Emergency Management Plan

For

Candlebark School

"this version modified to protect the privacy of individuals"

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Review of these procedures:

Prior to the start of each new school year the Principal shall review the effectiveness of these Procedures, consulting appropriate authorities where necessary, and amend the procedures as required. Any revision of these procedures shall then be submitted to the CFA.

Communication of procedures to parents and staff

This document shall be published on the school website. Parents will be requested to familiarize themselves with the document every year, paying particular attention to the importance of staying away from the school when it is in emergency or lockdown mode.

Incident Controller:

- The designated Incident Controller at Candlebark school is the Principal. The deputy incident controller is *"removed from this copy for reasons of privacy"*. In this document, it is understood that any roles allocated to the Incident Controller are to be assumed by the Deputy Incident Controller, in the absence or incapacity of the Incident Controller.

THIS REVIEW OF THE PLAN DATED NOVEMBER 25, 2013

Next review: December/January 2013/2014

A GENERAL STATEMENT ABOUT SAFETY STANDARDS AT CANDLEBARK:

The school adopts a "best practice" approach to safety. Since the establishment of the school, an enormous amount of money, time and effort has gone into ensuring that practices at Candlebark are well above those required by statute or regulation.

Examples are:
(a) all school buses have safety belts fitted, although this is not required by law. It is compulsory for students to wear belts at all times, and this is stringently enforced.
(b) nearly all teachers have at least Level II first aid certification, and three have done the four-day residential wilderness first aid course. These courses have been paid for by the school.
(c) all senior students are regularly given first aid instructions to level II standards by instructors from the St John's ambulance or similar bodies.
(d) all students, from Prep level upwards, are trained in emergency first aid procedures at least twice a year at school assemblies.
(e) The school is serviced by the Romsey CFA, who inspects the school's fire fighting equipment every three months, and maintains it in a safe condition.
(f) Tree contractors regularly check trees in significant locations, and, in conjunction with the school's Property Manager, remove branches and trim trees as necessary.
(g) powerlines are regularly checked by Powercor and the school's Property Manager, and vegetation is trimmed as needed.
(h) all teaching staff are on duty during all play periods or periods of free time, to ensure the safety of children.

In Case of Emergency

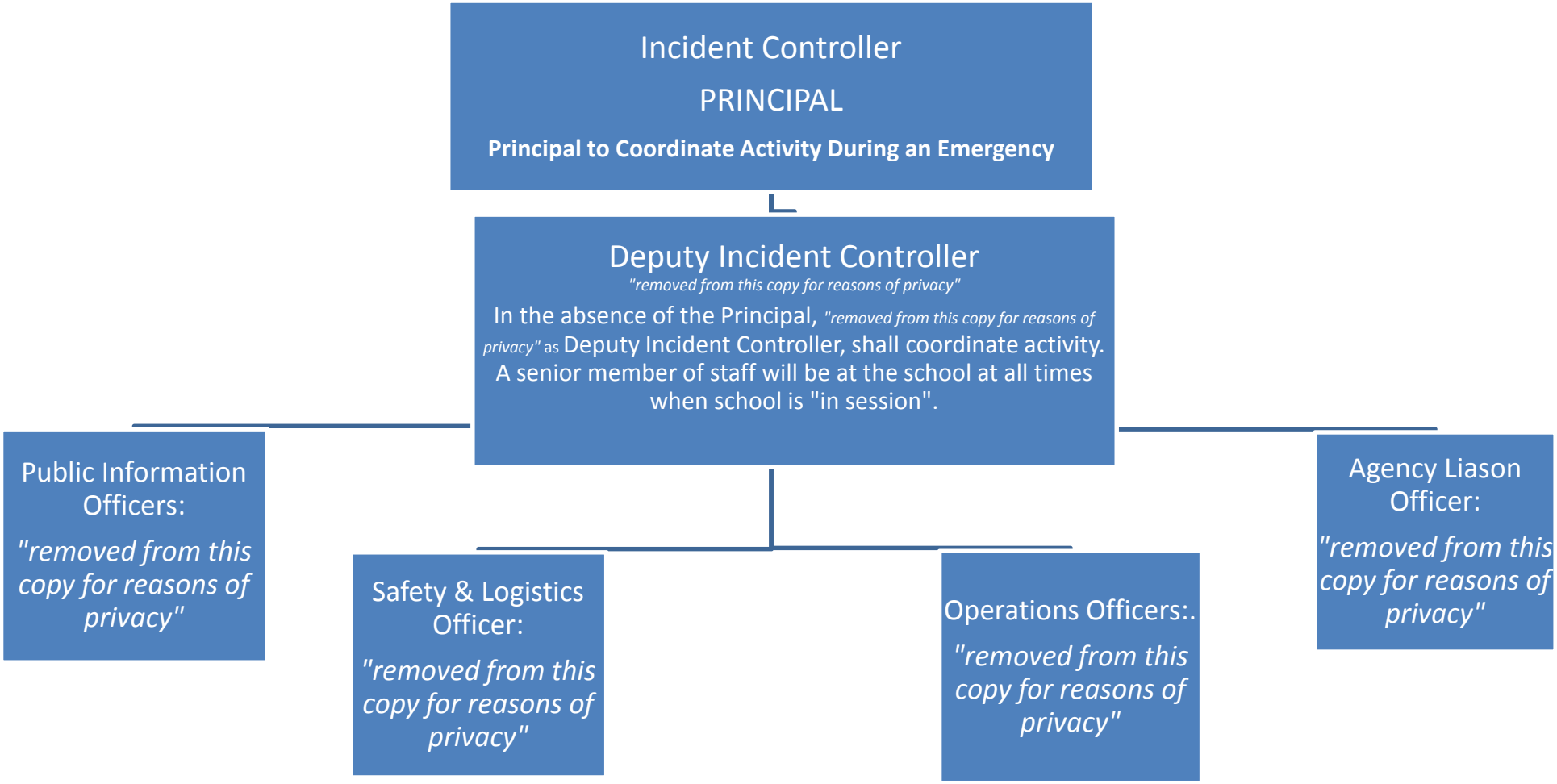
Incident occurs	CALL	000

Advise	WHO	Fire, Ambulance or Police. Introduce yourself to the operator and follow the prompts.
	WHERE	Our details are: Tye Estate 83 Kerrie Road, Kerrie 3434 Nearest 'T' intersection is Kerrie Road & Mt Eliza Road School office phone: 03 5427 0384 School kitchen phone: 03 54 270 209
	WHAT	Tell the operator: • Number of casualties • The type of emergency: *Fractured lower right leg, loss of consciousness, asthma attack, diabetes, etc.* • Male or Female • Approximate age of casualty Then ask: **HOW LONG WILL YOU BE?**

In Case of Emergency *cont.*

Report	**Reporting an Emergency in the School** As part of our philosophy that students should take responsibility for themselves and for others, we educate them in ways to respond to emergency situations. We expect older students to use their judgement and call 000 if they deem this the most efficient first response to an emergency. Similarly adults who deem this to be the most appropriate response to an emergency should call 000 on their own initiative. Having done so however, students and/or adults must then report to the nearest responsible teacher, and then to the Principal or office staff. **Reporting an Emergency at a Camp or Excursion** The same procedure is to be followed during school camps or excursions. Adults supervising camps and excursions should have access to at least two mobile phones, which must be charged before leaving school, and the numbers made known to the school office. The attendance of the Principal at emergencies occurring at camps or excursions is at the Principal's discretion.
Alert	**Alerting the School** For an in-school emergency, students will be alerted by means of the warning siren, or, if power is unavailable, by the portable warning siren. As well, the school bell may be rung continuously. An announcement will be made instructing staff and students about action to be taken.
Coordinate	**Emergency to be Coordinated from the School Office** The coordinator will manage the emergency from the school office. Contact with areas of concern around the school will be by means of the school's walkie-talkies, and if appropriate by using 'runners'. For the duration of the emergency, staff or students should not enter the school office, except when undertaking a task directly relating to the emergency.

Incident Management Team



Roles and Responsibilities

Roles and Responsibilities	1) **Principal to Coordinate Activity During an Emergency, as specified above.** In the absence of the Principal, *"removed from this copy for reasons of privacy"*, as Deputy Incident Controller, shall coordinate activity. A senior member of staff will be at the school at all times when school is "in session". 2) **Teachers will be Directed by the Coordinator During the Emergency** Adults or students should not initiate any action relating to the emergency without the coordinator's authorisation. This of course does not prevent a teacher taking action to minimise the immediate nature of the emergency, such as using a fire extinguisher or administering first aid. A staff member given a task by the coordinator must advise the coordinator when it has been completed. 1) **Public Information (responses to requests from members of the public, including parents, and media):** *"removed from this copy for reasons of privacy"* 2) **Safety Officer (ensures all actions are conducted with employee and student safety focus):** *"removed from this copy for reasons of privacy"* 3) **Agency liaison Officer (assist with response to outside agencies' requests/information):** *"removed from this copy for reasons of privacy"* 4) **Logistics officer (responsible for securing materials, resources):** *"removed from this copy for reasons of privacy"* 5) **Operations officer (student care/ensuring adherence to school protocols, procedures):** *"removed from this copy for reasons of privacy"*

Checklist – Emergency Kit

Emergency Kit Checklist	Standard portable first-aid kit with bandages, savlon, antiseptic wipes. Special medications: Ventolin, epi-pen, personalised diabetes kits from first-aid room etc Updated attendance/student rolls list. Medical and special needs list: children with asthma, diabetes, allergies Bottled water/sunscreen/spare hats Portable snacks – sultanas, dried fruits, energy bars Emergency contact telephone list Charged mobile/satellite phone/s Torch with replacement batteries Battery-powered radio and spare batteries Charged two-way device

Checklist – Immediate Tasks

Immediate Tasks Checklist	
	❑ Notify the emergency services
	❑ Ensure that everybody is safe from injury or harm
	❑ If safe to do so, send one or more people to the front gates to direct traffic, especially emergency vehicles
	❑ Equip people who are to be sent to the front gate with copies of the site plan, to be made available to emergency services.
	❑ Allocate responsibility for assembly and possible evacuation of staff and students
	❑ Allocate responsibilities to individual staff
	❑ Allocate responsibility for management and safety of farm and domestic animals, where human safety is not jeopardised.
	❑ Allocate responsibility for management of information including telephone calls
	❑ Allocate responsibility for coordinating media requests for information
	❑ Allocate responsibility for providing information to parents if/when they arrive
	❑ Establish a team to telephone parents
	❑ Establish a recovery room for students and staff who may be traumatised by exposure to the emergency. Preferred location is Cecilia Cottage.
	❑ Establish a waiting room/information centre for parents, preferably Allen Cottage.

Immediate Tasks Checklist *cont.*	
	❑ Establish a media assembly point, in classroom. ❑ Continue to update information to all people on the school property, especially to emergency services. ❑ Continue to seek information from relevant authorities and to provide further information to them. ❑ Inform the school community via email, SMS, website and telephone calls ❑ Send follow up letter to school Community ❑ Consult Emergency Management Plan for sample letters that can be sent to members of the school community. ❑ Monitor school community reactions and support those in care-giving roles ❑ Liaise with outside agencies including emergency services ❑ Set aside time to debrief key personnel, reviewing responses, and refining strategies for future emergencies. ❑ Consult Emergency Management plan as issued by the Education Department, for advice as to needs of those affected (at end of document)

Emergency numbers & Key Contacts

GROUP	Phone Number
Fire/Ambulance/Police	000
Council – Macedon Ranges Shire	1300656577
Dept of Education - Regional Office	5440 3111
Electricity	132412
EPA	1300 372 842
Gas – Elgas	131161
Kyneton Hospital	54229900
National Security Hotline (re terrorism)	1800123400
Poisons Information	131126
Romsey Police Station	54295461
Romsey Medical Centre	54295254
Romsey Medical Centre after hours	1300557512
SES	132500
Victorian Bushfire Info Line	1800 240 667
Water - Western Water	1300650425
Wildlife Rescue	1300094535
After hours school numbers: *"removed from this copy for reasons of privacy"*	
NEIGHBOUR TO CONTACT: *"removed from this copy for reasons of privacy"*	

Emergency & Key Contact Directions

Romsey has a police station and an ambulance station. There is a medical clinic, Romsey Medical Centre, Rear 99 Main Street, Romsey, which is open 8 am to 8 pm Monday to Thursday, 8 am to 5.30 pm Friday and 9 am to 1 pm on Saturday.

Directions to medical centre: Go down school drive, turn left, go to end of the road, turn right along bitumen, turn left at Mitre 10, (at Giveway sign), take next left (National Bank on corner), medical centre is on the right.

In a situation requiring a response beyond the capacity of the medical centre, an ambulance should always be called.

Our nearest hospital is Kyneton Hospital, which has a 24-hour emergency department, but in the past students with serious medical problems have generally been taken straight from the school or the Romsey Medical Centre to the Royal Children's Hospital in Flemington Road.

Emergency Contact Information – School Personnel

"removed from this copy for reasons of privacy"

Priority Risks Schedule

The estimated levels of risk are priorities

Priority	Hazard specific risks
Very high	**Bushfire** **Building Fire**
High	**Snake Bite and insect bite**
Moderate	**Injuries resulting from falling branches or trees, or from students falling**
Low	**Injuries from farm or domestic animals** **Getting lost** **Influenza Pandemic** **Siege/hostage/violent intruder attack** **Disappearance or abduction of student** **Bomb threat** **Motor vehicle collision** **Outbreak of disease** **Acts of God, such as storms or earthquakes** **Serious injury/serious assault/sexual assault/fatality**

Lockdown procedures & Actions

Lockdown Procedures	In certain emergency situations, the Incident Controller may order a lockdown. In the absence of other messages, the signal is the sounding of the school emergency siren and/or a continuous ringing of the school bell. Police and other emergency services are to be notified immediately, by the Incident Controller, or, where he is unavailable, by other staff members. ESMU is to be notified on 9589 6266. Ensure a telephone line is kept free. The Incident Controller is to establish an emergency management team to plan further actions and to enact the response plan. He allocates specific responsibilities. AS A HIGH PRIORITY: locate any individual or groups of students who are in an unsafe area, and have them brought to safety. Locate any visitors on campus and guide them to safety. Contact groups who are away from school and divert them; similarly contact any parents who may be approaching the school to collect students, and divert them. Where appropriate and safe, a member of staff is to be sent to the front gate to secure the entrance to the property by way of a chain and "school closed" sign. No unauthorised people may have access. Where appropriate and safe, a second staff member is to be sent to the front gate to guide emergency services personnel. Where appropriate, secure external doors and entrances to individual buildings. Ensure all adults and children are accounted for – including visitors to campus, music teachers, delivery drivers, tradesmen, parents, CRT teachers, student teachers.

Actions after Lockdown	Notify parents by SMS or e-mail, or telephone as appropriate. Where possible record details of actions undertaken. Await deactivation advice from emergency services personnel. 1. Confirm with emergency service personnel that it is safe to deactivate the lockdown. 2. "Determine whether to activate the school-parent reunification process", as the Department of Education puts it. Or in other words, decide whether it's safe to let parents into the school. 3. Determine if there is any specific information staff, students and visitors need to know. 4. Ensure any students, staff or visitors with medical or other needs are supported. 5. Notify parents of any relevant information, including the end of the lockdown, via SMS, phone calls and e-mails. 6. Advise ESMU that the lockdown is over. 7. Brief staff on the incident. 8. Brief students on the incident. 9. Determine in consultation with staff whether short term, medium term, or long-term effects on staff, visitors or children which may require counselling are likely, and organise accordingly. 10. Brief media as appropriate. 11. Document the history of the lockdown. 12. Have an operational debrief to review the lockdown and school procedural changes that may be needed.

Fire

FIRE

THE MOST OBVIOUS EMERGENCY THAT IS LIKELY TO THREATEN THE SCHOOL IS THAT OF BUSHFIRE OR BUILDING FIRE.

THE FOLLOWING PROCEDURES ARE STIPULATED FOR CANDLEBARK SCHOOL DURING THE BUSHFIRE DANGER PERIOD (WHICH SHALL GENERALLY BE CONSIDERED TO BE THE PERIOD DURING WHICH FIRE RESTRICTIONS ARE IN FORCE FOR THE MACEDON RANGES DISTRICT)

1. Staff shall be briefed on their duties at least twice a year, being the start of the school year, and the start of the bushfire danger period.

2. The bushfire emergency management procedures as set out below will be the subject of a staff briefing at the start of the first day of every school week during the bushfire danger period, where known staff absences will affect allocation of staff to particular duties. Those members of staff designated to fill a position (below) will each be given a personal copy of the procedures for the ensuing week and a tabard for that position.

3. These procedures shall be exhibited in a prominent position in every school building.

4. Closure of the School

During periods of Total Fire Ban or Code Red Bushfire Warning the Candlebark School will be closed to all students and teaching staff.

5. While the School is Occupied:

(a)Situational awareness

The Principal shall arrange for a staff member to be responsible for monitoring, as appropriate (for instance if the FDI enters the range FDI 25 – 49, “Very High Fire Danger”):

- we will monitor SMS messages delivered by government and/or fire agencies to alert the community of fire risks.
- the local CFA radio frequency;
- the school's emergency radio frequency scanner;
- 774 Radio;
- CFA's website www.cfa.vic.gov.au
- Victorian Bushfire Information Line on 1800 240 667; and
- Twitter— CFA Updates account to learn of any outbreak of bushfire in the surrounding area.

Name: Property Manager, Business Manager.

The Principal shall designate a competent staff member to monitor the school weather instruments and determine the Fire Danger Index (FDI) using the McArthur Forest Fire Danger Meter Mk 5.

Name: Science Coordinator

A "trigger" to take interest in the FDI is an increasing wind speed observed in the school ground or the trees around the school ground.

The increasing FDI shall be a "trigger" to pay close attention to monitoring CFA radio activity to learn of any outbreaks of fire that could threat the school.

(b) Practice

At the beginning of the school year and then the beginning of each new month thereafter until the end of the CFA fire restrictions applying in the Candlebark area, the Principal shall arrange for all students and staff to participate in an exercise to implement these procedures.

(c) Staff training

Staff shall receive such ongoing emergency response training as deemed appropriate by the Incident Management Controller and as advised by relevant bodies such as the CFA, Macedon Ranges Shire Council, and the Education Department.

IN THE EVENT OF BUSHFIRE OR BUILDING FIRE, TWO REMEDIES ARE OPEN TO THE INCIDENT CONTROLLER:

1. All staff, students and other persons on campus to evacuate by means of the school's buses to Romsey
2. All staff, students and other persons on campus to take refuge in the library.

PROCEDURES FOR EVACUATION TO ROMSEY:

Evacuation Decision

There shall be no evacuation of the school without the approval of the Incident Controller.

If the school is to be evacuated it will be to the corner of Park Lane and Barry Street Romsey, the Romsey Recreation Reserve in Romsey, by the most direct route, unless such route is impractical given the conditions.

The school must maintain sufficient bus seats and drivers to evacuate all persons present at the school at all times.

Names of Designated Bus Drivers: *"removed from this copy for reasons of privacy"*

Every bus used to transport students and staff will be examined for roadworthiness annually by an approved testing station, and a roadworthy certificate be obtained.

At all times any bus pre-allocated for evacuation shall carry no less than fuel sufficient to travel 100kms fully laden.

Each bus will carry a supply of drinking water reasonably sufficient for each passenger over the distance between the school and Romsey.

The bus driver shall be responsible for the safety of the bus and its passengers.

Supervision of passengers:

In addition to the designated driver, at least two competent members of the teaching staff will accompany each bus to supervise the students, as per the list below.

A designated teacher, currently *"removed from this copy for reasons of privacy"*, will don appropriate clothing, obtain a walkie-talkie, and a car, and go immediately to the front gate. *"removed from this copy for reasons of privacy"*will staff the office, as the operational headquarters. They will make provisions for visitors to the property, casual music teachers, and any people resident in the two houses on the property.

It is *"removed from this copy for reasons of privacy"* responsibility to inform civilians, including parents of Candlebark students, that the school is in lockdown mode, and they cannot enter the property.

"removed from this copy for reasons of privacy" will liaise with *"removed from this copy for reasons of privacy"*, and the two of them will take the ute, and check that it has the (previously prepared) chainsaws, mobile phone, First-aid kit, walkie-talkie, crowbars, shovels and other emergency equipment. *"removed from this copy for reasons of privacy"* will go to the "Sunbury" coach, start its engine and stand by to be its driver; *"removed from this copy for reasons of privacy"* will go to the "Woodend" coach, start its engine and stand by to be its driver, *"removed from this copy for reasons of privacy"* ditto for Lancefield bus.

*"removed from this copy for reasons of privacy"*is to get the emergency evacuation folder for the Sunbury bus (next to the driver's seat).
This contains the roll of students who travel on this bus to and from school each day plus students who travel to school by car.
NOTE: asthmatic students on bus –*"removed from this copy for reasons of privacy"*
NOTE: Diabetic student on bus – *"removed from this copy for reasons of privacy"*

"removed from this copy for reasons of privacy" is to get the emergency evacuation folder for the 23 Seater bus (next to the driver's seat). .
This contains the roll of students who travel on this bus to and from school each day.
NOTE: asthmatic student on bus –*"removed from this copy for reasons of privacy"*
NOTE: Anaphylactic students on bus – *"removed from this copy for reasons of privacy"*

"removed from this copy for reasons of privacy" is to get the emergency evacuation folder for the Woodend bus (next to the driver's seat).
This contains the roll of students who travel on this bus to and from school each day. *"removed from this copy for reasons of privacy"* will also go on this bus if not needed for the rearguard vehicle. Oldest students should disperse themselves through the bus, sitting by windows, to be a source of support for younger students.
NOTE: asthmatic student on bus –*"removed from this copy for reasons of privacy"*
NOTE: Anaphylactic student on bus – *"removed from this copy for reasons of privacy"*

Sunbury, Riddells Creek, Gisborne students will immediately board the Sunbury bus , with *"removed from this copy for reasons of privacy"*. Students who travel to school by car will also board this bus. Oldest students should disperse themselves through the bus, sitting by windows, to be a source of support for younger students. Headcounts, followed by roll calls if required, will be instituted immediately.

Woodend, Newham & Macedon students will board the Woodend coach, with *"removed from this copy for reasons of privacy"*. Oldest students should disperse themselves through the bus, sitting by windows, to be a source of support for younger students. Headcounts, followed by roll calls if required, will be instituted immediately.

Romsey & Lancefield students will board the 23 Seater bus, with *"removed from this copy for reasons of privacy"*. Headcounts, followed by roll calls if required, will be instituted immediately.

Numbers are to be reported to *"removed from this copy for reasons of privacy"*. He is responsible for co-ordinating student rolls as well as accounting for adults, including visitors, on campus. *"removed from this copy for reasons of privacy"*is responsible for ensuring that first-aid kits are on all buses.

No vehicles are to leave the campus unless authorised by *"removed from this copy for reasons of privacy"*. When authorised, the scout vehicle, with *"removed from this copy for reasons of privacy"*, or in their absence other designated staff, will leave ahead of the buses, who will follow in convoy, the second bus collecting *"removed from this copy for reasons of privacy"* at the gate.

A rear-guard of *"removed from this copy for reasons of privacy"*will search for and collect any missing persons and bring them along in a four-wheel-drive.

SMS will be used to advise parents as to the pickup point where they can collect their children. At all times, students will only be released to their parents, unless we are specifically directed otherwise by parents.
Communications

At least one cellular telephone utilising the cellular telephone service provider that provides the best mobile service between Candlebark School and Romsey shall be available on each bus.

PROCEDURES FOR TAKING REFUGE IN THE LIBRARY:

Name of the appointed Bushfire Refuge Manager: *"removed from this copy for reasons of privacy"*

Bushfire Refuge Readiness

During the bushfire danger period, the Library as the designated “bushfire refuge” shall be maintained in a constant state of readiness for use as a refuge, including provision of an adequate supply of drinking water, a

comprehensive first aid kit suitable for treating minor burns and injuries consistent with those caused by falling embers or firebrands, a supply of sterile eye irrigation fluid sufficient to treat students and staff who are subjected to smoke outside the refuge that causes eye irritation, and portable battery powered electric lighting for use inside the refuge.

Occupying the Bushfire Refuge (Library)

If it becomes apparent that the circumstances around the school warrant such action, the Candlebark School Incident Controller will order the occupying of the refuge by all persons on the property except for the Incident Controller himself/herself, who will make his/her own decision on the timing of that action.

School lock-down

In the event that the bushfire refuge is activated a competent and appropriately dressed member of staff will be directed by the Incident Controller to place an unlocked chain across the school entrance and a sign stating that the school is closed.

Qualified First Aider

At least one qualified first aid provider shall remain at the refuge at all times it is in use as a refuge. It is noted that nearly all members of staff at Candlebark are qualified to render first aid.

Refuge Ventilation

Windows and overhead vents shall be closed when the library is activated as the bushfire refuge, and the opening of external doors shall be minimised to prevent the entry of smoke. Custom-made caps of fire-resistant material are stored in the library and are to be placed over the ventilation shafts at the direction of the Bushfire Refuge Manager at the first opportunity.

Windows

Having regard to their proximity to ground level, awning style windows at the front of the refuge will be opened to an extent that will allow fresh air to enter the refuge when there is no longer a risk of smoke entering the refuge. The Bushfire Refuge Manager shall be responsible for the decision to open the windows.
It is anticipated that the refuge windows shall remain closed for no longer than 60 minutes from when smoke actually entering the refuge became an issue of concern.

School Attendance Rolls

The responsible teachers will bring the student daily attendance records and immediately check off names as students arrive at the refuge. When it appears that all students have arrived, that the teachers will again call the roll to double-check that all students are safely in the refuge.

Teachers with the direct responsibility for managing the rolls shall be the teachers designated as Year Coordinator for each group. In the absence of any teacher, *"removed from this copy for reasons of privacy"* will appoint a replacement.

Teaching staff not directly involved in the control of children will be detailed to position themselves where they can observe the movement of groups of children to the refuge to ensure none leave their group.

Should circumstances necessitate activation of the refuge, students and staff will remain within the refuge until the fire or other emergency services officer appointed to attend the school in the aftermath of the fire deems it safe to move outside.

The previously nominated teaching staff shall regularly call the rolls to ensure no-one is missing.

Communicating with Parents and Guardians

Utilising the prearranged lines of communication, for instance via SMS and the school website, the Incident Controller will arrange for parents and guardians to be

informed of the developing situation at the school. and any appropriate procedures for collecting the students..

Protection of School Buildings other than the Refuge

Immediately after the students have vacated the classrooms and other buildings the school maintenance staff or appointed teaching staff members will ensure that the windows and doors of all school buildings are shut and there are no readily combustible objects, such as school bags or portable sporting equipment in such a position that if ignited by embers or firebrands would threaten a school building. On finishing this task they shall move immediately to the refuge.

Teaching staff will give their attention to the well-being of students and not allow themselves to be distracted by or attempt to extinguish a fire in any of the above ground buildings.

Names of staff designated to close the school buildings as above:
"removed from this copy for reasons of privacy"

Announcements

The school communications system will be used to inform teaching staff that they are to gather students for whom they are responsible and move them in an orderly manner (no running) as a group by the shortest established footpath route to the refuge.

Fuel Reduction Enhancement and First Aid Firefighting

Prior to the arrival of the fire in the school grounds, periodic wetting down of the grass area in front of the refuge for at least 10 metres width (radius) will be done by maintenance staff until it becomes unsafe to stay outside the refuge.

When safe to do so, school maintenance staff shall be delegated by the Incident Controller to use the hose reel

provided at the front of the refuge to extinguish any fires that may be burning on or around the front of the refuge.

Maintenance staff undertaking the above action and other first aid fire prevention and suppression activities at the school will be clad as currently recommended by the CFA in its advice on “personal protective clothing” in its publication “Stay and Defend Fire Ready Kit – Supplement”

Release of students and staff

Following the fire, advice shall be sought from the attending emergency services representative as to the safest manner in which to return the students and staff to their homes.

Advice to parents and guardians

On deciding on the manner of release of students, parents and guardians will be so advised, as directed by the Incident Controller.

Bus & Vehicle Timetable *"removed from this copy for reasons of privacy"*

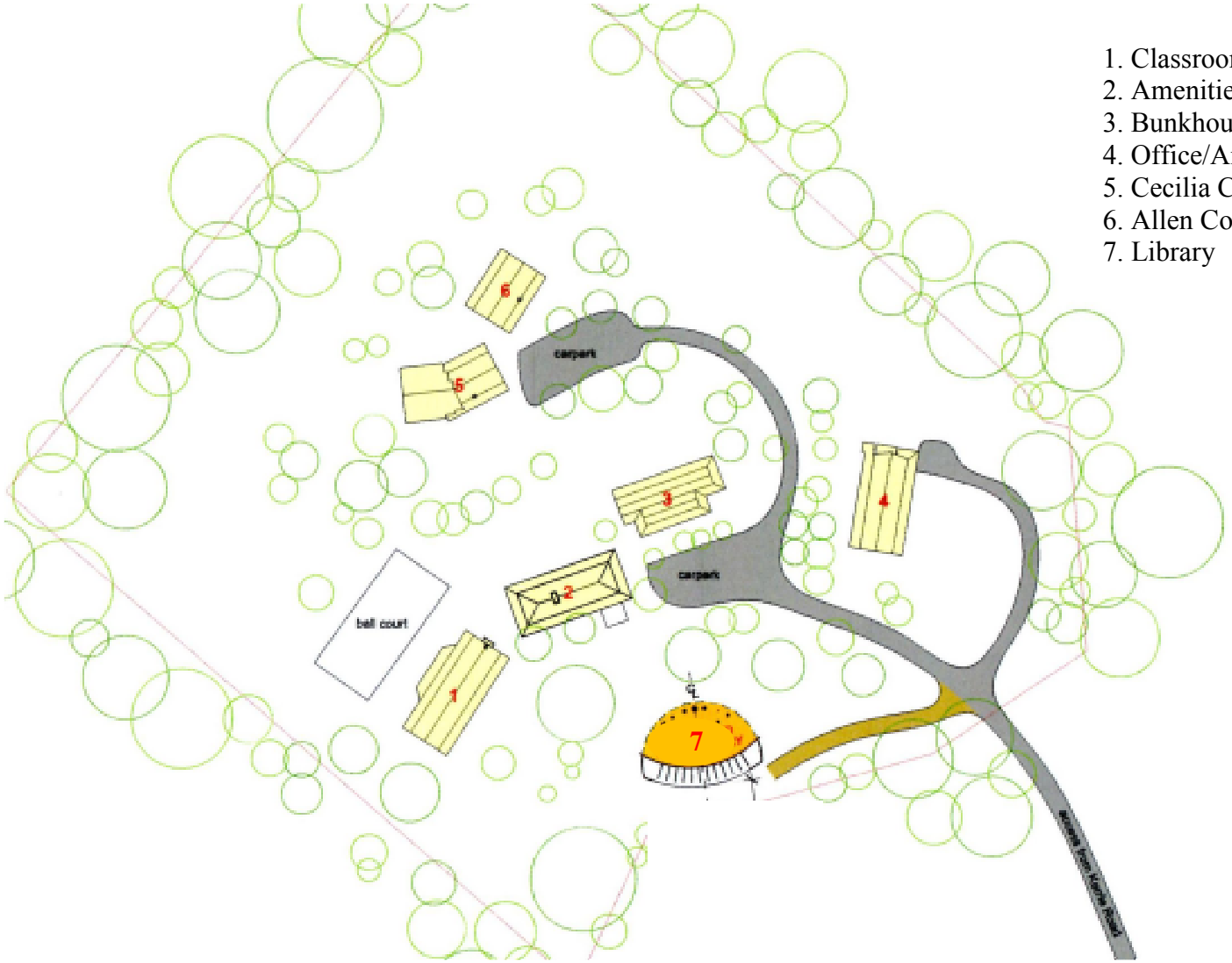
	WOODEND BUS	SUNBURY	23 SEATER	UTE	4WD
MONDAY	**Woodend, Newham & Macedon students**	**Sunbury, Riddell, Gisborne Students (plus students who normally travel by car)**	**Romsey & Lancefield Students**		
TUESDAY	**Woodend, Newham & Macedon students**	**Sunbury, Riddell, Gisborne Students (plus students who normally travel by car)**	**Romsey & Lancefield Students**		
WEDNESDAY	**Woodend, Newham & Macedon students**	**Sunbury, Riddell, Gisborne Students (plus students who normally travel by car)**	**Romsey & Lancefield Students**		
THURSDAY	**Woodend, Newham & Macedon students**	**Sunbury, Riddell, Gisborne Students (plus students who normally travel by car)**	**Romsey & Lancefield Students**		
FRIDAY	**Woodend, Newham & Macedon students**	**Sunbury, Riddell, Gisborne Students (plus students who normally travel by car)**	**Romsey & Lancefield Students**		

Bomb Threat Guide – Remember to keep calm!

General Questions To Ask a Caller	1. What is it? Is it a bomb? 2. When will it explode or when will the substance be released? 3. Where did you put it? 4. What does it look like? 5. When did you put it there? 6. How will it explode, or how will the substance be released? 7. Did you put it there? 8. Why did you put it there?
Bomb Threat Questions	1. What type of bomb is it? 2. What is in the bomb? 3. What will make the bomb explode?
Chemical /Biological Questions	1. What kind of substance is in it? 2. How much of the substance is there? 3. When will the substance be released? 4. Is the substance is a liquid, powder or gas?
Immediately Following a Bomb Threat	Immediately following bomb threat, please fill in the following information: Exact wording of the threat: _____ Gender of the caller: _____ The voice or accent of the caller: Australian? Asian? European? Middle East? British? American? Other (specify)? _____ Background noise? None? Traffic? Sirens? TV/radio? Music? Aircraft? Voices? Construction? Train? _____ Duration of call? _____ Estimated age of the caller: _____ Did the caller appear familiar with the area? _____ Other comments: _____

Site Plans & Area Maps

CANDLEBARK BUILDING PLAN



1. Classrooms
2. Amenities
3. Bunkhouse/Science
4. Office/Art/Computer Room
5. Cecilia Cottage
6. Allen Cottage
7. Library

SECTION 6
SITE INFORMATION

The school is situated in a 3.0 hectare clearing toward the lower southern end of a tall messmate forest located roughly midway between Romsey and Mt. Macedon.

With a significant natural landfall averaging approx. 1 in 8 from northwest to southeast, the school clearing has been benched with a series of flat earth platforms to provide sites for six small timber buildings (constructed on concrete slabs) and for paved outdoor play space.

There appear to be no problems with surface drainage around existing buildings, away from land benches, or across unaltered natural ground within the school clearing.

Internal roadways serving the school are well formed and generally dressed with gravel. Where particularly steep, they are sealed with concrete.

The tree canopy at the edge of the school clearing is very high. This, compounded by the southward land slope, causes very deep shadows to be cast across the clearing (particularly ex northeast and northwest boundaries) through most of the day in the colder months of the year.

The existing school buildings (with maybe the exception of Building 4) are sufficiently set back from the forest edge to have good solar access, however most of the vacant cleared land between has poor sun exposure. This is of importance when considering sites for new buildings now required to achieve good daytime winter thermal performance in what is designated a cold climate location (zone 7) under Part J of the BCA.

Pandemic Action Plan

Prevention and Preparedness (Inter-pandemic phase)

Goals: The school is actively promoting behaviours aimed at minimising the risk of influenza pandemic transmission.
The school is prepared for a pandemic outbreak and has written a pandemic plan as part of the existing emergency management plan.

The school community is educated about pandemic influenza and is familiar with the school pandemic management strategies and plan.

If a person has a fever or becomes unwell at work then the person should be referred, as soon as possible, to a GP for medical assessment. (In the case of a student, their parents should collect their child immediately and take them to a GP).

Any unwell person should be keep at least one metre away from others.

People who are unwell should not return to work or school until they have fully recovered and have received medical advice that they can safely return to work.

Work colleagues and students who have been in close contact with a person who has become unwell, should be advised to monitor their health and to be medically assessed by a GP if they become ill.

Develop a checklist of materials and tasks you will need for promoting good hygiene at school.

- Review workplace cleaning strategies in light of influenza transmission minimisation strategies
- Identify supplies required to meet advised cleaning of surfaces
- Plan to stockpile additional materials you think you may require but may be difficult to buy in extreme pandemic circumstances.

Promote hygienic food handling measures

- Hand washing
- Include cleaning staff in pandemic planning and education
- Include kitchen staff in pandemic planning and education

Personal Protection for school first aid providers

Masks recommended:

√ N95 or P2 masks able to filter 0.3µm particles are recommended
√ Standard surgical masks if N95 or P2 are unavailable
√ Suspected swine influenza patients are advised to wear masks

During clinical assessment

√ Wear a gown, goggles and mask with gloves during assessment of suspected pandemic case
√ Switch off air-conditioning, close door and open external window if possible
√ Practice standard infection control procedures with a focus on hand washing, disinfection and disposal of objects potentially contaminated by respiratory secretions
√ Advise ambulance staff of potential contaminant status and advise to take infection control measures
Transmission based precautions

√ Droplet precautions
√ Contact precautions
√ Airborne precautions including the use of high efficiency
Masks

Precautions should be implemented while the patient is infectious
√ Adults (over 12 years of age) - precautions must be
implemented at the time of admission and continued until 7
days elapse since resolution of fever
√ Children (under 12 years of age) - precautions to be implemented at time of
admission and continued until 21 days have lapsed since onset of illness

Infection Control Equipment Checklist

N95 or P2 masks
Gowns
Goggles
Gloves
Disinfectant, the virus is inactivated by 70% alcohol and by chlorine
Hazardous materials disposal bags

How to fit and remove a protective gown

Put on the gown so that your front and arms are fully covered and the
gown is opening at the back.
Fasten the ties at the neck and back.
Tuck gown sleeves under glove cuffs.

Removing and disposing of personal protective equipment

With clean hands, untie or break the ties at back and neck.
Touch only the inside of the gown; pull from neck and shoulders and then arms, turning
the gown inside out as you remove it.
Roll gown into a bundle and put in a hazardous waste bag.
Wash hands or use an alcohol based rub.

Other Specific Emergencies the school may experience

1. Fatality
2. Abduction
3. Siege
4. School Vehicle involved in a Collision
5. Poison
6. Bomb Threat
7. Snake Bites
8. Protracted Containments

1. Fatality

a) In the Classroom

• teachers to advise Principal immediately
• students to be taken to the meeting room or a vacant classroom if outside at play/lunchtime
• students to be supervised by teachers at all times
• Principal or Business Manager to contact police and ambulance, if this has not already been done
• spare teachers will ensure classroom kept clear until police arrive
• office will liaise with emergency services
• trauma group will be activated to assist staff and students.
• professional counsellors to be contacted
• office will contact parents of surviving students, after receiving permission from police

b) In school grounds

• Principal to be advised immediately
• area to be cleared and students taken under supervision to the meeting room or a vacant classroom
• students to be supervised by teachers at all times
• office to immediately notify police and ambulance, if this has not already been done
• accident area to be sealed off by spare teachers until police arrive
• office will liaise with emergency services
• trauma group will be activated to assist staff and students.
• professional counsellors will be contacted
• office will contact parents of surviving students, after receiving permission from the police

2. Abduction

In the event of the abduction of a student:

• Principal to be advised immediately
• Principal to contact police and student's parents
• witnesses to be located for police
• if during a class break (recess, lunch time) students to be returned immediately to classroom
• office to liaise with police

3. Seige

a) Near School

- teachers to be advised immediately
- students to be returned immediately to classrooms and attendance rolls checked
- students to remain indoors until all clear received
- if at end of day, students to be escorted to bus by staff. If police permit, students to be released to parents

b) In School

- Principal to be advised immediately
- Principal or Business Manager to contact police
- if possible students to be removed from danger area
- nobody permitted to enter area until police arrive

4. School Vehicle Involved in a Collision

- office to be advised immediately
- office to contact police and ambulance, if this has not already been done.
- office to contact parents involved to advise them of situation
- trauma group to be activated to assist staff and students, and if necessary, professional counsellors to be contacted

5. Poison

- trained staff member to administer first aid
- trained staff member to ring **Poisons Information Centre** on **131 126**
- Principal to be advised immediately
- student's parents to be notified

6. Bomb Threat

- in the event of a bomb threat the school must ring 000
- all students and staff must evacuate the buildings immediately and be assembled on the top oval
- delegated members of staff must check all buildings to ensure that they are empty
- an immediate roll call is to be held to ascertain all students have been accounted for
- staff must ensure that nobody re-enters the suspect area or buildings in its vicinity
- any suspect package must be left for police to inspect
- staff and students are not to re-enter the buildings until the police have given the all clear

7. Snake Alert and First Aid for Bites

Snake Alert;

Candlebark is in a rural area and it is likely there will be snake encounters around the school from time to time. Snakes are most active during the day in Spring, Summer and Autumn. However, they can be active on warm winter days and during warm nights.

Candlebark students, parents and staff should not run through long grass or thick ground cover at school, particularly in bare feet.

All snakes are protected by law. There is no reason why we cannot live in harmony with them provided we respect their presence and take all reasonable precautions when snakes are encountered.

(A) Course of Action if Snake is Seen

a) Assume it to be venomous.

b) Immediately tell any nearby people to stay well away from the snake while someone alerts a teacher/staff member/adult that they have seen a snake.

c) Ensure someone remains watching the snake but does not go near the snake

d) The adult informed should immediately inspect the site from a safe distance. If the snake is not visible anymore do not try to flush it out. No adult or child should try to kill or catch the snake. Snakes can move quickly and it is paramount to ensure your safety and the safety of nearby children.

e) After a quick assessment is made, the informed adult is to ensure all children are kept safely away.

f) As soon as the safety of children and adults is established the notified adult will immediately call the Principal, who may elect to call the Environmental Protection Authority (EPA – 1300 130 372. The EPA will then advise further course of action.

g) The greatest risk of snake bite from venomous snakes comes from people trying to kill or handle them.

h) all staff and students will be notified that a snake has been sighted (giving the specific location) and assurances given as to the steps taken.

(B) First Aid for Snake Bites;

If you or another person is bitten:

a) Do not panic. Try to remain calm, lie down and immobilize the bitten area.

b) Have another member of staff ring 000 and seek medical help while you do the following;

c) Apply a bandage but do not block circulation. Take a broad bandage and bind along the limb starting at the bite area, at the same pressure as for a sprain. Then bandage down the limb and continue back up the entire limb over and above the bite area. This will help prevent the spread of the venom through the body. Do not remove the bandage. It is often easier to go over the top of clothing such as jeans rather than remove clothing. In an emergency, strips of clothing can be used instead of a bandage.

d) Immobilise the limb with a splint. Lie down and keep the limb completely still until help arrives. Do not elevate the limb or attempt to walk or run. Movement will encourage the spread of venom through the body.

e) Do not attempt to catch the snake. All too often, the snake will bite again if an attempt is made to catch it. Identification of the snake species can be obtained through samples of blood or urine and from venom around the bite area. If the species of snake remains uncertain, a poly-antivenin may be used, which is suitable for treatment of all venomous snake bites.

f) Do not wash the wound. Venom left on the skin will help doctors identify the snake and administer the appropriate antivenin.

g) Do not cut the wound. This will spread the venom into the bloodstream and can cause more serious injuries than the snake bite itself.

h) Always seek medical help.

8. Protracted Containment

In the event of an emergency, it is possible for the staff and students to be assembled for extended periods of time. The Safety Coordinator should consider the needs and well being of those assembled. It may be necessary to provide shelter, i.e. blankets to keep warm, or protection from the sun. Food, water, toilet and first aid facilities may also be required. It should be remembered that during an emergency, whether the containment becomes protracted or not, **the safety and welfare of the students and staff are paramount.**

Recovery Room

Recovery Room Suggestions	▪ Cecilia Cottage is appropriate. Presence of beds, comfortable chairs and tissues, should be taken into account. ▪ Nominate a teacher with Level 2 First Aid qualifications or better, to take care of the recovery room. If necessary, nominate a second person to assist. ▪ Monitor students for shock and have first aid available. ▪ Ensure that several adults are available during a large or complex incident, where a large number of students may be affected. ▪ Set aside Allen Cottage for parents with tea and coffee making facilities, which is separate from students. In some cases parents should be encouraged to use this room to compose themselves before reunions with their children. ▪ Encourage the students to gather in smaller friendship groups rather than larger groups. ▪ Keep a list of students who make use of the recovery room. ▪ Give students a task as soon as practicable, such as making a card or writing a letter to the injured person/s. ▪ Contact parents of students who remain in the recovery room, and alert them about possible concerns. If the incident has the potential to be a protracted one, consideration should be given to having students leave with appropriate people, to reduce congestion of people and vehicles. Departures from the school must be recorded, showing the time the student left, and details of the accompanying adult.

Short Term / Long Term Support

Dealing with the Short Term, upon Verification of a significant incident	The Managing School Emergencies manual provides good advice for these situations, on Pages 43 to 49. These include: ▪ Providing teachers and other staff with information about the incident. ▪ Meeting with staff before school resumes to discuss what has happened, reactions that may be expected, procedures that have been undertaken, and procedures that should be followed for dealing with students, parents, and the media. ▪ Meeting with staff again at the end of the day, and again as necessary. ▪ Arranging for support personnel to be on hand. ▪ Contacting the affected family and/or police to find out what information may be released, and preparing a written statement for use as a reference by teachers when discussing the incident with the students. ▪ Notifying students about what has happened, by way of a school assembly or via individual teachers, and ascertaining which teachers feel able to do this. ▪ Marking a roll to identify who has been informed and who has not. ▪ Informing students about the location of counselling services and recovery rooms, as well as arrangements for memorial services or funerals, and arrangements for the school timetable. ▪ Notifying close friends of the dead or injured, including girlfriends or boyfriends, prior to making an announcement to other students, by contacting them or their families at home, or by taking them aside when they arrive at school. ▪ Ensuring that special attention is given to intimate friends of those affected by the incident. ▪ Ensuring that teachers understand the wide range of responses that students may have to a critical situation. ▪ Supporting students by being calm, providing information, using active listening and empathy skills,

Dealing with the Short Term, upon Verification of a significant incident *cont.*

being alert to anyone who appears to be in shock and who may need medical attention, being guided by the child and listening to what the individual wants, starting from the child's point of understanding, and ensuring that support is available at home before the child leaves the scene.

- Avoiding statements to the students like 'it will be alright', 'lucky it wasn't worse', abstractions or euphemisms, or telling students how they are feeling. 'I know just how you feel'.

- Sending a letter to parents about the incident, having first confirmed with police or the family the extent of the information that can be released, advising parents about the recovery arrangements that have been implemented, providing copies of 'Common Reactions to Trauma' pamphlets to parents. Providing a recovery room (with parent briefings as appropriate), and explaining to parents that adolescents may wish to receive comfort from their peer group rather than parents or other adults.

- Sample letters covering a range of eventualities, such as student deaths in car accidents or as a result of crime, teacher death as a result of illness, death of the parent or parents of a student are available in the Managing School Emergencies Manual Pages 50 to 56.

- Medium term tasks during the first week after the event, including classroom ideas and a list of resources and thoughts about funeral arrangements and rituals, are available in the Managing School Emergencies Manual, Pages 57 to 64.

- Long-term strategies for managing the recovery of staff and students are to be found in the Managing School Emergencies Manual, Pages 65 to 67.

- The Managing School Emergencies Manual also has suggestions regarding court appearances by students and staff (Pages 68 to 69), managing the media (Pages 70 to 72) (including a sample press release), and thoughts about helping the school community cope with a suicide (Pages 73 to 78).

Long Term Support

The Principal will convene a recovery management group if it is likely that long-term effects will be suffered by staff or students as a result of exposure to the emergency. This group will include staff and students, and professional counsellors and medical practitioners if appropriate.

CIRCULATION LIST

Romsey Police Station
CFA
Romsey Medical Centre
Romsey Ambulance

INITIAL EMERGENCY RECORD

Date: ……

Time of Notification: ……..

Name of person taking the call: ……...……..

Position: ……...……..

Name of person reporting the incident: …….

Contact telephone number: ……

DETAILS (describe the incident in as much detail as possible, describing who was involved, how, where and when it occurred, who is injured, nature and extent of injuries, where is everyone now, what action is being taken to help)

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IMMEDIATE ACTIONS REQUIRED

Principal notified	YES	NO	Time ……...
Other school staff	YES	NO	Time ……...
Emergency services notified (which services, record names of officers, stations, telephone contacts)	YES	NO	Time ……...

EMERGENCY MESSAGE RECORD

Time …….. Message From ……

Action Required ☐ ……

……

Action Completed ☐ ……

……

Message taken by ……..

Time …….. Message From ……

Action Required ☐ ……

……

Action Completed ☐ ……

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Message taken by ……..

Time …….. Message From ……

Action Required ☐ ……

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Action Completed ☐ ……

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Message taken by ……..

Time …….. Message From ……

Action Required ☐ ……

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Action Completed ☐ ……

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Message taken by ……..

RECORD OF EMERGENCY TELEPHONE CONTACTS

Police	……..	……...
	……..	……...
	……..	……...
Hospital/doctor	……..	……...
	……..	……...
Other emergency services	……..	……...
	……..	……...
	……..	……...
Essential services: water, gas	……..	……...
	……..	……...
	……..	……...
Key school contacts	……..	……...
	……..	……...
	……..	……...
	……..	……...
Department of Education	……..	……...
Emergency and Security	……..	……...
Management Branch	……..	……...
Neighbouring schools	……..	……...
	……..	……...
	……..	……...
Other community bodies	……..	……...
	……..	……...
	……..	……...