Emergency Management Policy

Policy No. 9

Approved by School Board
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1.0 Introduction to the Emergency Management Plan

The plan describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which the school will manage the emergencies. It assumes that staff and students will be familiar with its contents and will be regularly drilled in the procedures to be adopted during an emergency. It assumes that preventative measures will have been implemented to reduce the impact of an emergency that occurs.

An emergency includes the following:

- Fatality
- Serious injury / serious assault / sexual assault
- Siege / hostage / disappearance or removal of student
- Firearms / bomb threats
- Collapse / major damage to building or equipment
- Motor vehicle collision / impact with school
- Fire in school building / bushfire
- Impact by equipment / machinery / aircraft
- Fumes / spills / leak / contamination by hazardous material
- Outbreak of disease
- Flood / wind storm or other natural event

1.1 The plan is intended to be flexible. Procedures have been developed that should assist the school to manage emergencies ranging in nature and intensity from small-scale localised incidents lasting minutes or hours and which are managed by the school, to large-scale incidents which require external assistance and which may last several days. It identifies roles and responsibilities of staff, students and visitors during an emergency. It describes actions to be followed in the case of specific types of emergencies.

1.2 All incidents likely to affect the safety and well-being of students, teachers or visitors are to be reported immediately and responded to as soon as possible. The safety and well-being of all people exposed to the emergency are to be considered at all stages of the emergency.

1.3 An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The College recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to normal functioning.

1.4 The plan is to be reviewed annually by the College Board. In the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine whether procedures in the plan were followed and whether they were adequate.

1.5 A copy of the plan is to be sent to local police and fire authorities for advice/comment to ensure that safe and correct procedures have been identified for use during emergencies.

2.0 About the College

Kerang Christian College is located on a 1.3 hectare freehold site at 98 Wyndham Street, Kerang. The freehold is owned by Kerang Christian Community School Limited, a non profit, incorporated company trading as Kerang Christian College.

The school is situated in a quiet sealed residential street adjacent to the football oval to the south, private residences to the east and north and vacant land to the west, which is separated from the school by a gravel track.

400 meters to the west of the school is the levee bank which surrounds the town as a defence against flooding, to which the district is prone after unusually prolonged rainfall. To the west of the levee bank is the Loddon River and Town and back Swamps (Native Reserves). Next to the

levee bank and to the west of the school is the Kerang Pistol Club Inc. which rarely functions during working hours.

3.0 Duty of Care

Kerang Christian College is obliged to plan for the safety of those attending its workplaces. Children between prescribed ages are compelled to attend school facilities for defined periods during the day. As a consequence of this legal obligation, Kerang Christian College has a duty of care to ensure that all school-related activities are conducted in safety. In the emergency management context, the duty of care requires that preplanning be undertaken for emergencies that might affect workplaces from time to time.

The duty of care imposed on all levels of the school community requires reasonable steps be taken to ensure the safety of those involved in school related activities is maintained at all times, including during an emergency.

Emergencies can have minimal or significant impact on visitors, students, staff and the school community. These impacts can be of a physical, psychological, emotional or educational nature.

The Kerang Christian College Principal is responsible as either Chief Warden or Incident Manager for managing on-site and off-site school related emergencies and critical incidents.

4.0 Identifying the Risks

4.1 The school is at some risk each year during the bushfire season. It is particularly vulnerable to the west with a large area of dry grass located in this area. The north/ north-west winds during the summer months increase the risk associated with a potential grass fire. (Please refer to Policy No. 7: Bushfire Preparedness Policy for additional information).

4.2 The gas cylinder next to the Science Lab presents a risk of exposure to hazardous fumes, possible explosion and fire should a leak occur.

4.3 The school is at some risk of the possibility of air disasters as small and medium aircraft daily fly close to the property. This could result in physical harm, exposure to hazardous chemicals or fire if a crash or a collision was to occur.

4.4 The bushlands and natural environments around the town levee bank system present some risk for children/staff as it is a haven for snakes that occasionally come onto other parts of the grounds. The river system also presents as a drowning risk for students and staff.

4.5 Kerang is well serviced with a hospital, medical staff, and all emergency services including police, ambulance, fire brigade and S.E.S. In the event of an emergency all services could be on the school property in less than ten minutes.

5.0 Coordinating the School's Response

5.1 Reporting an emergency in the school. Students should report an incident immediately to an adult within the school. Teachers should report an incident immediately to the Principal or Business Administrator. All emergencies are to be reported to the office. The Principal or Business Administrator will report the emergency to the emergency services.

5.2 Reporting an emergency at a camp/excursion. An emergency that occurs during a camp/excursion is to be reported by the supervising teacher to the emergency services. The Principal is then to be advised. The Principal will attend if the incident is within one hour's travelling time from the school since this is a reasonable time in which to be of support and assistance. Until the Principal arrives and where it is too far for the Principal to travel, the

supervising teacher shall be in charge. (See Policy No. 44: Camps and Excursions Policy for additional information).

5.3 Alerting the school for onsite or nearby emergencies. Students and staff will be alerted by means of a warning siren from the loud hailer. A continuous tone **(Type "A" evacuation alarm)** shall indicate the need for immediate evacuation to the assembly area. Staff will follow fire evacuation procedures unless otherwise notified. The song "Waltzing Matilda" over the PA system **(Type "B" lock-down alarm)** shall indicate the need to stay inside under lock-down conditions. Children shall stay in their rooms or, if they have been outside, shall return immediately to their rooms.

5.4 Emergency to be coordinated from the Principal's office. The Incident Manager will manage the emergency from the Principal's office, provided that the emergency is not within the main building. For the duration of the emergency, staff should not enter the Incident Manager's office except when undertaking a task directly related to the emergency.

6.0 Roles and Responsibilities

6.1 Principal to coordinate activity during an emergency. When present in the school the Principal shall be the Incident Manager**.** In the absence of the Principal, they will delegate either the Head of Secondary or Head of Primary or as delegated by the Principal to carry out the role of Incident Manager. One of these people is usually at school at all times.

6.2 Teachers will be directed by the Incident Manager during the emergency and should not initiate any action related to the emergency without the Incident Manager's authorisation. This does not prevent a teacher taking action which minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of an injury, however, **the safety, care and supervision of the students will be the first priority for class teachers.**

6.3 Members of staff not immediately supervising children shall report to the Incident Manager at the evacuation site or near the front office for duties as assigned. Any staff member given a task to complete by the Incident Manager must advise the Incident Manager when it has been completed.

6.4 The Incident Manager is responsible for:

- Notification of emergency services
- Alerting staff and students about the emergency
- Evacuation or lock-down of staff, students and visitors
- Provision of resources to manage the emergency
- Liaison with emergency services
- Delegation of duties to staff as required
- Communication with staff, students and parents
- Maintenance of staff and student welfare
- Will be wearing a High Visibility jacket at all times

6.5 Teachers are responsible for the safe and orderly evacuation of students on the sound of the emergency siren. Depending on the type of alarm (Type "A" or Type "B"), teachers shall either take their children immediately by the shortest practicable route to the evacuation assembly area **or** gather them into their classrooms. Teachers will ensure that students are accounted for and will check storerooms and toilets as indicated on classroom emergency action cards. The attendance roll will be taken to evacuation assembly area for Type "A" emergencies (or consulted in the classroom for Type "B" emergencies) so that any missing children can be identified and reported to the Incident Manager.

6.6 Teachers, or persons delegated by them, shall turn off all appliances if time permits including stoves and light switches. Close doors and windows before leaving the classroom. Under lock-down conditions windows should be closed.

6.7 Teachers must supervise their students at all times. If directed to another task by the Incident Manager, it is the responsibility of the class teacher to arrange alternative adult supervision before leaving the students.

6.8 General office staff will deal with routine inquiries from staff and will assist the Incident Manager during the emergency. Office staff will be responsible for general telephone communications including notification of parents at the direction of the Incident Manager.

6.9 Staff members shall heed only those communications that come from the Incident Manager or which are clearly presented as originating from him/her. Clarity of lines of communication and authority structures can be critical for safety.

7.0 Communications

7.1 A warning siren will be sounded when there is an emergency to alert the school. An information message by a runner to individual classrooms will advise students and teachers about action to be taken if it is a variation of the standard evacuation procedures.

7.2 The general office telephone is only to be used for emergency communications when available. The Principal's telephone is to be used during an emergency by the Principal or the Business Administrator to liaise with emergency services. To minimise overloading the school telephone, calls must be restricted and should be brief.

7.3 A printout of student records is to be taken by the Business Administrator if an evacuation of the school from the grounds is required.

7.4 Teachers are to check class rolls as soon as possible. The Logistics Officer (See Section 9) will ensure that teachers are provided with the daily class roll.

7.5 An information centre will be established to communicate with parents who arrive at the school. Normally this shall be in the main office. In the event that the media arrives at the school, they should be directed to the Principal or person acting as Incident Manager. (See Policy No. 53: Media Policy).

8.0 Evacuations and Lock-Downs

8.1 The Incident Manager will issue evacuation instructions to classes closest to the danger zone followed by classes further away from the danger zone. When moving to the designated evacuation area students must be moved away from the danger zone and not towards or through the affected area. Teachers should not evacuate unless instructed to do so by the Incident Manager.

8.2 Teachers are responsible for the safety and supervision of their students during the evacuation and for the duration of the emergency. No teacher is to leave students unsupervised. If a teacher is directed by the Incident Manager to perform a task that prevents effective supervision being maintained, it is the teacher's responsibility to arrange for alternative supervision before engaging in the other tasks.

8.3 The Incident Manager will specify the type of evacuation required from one of the following:

- Within the building
- To another building
- Within the school ground
- Beyond the school ground

8.4 Evacuation within the building may occur when the danger is confined to a section of one area/ wing of the school.

8.5 Evacuation to another building may occur when the danger is confined to one area of the school.

8.6 Evacuation within the school ground may occur if the danger zone extends to all school buildings, but not to open areas elsewhere around the school. E.g. Building fire, chemical spill inside the building, bomb threat or aircraft impact to buildings.

8.7 Evacuation from the school site may be required if the emergency affects the whole school or is of longer duration so that children can no longer be adequately protected and cared-for at school.

8.8 Lock-Down will be required when the immediate threat is to children exposed out of doors and when they would be safest sheltering indoors e.g. intruder, chemical spill, aircraft impact in the grounds outside buildings.

8.9 Food, water, shelter and toilet facilities will be required if evacuation occurs in adverse weather or if it is likely to be prolonged. Arrangements can readily be made with a number of churches to accommodate the students if the need arises. If it is necessary, the Incident Manager will arrange for meals to be supplied by the members of supporting churches. (See contact details below.)

8.10 No student is to leave the school or the evacuation area with a parent or other adult unless specific authorisation to do so has been issued by the Incident Manager.

8.11 Parents attending the school are to be directed to the information centre where a member of staff nominated by the Incident Manager will be available to provide information concerning the welfare of students and other information about the emergency. The Incident Manager will also designate the area to be established as an information centre. Parents must not go directly to classrooms to remove students. Teachers may release students to parents only on the express instruction of the Incident Manager.

8.12 Special Consideration for VCE students doing a SAC Examinations An alternative evacuation area needs to be established whenever SAC (School Assessed Coursework) examinations are being undertaken at the time of the evacuation. The primary evacuation examination area in these circumstances is next to Room 22, but an alternative evacuation area will be established if this area is not safe. Students in this evacuation area are not permitted to talk with peers and must be located 1 metre apart. Additional staff will be sent to this evacuation area by the Block Warden, to assist the Examination Supervisors to maintain silence.

8.13 Evacuation Summary All buildings will be evacuated at the continuous sounding of the Evacuation Siren, the hand siren, and the hand bell or by directions given through any PA system or by messenger.

Any person in immediate danger is to be rescued only if safe to do so. If it is not safe then leave the rescue to trained professionals.

Arrangements for evacuation of handicapped or injured persons will be made by Incident Manager or the Block Warden concerned. As appropriate, the person should be assisted out of the building or, if the person is injured and cannot be moved then arrangements must be made immediately for trained emergency service professionals to move the person.

8.14 All Clear Signal If an evacuation order has been given and siren sounded, staff and students must wait for the all clear signal before returning to their classroom. The all clear alarm siren will be sounded or an announcement made to signify all clear.

8.15 On Campus Assembly Areas The Primary Evacuation Site is the undercover Basketball Court.

8.16 Additional Off Site Assembly Area In the case of a bushfire or other emergency event, which may require students and staff to move further away from the College, the Kerang Baptist Church Basketball Court will be used as an Assembly Area. This venue is a 5 minute walk from the College directly down Wyndham Street.

8.17 Students, Staff and Visitors with Special Needs The Incident Manager assumes responsibility for developing a personal evacuation plan (PEEP) for students, staff and visitors with special needs. Persons in need of such a plan should be identified by staff to take into account their physical ability to evacuate. The following schedule should be used to identify persons with Special Needs. This schedule will be maintained by the First Aid Officer for Kerang Christian College.

9.0 Students with Special Needs

A list of students with special medical needs can be found in Staff Shared → Medical Information Confidential.

10.0 Incident Management Team

The Incident Management Team consists of the following roles:

Role	Pre-Emergency	During Emergency	Post-Emergency
Incident Manager (Chief Warden)	• Maintain a current register of IMT members. • Replace IMT members when a position becomes vacant. • Conduct regular exercises. • Ensure the emergency response procedures are kept up-to-date. • Coordinate meetings of the IMT as appropriate. • Attend training and emergency exercises, as required	• Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure the appropriate response has been actioned. • Ensure that the emergency services have been notified. • Establish communications with Operations Officer (Area Warden). • Initiate evacuation of affected areas if necessary. • Brief the incoming emergency services and respond to their requests. • Contact ISV on (03) 9825 7200 • Report to the Departments of Education and Early Childhood Development Security Services Unit on (03) 9589 6266.	• When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and students return to school. • Organise a debrief with the IMT and, where appropriate, with any attending Emergency Services. • Compile a report for the IMT.
Communications Officer	• Ensure communications officer is trained in use of the school communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency contact details are up to date. • Attend training and emergency exercises.	• Ascertain the nature and location of the emergency. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • Transmit instructions and information. • Record a log of the events that occurred during the emergency. • Act as directed by the Incident Manager.	• Plan for resources required. • Attend training and emergency exercises. • Attend meetings of the IMT as appropriate.
Planning Officer	• Plan for resources required. • Attend training and emergency exercises. • Attend meetings of the IMT as appropriate.	• Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Act as directed by the Incident Manager.	• Collect and evaluate information related to development of incidents. • Identify recovery needs and develop a recovery plan (if required). • Attend meetings of the IMT as appropriate.
Operations Officer (Area Warden)	• Report on deficiencies of emergency equipment.	On hearing the alarm or on becoming aware of an emergency, the operations officer (area wardens) shall take the following actions:	• Compile a report of the actions taken during the emergency for the debrief.

Role	Pre-Emergency	During Emergency	Post-Emergency
	• Ensure logistics officer have communicated the emergency response procedures to all occupants within their normal areas. • Ensure that occupants are aware of the identity of their logistics officer. • Communicate Safety practices (e.g. clear paths, access to first attack equipment e.g. fire extinguishers by wardens throughout their areas). • Attend training and emergency exercises. • Ensure IMT identification is available.	• Implement the emergency response procedures for their floor or area. • Ensure that the appropriate emergency service has been 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. • Communicate with the Incident Manager by whatever means available and act on instructions. • 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 area to ensure all people have evacuated. • Ensure orderly flow of people into protected area. • Assistant occupants with disabilities. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Confirm that the activities of the logistics officer (wardens) have been completed and report this to the Incident Manager or the attending Emergency Services if the Incident Manger is not contactable.	• Attend meetings of the IMT as appropriate.
Logistics Officer	• Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear paths, access to first attack equipment). • Attend training and emergency exercises).	The logistics officer will carry out activities as directed by the Incident Manager. Activities may include: • Operate the communication system in place. • Collect EMP equipment, Student Tick lists and take to assembly area • Collect all rolls. • Collect student, teachers, and visitors sign in/out books • Await home group teacher reports • Report to Incident Manager, when home groups are accounted for • Keep staff and students informed of current situation	• Compile a report of the actions taken during the emergency for the debrief. • Attend meetings of the IMT as appropriate.
Teachers/Staff in Class		On hearing the alarm and announcement, you are to: • Evacuate the classroom using the safest route;	

Role	Pre-Emergency	During Emergency	Post-Emergency
		• Anticipate the needs of temporarily or permanently disabled students; • Ascertain room empty, collect attendance rolls (if appropriate), switch off lights, fans and heaters, close windows and doors; • When/if instructed proceed to allotted assembly areas; • Home Group teachers to check student attendance and report to Logistics Officer. • Await instructions from the Operations Officer. If you are a Teacher not committed to a class at the time, and do not have specific duties, report to the Operations Officer at the Designated evacuation area.	
Teachers/Staff not in Class		On hearing the alarm and announcement, you are to: • Proceed directly to the safe area. • Home Group teachers to check your home group. • Non-Home Group teachers to report to the Operations Officer.	
Students		On hearing the alarm and announcement, you are to: • Cease work or activities. • Leave books/bags behind. • Assist temporarily or permanently disabled students. • When/if instructed proceed to allotted assembly areas. • Remain at designated assembly areas until all-clear signal given or you are given other instructions.	

11.0 Incident Response

11.1 Definition

A critical incident is defined as any event which causes major disruption to individuals, community and property, and/or which causes staff or students to experience unusually strong emotional reactions which have the potential to interfere with their mental and physical state and their ability to perform either at the scene or after the event.

A critical incident could include any of the following:

- Fatality (staff/student, accidental or suicidal)
- Serious injury or illness (threat to life or limb)
- Missing Persons/Group (unable to be located within an hour)
  or any other situation deemed critical by Incident Manager and other emergencies as detailed elsewhere in this EMP.

11.2 Critical Incident Response Team (CIRT)

In the first instance the CIRT shall be made up of the following Emergency Team Members

- Incident Manager
- Logistics Officer
- Operations – A Block
- Operations – B Block
- Operations – C Block
- Operations – D Block
- Operations – E Block
- Communications Officer
- First Aid Officer

This team shall take control of the CI unless other members are appointed

11.3 Assess the Situation

The initial response requires a quick and careful assessment of the situation to determine if an emergency exists, what is the type of incident, its location and size.

Once more information is obtained about the incident the Emergency Management Plan will be adjusted as required.

Consider:

- What is the emergency?
- Has the worst already happened? Can the situation get worse? Where is it? Is it close enough to be a threat?
- How is the hazard behaving? Is it getting:
  1. bigger/smaller
  2. closer/moving away
  3. moving quickly/slowly
  4. affected by weather conditions
- How far does the danger area extend?
- Is it safer to move to another area?
- Which areas or access routes cannot be used?
- Is it best to remain indoors or leave the building/site?
- Have you sealed the building to the best of your ability if remaining indoors?

11.4 Notifying Emergency Services

- If there is the slightest doubt, call Emergency Services.
- Do not delay calling Emergency Services. It is better to have the Emergency Services on scene as soon as possible, even if the incident is resolved by the time they arrive. To delay calling may risk further injury and damage.

11.5 Anticipate First Hour Priorities

- During the first hour of an emergency, school staff will need to:
- Determine who does what, where, and how
- Attend to the First Aid needs of injured, including psychological First Aid
- Account for all students/staff/visitors
- Locate missing children and personnel
- Extinguish small fires before they become uncontrollable

- Check damage to utility systems and appliances; if necessary, shut off main power, and water (only turn off gas if you can smell it)
- Seal off and indicate areas where hazardous materials have spilled
- Calm and reassure frightened children
- Anticipate an influx of concerned and anxious parents and caregivers
- Keep records of students/staff/visitors released to parents and caregivers or other authorised persons
- Establish communication with emergency and support services where possible

11.6 Trauma Counselling

Where a significant number of staff or students have been exposed to a traumatic event, it is the responsibility of the Incident Manager to contact the Counselling Service (TBD) to request trauma counselling. A small number may be counselled by Kerang Baptist Church counsellors.

Distressed staff or students should not go home without being offered trauma counselling. Where trauma counselling has been refused by staff members or students, the distressed staff member should be accompanied home by other staff of the same sex or by family members. Distressed students should only be allowed to leave with family members. Common sense should prevail. It is the responsibility of the Incident Manager to ensure that staff members or students are given the Counselling Service number before they leave the scene.

11.7 Notifying Next of Kin

11.7.1 Notifying Family Members The following process should be followed where a significant event occurs which threatens staff or students well-being, particularly where there is even a remote possibility of media coverage which may alert family members:

- Ensure staff and students are removed from immediate damage
- Every attempt should then be made to contact immediate family members to advise them of the condition of the student or staff member.

Following this process will alleviate public panic and the overloading of the switchboard systems by concerned family members.

11.7.2 Deaths/ Fatalities – Dealing with Next Of Kin Where death occurs as a consequence of an accident (eg. electrocution, fire etc.), police will be involved. Initial notification of death to next of kin should not be made by school employees without consultation with the police involved. General procedures involve police members notifying next of kin face to face. Notification of death should never occur over the telephone. Although assessment should be made on a case by case basis, it may be appropriate for a senior staff member to accompany police when attending to the next of kin. If that is deemed inappropriate, a senior staff member should ensure that contact is made with the next of kin following the police visit.

11.7.3 Injuries – Dealing with Next of Kin The Incident Manager or delegated person should contact the next of kin informing that an accident/event occurred resulting in injury. Where a staff member or student is taken away by ambulance, and where appropriate, a staff member should accompany the injured staff member or student until the arrival of a family member. Where injuries appear to be grave, the Incident Manager or delegated persons are not to make such claims over the phone, but may wish to advise that injury appears serious and that the next of kin should make their way to the hospital.

REGARDING NEXT OF KIN, NO COMMENT MAY BE MADE TO PARENTS OR TO THE MEDIA BY ANYONE OTHER THAN THE INCIDENT MANAGER OR HIS/HER DESIGNATED APPOINTEE.

NO DISCUSSION ABOUT THE MATTER IS TO TAKE PLACE WITH ANYONE ELSE OTHER THAN THE INCIDENT MANAGER OR THE INCIDENT MANAGER'S DESIGNATED APPOINTEE.

12.0 School Camps, Offsite Activities, Excursions and Overseas Trips

Please review the Camps and Excursions Policy (Policy No. 44) for details around Emergency Management for camps, offsite activities, excursions and overseas trips.

13.0 Types of Emergencies

13.1 Fire

13.1.1 Localised Fire Event

See the **Bushfire/Wildfire Plan** (**Policy No. 7)**

13.1.2 Internal Fires/Smoke

- Remain calm and raise the alert by calling the Office who will call Emergency Services
- Immediately evacuate the room where the internal fire/smoke occurs to the nearest safe designated assembly point
- Assist people in immediate danger – in particular people with disabilities
- Report the outbreak of fire immediately to the Incident Manager (Principal).
- The Incident Manager will implement partial or full evacuation procedures if necessary
- Close doors and windows on departure if possible to prevent the spread of fire and smoke
- School Staff check student attendance against class rolls at assembly area

If the Warden is not confident the fire can be contained:

- Implement evacuation procedures for the whole workplace if necessary and follow the responsibility roles in Section 9 and 10.
- Designate a staff member to ensure the fire brigade has access to the site of the fire e.g. gates are open and vehicles are not blocking access
- People with disabilities who require help should be moved to a predetermined area or safe place and await assistance from Fire Brigade Officers along with a Staff/Warden
- Conduct a final check in pairs, if it is safe to do so, on the floor to ensure all staff, visitors and students are accounted for. Advise the Incident Manager of the results
- Ensure staff, visitors and students do not hamper Emergency Services or put themselves at risk by going near the damage
- Implement procedures to resume workplace activities, including arranging counselling support for anyone affected by the fire

13.2 Storms and Flooding

Kerang Christian College is in an exposed weather site and needs to prepare for both wind and water damage caused by strong winds, torrential rain, drainage issues or burst water pipes etc.

13.2.1 Before a Storm Strikes

- Be alert to weather conditions by checking weather bureau warnings on their web site
- Direct staff /students to assemble inside buildings
- Stand against interior walls or hallways on lowest floor possible (tops of buildings may be damaged)
- Stand away from windows
- Avoid auditoriums, gymnasiums and other enclosures that have long roof spans
- Avoid rooms that will bear the full force of the wind
- Close windows and blinds on the windward side
- Secure loose objects in open areas e.g. garbage bins
- Check attendance against class rolls at internal assembly area
- Close down any utilities that may cause additional hazards, e.g. electricity, gas, water
- Ensure everyone has taken shelter
- Contact the Region for advice and support, as appropriate

LIGHTNING STRIKE

If thunder happens within 30 seconds of lightning, then the storm is within 10 kilometres of your location. Lightning safety experts consider this to be the strike danger zone and advise people to follow the 30/30 rule.

The 30/30 rule**:** Follow the precautions outlined below when thunder is heard within 30 seconds of a lightning flash and wait for 30 minutes after the last thunder is heard to resume your activity. If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed.

General precautions:

- Stay away from metal poles, fences, clothes lines, etc.
- Never ride horses, bicycles or drive in open vehicles.
- If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
- Stay inside metal-bodied (hard top) vehicles or caravans but do not touch any metal sections.
- If undertaking water activities, leave the water immediately. If boating, go ashore to shelter as soon as possible (a bridge or high jetty may offer immediate protection).
- Discard all metal objects.

If shelter is nearby:

- Seek shelter in a hard top vehicle or solid building (avoid small structures or fabric tents).
- Keep clear of windows.

If shelter is not available:

- Crouch (alone, feet together), preferably in a hollow (make yourself a small target).
- Remove metal objects from your head and body.
- Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightening) but avoid being the highest object.
- If your hair stands on end or you hear buzzing on nearby rocks, fences etc, move immediately
- At night, a blue glow may show if an object is about to be struck.
- Stay away from high and low points (hilltops, ridges and gullies), rock overhangs and shallow caves.
- Keep out of, and well away from, water bodies or watercourses.
- Make sure the group is aware of the Lightning Safe Position. This involves:
- Squatting or crouching with knees drawn up and feet together, preferably on dry insulating material (e.g. foam mat).
- Keeping hands off the ground.
- Spread group members out – about ten metres apart, but within calling distance.
- Never shelter under trees.

First aid

Apply immediate CPR to lightning victims until medical help arrives (you won't receive a shock from the victim).

13.2.2 After a Storm Strikes

- Check for damage
- Listen to the local radio for official warnings/advice and wait for instructions from the Incident Manager
- Beware of fallen power lines, damaged buildings and trees, flooded watercourses
- Ensure staff /students do not hamper Emergency Services or put themselves at risk by going near the damage
- Conduct an attendance/roll check at the first appropriate opportunity
- Keep staff /students on the premises until it is safe to return to normal activities or go home
- Implement procedures to resume workplace activities, including arranging counselling support for anyone affected by the storm
- Contact the Region for advice and support, as appropriate
- Where the building is damaged contact the Property Manager immediately

13.2.3 Water Damage

- Contact Incident Manager if school/site closure has become inoperable or it is difficult to accommodate students/staff
- Immediately contact Property Manager where damage to building or grounds has occurred
- In consultation with the Incident Manager and depending on the time of day, decide whether to send students/staff home early or advise them to stay home
- If necessary arrange for parents to collect students ensuring that uncollected students remain fully supervised
- If required (and possible):
    - ensure electricity and gas has been turned off in affected area
    - take care when entering affected area as it will probably be slippery
    - move furniture, equipment and books out of affected area
    - move chemicals, fuel, garbage out of affected area
- Ensure staff/students do not hamper Emergency Services or Maintenance Team or put themselves at risk by going near the damaged site
- Decide when to reopen the workplace/area, in consultation with the Incident Manager
- Implement procedures to resume workplace activities
- If dangerous weather conditions arise with little warning, students must be kept at school

13.3 Emissions or Toxic Spills

13.3.1 Major external emission/ spill

For example, a tanker spill or burst gas main.

- If the contamination is confirmed as outside the buildings, move all staff /students into buildings immediately and notify the Incident Manager
- Call Fire Brigade, Police and Emergency Services Authority, phone 000
- Check attendance against class rolls at assembly area
- Occupy rooms furthest from emission source, close to an exit and upwind if possible
- Close all external doors and windows. Draw curtains/blinds and seal ventilators
- Turn off air conditioners and extinguish any naked flames, including pilot lights
- If possible, identify chemical and pass this information on to Fire and other Emergency Services
- Ensure staff /students do not hamper Emergency Services or put themselves at risk by going near the damage
- Await all clear or further advice
- Only attempt to evacuate if directed by Emergency Services or forced to by extraordinary circumstances such as a building being full of fumes. In this instance move to an area upwind of the incident

13.3.2 Minor internal emission/ spill

For example, a chemical spill in a science laboratory, chemical store or workshop.

- Move staff /students to a safe area
- Check attendance against class rolls at assembly area
- Contact Fire Brigade and Emergency Services if the nature of the emission/spill is unknown or it is unsafe for staff to deal with
- If safe to do so and Protective clothing as stated on the Materials Safety Data Sheet (MSDS) is available the spill may be cleaned up by staff.
- Ensure staff /students do not hamper Emergency Services or put themselves at risk by going near the damage
- When the Incident Manager is satisfied the emergency has been adequately dealt with give the all clear and staff /students may return to classes

13.4 Other Types of Emergency

13.4.1 Emergency on the property

Follow the directions of the EMP.

13.4.2 Emergencies not on the property

School Procedures

No School student will go on an excursion without the excursion, consent and indemnity forms being completed by parents.

All Teaching staff on excursions must carry an accurate roll containing names of all students and relevant telephone numbers. When an excursion is planned all staff must inform the First Aid Officer and the Business Administrator. Mobile phone(s) and first aid kit(s) will be issued for each excursion.

All School groups must have an appropriate staff to student ratio, generally 1:15 (1:10 for over-night so that there is adequate supervision of students should it be necessary for one staff member to leave with an ill child). Higher risk excursions and camps require even stricter staff student ratios and fully qualified instructors for specific activities and venues

If there is an accident requiring medical attention of the premises:

- treat if possible, call for an ambulance if necessary
- contact the Principal to inform him/her of the incident
- Student incidents are also to be notified to
    - Secondary School – Head of Secondary School
    - Primary School – Head of Primary School
    - College First Aid Officer
- contact parents and/or next of kin ;
- if necessary accompany staff or student by ambulance to nearest public hospital. In this case, have another member of staff inform Head of School or Principal who will then inform parents/next of kin.

If there is an accident requiring medical attention of the premises:

- treat if possible, call for an ambulance if necessary
- contact the Head of School to inform him/her of the incident
- contact parents and/or next of kin ;
- if necessary accompany staff or student by ambulance to nearest public hospital. In this case have another member of staff inform Division Head who will then inform parents/next of kin.

13.4.3 Bomb Threat

When a bomb threat is received it is important to listen very carefully to the information being provided and complete as much of the Bomb threat form (**Appendix L**) as possible. It is important to keep the caller talking and to not hang up at the conclusion of the call. This keeps the line open and increases the possibility of tracing the caller.

- Notify the office staff, who will notify the Principal and the Incident Management Team.
- The Principal will notify the Police - 000.
- The Incident Manager will determine Evacuation to the most appropriate open area.
- The Incident Manager will liaise with Police and wait for any further instruction.
- A completed Bomb Threat Checklist form (**Appendix L)** will be provided to Police.

13.4.4 Hostage or siege threats

Contact the Incident Manager who will contact Police, and notify Office Manager, Business Manager and First Aid Officer as appropriate.

Confirm available facts by personal observation or by a second information source.

Depending on the situation you will be instructed to:

- Locate Staff, Visitors and students and keep them out of sight of external windows (e.g., under desks),
- Either evacuate - partially or totally, or
- Assemble Staff, Visitors and students in a safe place, e.g the Green Room.

Assemble personnel with a direct knowledge of:

- Events
- Interior layout/topography

- The hostage(s) or
- The assailant(s).

Co-operate and assist police as necessary.

In the event that the incident occurs in the area of the Main Office, the alarm is sounded, the First Aid Officer will:

- Assemble all patients in one room away from windows and take mobile phone
- Leave main telephone line open for communication purposes
- Lock doors and await further instructions.
- Other staff in the Main Office area are to proceed to the Principal's office or other safe area as instructed.

13.4.5 Suicide or Attempted Suicide

Screen the victim from onlookers.
Clear the area of children and visitors.

Contact the Incident Manager (Principal, Head of Secondary School or Head of Primary School).

Stay with the person until the authorities arrive. **DO NOT DISCLOSE ANY DETAILS TO ANYONE EXCEPT THE AUTHORITIES.**

IN ALL CASES PUBLIC COMMENT WILL ONLY BE MADE BY THE INCIDENT MANAGER.

13.4.6 Drugs

If the use of or dealing in drugs is suspected the Incident Manager must be informed immediately.

NO COMMENT MAY BE MADE TO PARENTS OR TO THE MEDIA BY ANYONE OTHER THAN THE INCIDENT MANAGER OR HIS DESIGNATED APPOINTEE.

13.4.7 Personal Violation

If you are informed of, or observe any personal violation eg. rape or indecent exposure, the Incident Manager must be informed immediately.

NO DISCUSSION ABOUT THE MATTER IS TO TAKE PLACE WITH ANYONE ELSE OTHER THAN THE INCIDENT MANAGER OR THE INCIDENT MANAGER'S DESIGNATED APPOINTEE.

14.0 Influenza Pandemic

For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to the following link on the Department of Education website: Human Influenza Pandemic Response Procedures

If you have any queries about pandemic response, contact the Department of Education, Manager, Operations and Emergency Management in your region.

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)		
Category	**Key Actions**	
Review Emergency Management Plan	• Review your Emergency Management Plans (EMP), including: • pandemic planning arrangements • contact lists of staff, students, families, local services and DHHS Emergency Management coordinators	Preparedness activities should be incorporated into normal business.

	• communication tree of key staff.	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. Regularly review, exercise and update plans. Communicate pandemic plans with staff.

Influenza prevention	• Promote basic hygiene measures within schools by:
	  • providing students and staff with information about the importance of hand hygiene (more information is available at Better Health)
	  • providing convenient access to water and liquid soap and alcohol-based hand sanitiser
	  • educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs
	  • ensuring careful disposal of used tissues.
	• Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.
	• Encourage staff to seek immunisation for seasonal influenza.	

Communications	• Communicate personal hygiene messages to staff and students. • Convey seasonal influenza messages.	
Travel advisories	• Encourage staff and parents/carers to access the smartraveller website prior to international travel.	

Business continuity	• Ensure currency of business continuity plan which:
	  • identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal)
	  • considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.	

RESPONSE STAGE - STANDBY		**Clinical severity**		
Description - Sustained community person-to-person transmission detected overseas				
Category	**Key Actions**	**Low**	**Med**	**High**

Review Emergency Management Plan	● In April, (or at the time of the overseas detection, if earlier):
	  ○ ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included
	  ○ ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date
	  ○ ensure communication tree of key staff is circulated to nominated school Incident Management Team members.
		Apply	Apply	Apply

Incident response	● In April, (or at the time of the overseas detection, if earlier):
	  ○ prepare to enact pandemic response section of your EMP with stakeholders
	  ○ prepare to activate Incident Management Team.
		Apply
		
		Not suggested
			Apply
			
			Not suggested
				Apply
				
				Apply

Hygiene measures	● Continue to reinforce basic personal hygiene measures within schools including:
	  ○ provide students and staff with information about the importance of hand hygiene (more information is available at Better Health)
	  ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser
	  ○ educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs
	  ○ careful disposal of used tissues.
	● Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.
		Apply
		
		As required
			Apply
			
			Recommended
				Apply
				
				Recommended

Communications	● In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.
	● In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about:
	  ○ the local status
	  ○ 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
	  ○ best practice hygiene practices
		Apply
		
		Apply
			Apply
			
			Apply
				Apply
				
				Apply

	○ vulnerable children. • Access and follow Chief Health Officer, DHHS/Chief Medical Officer, Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers. • Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). • First Aid Officer may assist with information dissemination (provided by the DHHS). • Prepare sample letters for parents/carers for next stage (if required).	Apply Apply As required Apply	Apply Apply Apply Apply	Apply Apply Apply Apply
Travel advisories	• Encourage staff and parents/carers to access the smartraveller website prior to international travel. • 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. • 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.	Apply Not suggested Not suggested	Apply Apply Apply	Apply Apply Apply
Business continuity	• Ensure currency of business continuity plan which: ○ identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal) ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.	Apply	Apply	Apply

RESPONSE STAGE – INITIAL ACTION		**Clinical severity**		
Description – Cases detected in Australia – information about the disease is scarce				
Category	**Key Actions**	**Low**	**Med**	**High**
Review Emergency Management Plan	• In April, (or at the time of the overseas detection if earlier): ○ ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ○ ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date. • Ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply Apply	Apply Apply	Apply Apply
Incident response	• Enact your EMP. • Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from DET. • Ensure staff who develop influenza-like illness at school to leave immediately and ensure that students are collected from school immediately to seek medical attention. • Encourage staff and students who develop flu-like symptoms during a pandemic to stay away from school until completely well.	Seek advice Not suggested Apply Apply	Seek advice Not suggested Apply Apply	Apply Seek advice Apply Apply
Hygiene measures	• Reinforce basic hygiene measures including: ○ provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs ○ careful disposal of used tissues. • Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.	Apply As required	Apply Recommended	Apply Recommended
Communications	• Follow and distribute information and advice from DET in accordance with instructions, including information about: ○ the local status	Apply	Apply	Apply

	○ personal hygiene measures ○ containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.			
	• 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 nurses (or equivalent) may assist with information dissemination as directed.	Not required	Apply	Apply
Containment strategies	• The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.	Not suggested	Seek advice	Apply
	• Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.	Apply	Apply	Apply
	• If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: ○ inform teachers of their obligations during school closures ○ for students at home, provide access to educational materials including online learning.	N/A	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.	Apply	Apply	Apply
Travel advisories	• Encourage staff and parents/carers to access the smartraveller 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: ○ prioritising work functions to ensure adequate workforce availability to deliver education ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs.	Apply	Apply	Apply
Governance and reporting obligations	• Report confirmed incidents of influenza. You will be advised of any additional reporting requirements by DHHS.	Apply	Apply	Apply

RESPONSE STAGE – TARGETTED ACTION		**Clinical severity**		
Description – Cases detected in Australia – enough is known about the disease to tailor measures to specific needs				
Category	**Key Actions**	**Low**	**Med**	**High**
Incident response	• Enact your EMP. • Activate your school Incident Management Team to implement the organisation's response as appropriate to advice from DET.	Not suggested Apply	Apply Apply	Apply Apply
Hygiene measures	• Reinforce basic hygiene measures including: ○ provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs ○ careful disposal of used tissues.	Apply	Apply	Apply
	• Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	As required	Recommended	Recommended
Communications	• Follow and distribute information and advice from DET in accordance with instructions, including information about: ○ the local status ○ personal hygiene measures ○ containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.	Apply Apply	Apply 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. • School nurses (or equivalent) may assist with information dissemination as directed.	Apply	Apply	Apply
Containment strategies	• Encourage staff and students who develop flu-like symptoms during a pandemic to: ○ leave school immediately and seek medical attention ○ stay away from school until completely well.	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
	• If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: ○ inform teachers of their obligations during school closures ○ for students at home, provide access to educational materials including online learning.	N/A	Seek advice	Apply
Travel advisories	• Encourage staff and parents/carers to access the smartraveller 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: ○ prioritising work functions to ensure adequate workforce availability to deliver education ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs.	Apply	Apply	Apply
Governance and reporting obligations	• Report confirmed incidents of influenza. • You will be advised of any additional reporting requirements by the DHHS.	Apply As required	Apply As required	Apply As required

RESPONSE STAGE – STAND DOWN		**Clinical severity**		
Description – The public health threat can be managed within normal arrangements and monitoring for change is in place				
Category	**Key Actions**	**Low**	**Med**	**High**
Containment strategies	• Be aware that multiple waves of the virus may occur. • Replenish PPE (if required).	N/A N/A	Apply As required	Apply As required
Business continuity	• Implement business continuity plans for resumption of full business capacity which may involve: ○ restoring workforce capacity ○ following procedures for re-opening of service (if applicable) ○ providing supports, including counselling (if required) ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.	N/A	Apply	Apply
	• Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).	N/A	Apply	Apply
	• Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available.	As applicable	Apply	Apply

	• Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, 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 smartraveller website prior to international travel.	Apply	Apply	Apply

Communication

These guidelines will be published in part or whole in the College handbooks and in the newsletter, and will be reinforced by College staff on commencement of classes and as required.

Evaluation

This policy will be reviewed annually as part of the school's review cycle.

To be reviewed in 2025

Related Policies

Bushfire/Wildfire Preparedness Policy (Policy No. 7)

Camps and Excursions Policy (Policy No. 44)

Media Policy (Policy No. 53)

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