



## EMERGENCY MANAGEMENT PLAN (EMP)

# OUR LADY OF THE IMMACULATE CONCEPTION SCHOOL

32 STATION PLACE, SUNSHINE VIC 3020

### BUSHFIRE STATUS

Fire district: **CENTRAL**

This site **IS NOT** listed on the bushfire at-risk register

This site **IS NOT** a designated neighbourhood safer place

### DOCUMENT VERSION

Review By:			
Nature of Changes:			
Version & Date:	Version 1.0, July 2015	Next Review Due:	
Approved by:		Position:	



**0.0 DOCUMENT CONTROL**

**0.1 DISTRIBUTION LIST**

A copy of this plan has been distributed to:

NAME	TITLE / ORGANISATION	EMAIL
Emergency Management Officer (EMO)	Catholic Education Office)	<a href="mailto:emergencymanagement@ceomelb.catholic.edu.au">emergencymanagement@ceomelb.catholic.edu.au</a>

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## **1.0 PURPOSE**

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how Our Lady of the Immaculate Conception School will prepare and respond to emergency situations.

The EMP is designed to meet the requirements set out in the Emergency Management Plan Template developed by the Catholic Education Commission of Victoria LTD (CECV) for Victorian Schools. It also complies with AS3745 – 2010: Planning for Emergencies in Facilities.

The EMP sets out a structure and actions for dealing with emergency incidents during normal hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

## **2.0 SCOPE**

This EMP applies to all educators, children, visitors, contractors and volunteers at Our Lady of the Immaculate Conception School.

## **3.0 EMERGENCY PLANNING COMMITTEE (EPC)**

### **3.1 EMERGENCY PLANNING COMMITTEE RESPONSIBILITIES**

Australian Standard AS3745 – 2010 gives the site Emergency Planning Committee (EPC) responsibility for establishing and maintaining the Emergency Management Plan (EMP) and appointing adequate numbers of trained personnel (Wardens) throughout the facility with the authority to override normal management during an emergency.

Australian Standard AS3745 – 2010 also requires the EPC to:

- Nominate the validity period for the Emergency Management Plan and the evacuation diagrams. NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the School or an accreditation regime.
- Establish an Emergency Control Organisation (ECO) with the authority to implement the emergency procedure documentation within this plan.
- Establish arrangements to ensure the continuing operation of the ECO.
- Arrange for all members of the ECO to meet at intervals not greater than six-monthly for training purposes (specific to their individual role).
- Ensure that the register of ECO members is current and readily available.
- Arrange for fire-extinguisher training bi-annually where the use of fire-extinguishers is documented within the procedures.
- Arrange for the training of all non-ECO occupants annually.
- Obtain legal advice on the level of indemnity afforded to EPC members and the ECO.
- Arrange for regular emergency control exercises to be conducted (every part of the facility must undergo an exercise annually, the first exercise after establishing response procedures should be an evacuation).
- Review Emergency Procedures annually (see 3.3 EPC Meetings).
- Undertake emergency prevention including the implementation of emergency safety policies, maintenance of all equipment and measures required in an emergency, correct storage practices and good housekeeping measures.

**3.2 EMERGENCY PLANNING COMMITTEE MEMBERSHIP**

The EPC shall consist of two members at a minimum who shall be representative of the Schools stakeholders of which one member shall be management. External contractors, consultants or others engaged by the School to provide specialist advice should not be members of the EPC but may attend EPC meetings.

Our Lady of the Immaculate Conception School EPC consists of the following representatives.

EPC MEMBERS		
NAME	TITLE	EMAIL
Patrizia Bertani	Principal	pbertani@olsunshine.catholic.edu.au
Christine Carabott	Deputy Principal	ccarabott@olsunshine.catholic.edu.au
Mary-Anne Meilak	Administration Officer	mmeilak@olsunshine.catholic.edu.au
EXTERNAL CONTRACTORS ENGAGED FOR SPECILIST ADVICE		
NAME	TITLE / ORGANISATION	EMAIL
Emily Katz	Emergency Management Consultant / Dynamiq	eco@dynamiq.com.au

**3.3 EMERGENCY PLANNING COMMITTEE MEETINGS**

The EPC shall meet at least annually to review Emergency Management Plan in line with Australian Standard AS1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, suitability of the Evacuation Assembly Areas and identification of any introduced hazards.

The EPC may also decide to meet and review following any exercises, actual emergency situations or upon receipt of feedback from the ECO regarding the plan.















A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements. NOTE: This may include minutes of meetings, communication, financial position, reports and specialist advice.

**4.0 IN CASE OF EMERGENCY**

<b>INCIDENT OCCURS</b>	<b>CALL</b>	<b>000</b>
	<b>CONTACT</b>	As soon as appropriate, contact Catholic Education Office Emergency Management Officer (EMO): Refer to Emergency Management on CEVN ( <a href="http://cevn.cecv.catholic.edu.au">cevn.cecv.catholic.edu.au</a> ) for current phone numbers
<b>ADVISE</b>	<b>WHO</b>	<ul style="list-style-type: none"> <li>The number and name/s of persons involved</li> <li>Name of the person reporting the emergency</li> </ul>
	<b>WHAT</b>	<ul style="list-style-type: none"> <li>The nature of the emergency</li> </ul>
	<b>WHEN</b>	<ul style="list-style-type: none"> <li>The time you became aware of the emergency</li> </ul>
	<b>WHERE</b>	<ul style="list-style-type: none"> <li>The location of the emergency and contact phone numbers if the emergency is away from the school</li> </ul>
<b>REPORT</b>	<ul style="list-style-type: none"> <li>Following resolution of the emergency, complete a copy of the Emergency Management Accident/Incident Report (available on CEVN on the Emergency Management page, <a href="http://cevn.cecv.catholic.edu.au/emergency.htm">http://cevn.cecv.catholic.edu.au/emergency.htm</a>) and forward it to your Catholic Education Office EMO.</li> </ul>	
	<p>The school must report the following incidents to WorkSafe (Ph: 132 360 or <a href="http://cevn.cecv.catholic.edu.au/StaffingIR.aspx?id=806">http://cevn.cecv.catholic.edu.au/StaffingIR.aspx?id=806</a>), and to the relevant Catholic Education Office:</p> <ul style="list-style-type: none"> <li>Fatalities.</li> <li>Hospitalisation: Injuries requiring immediate treatment as an inpatient in a hospital.</li> <li>Medical treatment for fractures, broken bones, serious lacerations, serious head and eye injuries, amputations, degloving, scalping, electric shock, loss of bodily functions, etc.</li> <li>Chemical exposure: if a person requires medical treatment within 48 hours of exposure to a chemical.</li> <li>Incidents or near misses where a person in the immediate vicinity is exposed to an immediate risk from the collapse of a building or an excavation, explosion, fire, the spillage of dangerous goods or the fall from a height of any plant or equipment, etc.</li> </ul> <p>Minor incidents do NOT need to be reported to WorkSafe. If in doubt, phone WorkSafe immediately on 132 360 to clarify whether the incident should be reported.</p>	
<b>Government SMS Service</b>	<p>A circular went out earlier 2013 regarding Bushfire preparedness and the Government SMS service – it can be accessed on the CEVN website at <a href="http://cevn.cecv.catholic.edu.au/workarea/linkit.aspx?linkidentifier=id&amp;itemid=20585&amp;libid=20592">http://cevn.cecv.catholic.edu.au/workarea/linkit.aspx?linkidentifier=id&amp;itemid=20585&amp;libid=20592</a>.</p>	

Note: whenever students are to be taken off-site for an excursion or camp, an appropriate Emergency Management Plan suitable for that activity needs to be part of the Planning Documentation and its Risk Assessments (see pp. 63–64 of the CECV Catholic Schools Emergency Management Manual).

**5.0 EMERGENCY NUMBERS AND KEY CONTACTS**

NAME	CONTACT INFORMATION
Emergency Services (Police, Ambulance, Fire Services)	<b>000</b> (for life threatening or time critical emergencies only)
Police	Centre Switchboard (7am to 7pm)  03 9247 6666 www.police.vic.gov.au Non-life threatening incident requiring police response (ring Local Police Station)
Local Police Station	<b>Sunshine</b>  03 9313 3333
State Emergency Service (SES)	Flood, wind, storm damage  132 500
Catholic Education Office	<b>Western Region</b>  03 9731 3900
CEO Emergency Management Officer	<b>Harry Allard</b>  03 9267 0228
CEO Student Support Services	<b>Judy Connell</b>  03 9267 0228
CEO Media Coordinator	<b>Adam Pearce</b>  03 9267 0228
CECV Industrial Relations / OHS Officer	<b>Kate Roberts</b>  03 9267 0228
Poisons Information Centre	www.austin.org.au/poisons  131 126 (24 hour line)
Department of Health [including hospitals]	Check local listing or go to: www.health.vic.gov.au/hospitals/pubwebs
Nearest Hospital	<b>Sunshine Hospital</b>  03 8345 1333
Local Government	<b>Brimbank</b>  03 9249 4000
ABC Radio	AM 774 Broadcasts bushfire & emergency warnings
Bushfire Information Line	Victoria  1800 240 667
Bureau of Meteorology	www.bom.gov.au  03 9669 4965
Metropolitan Fire Brigade	www.mfb.vic.gov.au
Country Fire Authority	www.cfa.vic.gov.au
Fire Equipment Maintenance	<b>Fire Equipment Service</b>  1300 855 163
Department of Human Services Child Protection	www.dhs.vic.gov.au  131 278 (24 hour line)
Department of Human Services Child Protection (Regional Office)	Northern and western suburban  1300 664 977

NAME	CONTACT INFORMATION	
Department of Human Services (Regional Office)	Melbourne	 1300 650 172
Environment Protection Agency (EPA)	www.epa.vic.gov.au	 1300 372 842
Department of Sustainability & Environment	www.dse.vic.gov.au	 136 186
Department of Environment and Primary Industries	www.depi.vic.gov.au	 136 186
WorkSafe Victoria	www.worksafe.vic.gov.au	 132 360
Gas	AGL	 136 707
Electricity	Origin	 132 412
Water	City West Water	 132 642

**6.0 EMERGENCY CONTACT INFORMATION**

**6.1 STAFF CONTACT INFORMATION**

Staff contact information can be accessed through the principal/administration office. This information is not replicated here in order to better manage its currency and accuracy.

**6.2 STUDENT AND PARENT / FAMILY CONTACT INFORMATION**

Student and parent / family information can be accessed through the principal/administration office. This information is not replicated here in order to better manage its currency and accuracy.

**7.0 SCHOOL DETAILS**

**7.1 SCHOOL PROFILE**

PROFILE		
<b>School Name</b>	Our Lady of the Immaculate Conception School	
<b>Address</b>	32 Station Place, Sunshine VIC 3020	
<b>Hours of Operation</b>	8:30am-4:30pm	
<b>Principal</b>	Patrizia Bertani	
<b>Telephone</b>	03 9312 2230	
<b>Fax</b>	03 9312 2313	
<b>Website</b>	<a href="http://www.olsunshine.catholic.edu.au/">http://www.olsunshine.catholic.edu.au/</a>	
<b>After Hours Emergency Contact</b>	Name:	Patrizia Bertani
	Telephone:	0402 912 373
<b>Number of Students</b>	352	
<b>Number of Staff</b>	39	
<b>Students / Staff with Disabilities</b>	Info can be accessed through the special needs office (between Rooms E & F) & Administration Office	
<b>Total Fire Ban District</b>	CENTRAL	
<b>On 'Bushfire At-Risk' register</b>	IS NOT	
<b>Site Description</b>	Our Lady of The Immaculate Conception is a Catholic Primary School situated in the suburb of Sunshine. Buildings are of varying construction (including brick and tin), both single and double story. The site is located approximately 1km north-east of Sunshine Primary School. Approximately 300 metres north-west of the school is Sunshine train station. The sites Evacuation Assembly Area is located on the school's asphalt sports courts to the east of the site.	
<b>Communication Systems</b>	Public Address System; Emergency Tones; Internal Phone System	
<b>Emergency Equipment Available</b>	Fire Extinguishers; Fire Blankets; Fire Hose Reels; First Aid Kits; Smoke Detectors; Sprinkler System	
<b>Recovery Room Locations</b>	Administration	

**7.2 BUILDING SECURITY AND FIRE PROTECTION SYSTEMS**

TYPE	CONTROL POINT	SHUTOFF INSTRUCTIONS
Fire	N/A	N/A
Intrusion	Administration	Individual PIN codes for each staff member. Staff members also have FOBs
Sprinkler System	N/A	N/A
Other		

**7.3 UTILITIES AND BUILDING SERVICES**

TYPE	CONTROL / ACCESS POINT	NOTES / SHUTOFF INSTRUCTIONS
Gas / Propane	Administration/Hall	Turn Valve
Water	Art Room	Turn Valve
Electricity	Administration	Flick Fuse
Roof Access	Next to lift – ABC corridor	N/A

**7.4 DANGEROUS GOODS**

MATERIAL	LOCATION	QUANTITY
BBQ Gas	Maintenance Shed	1x Bottle

**8.0 RISK ASSESSMENT**

Risk Assessment completed by: Patrizia Bertani Date: 15/05/2015

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Bushfire / Grassfire	Risk of death/injury from burns or smoke inhalation Risk of psychological injury Risk of property damage or property loss Closure of school	Liaise with local fire services to determine potential control measures (such as clearing trees etc.) Check CFA website for alerts during bushfire season Test communication systems (PA System) on a regular basis Ensure all electrical equipment is tested and tagged as per Australian Standard Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Lockdown/Evacuation Procedure Implement Fire Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator

**RISK ASSESSMENT**

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Fire	Risk of death/injury from burns or smoke inhalation Risk of psychological injury Risk of property damage or property loss Closure of school	Liaise with local fire services to determine potential control measures (such as clearing trees etc.) Maintaining building and OHS requirements Ensure fire services equipment is tested and tagged as per Australian Standard Test communication systems (PA System) on a regular basis Ensure all electrical equipment is tested and tagged as per Australian Standard Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Evacuation Procedure Implement Fire Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator

**RISK ASSESSMENT**

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Flooding	Risk of injury Risk of property damage or property loss Closure of school	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Evacuation Procedure Implement Flooding Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator
Adverse Weather	Risk of injury Risk of property damage or property loss Closure of school	Ensure roofs/gutters/drains are clear Liaise with SES/local government to identify potential risks Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Lockdown Procedure Implement Adverse Weather Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator

**RISK ASSESSMENT**

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Bomb Threat	Risk of injury Risk of property damage or property loss Closure of school	Ensure bomb threat checklist is available Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Evacuation Procedure Implement Bomb Threat Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator
Hazardous Material / Gas Leak	Risk of injury Risk of property damage or property loss Closure of school	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Evacuation/Lockdown Procedure Implement Hazardous Material / Gas Leak Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator
Earthquake	Risk of injury Risk of property damage or property loss Closure of school	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Lockdown Procedure Implement Earthquake Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator

**RISK ASSESSMENT**

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Medical Emergency	Risk of injury / death	Ensure First Aid Training is completed CPR / Anaphylaxis / Asthma Annually Ensure First Aid bags are stocked Ensure medical register is up to date and photos of students who suffer from anaphylaxis/asthma and other medical condition	insignificant	likely	medium	Activate ECO Implement Lockdown Procedure Implement Medical Emergency Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator
Threatening Behaviour / Civil Disorder	Risk of injury / death	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted	minor	possible	medium	Activate ECO Implement Lockdown Procedure Implement Threatening Behaviour Procedure Contact Emergency Services
Armed Intrusion	Risk of injury / death	Test communication systems (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted	insignificant	rare	low	Activate ECO Implement Lockdown Procedure Implement Threatening Behaviour Procedure Contact Emergency Services

**8.1 RISK MATRIX**

RISK RATING		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	ALMOST CERTAIN	Medium	High	Extreme	Extreme	Extreme
	LIKELY	Medium	Medium	High	Extreme	Extreme
	POSSIBLE	Low	Medium	Medium	High	Extreme
	UNLIKELY	Low	Low	Medium	Medium	High
	RARE	Low	Low	Low	Medium	Medium

**8.2 CONSEQUENCE DEFINITIONS**

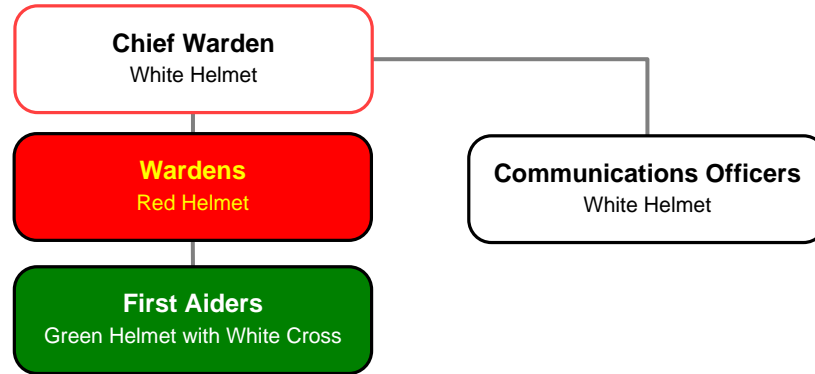
DESCRIPTOR	DEFINITION
Insignificant	No Injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

**8.3 LIKELIHOOD DEFINITIONS**

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

**9.0 EMERGENCY CONTROL ORGANISATION / INCIDENT MANAGEMENT TEAM**

Our Lady of the Immaculate Conception School utilises the following Emergency Control Organisation (ECO) structure to respond to emergencies on or affecting their grounds. This structure takes into account the size and layout of the school as well as the number of students enrolled.



In order to meet the requirements set out by DEECD as well as those contained in AS 3745 – 2010, the Chief Warden and Wardens also fulfil roles on an Incident Management Team (IMT) in addition to those shown in the ECO structure above. This does not require the role holders to carry out any extra response actions, but is solely to demonstrate compliance with the response structures set out in AS 3745 as well as in the Australasian Inter-service Incident Management System (AIIMS), of which the IMT forms a part. The equivalent roles are laid out in the table below.

ECO ROLE	IMT / AIIMS EQUIVALENT
<b>Chief Warden</b>	Incident Controller Operations Officer Planning Officer
<b>Communications Officer</b>	Communications Officer
<b>Warden</b>	Logistics Officer
<b>First Aider</b>	Same

**9.1 EMERGENCY CONTROL ORGANISATION**

The table below contains contact information for designated primary and alternate role holders on the Our Lady of the Immaculate Conception School Emergency Control Organisation. Roles in brackets are the equivalent IMT roles.

ROLE	NAME	MOBILE	AFTER HOURS
<b>Chief Warden</b> (Incident Controller, Operations Officer, Planning Officer)	Primary :Patrizia Bertani	0402 912 373	
	Alternate: Christine Carabott	0419 359 930	
<b>Communications Officer</b> (Communications Officer)	Primary :Christina Trypis	0411 091 909	
	Alternate :Carmel Menzies	0403 70 481	
<b>Warden</b> (Logistics Officer)	<p>All School staff are trained as Wardens. Upon notification of an emergency staff in the act of teaching (any staff member with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency situation.</p> <p>All other staff (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment.</p>		
<b>First Aider</b> (same)	<p>Qualified First Aid Personnel may be called upon by the Chief Warden to attend to casualties.</p>		

## **10.0 EMERGENCY RESPONSIBILITIES**

### **10.1 CHIEF WARDEN**

The Chief Warden’s duties include:

- Being ready to take control over the response to an emergency situation until the arrival and handover to the emergency services (normal management ceases).
- Ascertaining the nature of a reported incident and whether to declare an emergency.
- Being prepared to take on the role and responsibilities of Chief Warden & lead the ECO.
- Executing the emergency plans and evacuation procedure.
- Monitoring the response and record progress on the ‘Emergency (Evacuation/Lockdown) Checklist’.
- Ensuring the appropriate emergency services are notified, met on arrival and briefed.
- Taking responsibility for the welfare of the site occupants throughout an emergency.
- Wearing the correct Chief Warden identification and return items ready for re-use.
- Ensuring all members of the ECO are clearly identifiable.
- Delegating tasks, giving clear instructions to Wardens and the Communications Officer.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Emergency Services.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Giving the ECO the all clear when the building is safe for re-occupation.
- Conducting post-incident debriefs using the Debrief Checklist and notifying the EPC of issues identified.

**NOTE//** Under the structure adopted by Our Lady of the Immaculate Conception School, the Chief Warden would be responsible for the Incident Controller, Operations Officer and Planning Officer IMT roles under the AIIMS model.

### **10.2 COMMUNICATIONS OFFICER**

The Communications Officer’s duties include:

- Being prepared to take on the role and responsibilities of Communications Officer within the ECO.
- Being proficient in the operation of methods of communication used at the school.
- Managing all communications on behalf of the Chief Warden including the notification of emergency services.
- Being ready to take control of a designated Evacuation Assembly Area.
- Maintaining records on behalf of the Chief Warden.
- Knowing the evacuation procedure and the emergency plans.
- Wearing correct Communications Officer identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.

- Acting under the direction of the Chief Warden.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

**NOTE//** Under the structure adopted by Our Lady of the Immaculate Conception School, the Communications Officer would be responsible for the same role in the IMT under the AIIMS model.

### 10.3 WARDENS

During an emergency, all staff who have received warden training and who are not in the act of teaching must present themselves to the Chief Warden at the Emergency Control Point and make themselves available to act as a warden. When acting as a Warden, their duties include:

- Being prepared to take on the role and responsibilities of a Warden within the ECO.
- Knowing the evacuation procedure and the emergency plans.
- Wearing the correct Warden identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to take control of a designated area (eg. conducting searches or making secure).
- Providing assistance and safeguard anyone in danger.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

**NOTE//** Under the structure adopted by Our Lady of the Immaculate Conception School, Wardens would be responsible for the Logistics Officer role in the IMT under the AIIMS model.

### 10.4 FIRST AIDERS

The First Aiders' duties include:

- Being prepared to take on the role and responsibilities of a First Aider within the ECO.
- Knowing the evacuation procedure and the emergency plans.
- Wearing correct identification and return items ready for re-use.
- Maintaining competency by participating in First Aider Training.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to offer First Aid assistance when required.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

## 10.5 STAFF MEMBERS

Staff duties include:

- Knowing the evacuation procedure and participate in exercises.
- Being familiar with the site layout, including exits, the location of the Evacuation Assembly Area and any hazardous areas.
- Understanding the methods of communication used at the school.
- Assisting anyone in immediate danger if safe to do so.
- Raising the alarm upon discovering any emergency.
- Taking responsibility for the welfare of students in their care.
- Being aware of any special requirements of students.
- Following any directions of and provide any relevant information to the ECO.
- Accounting for students in their care.
- Referring all media comment to an authorised nominated person.

**11.0 EVACUATION ASSEMBLY AREAS & AREA MAP**

**11.1 AREA MAP**

Our Lady of the Immaculate Conception School has designated their primary Evacuation Assembly Area as the asphalt sports courts (as illustrated below). Depending on weather conditions, location, nature and severity of the emergency situation, the Chief Warden has the authority to decide upon an alternative Evacuation Assembly Area, should the primary area be unsuitable. Throughout the Emergency Planning and Training process other potential onsite Evacuation Assembly Areas have been considered, discussed with staff and are illustrated are below:



Due to the compact nature of the site, offsite Evacuation Assembly Areas have also been chosen. The following image illustrates potential offsite Evacuation Assembly Areas as well as their distance from the school, and approximate time it would take to walk to these locations.



**11.2 EVACUATION DIAGRAMS**

Evacuation diagrams for Our Lady of the Immaculate Conception School have been developed in line with the requirements set out in the DEECD Emergency Management Guide, as well as those contained in AS3745 – 2010. Diagrams are placed within the school in line with the requirements of Section 3.5 of AS3745 – 2010.

A representative sample of the diagrams are provided below for illustrative purposes.

# EVACUATION DIAGRAM



**OUR LADY OF THE IMMACULATE  
CONCEPTION SCHOOL**  
92 Monash Street  
Sunshine VIC 3020

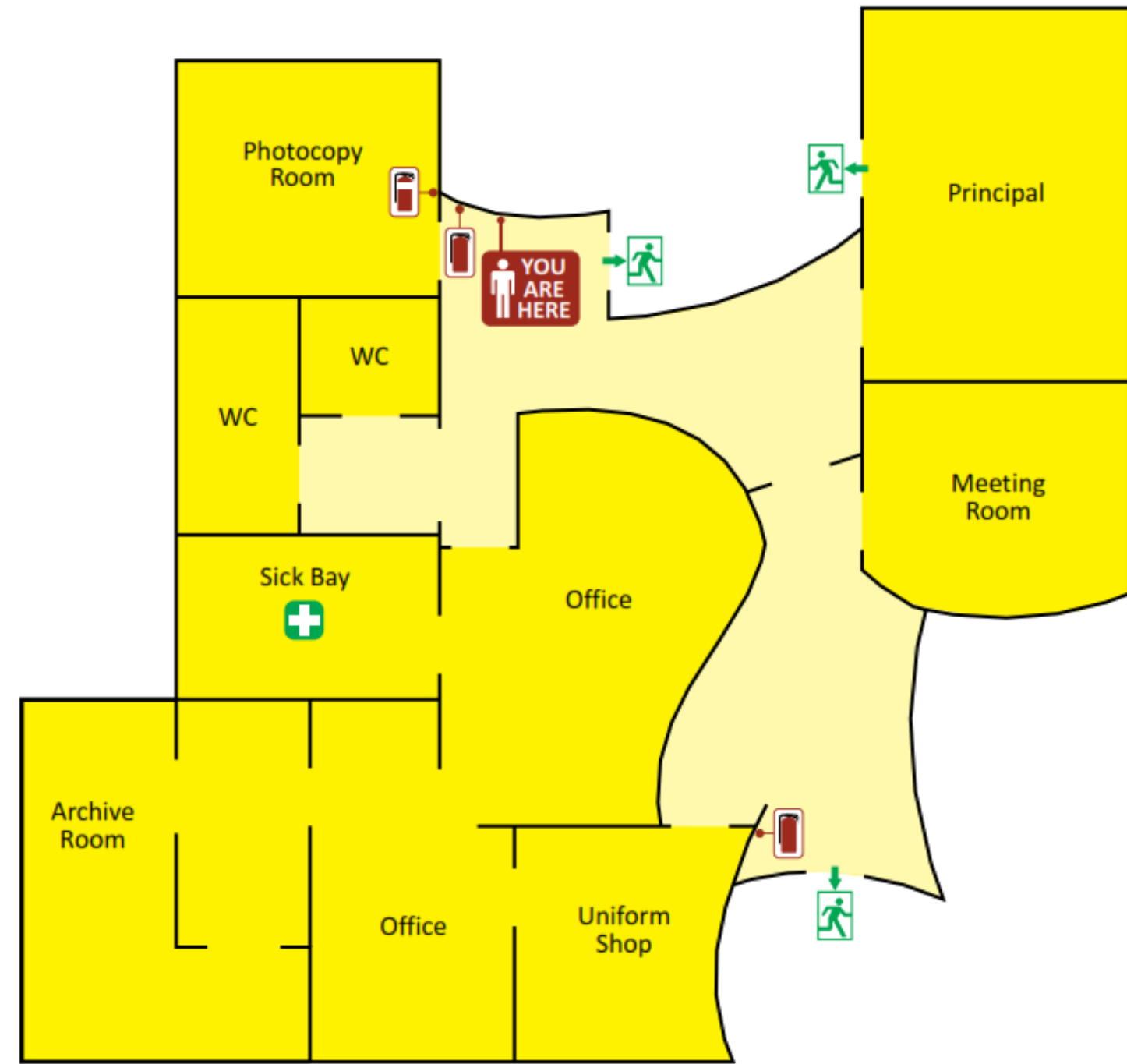
## Administration

EMERGENCY PROCEDURES			
<p><b>ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO</b></p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM NOTIFY THE OFFICE</b> EXT 201 / 202 / 203 OR (03) 9312 2230 AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>

## EVACUATION ASSEMBLY AREA



LEGEND		EMERGENCY TONES	
Emergency Exit	Water Extinguisher	<p><b>ALERT TONE</b> (BEEP.. BEEP.. BEEP..) <b>STANDBY FOR FURTHER ANNOUNCEMENTS</b></p> <p><b>AFTER HOURS COMMENCE EVACUATION</b></p>	
Dry Chemical Extinguisher	First Aid Kit		
		<p><b>EVACUATION TONE</b> (WHOOO.. WHOOO.. WHOOO..) <b>COMMENCE EVACUATION</b></p>	



# EVACUATION DIAGRAM



**OUR LADY OF THE IMMACULATE  
CONCEPTION SCHOOL**  
92 Monash Street  
Sunshine VIC 3020

Art

## EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO</b></p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b> NOTIFY THE OFFICE EXT 201 / 202 / 203 OR (03) 9312 2230 AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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## EVACUATION ASSEMBLY AREA



## EMERGENCY TONES

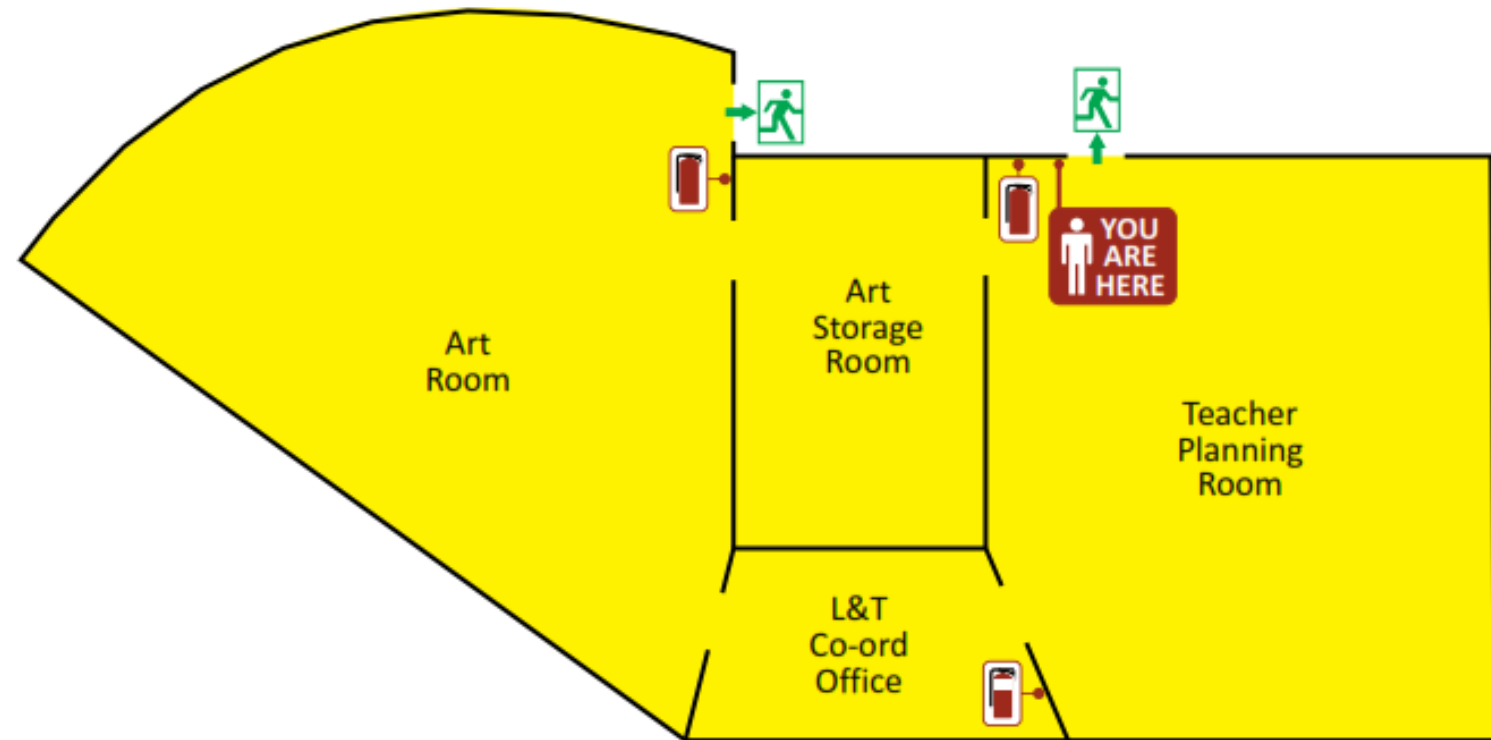
**ALERT TONE**  
(BEEP... BEEP... BEEP...)  
STANDBY FOR FURTHER ANNOUNCEMENTS

**AFTER HOURS COMMENCE EVACUATION**

**EVACUATION TONE**  
(WHOOO... WHOOO... WHOOO...)  
COMMENCE EVACUATION

## LEGEND

- Emergency Exit
- Dry Chemical Extinguisher
- Water Extinguisher



# EVACUATION DIAGRAM



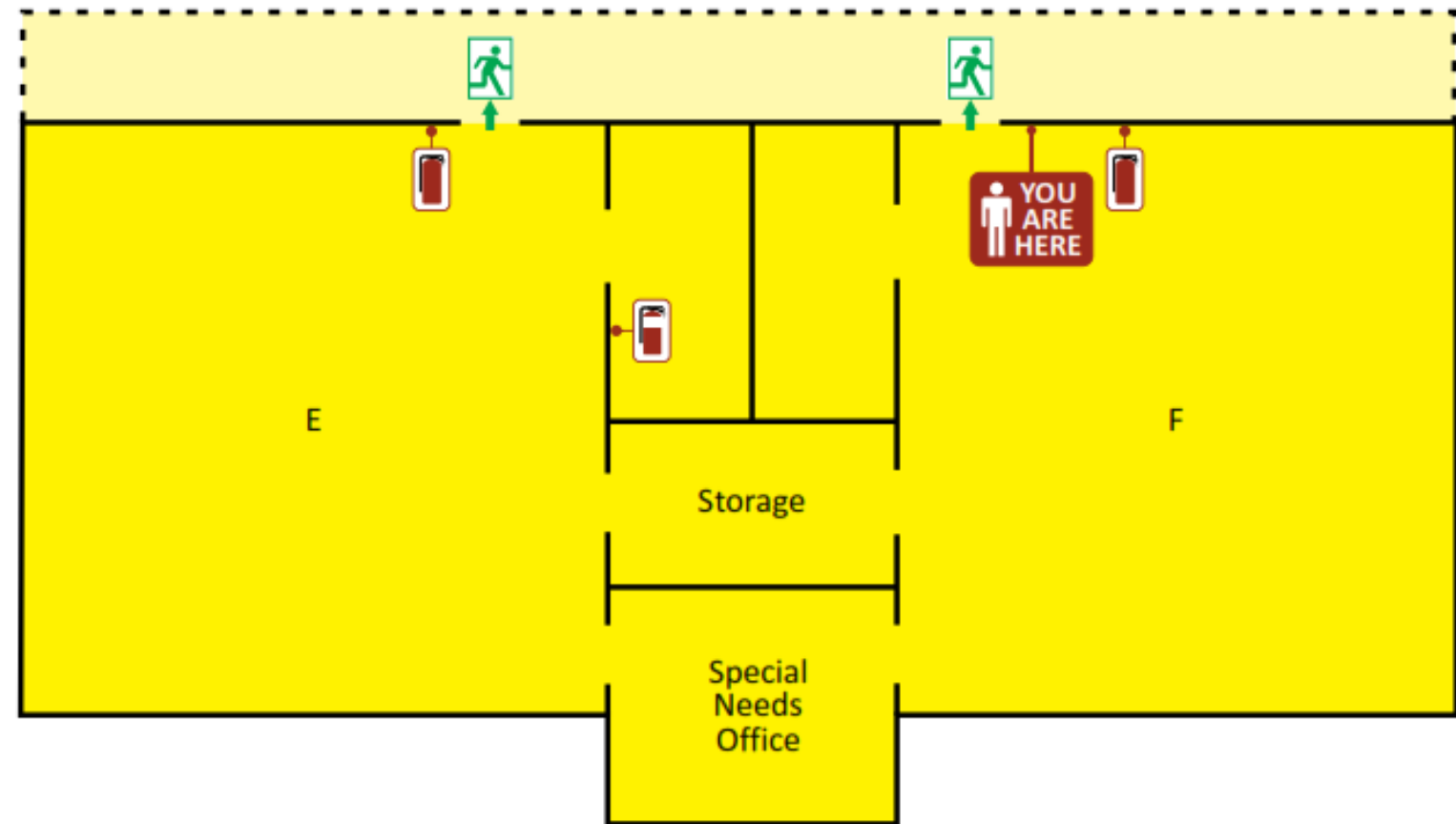
**OUR LADY OF THE IMMACULATE  
 CONCEPTION SCHOOL**  
 92 Monash Street  
 Sunshine VIC 3020

## Classrooms

### EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO</b></p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b>                  MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b>                  NOTIFY THE OFFICE                  EXT 201 / 202 / 203                  OR                  (03) 9312 2230                  AFTER HOURS:                  000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b>                  ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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### EVACUATION ASSEMBLY AREA



LEGEND	
Emergency Exit	Water Extinguisher
Dry Chemical Extinguisher	

EMERGENCY TONES	
<p><b>ALERT TONE</b>                      (BEEP.. BEEP.. BEEP..)                      STANDBY FOR FURTHER ANNOUNCEMENTS</p> <p>AFTER HOURS COMMENCE EVACUATION</p>	<p><b>EVACUATION TONE</b>                      (WHOOOP.. WHOOOP.. WHOOOP..)                      COMMENCE EVACUATION</p>

# EVACUATION DIAGRAM



**OUR LADY OF THE IMMACULATE  
 CONCEPTION SCHOOL**  
 92 Monash Street  
 Sunshine VIC 3020

## Classrooms

### EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO</b></p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b> NOTIFY THE OFFICE EXT 201 / 202 / 203 OR (03) 9312 2230 AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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### EVACUATION ASSEMBLY AREA

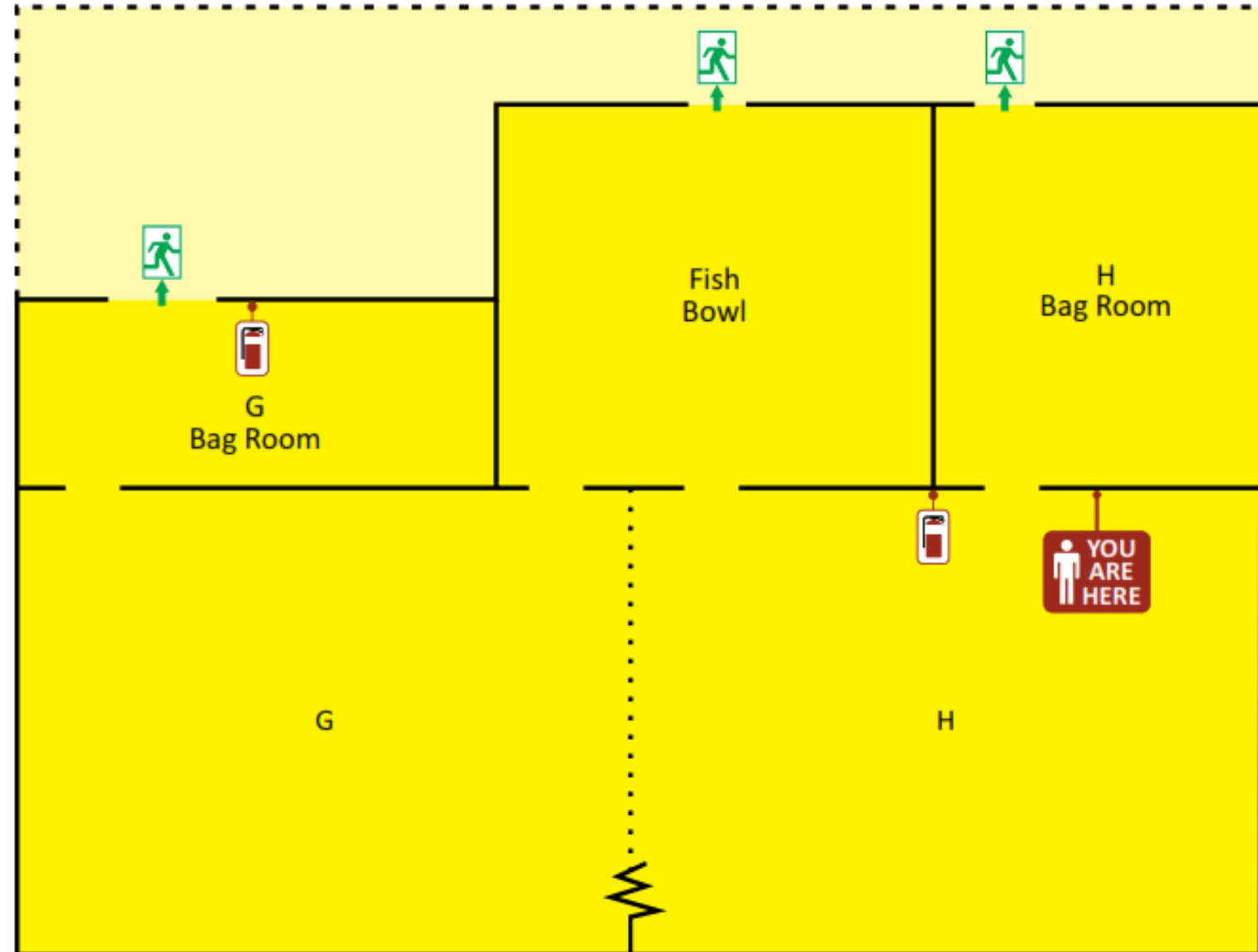


#### LEGEND

Emergency Exit	Dry Chemical Extinguisher
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#### EMERGENCY TONES

<p><b>ALERT TONE</b> (BEEP.. BEEP.. BEEP..) STANDBY FOR FURTHER ANNOUNCEMENTS AFTER HOURS COMMENCE EVACUATION</p>	<p><b>EVACUATION TONE</b> (WHOOO.. WHOOO.. WHOOO..) COMMENCE EVACUATION</p>
---	---



# EVACUATION DIAGRAM



**OUR LADY OF THE IMMACULATE  
CONCEPTION SCHOOL**  
92 Monash Street  
Sunshine VIC 3020

## Classrooms

### EMERGENCY PROCEDURES

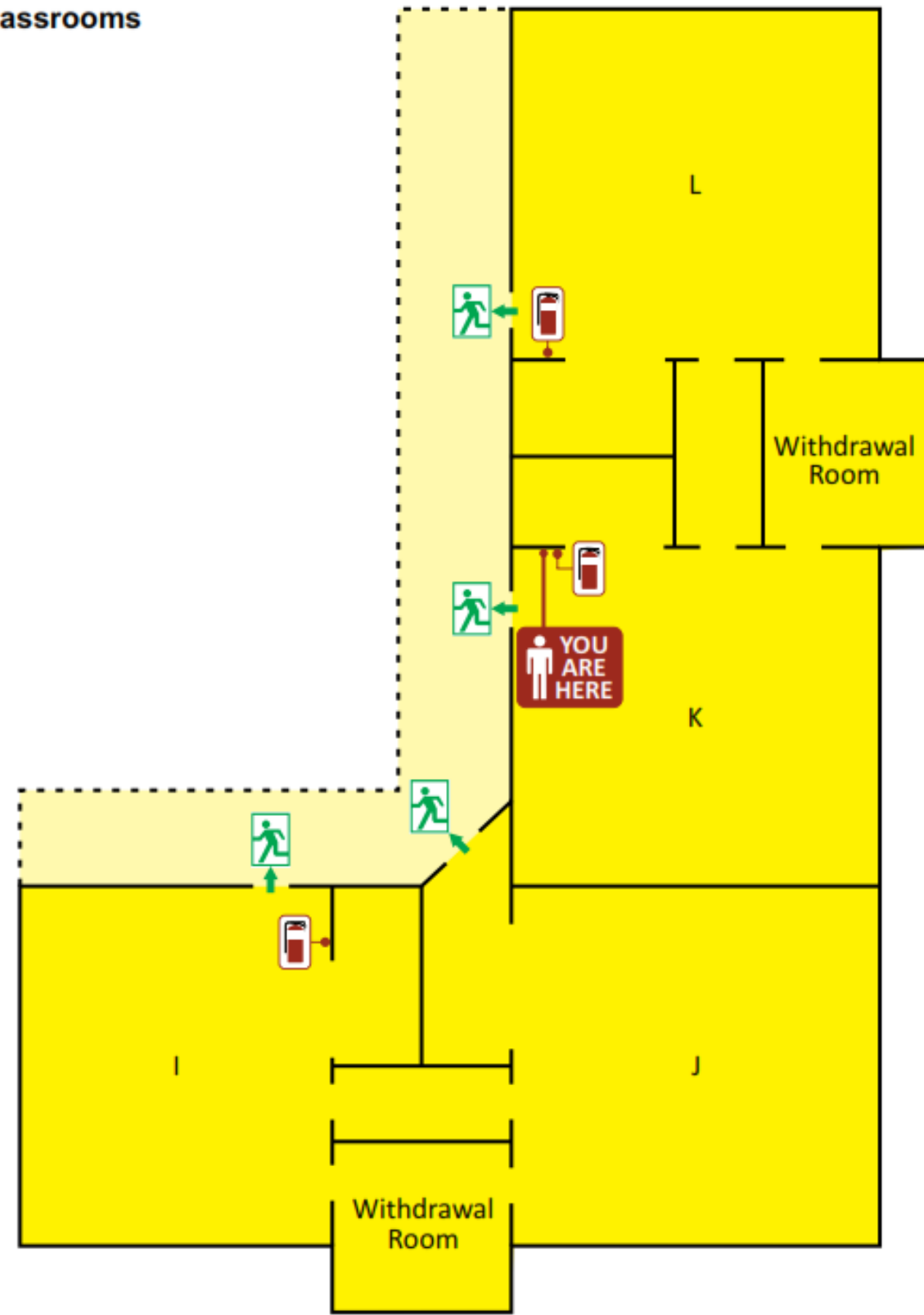
<p><b>ASSIST ANY PERSON IN DANGER</b> IF SAFE TO DO SO</p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b> NOTIFY THE OFFICE EXT 201 / 202 / 203 OR (03) 9312 2230 AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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### EVACUATION ASSEMBLY AREA



LEGEND	
Emergency Exit	Dry Chemical Extinguisher

EMERGENCY TONES	
<p><b>ALERT TONE</b> (BEEP.. BEEP.. BEEP..) STANDBY FOR FURTHER ANNOUNCEMENTS</p>	<p><b>EVACUATION TONE</b> (WHOOOP.. WHOOOP.. WHOOOP..) COMMENCE EVACUATION</p>
<p>AFTER HOURS COMMENCE EVACUATION</p>	



# EVACUATION DIAGRAM



**OUR LADY OF THE IMMACULATE  
CONCEPTION SCHOOL**  
92 Monash Street  
Sunshine VIC 3020

## EMERGENCY PROCEDURES

**ASSIST ANY  
PERSON IN  
DANGER  
IF SAFE TO DO SO**



**TURN OFF  
HAZARDOUS  
EQUIPMENT  
MAKE A FINAL CHECK  
OF THE ROOM AND  
SHUT THE DOOR**



**RAISE THE ALARM  
NOTIFY THE OFFICE  
EXT 201 / 202 / 203  
OR  
(03) 9312 2230  
AFTER HOURS:  
000**



**MOVE TO AND REMAIN AT THE  
EVACUATION ASSEMBLY AREA  
ACCOUNT FOR YOUR CURRENT  
CLASS GROUP AND REPORT  
ANY PROBLEMS TO THE  
COMMUNICATIONS OFFICER**



## EVACUATION ASSEMBLY AREA



### LEGEND

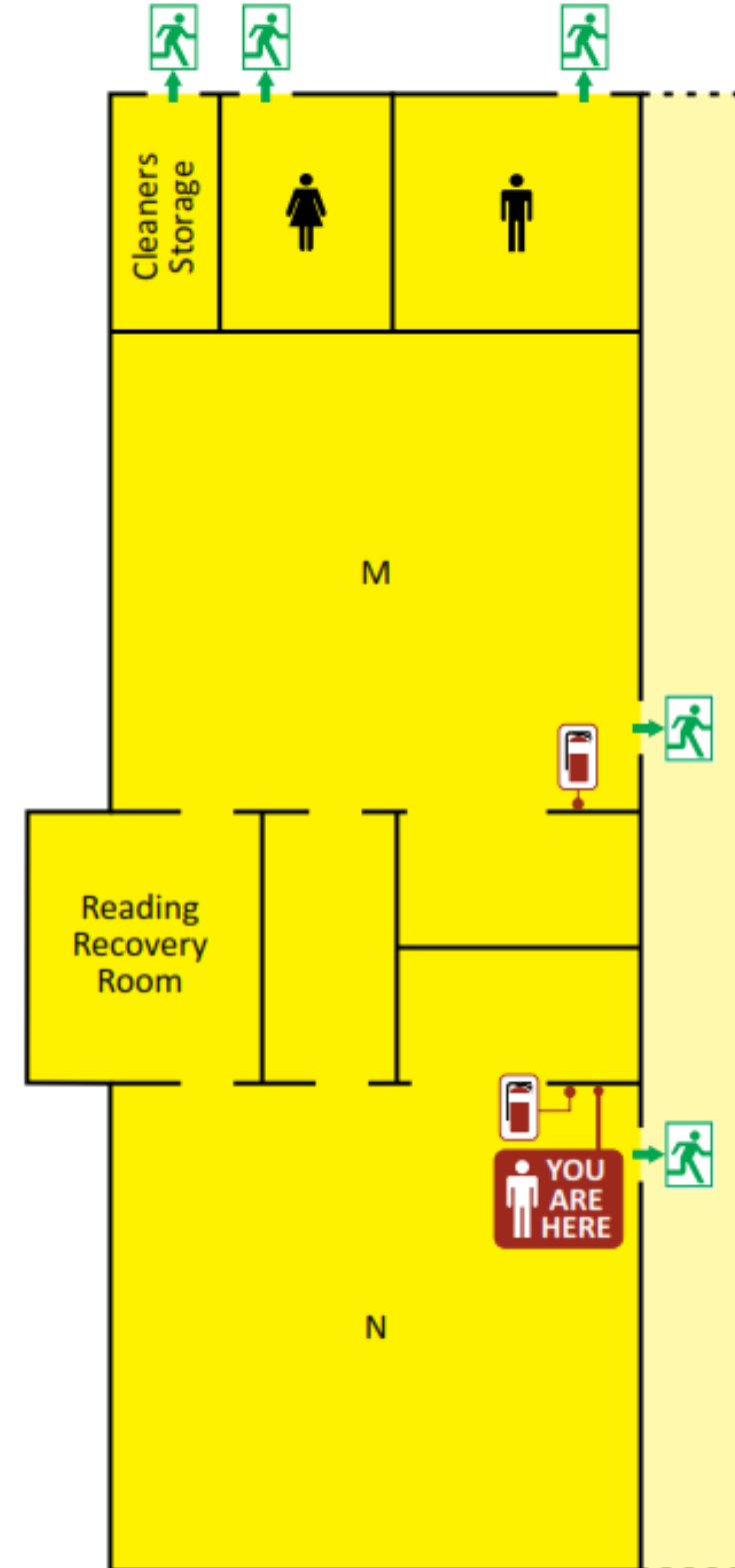
Emergency Exit      Dry Chemical Extinguisher

### EMERGENCY TONES

**ALERT TONE  
(BEEP.. BEEP.. BEEP..)  
STANDBY FOR FURTHER  
ANNOUNCEMENTS  
AFTER HOURS COMMENCE  
EVACUATION**

**EVACUATION TONE  
(WHOOO.. WHOOO..  
WHOOO..)  
COMMENCE EVACUATION**

### Classrooms



# EVACUATION DIAGRAM



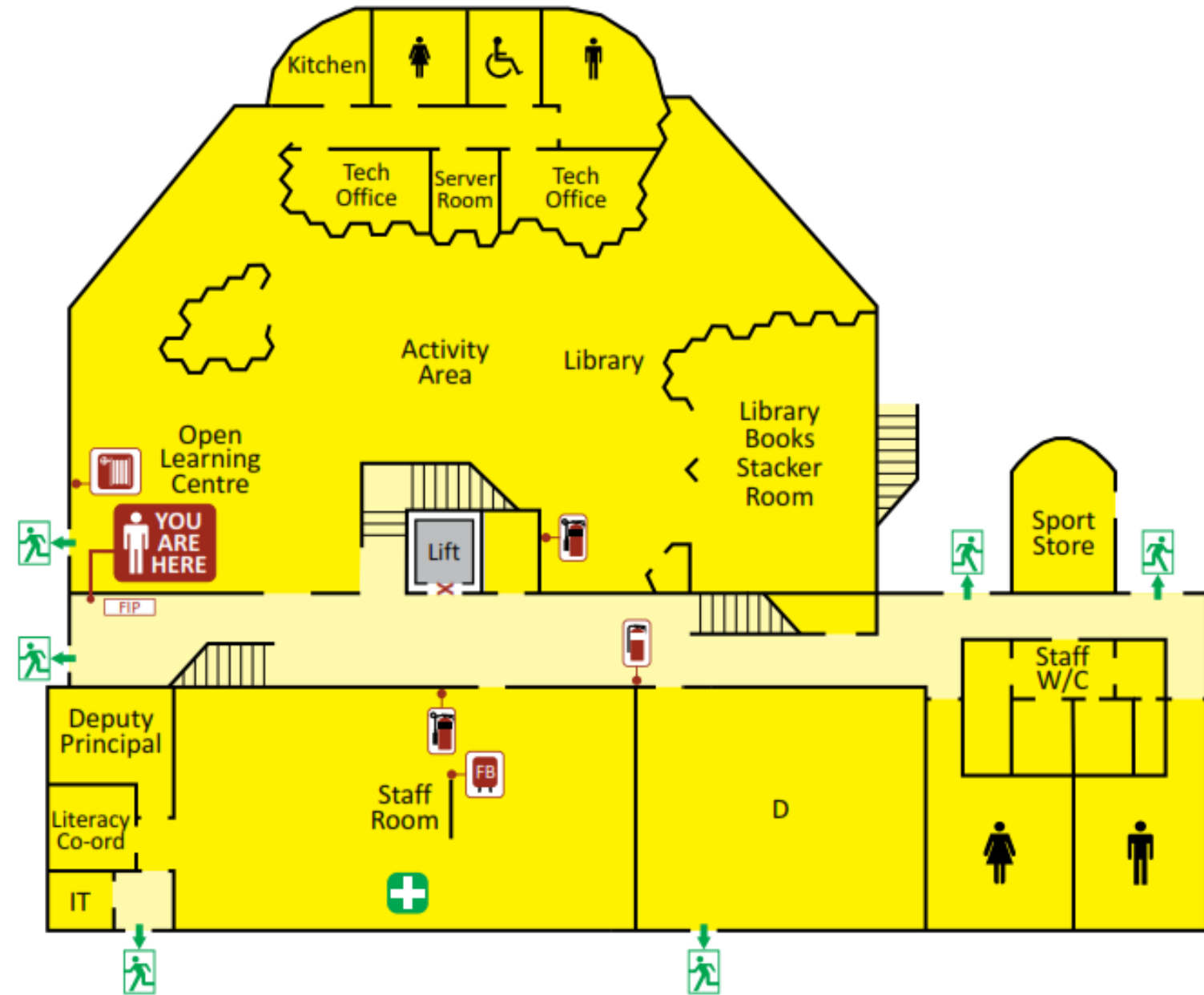
**OUR LADY OF THE IMMACULATE  
CONCEPTION SCHOOL**  
92 Monash Street  
Sunshine VIC 3020

**Auditorium  
Ground Floor**

### EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO</b></p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b> NOTIFY THE OFFICE EXT 201 / 202 / 203 OR (03) 9312 2230 AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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### EVACUATION ASSEMBLY AREA



LEGEND		EMERGENCY TONES	
Emergency Exit	Hose Reel	<b>ALERT TONE</b> (BEEP.. BEEP.. BEEP..) STANDBY FOR FURTHER ANNOUNCEMENTS	<b>EVACUATION TONE</b> (WHOOOP.. WHOOOP.. WHOOOP..) COMMENCE EVACUATION
Dry Chemical Extinguisher	Fire Blanket		<b>DO NOT USE LIFTS</b>
Carbon Dioxide Extinguisher	Fire Indicator Panel		

# EVACUATION DIAGRAM

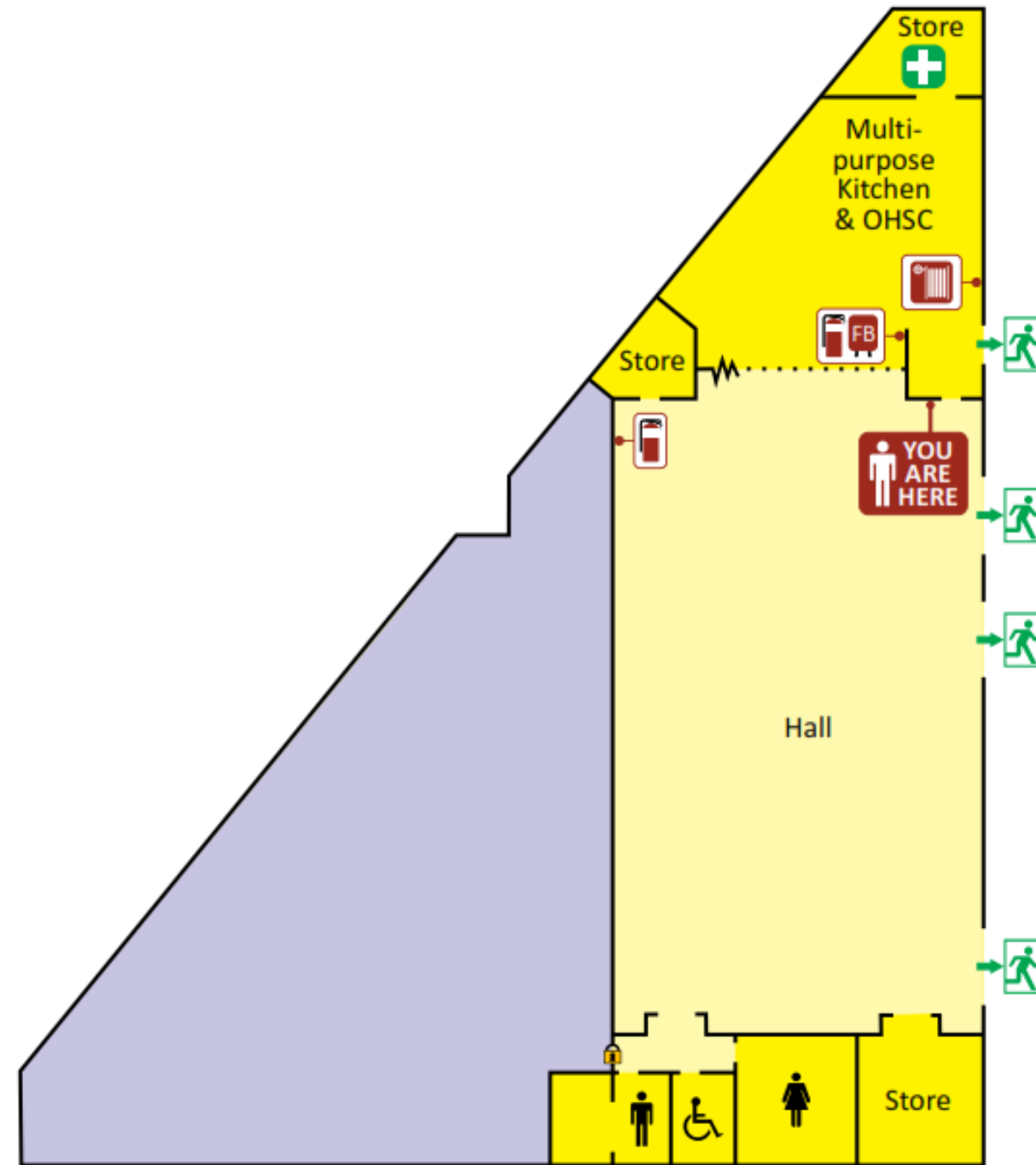
**OUR LADY OF THE IMMACULATE  
CONCEPTION SCHOOL**  
92 Monash Street  
Sunshine VIC 3020

Hall

EMERGENCY PROCEDURES

<p><b>ASSIST ANY PERSON IN DANGER</b> IF SAFE TO DO SO</p>	<p><b>TURN OFF HAZARDOUS EQUIPMENT</b> MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR</p>	<p><b>RAISE THE ALARM</b> NOTIFY THE OFFICE EXT 201 / 202 / 203 OR (03) 9312 2230 AFTER HOURS: 000</p>	<p><b>MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA</b> ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER</p>
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EVACUATION ASSEMBLY AREA



LEGEND		EMERGENCY TONES	
Emergency Exit Dry Chemical Extinguisher Hose Reel	Fire Blanket First Aid Kit	<p><b>ALERT TONE</b> (BEEP.. BEEP.. BEEP..) STANDBY FOR FURTHER ANNOUNCEMENTS</p> <p><b>AFTER HOURS COMMENCE EVACUATION</b></p>	<p><b>EVACUATION TONE</b> (WHOOOP.. WHOOOP.. WHOOOP..) COMMENCE EVACUATION</p>

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1800 811 543 - ECO@dynamiq.com.au - www.dynamiq.com.au

**12.0 ON/OFF SITE EVACUATION PROCEDURE / LOCKOUT PROCEDURE**

The below evacuation procedure applies to evacuation on or off site, as well as to lockout. All three of these situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off site as appropriate).

**EVACUATION / LOCKOUT PROCEDURE**

**‘Staff in the act of Teaching’ Evacuation Procedure:**

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

**WARDENS (staff not in the act of teaching) Evacuation Procedure:**

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

**COMMUNICATIONS OFFICER Evacuation Procedure:**

- Report to the Chief Warden for instructions and don White Helmet.
- **Communications Officer - Emergency Control Point (ECP):**
- Manage all communications on behalf of the Chief Warden.
- Use the ‘Emergency (Evacuation/Lockdown) Checklist’ to log search results.
- **Communications Officer - Evacuation Assembly Area (EAA):**
- Move to the nominated Evacuation Assembly Area.
- Use ‘Emergency (Evacuation/Lockdown) Checklist’ to log head count and report status to the Chief Warden.
- Manage all communications at the Evacuation Assembly Area.

**CHIEF WARDEN Evacuation Procedure:**

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

**13.0 LOCKDOWN / SHELTER IN PLACE PROCEDURE**

The below Lockdown Procedure / Shelter-in-Place Procedures are very similar, with the main difference between the procedures being that students, staff and visitors are moved to a pre-determined location during a Shelter-In-Place.

**LOCKDOWN / SHELTER-IN-PLACE PROCEDURE**

**STAFF MEMBER Lockdown / Shelter-In-Place Procedure:**

- If outside class time:
  - Yard Duty Teachers direct students to their Home Class Rooms, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
  - Grade Teachers attend Home Class Room area nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students.
  - All other staff report to Chief Warden for deployment.
  - Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
- If during class time:
  - For a Lockdown, remain with the class.
  - For a shelter-in-place, move students to the pre-determined Shelter-In-Place Area.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together. Prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet & calm throughout the incident.
- Wait for further instruction from a Warden or Chief Warden.

**WARDEN Lockdown / Shelter-In-Place Procedure:**

- Report to the Chief Warden for deployment.
- Don Red Helmet.
- Direct Students and Teachers to their Home Class Room, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. Assist in moving people with a disability to safety.
- Check designated areas are clear and secure.
- Once the Lockdown / Shelter-In-Place is complete, report to the Chief Warden and give details of areas secure or anyone requiring assistance.
- Follow any further directions from the Chief Warden.

**COMMUNICATIONS OFFICER Lockdown / Shelter-In-Place Procedure:**

- Report to the Chief Warden for instructions.
- Don White Helmet.
- Manage all communications on behalf of the Chief Warden.

**CHIEF WARDEN Lockdown / Shelter-In-Place Procedure:**

- Notify Staff and Wardens via the PA system or verbally of a lockdown or Shelter-In-Place and ring school bell.
- Direct the Communications Officer to contact the appropriate Emergency Services.
- Issue Red Helmets and 'Warden Duty' cards and if safe to do so, deploy Wardens to confirm everyone is accounted for.
- Use the 'Emergency (Evacuation/Lockdown) Checklist' to log Warden reports.
- Once the Lockdown or Shelter-In-Place is complete, stop the usual school bell from sounding.
- Place Wardens at locked building entrances. Only allow students and staff to re-enter.
- If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the ECP.
- If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify CEO Emergency Management Officer (EMO).
- If possible, make regular contact with Teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for all Wardens.

**14.0 EMERGENCY PROCEDURES**

The Emergency Procedures define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

Emergency procedures are published in a red response folder and kept at the Emergency Control Point for ready reference during a response. These red folders contain guidance for all members of the ECO, including:

- Warden duty cards / area breakdowns
- Emergency procedure response guidance
- Personal emergency evacuation plans (PEEPs)

Warden identification is also available at the Emergency Control Point, in line with the requirements of AS3745:2010, Section 5.8.

Our Lady of the Immaculate Conception School emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for, or located on the installed emergency equipment (eg. fire fighting equipment and communication systems).

Personal Emergency Evacuation Plans (PEEPs) are located at the emergency control point, as is a copy of the emergency procedures. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.

**14.1 FIRE / SMOKE**

<b>FIRE / SMOKE</b>
<b>ANYONE</b> upon discovering fire / smoke:
<ul style="list-style-type: none"> <li>• Assist anyone in immediate danger, if safe to do so.</li> <li>• Close doors to prevent fire/smoke spread.</li> <li>• RAISE THE ALARM: Notify the Office (ext 201/202/203 or 9312 2230) and give details of the location and extent of the fire.</li> <li>• Alert anyone in the immediate area about the fire.</li> <li>• Commence evacuation via the closest safe exit.</li> </ul>
<b>WARDENS</b> upon notification of fire / smoke:
<ul style="list-style-type: none"> <li>• Report to the Chief Warden for deployment. While performing your duties:               <ul style="list-style-type: none"> <li>- Assist anyone in immediate danger if safe to do so.</li> <li>- Close doors to prevent fire/smoke spread.</li> <li>- Request anyone in the immediate area to evacuate or to assist as necessary.</li> <li>- Commence fire fighting duties if trained and safe to do so.</li> </ul> </li> <li>• If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation (see <b>EVACUATION PROCEDURE</b>).</li> </ul>
<b>CHIEF WARDEN</b> upon notification of fire / smoke:
<ul style="list-style-type: none"> <li>• Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).</li> <li>• Activate the Emergency Control Organisation.</li> <li>• Determine the location and extent of the fire/smoke, by sending a Warden to investigate and report back using a two way radio or runner.</li> <li>• If fire is evident, direct the Communications Officer to call the <b>Fire Brigade</b> and commence evacuation (see <b>EVACUATION PROCEDURE</b>).</li> </ul>

14.2 FLOODING

**FLOODING**

**ANYONE** discovering a flood:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify the Office (ext 201/202/203 or 9312 2230) and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.

**CHIEF WARDEN** upon being notified of a flood:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area.
- If required, direct the Communications Officer to call the **Fire Brigade**.
- Determine the nature of the flood (water main/roof damage/sewerage/ etc) and shut off the source and/or contact the relevant maintenance provider (see EMERGENCY CONTACTS).
- If the flood is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the flood is internal, commence evacuation (see **EVACUATION PROCEDURE**).

14.3 ADVERSE WEATHER

**ADVERSE WEATHER**

**EVERYONE** during Adverse Weather:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside seek shelter.
- Await instructions from the Chief Warden.

**CHIEF WARDEN** during and after adverse weather:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- Once the threat has passed, direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

14.4 BOMB THREAT / BOMB THREAT EVACUATION

**BOMB THREAT**

**ANYONE** receiving a bomb threat via telephone:

- Take the threat seriously. Do not hang up the phone to assist call trace.
- Use the “Bomb Threat Checklist” to obtain as much information as possible.
- RAISE THE ALARM with a discreet response. Notify the Office (ext 201/202/203 or 9312 2230) and give details of the threat.

**CHIEF WARDEN** in the event of bomb threat via telephone:

- Contact the Police.
- Ensure the recipient completes a “Bomb Threat Checklist”.
- Assess the information on the “Bomb Threat Checklist” to determine if the threat is specific or non-specific and actions required. (see below)
- Discreetly activate the Emergency Control Organisation and decide whether to conduct a search and if partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below).
  - Direct Wardens to look for items not normally found in the area, items which an owner cannot be found and anything that is considered suspicious for any reason and report back search results.
  - **If no suspicious item is identified**, determine actions to take on subsequent threats.
  - **If a suspicious item is located**, commence evacuation (see **BOMB THREAT EVACUATION** below).
  - Contact the Police to confirm that a suspicious item has been found.
- DO NOT TOUCH ANY SUSPICIOUS ITEM.

**BOMB THREAT EVACUATION**

**WARDENS** when conducting a Bomb Threat Evacuation:

- Advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings.
- Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open.
- Report to the Chief Warden. Give details of areas clear, people missing or requiring evacuation assistance and any suspicious items.

**CHIEF WARDEN** when conducting a Bomb Threat Evacuation:

- Consider selecting an Evacuation Assembly Area not publicly known.
- Determine the safest route to the Evacuation Assembly Area. Ensure paths of travel avoid the vicinity of any suspicious item or area specified in the threat.
- Ensure the Evacuation Assembly Area is a safe distance away from possible flying debris.
- Issue evacuation instructions to Wardens, leaving windows and doors open if time permits.
- Meet the Police upon arrival and give details of the situation.
- Notify CEO Emergency Management Officer (EMO).
- When the Emergency Services declare the building safe, give the “All Clear”, control building re-entry and hold a debriefing session for all Wardens.

## BOMB THREAT CHECKLIST

**DO NOT HANG UP AT THE END OF THE CALL.  
IMMEDIATELY REPORT THE CALL TO A WARDEN OR THE CHIEF WARDEN.**

<b>Call taken by:</b>	<b>Date:</b> / /
<b>Location &amp; phone number:</b>	

<b>Exact wording of the threat:</b> ..... ..... ..... ..... ..... .....	<table style="width: 100%;"> <tr> <td style="width: 50%;"><b>Caller's Manner:</b></td> <td style="width: 50%;"><b>Caller's Voice:</b></td> </tr> <tr> <td><input type="checkbox"/> calm</td> <td><input type="checkbox"/> slurred</td> </tr> <tr> <td><input type="checkbox"/> angry</td> <td><input type="checkbox"/> nasal</td> </tr> <tr> <td><input type="checkbox"/> excited</td> <td><input type="checkbox"/> stutter</td> </tr> <tr> <td><input type="checkbox"/> slow</td> <td><input type="checkbox"/> lisp</td> </tr> <tr> <td><input type="checkbox"/> rapid</td> <td><input type="checkbox"/> raspy</td> </tr> <tr> <td><input type="checkbox"/> soft</td> <td><input type="checkbox"/> deep</td> </tr> <tr> <td><input type="checkbox"/> loud</td> <td><input type="checkbox"/> ragged</td> </tr> <tr> <td><input type="checkbox"/> familiar</td> <td><input type="checkbox"/> clearing throat</td> </tr> <tr> <td><input type="checkbox"/> laughter</td> <td><input type="checkbox"/> deep breathing</td> </tr> <tr> <td><input type="checkbox"/> crying</td> <td><input type="checkbox"/> cracking voice</td> </tr> <tr> <td><input type="checkbox"/> normal</td> <td><input type="checkbox"/> disguised</td> </tr> <tr> <td><input type="checkbox"/> distinct</td> <td><input type="checkbox"/> accent</td> </tr> <tr> <td><input type="checkbox"/> child</td> <td></td> </tr> <tr> <td><input type="checkbox"/> adult</td> <td></td> </tr> </table>	<b>Caller's Manner:</b>	<b>Caller's Voice:</b>	<input type="checkbox"/> calm	<input type="checkbox"/> slurred	<input type="checkbox"/> angry	<input type="checkbox"/> nasal	<input type="checkbox"/> excited	<input type="checkbox"/> stutter	<input type="checkbox"/> slow	<input type="checkbox"/> lisp	<input type="checkbox"/> rapid	<input type="checkbox"/> raspy	<input type="checkbox"/> soft	<input type="checkbox"/> deep	<input type="checkbox"/> loud	<input type="checkbox"/> ragged	<input type="checkbox"/> familiar	<input type="checkbox"/> clearing throat	<input type="checkbox"/> laughter	<input type="checkbox"/> deep breathing	<input type="checkbox"/> crying	<input type="checkbox"/> cracking voice	<input type="checkbox"/> normal	<input type="checkbox"/> disguised	<input type="checkbox"/> distinct	<input type="checkbox"/> accent	<input type="checkbox"/> child		<input type="checkbox"/> adult	
<b>Caller's Manner:</b>	<b>Caller's Voice:</b>																														
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<input type="checkbox"/> distinct	<input type="checkbox"/> accent																														
<input type="checkbox"/> child																															
<input type="checkbox"/> adult																															

<b>Questions to ask (bomb specific):</b> When will it explode? ..... Where is it right now? ..... What does it look like? ..... What kind of Bomb is it? ..... What will set it off? ..... Did you place the bomb? ..... <b>Other questions to ask:</b> Why did you place the bomb? ..... Where are you? ..... What is your name? ..... What is your address? ..... What number can I contact you on? .....	
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<b>Caller's description:</b> Sex: M / F ..... Accent type: ..... Age: ..... Other: .....	<b>If the voice is familiar, it sounded like:</b> ..... <b>Call:</b> Time: .....AM/PM Duration: .....secs/min
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<b>Background sounds:</b> <input type="checkbox"/> clear <input type="checkbox"/> local <input type="checkbox"/> phone booth <input type="checkbox"/> office <input type="checkbox"/> voices <input type="checkbox"/> music <input type="checkbox"/> motor <input type="checkbox"/> street noise <input type="checkbox"/> static <input type="checkbox"/> crockery <input type="checkbox"/> factory <input type="checkbox"/> public address noise <input type="checkbox"/> animal noise <input type="checkbox"/> long distance <input type="checkbox"/> house noise	<b>Threat delivery:</b> <input type="checkbox"/> irrational <input type="checkbox"/> well spoken <input type="checkbox"/> taped <input type="checkbox"/> foul <input type="checkbox"/> message read out
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**ALL THREATS MUST BE TAKEN SERIOUSLY**

14.5 HAZARDOUS MATERIAL / GAS LEAK

**HAZARDOUS MATERIAL/GAS LEAK**

**ANYONE** upon discovering a Hazardous Material Spill or Gas Leak:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify the Office (ext 201/202/203 or 9312 2230) and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
- Commence evacuation via the closest safe exit.

**WARDENS** upon being notified of a Hazardous Material Spill or Gas Leak:

- Report to the Chief Warden for deployment. While performing your duties:
  - Assist anyone in immediate danger.
  - Isolate the affected area.
  - Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
  - DO NOT attempt to clean up or confine the spill or leak unless you have been appropriately trained.
  - Isolate anyone contaminated until the arrival of the Emergency Services.
- Complete the evacuation (see **EVACUATION PROCEDURE**).

**CHIEF WARDEN** upon being notified of a Hazardous Material Spill or Gas Leak:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Wardens to take control of the situation.
- Assess the type and quantity of hazardous materials involved and obtain the ‘Material Safety Data Sheet’ to determine the appropriate response.
- If required, direct the Communications Officer to call the **Fire Brigade**.
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- Send a Warden to investigate the source (in case of gas leak), and shut off supply if safe to do so.
- Direct Wardens to isolate anyone contaminated until the arrival of the Emergency Services.
- If the spill or gas leak is external, commence lockdown, close all doors and windows and turn off ventilation systems (see **LOCKDOWN PROCEDURE**).
- If the spill or gas leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**).

14.6 EARTHQUAKE

**EARTHQUAKE**

**EVERYONE** during an earthquake:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms.
- If outside, move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from the Chief Warden.

**CHIEF WARDEN** after an earthquake:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

14.7 MEDICAL EMERGENCY

**MEDICAL EMERGENCY**

**ANYONE** discovering a Medical Emergency:

- RAISE THE ALARM: Notify the Office (ext 201/202/203 or 9312 2230) and give the location and details of the emergency.
- Contact a nearby trained First Aider, if available.

**CHIEF WARDEN** upon notification of a Medical Emergency:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in the Office (Emergency Control Point).
- Activate the Emergency Control Organisation and call First Aider(s) to attend to the casualty(s).
- Direct Wardens to take control of the situation.
- If requested by the First Aider, direct the Communications Officer to call an Ambulance.
- Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty.
- For serious incidents and/or if person is hospitalised, notify the Principal to arrange for next of kin to be notified.

14.8 THREATENING BEHAVIOUR / CIVIL DISORDER

**THREATENING BEHAVIOUR / CIVIL DISORDER**

**ANYONE** becoming aware of threatening behaviour or civil disorder:

- If possible RAISE THE ALARM: Notify the Office (ext 201/202/203 or 9312 2230) and give the location and details of the emergency.
- Act calm. Do not interrupt an agitated person; allow them to have their say.
- Do not tell people to calm down.
- Do not take sides in a dispute.

**CHIEF WARDEN** in the event of threatening behaviour or civil disorder:

- Notify the Police if assistance is required.
- Direct staff and students not to confront intruders/protestors and keep away.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- Direct a Warden to meet the Police on arrival.

14.9 ARMED INTRUSION

**ARMED INTRUSION**

**ANYONE** caught up in an armed intrusion:

- Act calm and obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be compliant and answer all questions asked by intruders.
- Hand over valuables when requested. These are replaceable, life is not.
- Do not give chase when intruders depart.
- If possible RAISE THE ALARM: Notify the Office (ext 201/202/203 or 9312 2230) and give the location and details of the emergency.

**CHIEF WARDEN** in the event of an armed intrusion:

- Call the Police.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure.
- Isolate the crime scene and ensure no one disturbs the area.
- Prevent discussion between witnesses.
- Direct a Warden to meet the Police on arrival.

14.10 PEOPLE WITH A DISABILITY / INJURY

**PEOPLE WITH DISABILITY/INJURY**

**WARDENS** in the event of an evacuation:

- Assist in moving anyone with a disability/injury out of the danger area via the closest safe exit to the nominated Evacuation Assembly Area.
- If any person cannot be moved to the nominated Evacuation Assembly Area:
  - Attempt to move them to a place of safety.
  - Notify the Chief Warden at the Emergency Control Point, of the location and status of the person.
  - Direct someone to stay with the person until rescued, if safe to do so.
- Wardens should only carry people down flights of stairs as a last resort.

**CHIEF WARDEN** in the event of an evacuation:

- Log details of any person that is unable to be evacuated.
- Inform the Emergency Services of the location of anyone that requires rescue.

**NOTE:** It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.

The completed PEEP’s should be kept in the Chief Warden’s response folder for distribution/deployment of assistance during an emergency response.

**15.0 EMERGENCY MANAGEMENT: SYSTEM MAINTENANCE**

**15.1 DRILL SCHEDULE AND LOG**

The following table contains a schedule of emergency planning related training, reviews and assessments to comply with Australian Standard AS3745 and industry best practices. On completion, each element below will have a corresponding report generated and forwarded to the school principal.

DATE	TRAINING TYPE	ATTENDEES	COMPLETED BY
Term 4, 2014	ECO (Warden) Training	All Staff	Dynamiq
Term 4, 2014	Evacuation/Lockdown Exercise	Whole School	Dynamiq
Term 1, 2015	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 2, 2015	ECO (Warden) Training	All Staff	Dynamiq
Term 2, 2015	Evacuation/Lockdown Exercise	Whole School	Dynamiq
Term 3, 2015	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 4, 2015	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 1, 2016	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 2, 2016	ECO (Warden) Training	All Staff	
Term 2, 2016	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 3, 2016	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 4, 2016	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 1, 2017	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School
Term 2, 2017	ECO (Warden) Training	All Staff	
Term 2, 2017	Evacuation/Lockdown Exercise	Whole School	Our Lady of the Immaculate Conception School

**15.2 EMERGENCY DRILL / EXERCISE OBSERVER RECORD**

RUNNING LIST:					
<ul style="list-style-type: none"> <li>- Pre-briefing With Chief Warden (outline expectations/duties if required)</li> <li>- Brief Emergency Services (if required)</li> <li>- Start Evacuation - ensure “Exercise Only” Announcement is made</li> <li>- Control Re-entry (thank evacuees for participating)</li> <li>- Hold Warden Debrief</li> </ul>					
DETAILS:					
Chief Warden’s Name:					
Nature of Event:					
Location of Event:					
Date:		Time Event Initiated:		Time All at EAA:	
OBSERVATIONS:					YES/NO
Did the person discovering the emergency alert other occupants and the Chief Warden?					
Was the alarm activated?					
Were the emergency services promptly notified?					
Did staff direct persons from the building/site per the evacuation procedures?					
Were isolated areas searched?					
Were building entrances secured?					
Was the evacuation logical and methodical?					
Did occupants act as per instructions?					
Was a roll call conducted for students, staff and visitors (inc contractors and volunteers)?					
Was someone appointed to liaise with the emergency service/s?					
Was someone appointed to liaise with the parents/community?					
Was the emergency service given the correct information?					
Did anyone re-enter the premises before the “all clear” was given?					
Did anyone refuse to leave the building/site?					

15.3 DEBRIEF CHECKLIST

<b>INCIDENT DESCRIPTION:</b>		
<b>SITE:</b>		
<b>Chief Warden:</b>		<b>Date:</b>
		<b>Time:</b>
<b>WHO WAS PRESENT AT DEBRIEF:</b>		
Chief Warden:	Wardens:	
Communications Officers:		
<b>SUMMARY OF THE EMERGENCY:</b>		
<b>WHAT WAS DONE WELL?</b>		
<b>WHAT COULD HAVE BEEN DONE BETTER?</b>		
<b>WHAT ACTIONS WILL BE IMPLEMENTED?</b>		<b>BY WHOM?</b>
<b>DEBRIEF COMPLETED BY:</b>		
<b>Name:</b>	<b>ECO Position:</b>	
<b>Time:</b>	<b>Date:</b>	
<b>Job Title:</b>	<b>Signature:</b>	

15.4 EMERGENCY KIT CHECKLIST

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

## SPECIAL NEEDS REQUIREMENTS

### 16.0 CHILDREN AND STAFF WITH SPECIAL NEEDS LIST

The following sections contain details of the staff and children that may require assistance in an emergency. See section 14.10 for an emergency procedure for the evacuation of people with special needs.

#### 16.1 STAFF WITH SPECIAL NEEDS

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
Info can be accessed via special needs office (between Rooms E & F) & Administration Office						

#### 16.2 CHILDREN WITH SPECIAL NEEDS

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
Info can be accessed via special needs office (between Rooms E & F) & Administration Office						

## PANDEMIC ACTIONS (INFLUENZA)

### 17.0 INFLUENZA PANDEMIC ACTIONS

#### 17.1 PLANNING: BEFORE A PANDEMIC

PANDEMICS CHECKLIST: PLANNING (BEFORE A PANDEMIC):	✓
Chief Warden or Principal to discuss pandemic plan, roles and responsibilities with Senior Leadership Team	
Encourage families to have annual flu vaccinations	
Ensure contact lists of students and parents are up to date	
Ensure communication trees identifying key staff and agencies are up to date	
Ensure communication trees identify which staff would need to contact which groups of parents if school needs to be closed at short notice. Consider the use of SMS and the school’s website if appropriate	
Review the health and counselling support services available to students and staff	
Display Department of Health Hygiene Posters around the school <a href="http://humanswineflu.health.vic.gov.au/resources.htm">http://humanswineflu.health.vic.gov.au/resources.htm</a>	
Educate school population on how to recognise if they have flu-like symptoms: sudden onset of fever, cough, extreme tiredness and body aches. Other common signs are headaches and a sore throat	
Advise school population that they should stay home if they have flu-like symptoms	
Monitor instances of infection among school population	
Report any suspected cases of communicable diseases to the student’s parents for referral to a health professional and await further instruction from the Department of Health	
Monitor the Department of Health website for latest alerts <a href="http://www.health.vic.gov.au/chiefhealthofficer/current-alerts.htm">http://www.health.vic.gov.au/chiefhealthofficer/current-alerts.htm</a>	
If students are travelling internationally, be aware of health alerts that may require recalling students or cancelling planned trips. The Department of Foreign Affairs and Trade (DFAT) website <a href="http://www.dfat.gov.au/index.html">http://www.dfat.gov.au/index.html</a> <a href="http://www.who.int/en/">http://www.who.int/en/</a> provides health related travel advice or check the World Health Organisation’s (WHO) website	
Review cleaning policies, practices and guidelines used at the school. Ensure that disinfectants are being used	
Ensure the adequate supply of soap and/or alcohol-based hand washing products throughout the school	
Develop contingency plans to maintain management structure in case of staff illness	
Identify options for lessons for students to complete at home in case of school closure	

## PANDEMIC ACTIONS (INFLUENZA)

### 17.2 RESPONSE: DURING A PANDEMIC

PANDEMICS CHECKLIST: RESPONSE (DURING A PANDEMIC):		✓
<b>SCHOOL OPEN</b>		
Record and report daily numbers of staff and student absences due to illness		
Hold daily staff meetings to provide information on the extent of infection at the school and the current and potential impacts that may occur		
Keep in regular contact with the CECV and take its advice regarding the need to quarantine a class or (potentially) close school		
Contact CEO Media Coordinator for further advice on dealing with media enquiries		
If students become sick at school, assign a designated quarantine area to keep these students from the general school population until they can be taken home by parents		
Continue to promote personal hygiene practices		
Ensure cleaners use disinfectants as part of normal school cleaning practices		
Advise staff and students with flu-like symptoms to stay at home		
In consultation with the CEO, organise for flu vaccinations to be administered at the school		
Implement procedures to repatriate students who are overseas, if there is a risk of travel restrictions and overseas border closures. Refer to The Department of Foreign Affairs and Trade (DFAT) advice, website <a href="http://www.dfat.gov.au/">http://www.dfat.gov.au/</a>		
Implement procedures to repatriate international students who are in Australia, if there is a risk of travel restrictions and overseas border closures. Refer to The Department of Foreign Affairs and Trade (DFAT) advice, website <a href="http://www.dfat.gov.au/">http://www.dfat.gov.au/</a>		
<b>SCHOOL CLOSED</b>		
On instruction from the CECV, enact procedures to close the school		
Communicate with parents regarding decision to close the school. If school has to close at short notice use communication trees, SMS and/or the school's website		
Take advice from the CEO regarding how long the school will need to remain closed		
Provide students at home with access to educational materials such as internet sites, mail-out activities, lessons on CD, etc.		
Inform teachers of their obligations during school closure		
Contact CEO Media Coordinator for further advice on dealing with media enquiries		

## PANDEMIC ACTIONS (INFLUENZA)

### 17.3 RECOVERY: AFTER A PANDEMIC

PANDEMICS CHECKLIST: RECOVERY (AFTER A PANDEMIC):	
Modify work roles and responsibilities or add volunteers or support staff as needed	✓
Continue promoting personal hygiene measures	
Continue to provide access to educational materials to students still confined at home	
Provide counselling support services to students and staff if necessary	
Identify students, staff and families who may require longer term support and develop school resources to provide these services	
Conduct timely debriefing with staff on their return to school	
Review and revise pandemic plans and incorporate lessons learnt in updated version of the EMP. This should include all feedback received from staff, students and parents	
REOPENING THE SCHOOL	
Determine if you have enough staff to reopen the school. If not, do you have a contingency plan in place, e.g. emergency teachers and/or support staff?	
In consultation with the CECV, enact procedures for reopening the school	
Communicate with parents regarding when the school will reopen (use communication trees, SMS and/or the school’s website, letters)	