

## Emergency Management Plan

### Nathalia Primary School



#### School Information

<b>School No:</b>	<b>2060</b>
<b>Campus No:</b>	<b>1</b>
Physical Address:	<b>5 BROMLEY STREET, NATHALIA 3638</b>
Phone Number:	03 5866 2677
Email Address:	nathalia.ps@edumail.vic.gov.au
DET Region:	<b>NORTH-EASTERN VICTORIA</b>
Bureau of Meteorology/Fire District:	Northern District
Is the school on the Bushfire At Risk Register:	<b>No</b>
Principal approving our plan:	Christopher McCallum
Date Approved:	21 October 2015
Next Review Date:	23 February 2018

---

## Contents

---

1. Purpose
2. Scope
3. Distribution

### **PART 1— EMERGENCY RESPONSE**

4. In Case of Emergency
5. Emergency Contacts
  - 5.1 Emergency Services
  - 5.2 Our School
  - 5.3 DET
  - 5.4 Local/Other organisations
  - 5.5 School Bus Emergency Contacts
6. Incident Management Team
  - 6.1 Incident Management Team Structure
  - 6.2 Incident Management Team Contact Details
7. Incident Management Team Responsibilities
8. Communications Tree
9. Staff Trained in First Aid
10. Emergency Response Procedures
  - 10.1 On-Site Evacuation Procedure
  - 10.2 Off-Site Evacuation Procedure
  - 10.3 Lock-Down Procedure
  - 10.4 Lock-Out Procedure
  - 10.5 Shelter-In-Place Procedure
11. Emergency Response Procedures for Specific Emergencies
  - 11.1 Building Fire
  - 11.2 Bushfire/Grassfire
  - 11.3 Major External Emissions/Spill (includes gas leaks)
  - 11.4 Intruder/Personal Threat
  - 11.5 Bomb/Chemical Threat
  - 11.6 Bomb/Substance Threat Checklist
  - 11.7 Bus Emergency While En Route
  - 11.9 Severe Weather / Storms and Flooding
  - 11.10 Earthquake
  - 11.11 Influenza Pandemic
12. Area Map
13. Evacuation Diagram
14. Parent/Family Contact Information
15. Students and Staff with Special Needs

### **PART 2 – EMERGENCY PREPAREDNESS**

16. School Facility Profile
17. Risk Assessment
18. Emergency Response Drills Schedule
19. Emergency Kit checklist

## 1. Purpose

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

## 2. Scope

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

## 3. Distribution

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
All School Staff			

# PART 1 - EMERGENCY RESPONSE

---

#### 4. In Case of Emergency

---

## In an Emergency

---

### *Call*

Police, Ambulance,  
Fire Services

**000**

### *Notify*

DET Security Services  
Unit (SSU)

**(03) 9603 7999**

*For Advice call your*  
Region's Manager  
Operations and  
Emergency  
Management

Linda Jamieson  
(03) 8392 9336  
0448 284 749

*Convene your*  
Incident Management Team

---

#### 5. Emergency Contacts

---

##### 5.1 Emergency Services

In an Emergency requiring **Police, Ambulance** and **MFB/CFA** attendance call **000**.

##### 5.2 Our School

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal		58662677	58662962	0427 662 677

Key Roles	Name	Phone	Phone (After Hours)	Mobile
	Christopher McCallum			
Business Manager	Ruth James	58662677	58662282	0400 504 926
Welfare staff	Jacqui Brinsdon	58662677	0414 235 857	0414 235 857
Chaplain	Cameron Lancaster	58662677	58691298	
First Aid Officer	Ruth James	58662677	58662282	0400 504 926
School Council President	Jane Hando		58662693	0408 147 758
School Bus Coordinator	Helen Ginnivan	58662331		

Staff member responsible for Bulk Messaging (where SMS system is in place):

Ruth James

### 5.3 DET

	Name	Phone	Mobile
<b>NORTH-EASTERN VICTORIA</b>			
SEIL			
Regional Manager, Operations and Emergency Management	Linda Jamieson	(03) 8392 9336	0448 284 749
Regional Office	General enquiries	1300 333 231	
<a href="mailto:nevr@edumail.vic.gov.au">nevr@edumail.vic.gov.au</a>	Benalla	(03) 8392 9500	
SSSO Team Leader	Glen Waverley	(03) 8392 9300	
Security Services Unit		(03) 9603 7999	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 9637 2871	

### 5.4 Local/Other Organisations

	Phone
Local Police Station	52663005
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Hospital(s)	03 58669444
Gas (check for local number)	03 58742246
Electricity (check for local number)	132412
Water Corporation (check for local number)	1800 4540500
Department of Human Services (Regional Office)	03 587321500
Department of Human Services- Child Protection (Regional Office)	1800 650 227

Local Government	Phone 1300 369 966
Environment Protection Authority	96952722
SES (flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089

## 5.5 School Bus Emergency Contacts

Bus Route	Areas Serviced	Schools serviced or coordinating school	Contact Details
1 - 6	Nathalia Picola Barmah Waaia Yalca	Nathalia Primary School Nathalia Secondary College St Mary's Regional College St Francis School	Nathalia Secondary College 58662331

## 6. Incident Management Team

### 6.1 Incident Management Team Structure



### 6.2 Incident Management Team Contact Details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name Phone/ Mobile	Christopher McCallum 0427662677	Name Phone/ Mobile	Debbie Inglis 0438 311921
Communications tasks will be performed by:	Name Phone/ Mobile	Christopher McCallum 0427662677	Name Phone/ Mobile	Aaron Johnson 0417316950
Planning tasks will be performed by:	Name Phone/ Mobile	Ruth James 0400 504926	Name Phone/ Mobile	Alana Zammit 0458662614
Operations (Area Warden) tasks will be performed by:	Name Phone/ Mobile	Leanne Butler 0400713580	Name Phone/ Mobile	Karen King-Jones 58641074
Logistics (Warden) tasks will be performed by:	Name Phone/ Mobile	Alana Zammit 0458662614	Name Phone/ Mobile	Ruth James 0400 504926
First Aid tasks will be performed by:	Name Phone/ Mobile	Alana Zammit 0458662614	Name Phone/ Mobile	Ruth James 0400504926



---

## 7. Incident Management Team Responsibilities

---

### Chief Warden

#### Pre-Emergency

- Maintain current contact details of IMT members.
- Conduct regular exercises/drills.
- Ensure students/staff with special needs list and staff trained in first aid list are up to date.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the IMT are aware of their responsibilities.

#### During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to the Security Services Unit on 9589 6266.

#### Post- Emergency

- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.

### Planning

#### Pre-Emergency

- Assist the Chief Warden.
- Identify resources required.
- Participate in emergency exercises/drills.

#### During Emergency

- Attend the emergency control point.
  - Ascertain the nature and scope of the emergency.
  - Report any changes in the situation to the Chief Warden.
  - Act as directed by the Chief Warden.
  - Plan for contingencies.
-

## Post- Emergency

- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).

## Operations (Area Warden)

### Pre-Emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
- Participate in emergency exercises/drills.

### During Emergency

On hearing alarm or becoming aware of an emergency, the Operations Warden will:

- Attend the emergency control point.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
- Direct logistics officer (wardens) to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
- Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
- Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

### Post Emergency

- Compile report of the actions taken during the emergency for the debrief.

## Communications

### Pre-Emergency

- Assist the Chief Warden.
- Attend training in the use of the school's communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills.



### During Emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.

### Post- Emergency

- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents as required.

## Logistics (Warden)

### Pre-Emergency

- Ensure staff and students are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

### During Emergency

Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).

Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the operations officer (area warden) on their completion.
- Act as directed by the Chief Warden.

### Post- Emergency

- Compile report of the actions taken during the emergency for the debrief.

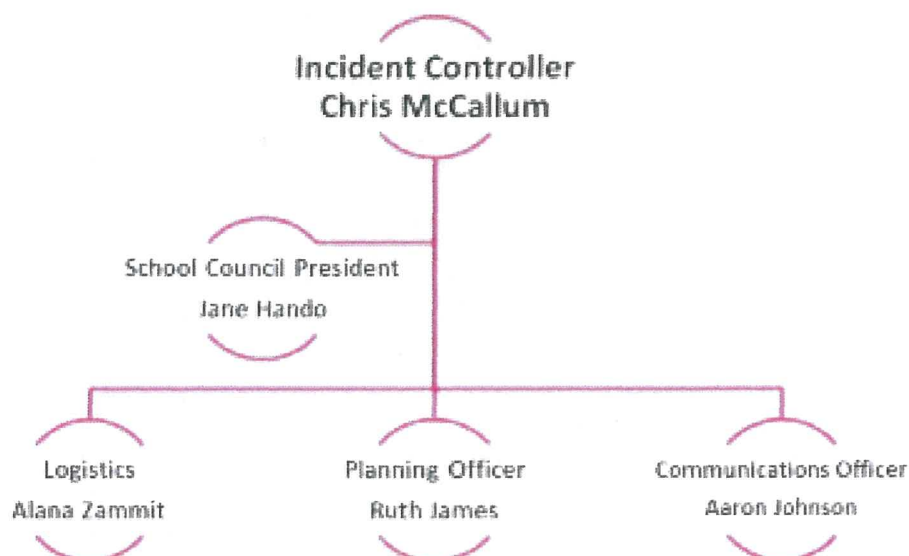
---

## 8. Communications Tree

## Communication Trees

MGM Wireless SMS – messages able to be generated by:

Chris McCallum – 0427 662677, Ruth James 0400 504926, Alana Zammit 0458 662 614



## 9. Staff Trained in First Aid

Staff Member	Training Completed	Date Qualified To
Courtney Brown	25/01/2016	25/01/2019
Ruth James	25/01/2016	25/01/2019
Alana Zammit	24/09/2015	24/09/2018

## 10. Emergency Response Procedures

### On-site evacuation/relocation procedure

When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Evacuate students, staff and visitors to your **school sports oval**
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

#### **Actions after on-site evacuation/relocation procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record.

### **Off-site evacuation procedure**

If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Identify which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to your **Uniting Church, Bromley Street, Nathalia**
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.



### **Actions after off-site evacuation procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record.

### **Lock-down procedure**

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- As appropriate, ascertain that all students, staff and visitors are accounted for.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

### **Actions after lock-down procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record.

## Lock-out procedure

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - Lock doors to prevent entry
  - Check the premises for anyone left inside
  - Obtain Emergency Kit
- Go to the designated assembly point/s *school sports oval or Uniting Church , Bromley Street, Nathalia*
- Check that students, staff and visitors are all accounted for.
- Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

### Actions after lock-out procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record.

## Shelter-in-place procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area **Administration Wing**.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Report the emergency to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

#### **Actions after shelter-in-place procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit that shelter-in-place is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

---

## **11. Emergency Response Procedures for Specific Emergencies**

---

### **Building fire**



- **Call 000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the **school sports oval**, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment***

## Bushfire

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
  - make sure you close all doors and windows
  - turn off power and gas.
- Check that all students, staff, visitors and contractors are accounted for.
- Report the emergency to Security Services Unit on 9589 6266.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Contact parents as required.
- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment***

## Major external emissions/spill (includes gas leaks)

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and contractors to **Uniting Church, Bromley Street, Nathalia**. This may be an off-site location.
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Direct all Media enquiries to the DET Media Unit on 9637 2871.
- Contact parents as required.
- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment***

## Intruder

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment***

## Bomb/substance threat

If a suspicious object is found (or the threat identifies the location of a bomb)

*Immediate response*

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Report the emergency to the Security Services Unit on 9589 6266.
- Do not approach, touch, tilt or tamper with the object.
- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified***

*Evacuation*

- Evacuate the school and:
  - Ensure students and staff are not directed past the object
  - Alert any other services co-located at the school site
  - Check that all students, staff and visitors are accounted for
  - Restrict all access to the site and ensure there are no barriers inhibiting access by police
  - ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment***

*Communication*

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Await 'all clear' advice from police before returning to school buildings to resume normal school activities.
- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified***

### If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the '**Related forms**' section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
- Ask the caller:
  - where exactly is the bomb/substance located?
  - what time will the bomb explode/the substance be released?
  - what will make the bomb explode/how will the substance be released?
  - what does the bomb look like?
  - what kind of device/substance is it?
  - who put the bomb/substance there? Why was it put there?
  - what kind of substance is it (gas, powder, liquid)? How much is there?
  - where are you? Where do you live?
  - what is your name? What are your contact details?
- Once the call is finished:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above
  - report the emergency to the Security Services Unit on 9589 6266
  - ensure all of the caller information has been written down and provided to police on arrival.

### If a bomb/substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above.
- Report emergency to the Security Services Unit on 9589 6266.
- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified***



#### **If a bomb/substance threat is received electronically e.g. by email**

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above.
- Report emergency to the Security Services Unit on 9589 6266.
- *As appropriate insert any additional mitigation steps relevant to your facility that you have identified*

#### **If you are at the site of an explosion**

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
  - Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Report the emergency to the Security Services Unit on 9589 6266
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested.
- *As appropriate insert any additional mitigation steps relevant to your facility that you have identified*

### **Bomb/Substance Threat Checklist**

This checklist form is available on the online EM Plan and is also printed at the end of the plan.

#### **Internal emission/spill**

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Report emergency to the Security Services Unit on 9589 6266.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Notify the Victorian WorkCover Authority if required.
- Report on *eduSafe*.
- Direct all Media enquiries DET Media Unit on 9637 2871.
- 

#### **Severe weather event**

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
  - Remain in the building and keep away from windows.
  - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Disconnect electrical equipment - cover and/or move this equipment away from windows.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- *As appropriate insert any additional mitigation steps relevant to your facility that you have identified*

#### After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Direct all media enquiries to DET Media Unit on 9637 2871.
- Contact parents as required.

## Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- 

#### If Outside

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.

#### If Inside

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and so on
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - HOLD on until the shaking stops.

## After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

## Influenza Pandemic

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)	Key Actions	
<b>Category</b>		
<b>Review Emergency Management Plan</b>	<p>Review your Emergency Management Plan (EMP), including:</p> <ul style="list-style-type: none"> <li>• pandemic planning arrangements</li> <li>• contact lists of staff, students, families, local services and DHHS Emergency Management coordinators</li> <li>• communication tree of key staff.</li> </ul>	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered.</p>
<b>Influenza prevention</b>	<p>Promote basic hygiene measures within the school by:</p> <ul style="list-style-type: none"> <li>• providing students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>• providing convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>• educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs</li> <li>• ensuring careful disposal of used tissues.</li> </ul> <p>Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.</p> <p>Encourage staff to seek immunisation for seasonal influenza.</p>	<p>Regularly review, exercise and update plans.</p> <p>Communicate pandemic plans with staff.</p>
<b>Communications</b>	<p>Communicate personal hygiene messages to staff and students.</p> <p>Convey seasonal influenza messages as directed by DET.</p>	
<b>Travel advisories</b>	Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.	
<b>Business continuity</b>	<p>Ensure currency of business continuity plan which:</p> <ul style="list-style-type: none"> <li>• identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal and school council)</li> <li>• considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.</li> </ul>	



## RESPONSE STAGE - STANDBY

Description - Sustained community person-to-person transmission detected overseas		Clinical severity		
Category	Key Actions	Low	Med	High
<b>Review Emergency Management Plan</b>	In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none"> <li>ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included</li> <li>ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date</li> <li>ensure communication tree of key staff is circulated to nominated school Incident Management Team members.</li> </ul>	Apply	Apply	Apply
<b>Incident response</b>	In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none"> <li>prepare to enact pandemic response section of your EMP with stakeholders</li> <li>prepare to activate Incident Management Team.</li> </ul>	Apply	Apply	Apply
		Not suggested	Not suggested	Apply
<b>Hygiene measures</b>	Continue to reinforce basic personal hygiene measures within schools including: <ul style="list-style-type: none"> <li>provide students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>provide convenient access to water and liquid soap and alcohol-based hand sanitiser.</li> <li>educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs</li> <li>careful disposal of used tissues.</li> </ul>	Apply	Apply	Apply
	Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	Apply	Apply	Apply
<b>Communications</b>	In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.	Apply	Apply	Apply
	In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about: <ul style="list-style-type: none"> <li>the local status</li> <li>the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS</li> <li>best practice hygiene practices</li> <li>considerations for vulnerable children.</li> </ul>	Apply	Apply	Apply
	Access and follow Chief Health Officer, DHHS/Cth Chief Medical Officer, Cth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.	Apply	Apply	Apply
	Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).	Apply	Apply	Apply
	School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by School Nursing Area Managers (based at regional offices).	As required	Apply	Apply
	Prepare sample letters for parents/carers for next stage (if required).	Apply	Apply	Apply
<b>Travel advisories</b>	Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.	Apply	Apply	Apply
	Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.	Not suggested	Apply	Apply
	For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.	Not suggested	Apply	Apply

<b>Business continuity</b>	<p>Ensure currency of business continuity plan which:</p> <ul style="list-style-type: none"> <li>identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal)</li> <li>considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.</li> </ul>	Apply	Apply	Apply
----------------------------	--	-------	-------	-------

## RESPONSE STAGE - INITIAL ACTION

Description - Cases detected in Australia - information about the disease is scarce		Clinical severity		
Category	Key Actions	Low	Med	High
<b>Review Emergency Management Plan</b>	<p>In April, (or at the time of the overseas detection if earlier):</p> <ul style="list-style-type: none"> <li>ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included</li> <li>ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date.</li> </ul>	Apply	Apply	Apply
<b>Incident response</b>	Ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply	Apply	Apply
	Enact your EMP.		Seek advice	Apply
	Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET.	Seek advice Not suggested	Not suggested	Seek Advice
<b>Hygiene measures</b>	<p>Reinforce basic hygiene measures including:</p> <ul style="list-style-type: none"> <li>provide students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs</li> <li>careful disposal of used tissues.</li> </ul>	Apply	Apply	Apply
<b>Communications</b>	Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.	Not suggested	Apply	Apply
	Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> <li>the local status</li> <li>personal hygiene measures</li> <li>containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.</li> </ul>	Apply	Apply	Apply
	Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.	Apply	Apply	Apply
	School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.	Apply	Apply	Apply
<b>Containment strategies</b>	The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.	Not suggested	Seek Advice	Seek Advice
	<p>Encourage staff who develop flu-like symptoms to:</p> <ul style="list-style-type: none"> <li>Leave school immediately and seek medical attention</li> <li>Stay away from school until completely well.</li> </ul>	Apply	Apply	Apply
	Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.	Not suggested	Apply	Apply
	<p>If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:</p> <ul style="list-style-type: none"> <li>inform teachers of their obligations during school closures</li> <li>for students at home, provide access to educational materials including online learning.</li> </ul>	Apply	Apply	Apply
		Apply	Apply	Apply

	Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.			
Travel advisories	Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.	Apply	Apply	Apply
Business continuity	Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> <li>prioritising work functions to ensure adequate workforce availability to deliver education</li> <li>implementing contingency strategy, which may include employing replacement staff and/or modifying programs.</li> </ul>	Apply	Apply	Apply
Governance and reporting obligations	Report confirmed incidents of influenza.	Apply	Apply	Apply
	You will be advised of any additional reporting requirements by DHHS.	Apply	Apply	Apply

## RESPONSE STAGE - TARGETTED ACTION

Description - Cases detected in Australia - enough is known about the disease to tailor measures to specific needs		Clinical severity		
Category	Key Actions	Low	Med	High
Incident response	Enact your EMP.	Apply	Apply	Apply
	Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET.	Not suggested	Apply	Apply
Hygiene measures	Reinforce basic hygiene measures including: <ul style="list-style-type: none"> <li>provide students and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs</li> <li>careful disposal of used tissues.</li> </ul>	Apply	Apply	Apply
	Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.	Not suggested	Apply	Apply
Communications	Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> <li>the local status</li> <li>personal hygiene measures</li> <li>containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.</li> </ul>	Apply	Apply	Apply
	Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.	Apply	Apply	Apply
	School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.	Apply	Apply	Apply
Containment strategies	The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.	Apply	Apply	Apply
	Encourage staff who develop flu-like symptoms during a pandemic to: <ul style="list-style-type: none"> <li>leave school immediately and seek medical attention</li> <li>stay away from school until completely well.</li> </ul>	Apply	Apply	Apply
	Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases.	Apply	Apply	Apply
	Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes.	Not suggested	Apply	Apply
	If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.	Apply	Apply	Apply
		N/A	Seek Advice	Apply

	<p>If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:</p> <ul style="list-style-type: none"> <li>inform teachers of their obligations during school closures</li> <li>for students at home, provide access to educational materials including online learning.</li> </ul>			
Travel advisories	Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.	Apply	Apply	Apply
	Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.	Not suggested	Apply	Apply
	For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.	Not suggested	Apply	Apply
Business continuity	Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> <li>prioritising work functions to ensure adequate workforce availability to deliver education</li> <li>implementing contingency strategy, which may include employing replacement staff and/or modifying programs.</li> </ul>	Apply	Apply	Apply
Governance and reporting obligations	Report confirmed incidents of influenza.	Apply	Apply	Apply
	You will be advised of any additional reporting requirements by DHHS.	As required	As required	As required

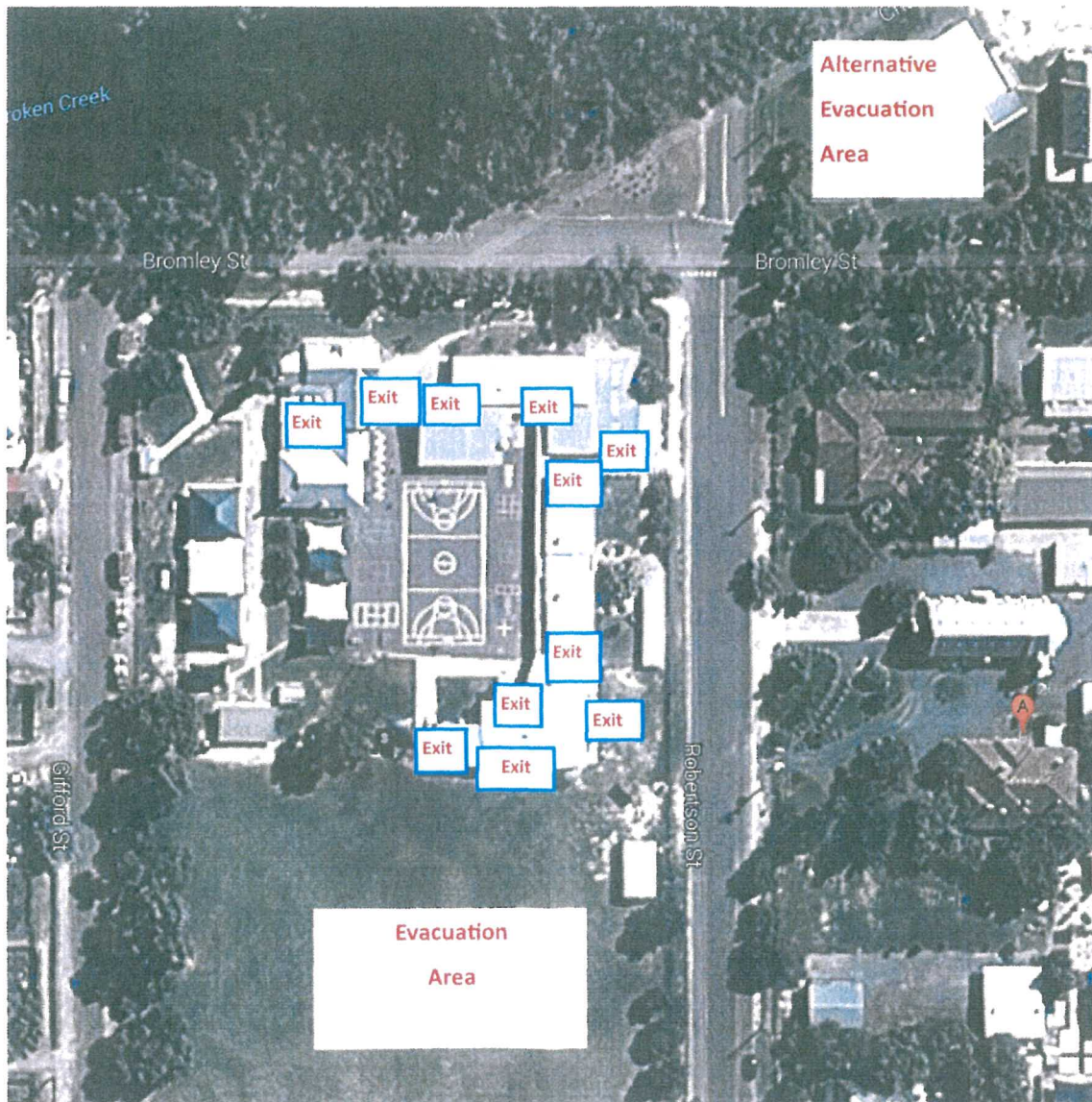
## RESPONSE STAGE - STAND DOWN

Description - The public health threat can be managed within normal arrangements and monitoring for change is in place		Clinical severity		
Category	Key Actions	Low	Med	High
Containment strategies	Be aware that multiple waves of the virus may occur.	N/A	Apply	Apply
	Replenish PPE (if required).	N/A	As required	As required
Business continuity	Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> <li>restoring workforce capacity</li> <li>following procedures for re-opening of service (if applicable)</li> <li>providing supports, including counselling (if required)</li> <li>monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.</li> </ul>	N/A	Apply	Apply
	Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).	N/A	Apply	Apply
	Utilise template letters if they are prepared by DET to communicate status of situation to staff and parents/carers, including any available supports.	As applicable	Apply	Apply
	Review effectiveness of EMP and update as appropriate - involving relevant staff and others (eg. school nurses) particularly as multiple waves of the virus may occur.	Apply	Apply	Apply
Communications	Communicate the updated status of situation to staff and parents/carers including supports that may be available.	Apply	Apply	Apply
Travel	Continue to encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.	Apply	Apply	Apply

## 12. Area Map

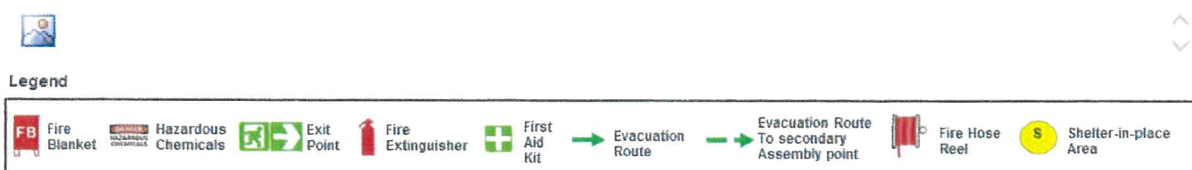


## Nathalia Primary School Buildings



- Distance to Primary off-site Assembly Area - 100 meters
- Estimated time to reach Primary off-site Assembly Area - 5 minutes.

## 13. Evacuation Diagram



---

## 14. Parent/Family Contact Information

---

To ensure adherence to the provisions of the Information Privacy Act 2000,  
this information is held separately.

---

## 15. Students and Staff with Additional Needs

---

To ensure adherence to the provisions of the Information Privacy Act 2000,  
this information is held separately.

A summary may be included below where appropriate.

Additional Need Category	Number of staff	Number of Students
--------------------------	-----------------	--------------------

---

# PART 2 - EMERGENCY PREPAREDNESS

---

---

## 16. School Facility Profile

---

### General Information

School/Campus Name	Nathalia Primary School
Physical Address	5 BROMLEY STREET, NATHALIA 3638
Operating Hours:	8.30 am - 4.30 pm