

2023
Emergency Management Plan
For
Candlebark School

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Review of these procedures:

Prior to the start of each new school year the Principal or a designated staff member will review the effectiveness of these Procedures, consulting appropriate authorities where necessary, and amending the procedures as required. Any revision of these procedures will then be submitted to the CFA. (In practice the procedures are usually reviewed at least twice a year)

Communication of procedures to parents and staff:

This document shall be published on the school website. Parents will be requested to familiarise 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 Shaun Dennis, Tuesdays to Fridays, and John Marsden on Mondays. The deputy incident controller is Sam Thorpe. 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 January 2023

Next review: January 2024

A GENERAL STATEMENT ABOUT SAFETY STANDARDS AT CANDLEBARK:

The school adopts a "best practice" approach to safety. 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 strictly enforced.

(b) all teachers have at least Level II first aid certification, and a number of Candlebark teachers are trained in Wilderness First Aid.

(c) senior students are regularly given first aid instructions to level II standards by instructors from the St John's ambulance or similar bodies.

(d) students, from Prep level upwards, are trained in snake bite first aid procedures. This occurred most recently late Term 3 2022.

(e) the school is serviced by Romsey CFA, who inspects the school's firefighting equipment every 3 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. This was done again at the start of Term 1 2023.

(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 and Wednesday free time, to take care of the safety of children.

In Case of Emergency *cont.*

Report	<p>Reporting an Emergency in the School</p> <p>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.</p> <p>Reporting an Emergency at a Camp or Excursion</p> <p>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 school also has satellite phones for remote locations. The attendance of the Principal at emergencies occurring at camps or excursions is at the Principal's discretion.</p>
Alert	<p>Alerting the School</p> <p>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.</p>
Coordinate	<p>Emergency to be Coordinated from the School Office</p> <p>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.</p>

Incident Management Team

Incident Controller
John Marsden (Monday)
Shaun Dennis (Tuesday to Friday)
Incident Controller to Coordinate Activity During an Emergency

Deputy Incident Controller
Sam Thorpe
In the absence of John Marsden and Shaun Dennis, a Deputy Incident Controller, shall coordinate activity.
A senior member of staff will be at the school at all times when school is "in session".

Public Information Officers:
Michelle Mitchell
Peta Domm

Safety & Logistics Officer:
Kyle Jamieson

Refuge Manager:
Leeanne Hahnel

Operations Officers:
Nat Banks
Andy Moffat

Agency Liasion Officer:
Michelle Mitchell

Roles and Responsibilities

Roles and Responsibilities

- 1) Incident Controller to Coordinate Activity during an Emergency, as specified above.**
In the absence of the Incident Controller a 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 Controller during an Emergency**
Adults or students should not initiate any action relating to the emergency without the Controller'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 Controller must advise the Controller when it has been completed.
- 3) Public Information (responses to requests from members of the public, including parents, and media):**
Michelle Mitchell & Peta Domm
- 4) The Safety & Logistics Officer (ensures all actions are conducted with employee and student safety focus):**
Kyle Jamieson
- 5) Agency liaison Officer (assist with response to outside agencies' requests/information):**
Michelle Mitchell
- 6) Logistics officer (responsible for securing materials, resources):**
Kyle Jamieson
- 7) Operations officer (student care/ensuring adherence to school protocols, procedures):**
Nat Banks, Andy Moffat

Checklist – Emergency Kit

Emergency Kit Checklist

Standard portable first-aid kits with bandages, savlon, antiseptic wipes.

Special medications: Ventolin, epi-pens, 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, muesli bars

Emergency contact telephone list

Charged mobile/satellite phone/s

Torch with replacement batteries

Battery-powered radio and spare batteries

Charged two-way device (from Michelle's office)

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.
- Establish a media assembly point, in library.
- Continue to update information to all people on the school property, especially to emergency services.

Immediate Tasks
Checklist
cont.

- 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
SES	132500
Victorian Bushfire Info Line	1800240667
Water - Western Water	1300650425
Wildlife Rescue	1300094535
After hours school numbers:	
<i>names and contact details removed for privacy</i>	

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

Students with serious medical problems are generally taken straight from school or a GP clinic to the Royal Children’s Hospital in Flemington Road.

Emergency Contact Information – School Personnel

names and contact details removed for 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

All Lockdown procedures & Actions

<p>Lockdown Procedures</p>	<p>In certain emergency situations, the Incident Controller may order a lockdown.</p> <p>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.</p> <p>Police and other emergency services are to be notified immediately, by the Incident Controller, or, where they are unavailable, by other staff members.</p> <p>Department of Education and Training Incident and Operations centre is to be notified on 9589 6266.</p> <p>Ensure a telephone line is kept free.</p> <p>The Incident Controller is to establish an emergency management team to plan further actions and to enact the response plan. He allocates specific responsibilities.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Where appropriate, secure external doors and entrances to individual buildings.</p> <p>Ensure all adults and children are accounted for – including visitors to campus, music teachers, delivery drivers, tradesmen, parents, CRT teachers, student teachers.</p> <p>Notify parents by SMS or e-mail, or telephone as appropriate.</p>
<p>Actions after Lockdown</p>	<p>Where possible record details of actions undertaken.</p> <p>Await deactivation advice from emergency services personnel.</p> <ol style="list-style-type: none">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 Department of Education and Training Incident and Operations centre 9589 6266 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

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.
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 Catastrophic the school will be closed to all students and teaching staff.

5. While the School is Occupied:

(a) Situational awareness

The Principal and Incident Controller 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”):

- 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
- Vic Emergency website
<https://emergency.vic.gov.au/respond/>

Name: Sam Thorpe, Michelle Mitchell.

The Principal and Incident Controller 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: Shaun Dennis/John Marsden

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 threaten 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 and Incident Controller 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 Principal and 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, all staff, students and other persons on campus will go to the designated fire refuge building 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

If 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 bushfire refuge is activated, 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 placed over the ventilation shafts by maintenance staff whenever there is a fire risk.

Windows

Custom-made fire resistant shutters are installed on all library windows, and are closed whenever there is a fire risk.

In the event of a fire having passed the library, and 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 entering the refuge became an issue of concern.

Specific first-aid requirements:

Katy Penman and Nat Banks are responsible for getting individual first-aid kits and bringing them to the library i.e., for children with asthma, anaphylactic reactions, etc.

First-aid kits 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, the Refuge Manager 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 no-one leaves 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:
Sam Thorpe and Kyle Jamieson

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. **Use the hose reel and water pump at the Library 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.

EVACUATION:

The Incident Controller may order evacuation of the school if he or she deems it appropriate. If the school is to be evacuated it will be to a location approved by Macedon Ranges Shire Council and the CFA: 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.

Every bus used to transport students and staff will be examined for roadworthiness annually by an approved testing station, and a roadworthy certificate 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 one competent member of the teaching staff will accompany each bus to supervise the students.

First-aid equipment will be carried and will be the responsibility of the first listed non-driving staff member on the bus to collect individual student medicine tubs for each allocated bus. Similarly, rolls will be taken and checked by the non-driving staff member on each bus.

Bus rolls are updated by Michelle each morning which will include absentees. When an evacuation has been established, ie siren or bell has been rung and the decision made to evacuate rather than retreat to the library, Michelle will bring the rolls to the buses.

Bus rolls are required to mark the roll, not compass or class lists as students are split up on their regular buses.

Classroom teachers take their students to each bus and drop the students at their allocated bus. Once the students are on their regular buses the teacher then goes to their allocated bus.

Once all students are accounted for on each bus, the incident controller will authorize each bus to depart for the Romsey Recreation reserve.

Bus/Vehicle Allocation:

Kyle and Hunter to drive property vehicle ute, equipped with chainsaw, two ways. One property vehicle to travel in the front, and one vehicle to travel at the back.

Driver - Shaun (Sam Thorpe on a Monday).

Kyneton/Lancefield/Romsey bus with Teachers Joanne, Sam Ford, Sarah, Meg, John and Leanne

Driver – Cameron (Sam Thorpe in his place)

Riddell/Sunbury/Gisborne/Macedon students and Teachers Steve, Geri, Nicky, Wendy.

Driver Blizz and Jenni – Two smaller buses in top car park with Woodend and Newham students, plus Teachers Andy, Peta, Louise, Marisa, Michelle and anyone not specified for the coaches.

Andy to be a backup driver if another small bus is needed, for music teachers, CRTs and anyone else on site who doesn't want to drive their own car.

Bomb Threat Guide – Remember to keep calm!

<p>General Questions To Ask a Caller</p>	<ol style="list-style-type: none">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? <hr/>
<p>Bomb Threat Questions</p>	<ol style="list-style-type: none">1. What type of bomb is it?2. What is in the bomb?3. What will make the bomb explode? <hr/>
<p>Chemical /Biological Questions</p>	<ol style="list-style-type: none">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? <hr/>
<p>Immediately Following a Bomb Threat</p>	<p>Immediately following bomb threat, please fill in the following information:</p> <p>Exact wording of the threat: _____</p> <p>Gender of the caller: _____</p> <p>The voice or accent of the caller: Australian? Asian? European? Middle East? British? American? Other (specify)? _____</p> <p>Background noise? None? Traffic? Sirens? TV/radio? Music? Aircraft? Voices? Construction? Train? _____</p> <p>Duration of call? _____</p> <p>Estimated age of the caller: Did the caller appear familiar with the area? _____</p> <p>Other comments: _____</p>

Bomb threat. (Additional comments)

If a bomb threat is received by telephone, phone 000 and seek advice – do not hang up.

If a bomb threat is received by mail, avoid handling the letter or envelope, place the letter in a clear bag or sleeve, inform the police immediately.

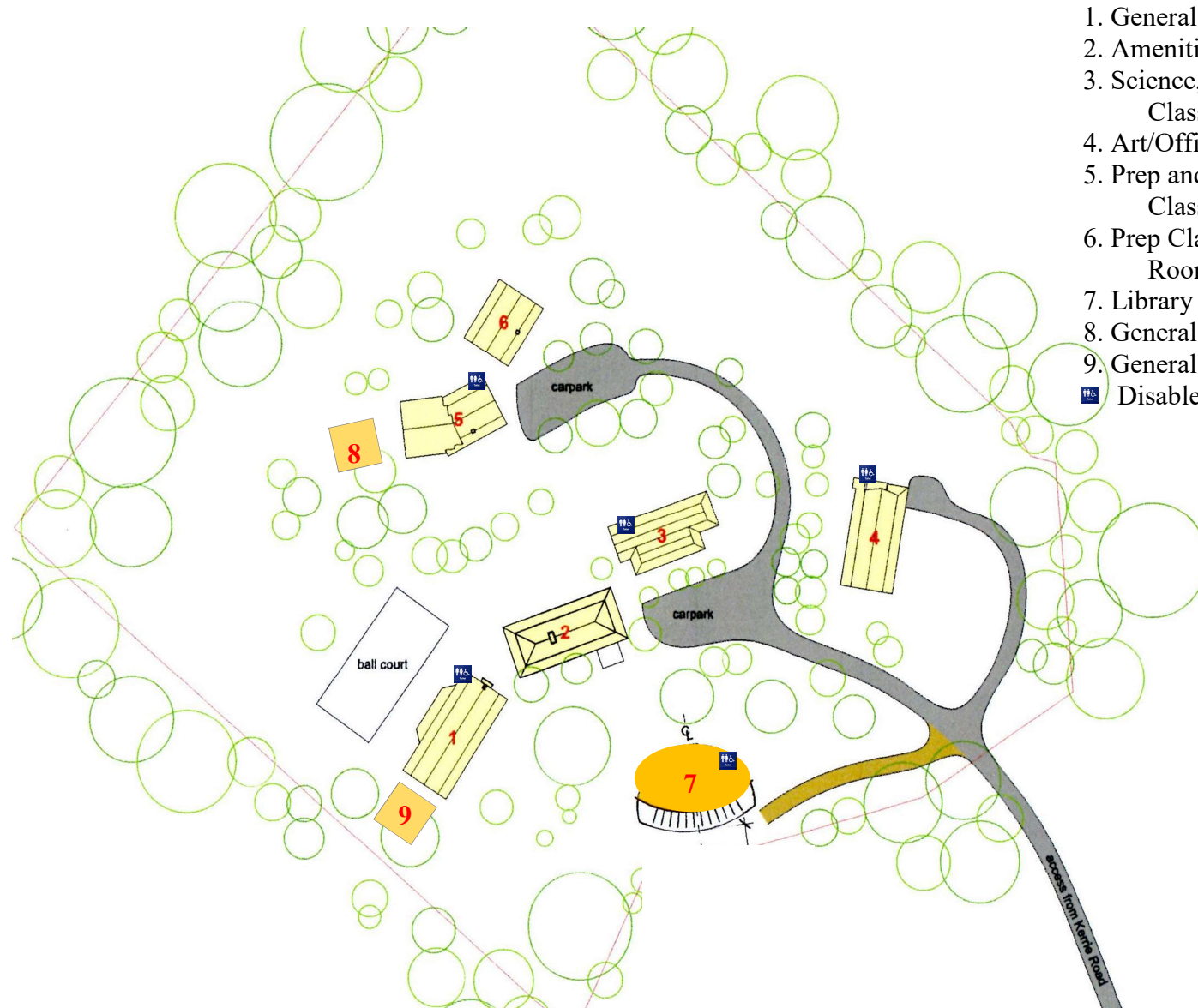
If a bomb threat is received electronically or through the schools website, do not delete the message, contact police immediately.


In the event of a bomb threat, consideration should be given to the evacuation of students. The school's doors must be left open.

Suspicious objects are not to be touched.

In general, a high state of vigilance of dump bins, rubbish skips and storage containers should be observed. Schoolbags should be kept on the pegs provided. All parcel deliveries must be to the school office. Caution should be used when unidentifiable deliveries are made.

CANDLEBARK BUILDING PLAN



1. General Classrooms
 2. Amenities Kitchen area
 3. Science, French and General Classrooms
 4. Art/Office/Computer Room
 5. Prep and General Classrooms
 6. Prep Classrooms & Music Room
 7. Library
 8. General Classrooms
 9. General Classrooms
-  Disabled Toilet

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

Goals: The school is actively promoting behaviours aimed at minimising the risk of influenza pandemic transmission. The school educates staff, parents and students in the importance of minimising this and other risks of infection or contagion, particularly in sending children home who have an infectious or contagious illness or condition, and in not sending children to school in such circumstances.

If a staff member or student has a fever or becomes unwell at school then the person should be isolated as much as possible prior to being sent home, as soon as possible. (In the case of a student, it is recommended that their parents should collect their child immediately and take them to a GP).

Any unwell person should be kept 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.

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.

Materials and tasks for promoting good hygiene at school:

- Workplace cleaning strategies are regularly reviewed at staff meetings and in meetings between the Principal, the kitchen staff, and the cleaner/s
- Supplies required to meet advised cleaning of surfaces are maintained and renewed by the Business Manager.

Promotion of hygienic food handling measures

- students are regularly reminded about hand washing.
- students are taught about personal hygiene and hygiene matters concerning the whole community. This includes lessons in, and reminders about, covering the nose and mouth if sneezing and coughing, and correct procedures in regard to lavatory usage.
- cleaning procedures are regularly reviewed.

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.

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

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. Siege

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 as soon as possible

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 an adult 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 or harass them... even to photograph 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. Quite often snakes will bite people, to drive them away, but do not use venom. However, assume, of course, that venom has been used. Try to remain calm, lie the patient 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 ASAP.

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 & Logistics Officer 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

- For a small number of people, Cecilia Cottage is recommended. For many people, Amenities is appropriate. Comfortable chairs and tissues, should be considered.
- 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 many students may be affected.
- Set aside Allen Cottage (or Bunkhouse -- science building) 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.

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

The following practices are recommended:

- 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.

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

- Supporting students by being calm, providing information, using active listening and empathy skills, 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.
- Medium term tasks during the first week after the event include group and individual conversations with distressed children (noting that distress is not always openly expressed), class discussions about the difficult situations that occur in life, and, if appropriate, thoughts about funeral arrangements and rituals.
- Long-term strategies for managing the recovery of staff and students are obtainable from the counselling services and government agencies with which the school is in frequent contact.

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

School employees

Instrumental music teachers

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

Message taken by

Time Message From

Action Required

Action Completed

Message taken by

Time Message From

Action Required

Action Completed

Message taken by

RECORD OF EMERGENCY TELEPHONE CONTACTS

Police
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Hospital/doctor
.....

Other emergency services
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.....

Essential services: water, gas
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Key school contacts
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Department of Education
Emergency and Security
Management Branch

Neighbouring schools
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Other community bodies
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