emergency or significant incident

Accurate minutes to be taken and actions and minutes to be distributed to all in attendance.

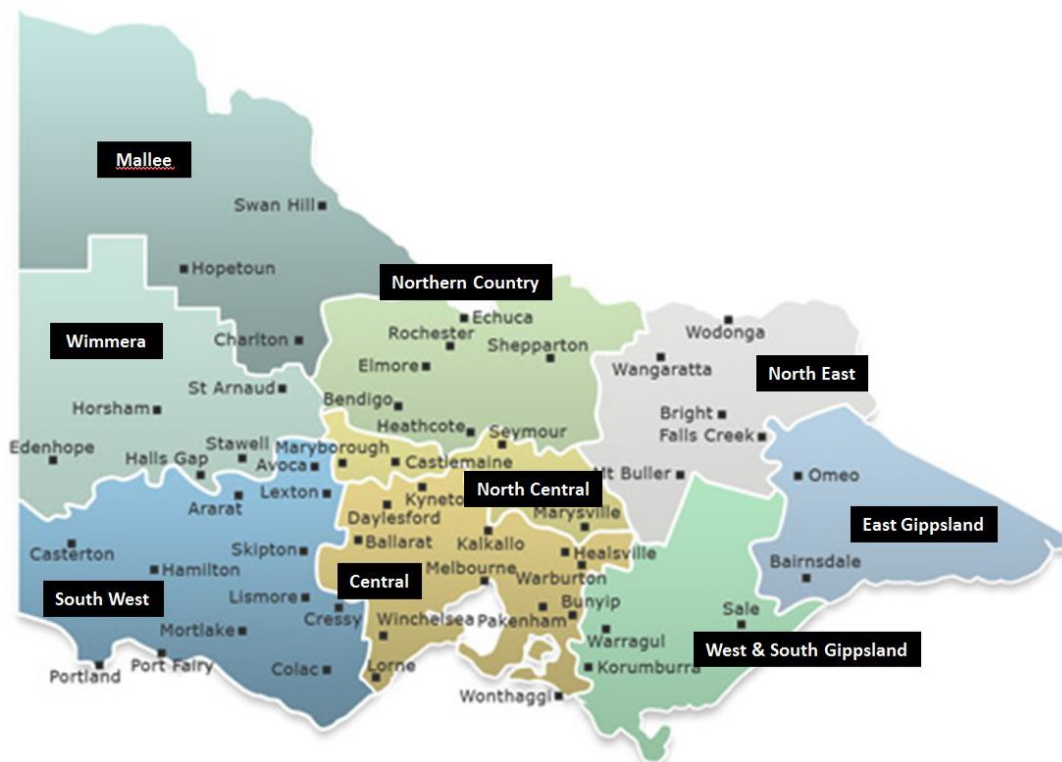
Discussion Topics	
Pre-emergency planning	Communications
Emergency Management Planning	Assembly Areas (onsite and offsite)
Cleaning and Waste Management	Media Management
Incident Reporting and Management	Medical Records Management
Parking and Traffic Management	Publicity
Other Business	Conclusion

Issue	Action / Note / Task	Responsible

6.3 DEPARTMENT OF EDUCATION AND TRAINING (DET) REGIONS



6.4 FIRE DISTRICTS



7 WARDENS AND OTHER EMERGENCY CONTACT ARRANGEMENTS

7.1 SCHOOL EMERGENCY CONTACT LIST

Emergency Control Organization (ECO) members

Duty	Name	Mobile	Radio
Chief Warden			-
Deputy Chief Warden			-
Communication Officer			-
Area Warden			-
Assembly Warden			-
First Aid Officer			-

Area Wardens

Building Location	Primary Contact Name	Mobile	Secondary Contact Name	Mobile

Assembly Wardens

Building Location	Student Group/Grade	Primary Contact Name	Mobile	Secondary Contact Name	Mobile

First Aid Officers

First Aiders	Mobile

7.2 OTHER EMERGENCY CONTACTS

Name	Phone
Regional Department of Education (DET) Manager, Operations & Emergency Management:	
Country Fire Authority (CFA) or Fire Rescue Victoria (FRV)	"000"
Bus line – General number	
Bus line – (emergency)	
Local Hospital	
Doctor	
Gas Provider	13 27 71
Electricity provider	13 34 66
Water Corporation	
Telstra Customer Service	1800 287 463
Facility Plumber	
Facility Electrician	
Glazier	
Building Contractor	
Facilities cleaning	
Fire / Alarm	
Security System	
Victorian Bushfire Information Line	1800 240 667
Local Government	
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	13 23 60
Department of Health & Human Services (DHHS)	1300 650 172
ABC Radio	
Vic Emergency Services	1800 226 226

7.3 NEIGHBOURS

Name	Phone

7.4 CRITICAL INCIDENT MANAGEMENT TEAM (CIMT) CONTACTS

In the unlikely event that an *Emergency* escalates to a *Critical Incident* (refer to section 3.6.1 and 3.6.2) the DOBCEL Critical Incident Management Team can be activated by calling or emailing the Operations Coordinator as detailed below:

Name	Phone /Email
Operations Coordinator	03 5337 7109
Operations Coordinator	critical.incident@dobcel.edu.au

7.6 STUDENT'S AND STAFF WITH SPECIAL NEEDS

Establish and maintain a record of staff and students who have medical management plans for conditions that may be triggered by an emergency or that may impact on their ability to move to safety. For example, a staff member with acute asthma which could be triggered by smoke from a fire. Or a student in a wheel chair unable to move between floors in a building emergency.

Use the form below or an electronic record (e.g. SIMON) to view details of their medications and locations.

It is important to keep this list regularly updated such as when staff or students change classrooms or their medical conditions change.



IMPORTANT: Information of a sensitive medical nature should be retained by the school for internal use only and not be distributed. While this list is a mandatory component of your Emergency Management Plan, sensitive medical details of students and staff should be removed from any public copy of your EMP.

Students/ Staff Name		Room / Area	Condition	Assistance Needed During an Emergency / Evacuation	Who Will Be Responsible?
First name	Last Name				
e.g. Nicole	Smith	5	Asthma - uses inhaler and takes medication	Will require assistance in heavy smoke	[Insert staff/volunteer name here]
e.g. Brett	White	3	Broken leg	Requires extra assistance during evacuation/chair	[Insert staff/volunteer name here]