

# **Mount Erin Secondary College - Frankston Campus**

## **Emergency Management Plan 2018-2019**



**Robinsons Road, Frankston South, VIC, 3199  
03 5971 6000 / [mount.erin.sc@edumail.vic.gov.au](mailto:mount.erin.sc@edumail.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 21/11/2018**

## Purpose

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

## Scope

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

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All School Staff	All School Staff	21/11/2018	DL Mount Erin Secondary College <DLS702801@edumail.vic.gov.au>; DL Mount Erin Secondary College - Mount Erin Deaf Facility <DLS702802@edumail.vic.gov.au>

## Facility Profile

<b>School Name/Campus Name</b>	<b>Mount Erin Secondary College</b>
<b>Address</b>	Robinsons Road, Frankston South, VIC, 3199
<b>Phone</b>	03 5971 6000
<b>Email</b>	mount.erin.sc@edumail.vic.gov.au
<b>Fax</b>	03 5971 1421
<b>DET Region</b>	SOUTH-EASTERN VICTORIA
<b>DET Area</b>	Bayside Peninsula Area
<b>LGA</b>	Frankston (C)
<b>BOM/Fire District</b>	Central District
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8.00am - 4.30pm Monday to Friday
<b>Number of Students</b>	870
<b>Number of Staff</b>	84
<b>Number of Buildings</b>	54
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Mount Erin Secondary College Gymnasium
<b>On-site Evacuation Location</b>	College F-Block Car Park
<b>Off-site Evacuation Location</b>	The Assembly of God Church (Connect Christian) cnr Robinsons Rd and Golf Links Rd, Frankston South

<b>Typical method used for communications to school community</b>	SMS, Email
<b>Is this school has other services or users of the site?</b>	Yes

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Westernport Regional Band	Music Room	20-30		5977 6777	0458 776 000
Frankston Music Society	Music Room	50		9783 6174	

## Building Information Summary

### Telephones (landlines)

Location	Number
College Administration	5971 6001
Staff offices	5971 6000

### Alarms

Description	Location	Monitoring Company	Number
Fire	C block near fire doors		Smoke alarms - reset at switch board
Intrusion	Foyer of Main Office and every Block alarmed	Emergenvy Services	Shut off via main circuit in foyer. Use fob to disarm/re-arm B Block, Resource

			Centre, E Block, F Block, IT Office, DATS, PAPE and Nevile Rohan Centre.
Other			

## Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	E Block - mains valves	Tru Energy	Key safe entry to gas room. Key available and is marked as GAS (gas/SEC key). Clear instructions posted for shut down inside double door on right.
Water	Mains and valves next to staff car park exit on Robinsons Road	South East Water	Use shifter and handles to shut off
Electricity	E Block facing the loading bay isolating switches - first door to right around corner from main switchboard facing Robinson Road	Origen Energy	

## Sprinkler System

<b>Control Valve Location</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Boiler Room

<b>Location</b>	<b>E Block</b>
<b>Access</b>	<b>Master key access. Kill switches on right hand wall clearly marked</b>

## Emergency Power System

<b>Type</b>	<b>N/A (No auxiliary power generators)</b>
<b>Location</b>	
<b>Provides power to</b>	
<b>Shutoff Instructions Location</b>	

## Building and Site Hazards

<b>Location</b>	<b>Number</b>
Asbestos	Refer to Division 5 Asbestos Report for locations

## Additional Profile Information

<b>Additional Info</b>	

## Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	No
Megaphone	Yes
Portable battery powered radio	No
Copy of facility site plan and EMP including evacuation routes	Yes
Water	No
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	No
Sanitary products	No

## Review Emergency kit checked date



<b>Date emergency kit checked</b>	14/10/2018
<b>Next check date</b>	14/12/2018

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Off-Site Evacuation	Jarrold Main	23/03/2018	23/03/2018
Term 2	Lock-Down	Jarrold Main	12/06/2018	13/06/2018
Term 3	Lock-Down	Jarrold Main	13/09/2018	13/09/2018
Term 4	On-Site Evacuation	Jarrold Main	13/12/2018	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Jenny Pudney	St Johns Ambulance training Mount Erin 2018	30/09/2018
Barbara Kershaw	St Johns Ambulance training Mount Erin 2018	30/09/2018
Erin Gray	St Johns Ambulance training Mount Erin 2018	30/09/2018
Mark Wiggins	St Johns Ambulance training Mount Erin 2018	30/09/2018
Brooke Majera	St Johns Ambulance training Mount Erin 2018	30/09/2018
Cheryl Millership	St Johns Ambulance training Mount Erin 2018	30/09/2018
Peter Zwiarsen	St Johns Ambulance training Mount Erin 2018	30/09/2018
Wayne Agg	St Johns Ambulance training Mount Erin 2018	30/09/2018
Toni Barrett	St Johns Ambulance training Mount Erin 2018	30/09/2018
Rosemary Lumley	St Johns Ambulance training Mount Erin 2018	30/09/2018
Fareda Amiri	St Johns Ambulance training Mount Erin 2018	30/09/2018
Ryan Jones	St Johns Ambulance training Mount Erin 2018	30/09/2018
Gordon Manks	St Johns Ambulance training Mount Erin 2018	30/09/2018
Mark Bowler	St Johns Ambulance training Mount Erin 2018	30/09/2018
Lauren Lockhart	St Johns Ambulance training Mount Erin 2018	30/09/2018
Kathy Halliday	St Johns Ambulance training Mount Erin 2018	30/09/2018

Michael Caspar	St Johns Ambulance training Mount Erin 2018	30/09/2018
Suzie Adsett	St Johns Ambulance training Mount Erin 2018	30/09/2018
Jackie Lewis	St Johns Ambulance training Mount Erin 2018	30/09/2018
Sam Webster	St Johns Ambulance training Mount Erin 2018	30/09/2018

## Other Training Record

Staff Member	Training Type	Date

## Students or Staff with Additional Needs

*To ensure adherence to the provisions of the Information Privacy Act 2000 you should not record personal details here.*

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

Category	Number of Staff	Number of Students
Anaphylaxis	1	5
Asthma	12	129
Wheelchair	0	1
Hearing impaired	0	11
Cerebral Palsy	0	1
Cystic Fibrosis	0	1
Diabetes	1	5
Epilepsy	0	4
Haemophilia	0	1
Heart Condition	0	8

## Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires /grassfire	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Employee Assistance Program. Grief counselling services. Ensure there is a business	Acceptable	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme	Grounds maintenance. Gutters cleared. <b>The College has surrounding Bushland Areas that are conservation zones which are a potential bushfire hazard.</b> Regular DISPLAN practice.	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme
Building fire						
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Grounds maintained Gutters cleared. Test and Tag. Fire extinguishers checked. Regular DISPLAN practice	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Earthquake	Risk of injury. Risk of property damage or property loss.	Ensure EMP is up-to-date. Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. Ensure there is a business continuity plan in place.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	College conducts Lockdown and Evacuation Drills.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
School Bus accident/Vehicle Incident	Risk of death/injury	Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Up to date database of student Bus Travellers and contact details. Maps of Bus routes. Contact details for Drivers and Ventura Bus Lines. SMS Template for notifying parents of any Bus Emergency.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible	First Aid Office on duty. Adequate number of staff have current First Aid qualifications. Policies for First Aid and Health Care needs. Process for notifying parents of any medical emergency.	<b>Consequence</b> Major <b>Likelihood</b> Possible

				<b>Risk Level</b> High		<b>Risk Level</b> High
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD's Work-related driving procedure.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Management Committee checks that all Excursions and Camps comply with relevant DET Guidelines. First Aid Kit to be taken on all Excursions and Camps. Staff take contact list for all students participating in Camps and Excursions.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Intruder	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.	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.  Use of Employee Assistance Program College has detailed Emergency Management Plan. Regular Displan practice. Displan reviewed after each practice. Visitors and Contractors sign in at Office.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	College conducts Lockdown Drills. All visitors / Contractors required to sign in at Office and issued with a pass. Staff on Yard Duty Supervision.	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Register of and safe storage of hazardous materials. Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High	College conducts Lockdown and Evacuation Drills. Office and Principal Team have bomb threat checklist and protocols. Yard Duty Supervision. Visitors to sign in at the Office.	<b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. Complete the Flood risk identification assessment.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Acted on advice of arborist report re tree removal. Wet weather rooms. Regular DISPLAN practice. Yard Duty Supervision roster. Gutters cleared. Regular inspections of roof and skylights. <b>A number of sections of the roof leak. Repairs have been made. The only effective treatment is for the roof to be replaced in all older buildings.</b> School Condition Audit in 2019.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Influenza pandemic	Risk of health and possible death (in extreme cases)	Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template	Effective	<b>Consequence</b> Major	First Aid Officer. Policies for First Aid and Health Care needs. Process for notifying parents of any medical emergency.	<b>Consequence</b> Major

		<p>Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April)</p> <p>Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser</p> <p>Ensure staff and children are educated about covering their cough to prevent the spread of germs.</p>		<p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<p>Influenza injections are made available to staff each year.</p>	<p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>
Loss of essential services	<p>Lack of availability of school resources such as computers</p> <p>Lack of availability of fresh drinking water and water for flushing toilets</p>	<p>Students and staff would be notified in the event that there is no fresh water or toilets don't flush. Such a disruption is likely to be short term and a plumber contacted as a priority.</p> <p>College has hard copy of all student medical and contact details.</p>	Acceptable	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> High</p>	<p>Daily data back up.</p> <p>Students and staff would be notified in the event that there is no fresh water or toilets don't flush. Such a disruption is likely to be short term and a plumber contacted as a priority.</p> <p>Hard copy of Student and Staff Contact details.</p> <p>Hard copy of Student Medical details.</p> <p>Hard copy of Home Groups and Class Rolls.</p> <p>PA System is connected to an Uninterrupted Power Supply (UPS).</p> <p>Main Servers have UPS.</p> <p>Front Office Network has UPS..</p> <p>10 phone lines remain operational.</p> <p>Wireless Network has UPS and laptops available to send SMS.</p>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> High</p>
Smoke	<p>Risk of injury from smoke inhalation or burns Risk of property damage or property loss</p>	<p>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</p> <p>Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working.</p> <p>Test communication systems (PA system) on a regular basis.</p> <p>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.</p> <p>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.</p> <p>Ensure there is a business continuity plan in place.</p>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>	<p>Grounds maintained</p> <p>Gutters cleared.</p> <p>Test and Tag.</p> <p>Fire extinguishers checked.</p> <p>Regular DISPLAN practice covering Lockdown, On Site Evacuation and Off Site Evacuation.</p> <p>SMS Template to communicate to parents in the event of an Emergency.</p>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>



# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-Site Evacuation Procedure	<p>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.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Evacuate students, staff and visitors out of the building to the College oval if this is the evacuation option.</li> <li>• Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.</li> <li>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> </ul> <p><b>Actions After On-Site Evacuation Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
Off-Site Evacuation Procedure	<p>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.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Identify which off-site assembly Point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to The Assembly of God Church (Connect Christian) cnr Robinsons Rd and Golf Links Rd, Frankston South.</li> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> </ul> <p><b>Actions After Off-Site Evacuation Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<p>Lock-Down Procedure</p>	<p>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.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.</li> <li>• Check that all external doors (and windows if appropriate) are locked.</li> <li>• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li> <li>• Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep public address system free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• Ascertain (as possible) if all students, staff and visitors are accounted for.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions After Lock-Down Procedure</b></p>

	<ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• 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).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief to review the lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<p>Lock-Out Procedure</p>	<p>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.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ lock doors to prevent entry</li> <li>○ check the premises for anyone left inside</li> <li>○ obtain Emergency Kit</li> </ul> </li> <li>• Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Go to the designated assembly point/s on the College oval.</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul> <p><b>Actions After Lock-Out Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• 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).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) as required.</li> <li>• Prepare and maintain records and documentation.</li> <li>• Undertake operational debrief to review the lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>

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 the pre-determined shelter-in-place area within their classrooms and the gym.
- 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 1800 126 126.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.

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

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

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfires /grassfire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for Emergency Services and seek and follow advice.</li> <li>• Regular DISPLAN practice including Lockdown, On Site and Off Site Evacuation.</li> <li>• Close all windows to reduce the spread of smoke.</li> <li>• Turn off air conditioners.</li> <li>• Grounds maintenance.</li> <li>• Gutters cleared.               <ul style="list-style-type: none"> <li>○ Report Emergency to the Security Services Unit on 1800 126 126.</li> <li>○ Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required.</li> <li>○ Contact parents as required.</li> <li>○ Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>○ Ensure Deaf Education Unit has been informed as per Mount Erin College Disaster Management Plan.</li> </ul> </li> <li>• <b><i>The College has surrounding Bushland Areas that are conservation zones which are a potential bushfire hazard.</i></b></li> </ul>
Building fire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for Emergency Services and seek and follow advice.</li> <li>• Report the Emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Activate the EVACUATION alarm and announce the Evacuation Assembly Area.</li> <li>• Copies of DISPLAN Procedures, including On Site and Off Site Evacuation routes, are posted in all classrooms.</li> <li>• If appropriate, follow the procedure for Onsite or Off Site Evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the EVACUATION AREA - HARDCOURTS ADJACENT TO F BLOCK and CLOSE to the OVAL, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report Emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Ensure Deaf Education Unit has been informed as per Mount Erin College Disaster Management Plan.</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if Emergency Services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report Emergency to the Security Services Unit on 1800 126 126.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD             <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD             <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ 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</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you Evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>School Bus accident/Vehicle Incident</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for Emergency Services and seek and follow advice.</li> <li>• Report the Emergency to the Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Refer to up to date database of student Bus Travellers and parent contact details.</li> <li>• Check Bus route maps to identify location of the incident.</li> <li>• Check contact details for Drivers and Ventura Bus Lines to ascertain details of accident / incident and details of any injuries.</li> <li>• Utilise SMS Template for notifying parents of any Bus Emergency or major delay.</li> <li>• Ensure that parents, Region and Security Services are updated.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Major medical emergency</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for Emergency Services and seek and follow advice.</li> <li>• Report the Emergency to the Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Keep monitoring details of the incident and ensure that parents, Region and Security Services are updated.</li> </ul>

	<ul style="list-style-type: none"> <li>• First Aid Office responds to any in school Emergency and seek assistance from other First Aid Trained staff as appropriate.</li> <li>• Refer to Student Medical Records as relevant.</li> <li>• Utilise First Aid Kits.</li> <li>• Ensure that an adequate number of staff have current First Aid Qualifications.</li> <li>• Refer to College Policies on First Aid and Health Care needs.</li> <li>• Refer to Student Contact details</li> <li>• Utilise SMS Template for notifying parents of any medical Emergency.</li> <li>• Ensure that parents, Region and Security Services are updated.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul> <p>In addition, if the Incident occurs Off Site then:</p> <ul style="list-style-type: none"> <li>• Contact the supervising staff to ascertain details of the Incident</li> <li>• Refer to Camps / Excursion / Activity list of students and notify their parents / guardians.</li> </ul>
Intruder	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for Emergency Services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
Bomb/substance threat	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 1800 126 126.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> <li>• <b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</b></li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> <li>○ <b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</b></li> </ul> </li> </ul> <p><i>Communication</i></p>

- 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 8688 7776.
- Await all clear advice from police before returning to school buildings to resume normal school activities.
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

**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 1800 126 126.
- 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/the 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 1800 126 126
  - ensure all of the caller information has been written down and provided to police on arrival.
  - **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**



	<p><b>If a bomb/substance threat is received by letter</b></p> <ul style="list-style-type: none"> <li>• Place the letter in a clear bag or sleeve and store in a secure place</li> <li>• Avoid any further handling of the letter or envelope</li> <li>• Call 000 for police and seek and follow advice</li> <li>• Notify the Chief Warden/principal</li> <li>• 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.</li> <li>• Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ 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.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>○ Report emergency to the Security Services Unit on 1800 126 126.</li> <li>○ <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></li> </ul> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 1800 126 126</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> <li>○ <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> <li>● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>● Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>● Report emergency to the Security Services Unit on 1800 126 126.</li> <li>● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>● Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> <li>● Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>Influenza pandemic</p>	<ul style="list-style-type: none"> <li>● Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</li> <li>● Seek, and act on, advice from the Region and Department.</li> <li>● Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>● Determine which services are affected and the extent of the impact.</li> <li>● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>● <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>● Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>● Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>● Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>● Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>● Contact parents as required.</li> <li>● Daily data back up.</li> <li>● Students and staff would be notified in the event that there is no fresh water or toilets don't flush. Such a disruption is likely to be short term and a plumber contacted as a priority.</li> <li>● Hard copy of Student and Staff Contact details.</li> <li>● Hard copy of Student Medical details.</li> <li>● Hard copy of Home Groups and Class Rolls.</li> <li>● PA System is connected to an Uninterrupted Power Supply (UPS).</li> <li>● Main Servers have UPS.</li> <li>● Front Office Network has UPS.</li> <li>● 10 phone lines remain operational.</li> <li>● Wireless Network has UPS and laptops available to send SMS.</li> </ul>
<p>Off-site emergencies</p>	

	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for Emergency Services and seek and follow advice.</li> <li>• Report the Emergency to the Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Contact the supervising staff to ascertain details of the Incident</li> <li>• Staff on Duty utilise First Aid Kits.</li> <li>• Staff on Duty refer to Camps / Excursion / Activity list of students, and check any medical alerts, and notify the College.</li> <li>• Mount Erin College ensures that an adequate number of staff have current First Aid Qualifications.</li> <li>• The College will check the parent Contact details of all students attending the event and notify parents / guardians of the Incident, what action has been implemented and how students have been effected.</li> <li>• Utilise SMS Template for notifying parents of any Emergency.</li> <li>• Keep monitoring details of the incident and ensure that parents, Region and Security Services are updated.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Building fire</p>	<ul style="list-style-type: none"> <li>• Phone <b>000</b> to notify the emergency services and seek advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for <b>On-site Evacuation</b>.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Extinguish the fire (<b>only if safe to do so</b>).</li> <li>• Evacuate to the College oval, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> </ul>
<p>Smoke</p>	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> if anyone is experiencing wheezing, chest tightness and difficulty breathing.</li> <li>• Closely monitor for adverse effects of smoke on students and staff.</li> <li>• Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.</li> <li>• Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.</li> <li>• Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler.</li> </ul> <p><b>Activities/Indoors</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.</li> <li>• Close windows and doors.</li> <li>• Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function)</li> <li>• Limit prolonged or heavy physical activity relative to the conditions.</li> </ul>

	<p><b>Notification/Information</b></p> <ul style="list-style-type: none"><li>• As appropriate:<ul style="list-style-type: none"><li>• report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126</li><li>• notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required</li><li>• direct all Media enquiries to DET Media Unit on 8688 7776.</li></ul></li><li>• For health information about smoke go to: <a href="http://www.betterhealth.vic.gov.au/bushfiresmoke">www.betterhealth.vic.gov.au/bushfiresmoke</a> or <a href="http://www.betterhealth.vic.gov.au/plannedburns">http://www.betterhealth.vic.gov.au/plannedburns</a></li><li>• For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at <a href="http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days">http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</a></li><li>• Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.</li><li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li></ul>
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# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Karen Lee	5971 6000	0407687119	0407687119
Assistant Principal/s	Heather Worrall Jarrod Main	5971 6000	0407506167 - 0419302922	0407506167 - 0419302922
Business Manager	Wendy Eames	5971 6000	0407632340	0407632340
Year level Coordinators	Christopher Collins	5971 6072	0413162497	0413162497
School Bus Coordinators	John Kenyon	5971 6000	0421103430	0421103430
First Aid Officer	Brooke Majera	5971 6000	0400677404	0400677404
School Welfare Officer	Bianca Ansell	5971 6000	0421155892	0421155892
OH and S Representative	Wayne Agg	5971 6000	0407950647	0407950647
School Chaplan	Bianca Ansell	5971 6078	0421155892	0421155892
SchoolCouncilPresident	Jenny Ballard	97767878	0419518204	0419518204

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Stephen Gniel	(03) 8765 5747	
Regional Office (sevr@edumail.vic.gov.au)	Dandenong , Moe	(03) 8765 5600, (03) 5127 0400	
Manager, Operations & Emergency Management	Therese Carroll	(03) 7022 0273	0419 129 659
Emergency Management Support Officer	Glen Tarrant	(03) 8765 5706	0438 018 269
Security Services Unit		1800 126 126	
Cushman & Wakefield		1300 133 468	

Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Graham Broadbent	0423725977	0423725977
SSSO Team Leader	Adrian Burrage	8765 5600	0429 073 175

## Local / Other Organizations

Name	Phone
Police Station	9784 5555
Hospital/s	9784 7777
Gas	Tru Energy 133 466
Electricity	Origin Energy 132 463
Water Corporation	South East Water 139 2837
Facility Plumber	0428977287
Facility Electrician	0408555625
Local Government	Frankston Shire Council 1300 322 322
Department of Human Services (Regional Office)	131 278
Department of Human Services - Child Protection (Regional Office)	1300 655 795 A/H 131 278
Environmental Protection Authority	9695 2722
SES (flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
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Pearcedale 420	Pearcedale-Somerville- Mount Erin College	Mount Erin College	Ventura Bus Company <a href="http://www.Venturabus.com.au">www.Venturabus.com.au</a>
Tyabb 1229	Tyabb-Somerville- Mount Erin College	Mount Erin College	Ventura Bus Company <a href="http://www.Venturabus.com.au">www.Venturabus.com.au</a>
Hastings 698	Hastings-Somerville-Mount Erin College	Mount Erin College	Ventura Bus Company <a href="http://www.Venturabus.com.au">www.Venturabus.com.au</a>

# Incident Management Team

## IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Karen Lee <b>Phone/Mobile:</b> 0407687119	<b>Name:</b> Jarrod Main <b>Phone/Mobile:</b> 0419302922
Planning Officer	<b>Name:</b> Jarrod Main <b>Phone/Mobile:</b> 0419302922	<b>Name:</b> Heather Worrall <b>Phone/Mobile:</b> 0407506167
Operations Officer (Area Warden)	<b>Name:</b> Heather Worrall <b>Phone/Mobile:</b> 0407506167	<b>Name:</b> Jarrod Main <b>Phone/Mobile:</b> 0419302922
Communications Officer	<b>Name:</b> Erin Gray <b>Phone/Mobile:</b> 0421719189	<b>Name:</b> Shane Goodridge <b>Phone/Mobile:</b> 0419162211
Logistics Officer (Warden)	<b>Name:</b> Stuart Kerr <b>Phone/Mobile:</b> 0408169145	<b>Name:</b> Wendy Eames <b>Phone/Mobile:</b> 0407632340
First Aid Officer	<b>Name:</b> Brooke Majera <b>Phone/Mobile:</b>	<b>Name:</b> Barb Kershaw <b>Phone/Mobile:</b>



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# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
<p>Planning Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
<p>Operations Officer (Area Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• 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.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p>

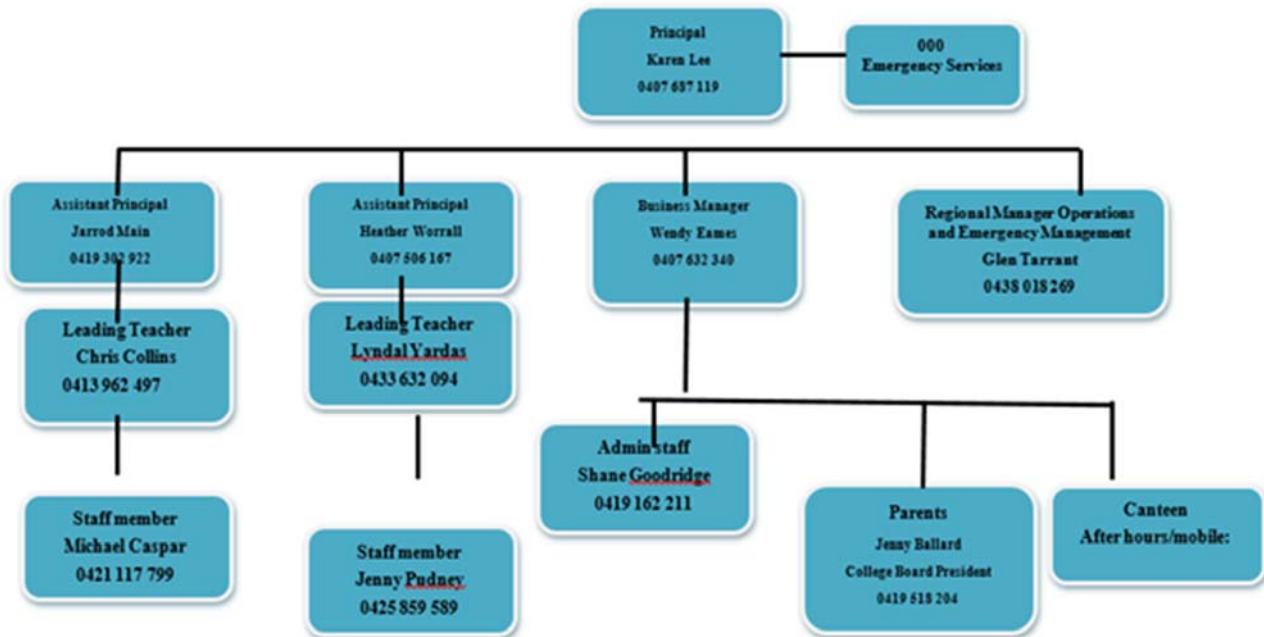
	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• 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.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> </ul>

	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• 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.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <p>Maintain First Aid Kits</p> <p>Maintain Student Records re Medical Conditions and treatment</p> <p>Maintain up to date Home Group Rolls</p> <p>Maintain the Emergency Management Folder containing Home Group Rolls, Staff Lists and Student Emergency Details</p> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the Emergency Control Point</li> <li>• Collect the Emergency Management Folder containing Home Group Rolls, Staff Lists and Student Emergency Details and take it to the Emergency Control Point</li> <li>• Bring First Aid Kits</li> <li>• Distribute Home Group Rolls to Sub School Leaders</li> <li>• Assist any student requiring First Aid Treatment</li> </ul>

# Communication Tree

## Communication Tree

### Mount Erin College Communication Tree



# Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

## 1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

<b>Details of arrangements</b>	
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Name	Contact Details	Support Role

## 2. Arrangements to manage a loss of technology / telephony / data / power

You may like to consider backing up school data, use of paper based systems, flexible lesson plans, generators, emergency lighting

<b>Details of arrangements</b>	
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Name	Contact Details	Support Role

## 3. Arrangements to manage a loss or shortage of staff or skills

You may like to consider temporary staff arrangements, multi-skilling/cross training, alternate operational arrangements, suspending non critical activities and/or mutual support with other school(s)

<b>Details of arrangements</b>	
--------------------------------	--

Name	Contact Details	Support Role

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• School activities</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	No
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>• Suspension of non-critical activities</li> <li>• Mutual support arranged with other schools</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key school data</li> <li>• Using paper based systems</li> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	

<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> <li>• Other users of site</li> <li>• Region</li> <li>• Suppliers</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	



# Area Map

## Area Map







# Evacuation Map

Building Name	Evacuation Procedures
A Block	
<p>The map shows a complex of buildings with various rooms labeled (e.g., F1, F2, F4, F5, PT1, PT2, PT3, PT4, PT5, PT6, PT7, PT8, PT9, PT10, PT11, PT12, PT13, PT14, PT15, PT16, PT17, PT18, PT19, PT20, PT21, PT22, PT23, PT24, PT25, PT26, PT27, PT28, PT29, PT30, PT31, PT32, PT33, PT34, PT35, PT36, PT37, PT38, PT39, PT40, PT41, PT42, PT43, PT44, PT45, PT46, PT47, PT48, PT49, PT50, PT51, PT52, PT53, PT54, PT55, PT56, PT57, PT58, PT59, PT60, PT61, PT62, PT63, PT64, PT65, PT66, PT67, PT68, PT69, PT70, PT71, PT72, PT73, PT74, PT75, PT76, PT77, PT78, PT79, PT80, PT81, PT82, PT83, PT84, PT85, PT86, PT87, PT88, PT89, PT90, PT91, PT92, PT93, PT94, PT95, PT96, PT97, PT98, PT99, PT100). A green line indicates the 'Evacuation Route' leading to an 'Evacuation Area' marked with a green circle. A red box labeled 'You Are Here' is placed on a building. Roads 'GOLF LINKS ROAD' and 'ROBINSONS ROAD' are shown. A legend at the bottom identifies the 'Evacuation Route' and 'Evacuation Area' symbols.</p>	
C Block	



Administration



D Block

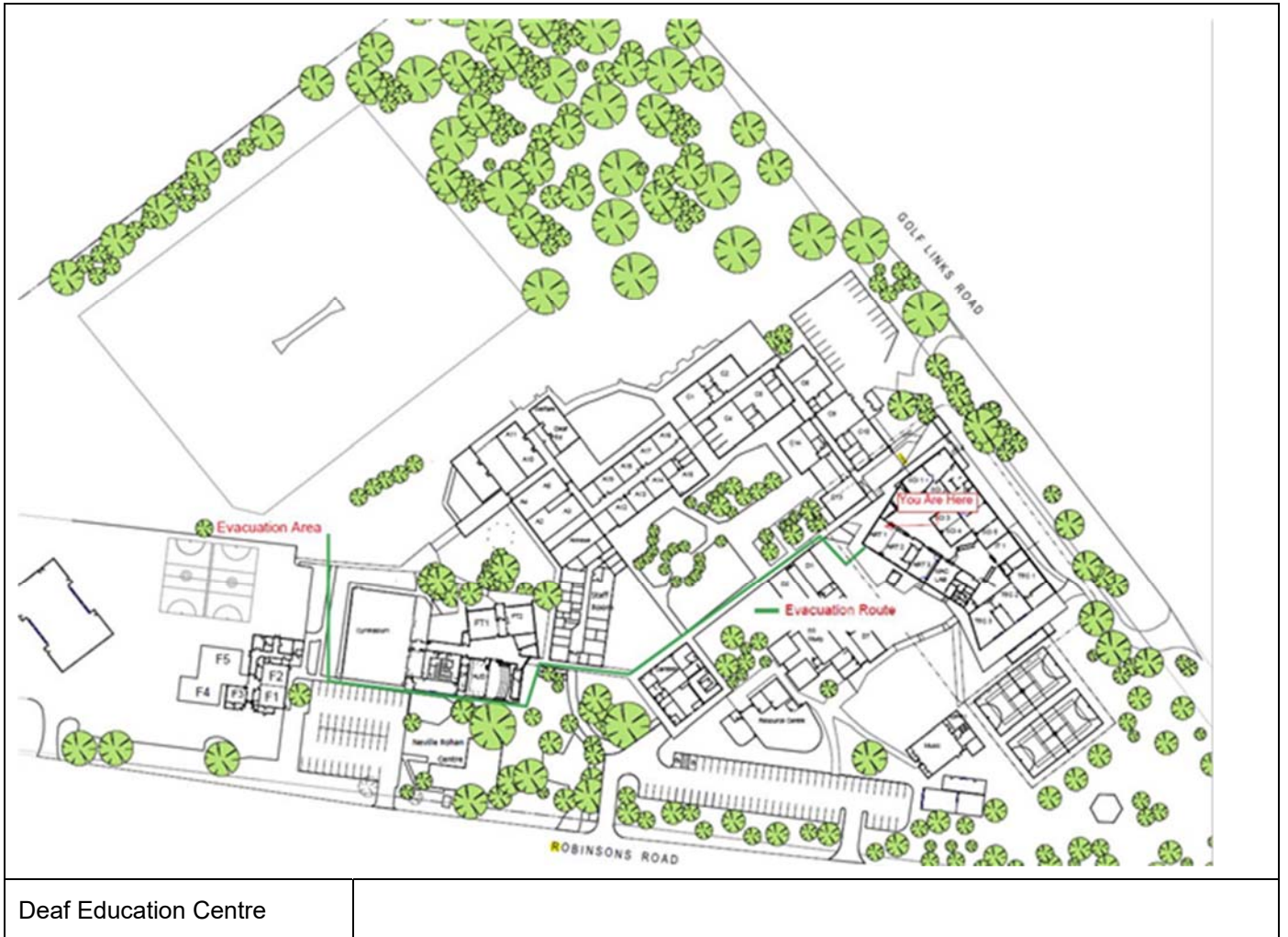


Gym/PAPE (Performing Arts & PE)



DAT (Design Arts Tech  
Science)







F Block



Neville Rohan Centre



Resource Centre



Canteen



Music Centre	
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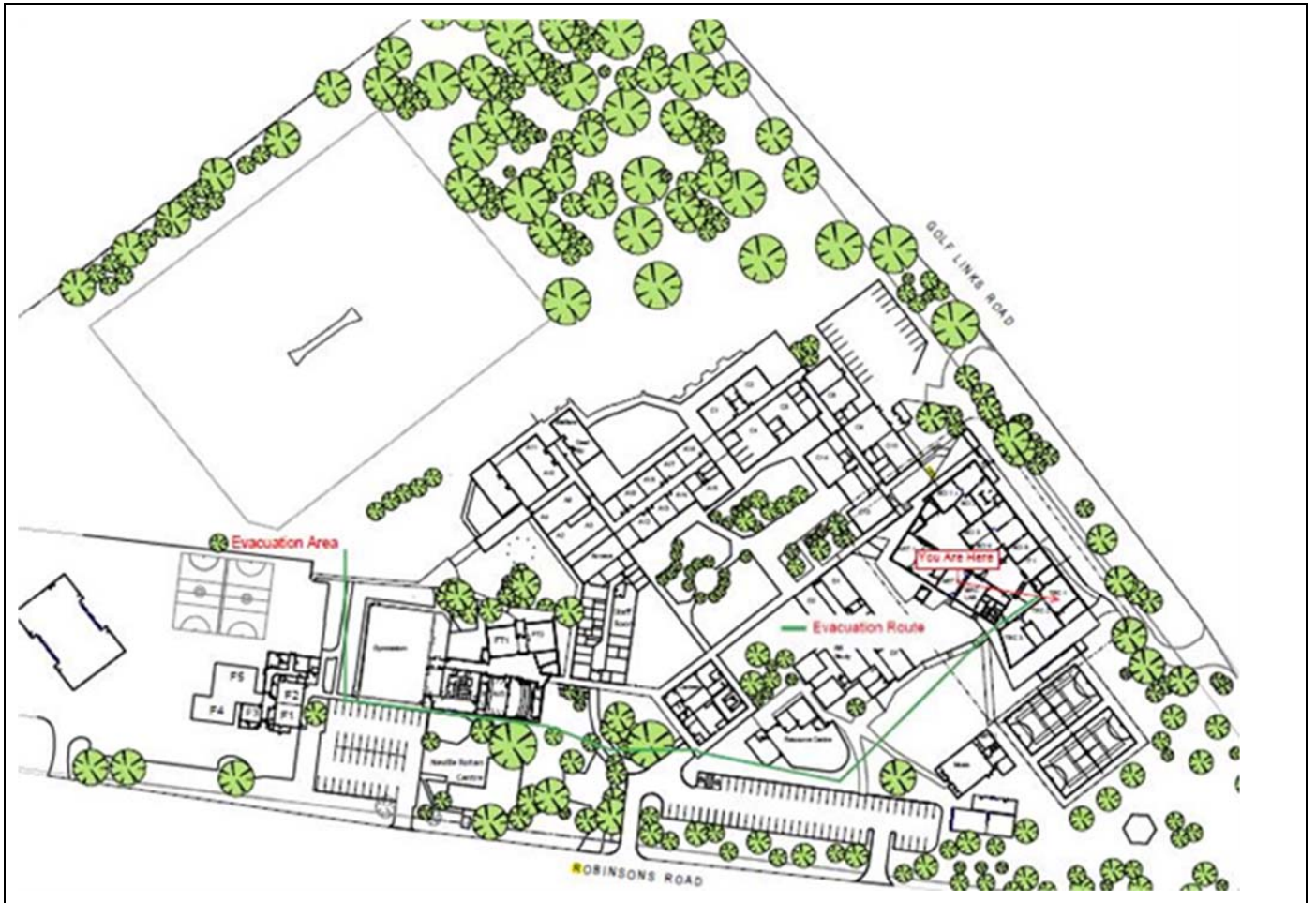


PAPE Auditorium



DATS Technology





Off-site Evacuation Route 1



Off-site Evacuation Route 2

