

ADVERTISED PLAN

20/11/2019



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Lysterfield Lake College Bushfire & Emergency Management Plan Version 2



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POLICY AIM AND AUTHORITY

POLICY FOR EMERGENCIES

The management of Lysterfield Lake College have commissioned the production of this bushfire and emergency management plan (**B&EMP**) as part of our commitment to the health, safety and well-being of all students, staff, visitors and persons who enter the Lysterfield Lake College at 19 Horswood Road, Narre Warren North 3804 for any legitimate purpose and for the welfare and general good of the surrounding community and environment.

AIM OF THIS PLAN

The aim of this plan is to reduce the potential for loss or injury to life, property and the environment which could occur at the College and adjoining properties. The plan is based on the application of sound risk management principles and using risk and evidence-based fire and emergency management procedures that have been approved by Lysterfield Lake College management supported by fire protection equipment, systems and training.

The plan will be reviewed annually by the Colleges emergency planning committee or as additional fire risk mitigation treatments and controls are implemented or change to ensure relevance, and so all staff are both comfortable and informed in their respective roles and responsibilities during emergency situations.

LYSTERFIELD LAKE COLLEGE MANAGEMENT APPROVAL

This plan is consistent with Lysterfield Lake College occupational health and safety policy and overall College management plan and has been developed with the assistance off a person qualified and experienced in bushfire and emergency management.

Authorised by:
Lysterfield Lake College

Implementation date:

Facility Site Plan

Note: To be inserted by College

1. INSERT SITE PLAN CONTAINING.

- The layout of the property:
 - All buildings and other features.
 - Bushfire shelter / safe *Emergency* Assembly Points,
 - All water supplies,
 - Hose reels,
 - Water dam,
 - Vehicle access / egress,
 - Location of dangerous goods,

- Property Surroundings
 - Boundary roads,
 - Property access and gates,
 - Compass (point to north),

- Construction and demolition unprocessed material and product piles:
 - Locations,
 - Access roads,

Emergency Contact Numbers

Note: To be completed by College management or Emergency Planning Committee
(updated 21 Sep 2023 by Damien Burger General Manager PARED Vic)

Service	Phone Number
Fire Brigade	000
Police	000
Ambulance	000
State <i>Emergency</i> Service (Storms Etc.)	132 500
Victorian Bushfire Information Line	1800 240 667
Department of Human Services	5226 4540
Department of Education Incident Support and Operations Centre	1800 126 126
Electricity:	
Origin Energy	1300 661 544
Powercor	132 412
TXU	131 799
United Energy	132 099
WorkSafe Victoria (24/7 Emergencies)	132 360
Advisory Service	1800136089
Gas	1800 676 300
LP Gas Supplier - Elgas (24 Hours)	1800 819 783
Water Authority – ^{text} Emergencies	1300 656 007
Water and sewage	1300 656 007
Translating and interpretation services	131 450
Poisons Information Centre	131 126
Telstra – Business Faults	132 203
Nearest medical centre (Belgrave Hallam Rd Medical Center)	8842 4499
EPA	1300 372 842
Security Company (Guardian Security)	9848 7999
College Headmaster (Trent Thomas)	0411 509 922
College Chief Warden (James Cheong)	0410 246 890
College Deputy Warden (Damien Burger)	0430 946 684
College Grounds Keeper (Vince O'Connor)	0429 964 146
First Aid Officer (Mary Ann Ferraro)	8518 6898

Important Note:

- This B&EMP uses defined terms which are shown in *italic* and their definition can be found in section 4.
- Appendix A provides information on setting up an Emergency Management Committee, Emergency Response Team and their responsibilities’.
- Appendix B provides information on staff training and exercising requirements.

1 Responsibilities of the Chief Warden

Prevention, Readiness and Response Responsibilities

It is the responsibility of the *chief warden* to ensure all the following duties are undertaken. The *chief warden* can delegate some or all his/her roles and responsibilities to a *deputy warden* as required.

1.1 PREVENTION

At all times:

- Ensure all *flammable* and *combustible liquids* are safely stored to prevent accidental spillage, vapour escape, rupture and are well away from potential *ignition sources*. Treat empty *flammable / combustible liquid* storage containers as full;
- Dispose of any unused or excess *dangerous goods* and ensure incompatible *dangerous goods* are stored separately to prevent accidental mixing;
- Conduct regular checks of *LPG* cylinders to ensure they are stored upright, not leaking from the valve and/or piping, are secured with the relief valve pointing away from buildings and other *combustible materials*. Ensure there are no potential *ignition sources* nearby;
- Ensure the correct type of fire extinguisher for the *dangerous goods* and /or substances are installed and easily accessible;
- Have all electrical appliances, equipment or wiring checked, tested and tagged by a licenced electrician on a regular basis and in accordance with the Department of Education and Training policy and procedures;
- Implement and monitor the no smoking policy except in designated areas and strictly no smoking within buildings and no use of candles or other incendiary devices within buildings, i.e. sparklers.
- Ensure there are no open fires at the College unless contained within a properly constructed fire place which prevents burning material leaving the fire place and is clear of any *combustible material* and buildings to a minimum distance of 6 metres, is always attended by a staff member, a supply of water adequate for the extinguishment of the fire is always readily available when the fire is burning;
- Ensure no welding, grinding or other hot works that could emit a spark or flame is undertaken unless it is clear of all *combustible material* and there is a minimum of 2 x 9 litres stored water extinguishers or other suitable firefighting equipment available, i.e. fire hose reel;
- Ensure all cars, buses and caravans etc are not parked within 10 metres of any building unless protected by a heat shield. Heat shield can be a steel Colorbond fence which has been engineer designed to a height which will protect the building from radiant heat and withstand a wind force of up to 140km/h during a severe *bushfire* event;
- Ensure all paths of travel to exists are always kept clear and are clearly marked with illuminated directional exit signs to Australian Standards;

- Ensure all exit doors open outward or in the direction of egress and door furniture meets Australian Standards and are operating correctly, i.e. can be easily opened with a single action;
- Ensure all buildings have a single page evacuation diagram which clearly shows the path of travel to exits, location of all installed fire protection equipment, location of *Emergency Assembly Point* and pathways there;
- Ensure all buildings have Fire Orders clearly displayed which provides easy to read instructions on what to do in the event of a fire within the building; and
- Ensure all students, staff or visitors using any building or College facilities are provided a safety briefing on what to do in the event of a fire or other *emergency* including upon hearing the College *emergency* warning system and location of the *Emergency Assembly Point* at the start of each school year and prior to each *fire danger period*.

Prior and during the *fire danger period*

- Develop and maintain an operation procedures manual for the *Emergency Assembly Point* to allow it to be used as a *bushfire* shelter by providing the following information and to ensure it is regularly tested and exercised:
 - Vegetation and *combustible material* management prescriptions around the *Emergency Assembly Point* to achieve a Bushfire Radiation Value of $\leq 2 \text{ kW/m}^2$ and defensible space to allow safe access and egress and firefighting to defend the building,
 - Location and operation of all firefighting equipment, safety systems and other key operational measures,
 - Procedures for 'standby', 'ready', 'activation' and 'deactivation' of the *Emergency Assembly Point*. A key principle incorporated into the operating procedures must be that *Emergency Assembly Point* can operate effectively as a *bushfire* shelter without the intervention by or assistance from fire or *emergency* services,
 - Readiness check including checklist and schedule, and
 - Pre *fire danger period* scenario-based *bushfire* training and exercise and use of fire protection equipment and safety systems and other key operational measures.
- Put the *Emergency Assembly Point* in a state of 'standby' for the duration of the *fire danger period* and complete the 'standby' checklist;
- Ensure all buildings are inspected prior to each *fire danger period* to check that all *bushfire* protection and *ember* proofing measures are in place. This include weep holes, joints and spaces in each buildings envelope, roof air outlets have ember proof mesh fitted, all roof plant and equipment have *ember* proof mesh fitted without any gaps, all external doors have smoke seals fitted and seal correctly, all window and door fly wire have no cuts, holes, etc and there are no broken windows, etc;
- There are no combustible ground covers, i.e. pine bark, wood chips etc within 10 metres of a building;
- There are no treated pine sleepers, plastic water tanks or rubbish bins within 10 metres of all buildings;
- There are no tall trees within striking distances of all buildings. If there are tall trees within striking distance, they should be assessed by a competent arborist minimum every 3 years,
- Ensure all gutters are cleaned, all accumulation of *combustible material* that has collected on the roof, i.e. roof valleys, in corners, around plant and equipment etc is removed;
- Ensure unnecessary *combustible materials* within the College and around buildings is managed (i.e. grass is cut, overgrown vegetation trimmed, fine fuels removed, rubbish is disposed, etc) and maintained to a minimum during the '*fire danger period*';

- Ensure all grass areas are maintained to <100mm and there are no branches overhanging buildings;
- Ensure all medium to tall trees have no *ladder fuels* around the base of trees to a minimum distance of 6 metres and all medium to tall trees are trimmed and maintained to achieve a clearance to a minimum height of 2 metres from the ground;
- Ensure the exhaust of all plant and equipment including vehicles likely to be driven on or in contact with any vegetation, passes through a working silencing device and are carrying a 9 litres water extinguisher;
- Ensure there are no faults or mechanical defects of any plant or equipment working at the College to ensure the spark arrestor is working efficiently;
- Ensure there is no slashing of grass, welding, grinding or other hot works that could emit a spark or flame undertaken on 'Days of Total Fire Ban' or on severe and above Forest Fire Danger Rating;
- Ensure the area within the barriers protecting *LPGas* cylinder/s have *non-combustible material* in place to a dept of 50mm and the area surrounding the *LPGas* cylinder/s are kept clear of all vegetation to a minimum distance of 6m;
- Conduct weekly inspections to identify any poor housekeeping issues to ensure the College is maintained in a clean state as much as practicable to prevent the accumulation of fuel loads externally around buildings or other *combustible material* (not being used) and building integrity and ember protection is in place and maintained, i.e. no broken windows, metal fly screens, etc.

1.2 READINESS

- Establish an *emergency* response kit with the following minimum items and undertake an inventory on a regular basis. Kit should be stored in the building used as the *Emergency Assembly Point* and include:
 - First Aid Kit
 - Minimum 4 x large battery-operated torches and spare batteries;
 - Battery operated AM/FM portable radio and spare battery;
 - Minimum 4 x high visible vests;
 - Drinking water;
 - Warm blankets
 - For ERT members:
 - ❖ helmets, gloves, eye protection,
 - ❖ P2 masks, and
 - ❖ appropriate foot ware and woollen clothing.
- Ensure the *emergency* warning system is regularly tested and an evacuation exercise is conducted minimum twice a year;
- Ensure all staff (and if considered appropriate, contractors) download the Vic *Emergency App* on their phones and set them to receive all *bushfire* warnings and severe weather events in the area;
- Ensure the staff notice board, is updated with the following information:
 - daily and four-day weather estimates when severe weather have been forecasted, including severe weather warnings;
 - Forest Fire Danger Rating's (during summer) when severe and above; and
 - advise of potential College closure and alternative arrangements or changes to activities, etc.
- Prior to the commencement of each day's activities when severe weather has been forecasted and when Forest Fire Danger Ratings reach severe and above, (during summer), provide a briefing to all staff on severe weather warnings and / or pending elevated Forest Fire Danger Ratings predicted within the 4-day monitoring period and planned changes to activities etc.
- Ensure all fire protection equipment and systems (essential safety measures) are regularly checked and tested to the relevant Australian Standards as listed on the Colleges Occupancy Permit by a suitability qualified and experienced company. Fire protection equipment and systems at the College include:
 - Smoke detectors / alarms,
 - All building fire extinguishers,
 - Fire hose reels,
 - Fire hydrants,
 - Static fire water tanks,
 - Fire pumps,
 - Automatic fire sprinkler system
 - Exit doors, door furniture and path of travel to exits are always clear;
 - Safety and CFA signage.
- Ensure an annual essential safety measures report is provided to the College by the company testing and maintaining the fire protection equipment and systems to achieve compliance with the maintenance provisions of the Building Regulations;
- Ensure all static fire water tanks are kept full at all times;
- Ensure *safety data sheet* are posted close to all *dangerous goods* and are easily accessible,

- Ensure that the B&EMP always remains accessible to *deputy wardens* and *Emergency Response Team (ERT)* members;
- Implement a heightened fire and *emergency* awareness of all ERT members and staff during a severe weather event to ensure they strictly adhere to all fire prevention requirements and have increased vigilance to ensure all loose objects are tied down or stored away.
- Ensure all staff are aware of *emergency* procedures, and participate in training and exercise drills at least yearly and preferable prior to each *fire danger period*;
- Ensure all staff are trained in the use of all fire protection equipment / systems at the College, *emergency* response procedures; and their roles and responsibilities in the operation of this B&EMP;
- Ensure a register of all students, staff and visitor's details is prepared and easily accessible in the event of an *emergency* so a role call can be taken to ensure all persons are accounted for.
- Maintain written records of all testing, maintenance, training and exercising etc.

Prior and during the *fire danger period*

- Ensure the *Emergency Assembly Point* is checked for any deficiencies, this includes ensuring the building envelope is clear of any *combustible material* to a distance of 10 metres that may compromise the building;
- Ensure all defensible space around buildings are clear of *combustible material*, fine fuels and vegetation at all times.
- Monitor elevated Forest Fire Danger Ratings at least 4 days out for planning of both on-site and off-site activities.
- Display the elevated Forest Fire Danger Ratings for each day and the 4-day when elevated Forest Fire Danger Ratings of severe and above has been forecasted on the staff Notice Board and planned changes to activates etc;
- Implement a heightened fire awareness of all ERT members and staff during severe and above Forest Fire Danger Ratings to ensure they strictly adhere to all fire prevention requirements and have increased vigilance to prevent fire, on constant lookout for *bushfires* & are clear on their delegated response role;
- Ensure all cars, caravans, combustible recreational equipment etc are stored within an enclosed *ember* proof non-combustible building (garage) or relocated to a clear area no closer than 10 metres from all buildings during a *bushfire* event.
- Ensure all students, staff, and parents / guardians are informed of the Colleges *bushfire* preparedness, readiness and response arrangements detailed in this B&EMP,
- Ensure vehicle access around the College and all fire hydrants, static fire water tanks and hydrant / sprinkler boosts point are kept clear at all times for *emergency* vehicles.

Important Note:

TRIGGERS TO ENHANCED *BUSHFIRE* READINESS

- The College will raise its *bushfire* level of readiness on days the Forest Fire Danger Rating is likely to reach '**Severe**' and above (**trigger**). During these days, all staff must heighten their level of situational awareness to quickly identify any *bushfires* burning in the local and/or surrounding landscape,
- Put the Emergency Assembly Point in a state of 'Ready' and complete the 'Ready' status checklist,
- During *normal rainfall levels* leading up to each *fire danger period* within the City of Casey Municipal district, the College will be closed on days of **Catastrophic** rating, and all staff and children will locate themselves to a safe location that will not come under a threat from a *bushfire* until the Forest Fire Danger Rating reaches below 'Severe'.
- During *below average rainfall or drought conditions* leading up to each *fire danger period* within the City of Casey Municipal district, consideration should be given by the EPC to close the College on days of **Extreme and above** ratings. During these days, all students and staff must locate to a location themselves to a safe location that is not within a bushfire prone area.
- **Note:** Safe location/s include areas well clear of *bushfire* prone areas and include township centres, shopping precincts, shopping centres.

Appendix C provides further information on triggers for college closure based on level of *bushfire* risk.

1.3 RESPONSE

FIRE / EMERGENCIES OTHER THAN *BUSHFIRE*

- *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander*;
- Ensure the health and safety of all students, staff, visitors and contractors at the College;
- Evacuate all students and non-*emergency* response staff, visitors and contractors off the College or to the *Emergency Assembly Point* if it is up wind. If it is not up wind, identify a more suitable location;
- Ascertain the nature and scope of the *emergency* by conducting a *dynamic risk assessment*;
- Ensure that appropriate *emergency* services have been notified;
- Ensure a role call is immediately taken;
- Delegate roles and responsibilities to *deputy wardens*, ERT members and staff if required;
- Coordinate all response activities based on relevant *emergency* response procedures prior to the arrival of the *emergency* services;
- Initiate any firefighting or *emergency* response if safe to do so;
- Ensure that *emergency* services are met on arrival at the College, have immediate access and are directed to the scene of the *emergency*;
- Brief incoming *emergency* services and provide any assistance or advice requested;
- If required, commence notification of parent's process to either pick up their children or alternatively, to stay away until advised otherwise,
- Advise the Department of Education and Training of the *emergency* if required and/or if the fire / *emergency* is likely to attract media attention,
- If considered necessary, advise neighbouring properties of any *emergency* within the College that may impact / affect their property;
- Ensure all ERT and trained staff, are dressed in the minimum protective clothing prior to undertaking any fire or *emergency* response roles including:
 - protective clothing made from natural fibres (cotton or wool) such as overalls or a long-sleeved cotton shirt and cotton trousers or jeans;
 - leather safety boots;
 - safety helmet;
 - cotton or leather gloves;
 - goggles or safety glasses; and
 - minimum P2 mask.

REMEMBER, PROTECTION OF LIFE IS THE FIRST PRIORITY - IF IN DOUBT, EVACUATE THE IMPACTED AREA OR COLLEGE TO L_YSTERFIELD LAKE AND AWAIT THE *EMERGENCY SERVICES*.

BUSHFIRE EVENT

- *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander*;
- Ensure the health and safety of all students, staff, visitors and contractors at the college;
- Ensure a role call is immediately taken;
- Ascertain the nature and scope of the *bushfire* by conducting a *dynamic risk assessment*, it should include:
 - *bushfire* location,
 - direction of spread,

- fire behaviour,
 - rate of spread, spotting – existing and potential,
 - likelihood of impacting the College and direction of impact, and
 - approximate time of impact.
- ‘Activate’ the *Emergency Assembly Point* and complete the ‘Activation’ checklist,
 - Evacuate all students, staff, visitors and contractors off the College if time permits otherwise have them take shelter in the *Emergency Assembly Point*;
 - Ensure the fire brigade and *emergency* services have been notified the College is occupied and request assistance;
 - Delegate roles and responsibilities to *deputy wardens*, ERT members and staff as required;
 - Coordinate all response activities and procedures;
 - If fire brigade attends, ensure they are met on arrival at the College, provide a briefing and any assistance if requested;
 - If the fire brigade or *emergency* services are not likely to attend, maintain overall command and control of the College and response activities;
 - If possible, commence notification of parent’s process to either pick up their children and the location of the pickup spot or alternatively, to stay away until advised otherwise,
 - Advise the Department of Education and Training the College could come or is under threat from a *bushfire*,
 - Ensure all ERT and trained staff, are dressed in the minimum protective clothing prior to undertaking any bushfire response roles including:
 - protective clothing made from natural fibres (cotton or wool) such as overalls or a long-sleeved cotton shirt and cotton trousers or jeans;
 - leather safety boots;
 - safety helmet;
 - cotton or leather gloves;
 - goggles or safety glasses; and
 - minimum P2 mask.
 - If the College comes under threat, ensure all ERT members and trained staff are tasked to either defend the College and /or the *Emergency Assembly Point* and / or directed to take shelter in the *Emergency Assembly Point*.

**THE FIRST PRIORITY MUST BE THE PROTECTION OF LIFE.
IF THE COLLEGE IS THREATENED BY A LARGE BUSHFIRE THIS WILL REQUIRE
ENSURING ALL PERSONS ARE ACCOUNTED FOR, ARE TAKING SHELTER IN THE
EMERGENCY ASSEMBLY POINT AND IS ACTIVELY DEFENDED.**

2 *Emergency Response*

2.1 *Evacuation Order*

Upon hearing the *emergency* warning alert or given direction by the *chief warden* to evacuate, all staff, students, visitors and contractors must:

1. Collect their small personal affects (phone, purse, wallet, keys) only IF SAFE TO DO SO,
2. It is recommended personnel pair with another staff member, student or visitors to assist each other where practicable;
3. Leave via the nearest exit, only IF SAFE TO DO SO unless otherwise directed by the *chief warden*,
4. Proceed to the *Emergency Assembly Point* unless directed to a different location by the *chief warden*;
5. Remain at the *Emergency Assembly Point* until released; or
6. Wait for further instructions

2.2 STRUCTURE FIRE

During a structure fire event, it is vital all occupants within the building/s can respond immediately to ensure the safety of everyone.

The use of Standard Fire Orders will achieve a uniform approach in the event of a building fire. For an example of Standard Fire Orders, refer below. *(Note: the above 2 paragraphs are to be removed when Standard Fire Orders are installed in all buildings).*

In the event of a structure fire

1. Assist anyone in immediate danger. Staff should always consider their own safety and the safety of students and visitors before taking any action and consider what hazards may exist in the room / building;
2. Attempt to extinguish the fire if it is small enough to be extinguished using the portable fire extinguishers installed or fire hose reel by a trained person/s and only IF SAFE TO DO SO;
3. Close all door/s when evacuating. This will prevent the spread of smoke and fire to other parts of the building. Remember smoke is the biggest killer in a building fire;
4. Evacuate the building to the *Emergency* Assembly Point or a safe area well clear of the fire and up wind and do a roll call. This is vital to ensure that everyone is safely out of the building;
5. Call the fire brigade on **000** and give the following information:
 - Name (of person making call),
 - Name of college & address: Lysterfield Lake College, 19 Horswood Rd, Narre Warren North,
 - Nearest crossroad – 1km off (west) Belgrave Hallam Road,
 - Type and size of the fire,
 - Indication if anyone is missing or trapped,
6. Shut off power at Electrical Switchboard only IF SAFE TO DO SO;
7. Shut off Gas supply to the building only IF SAFE TO DO SO;
8. Have all students, staff visitors and contractors remain together at an *Emergency Assembly* Point or a safe area up wind and continually ensure everybody is accounted for.
9. *Chief warden* or *deputy warden* meet the Fire Brigade upon their arrival to advise where to go and provide a briefing on the current situation.



2.3 MINOR FIRES / INCIDENTS

1. Evacuate the immediate area;
2. Assemble all students, staff and visitors at the *Emergency Assembly Point* if well clear of the fire / incident, is up wind and do a roll call;
3. If required, call the **Fire Brigade on 000** and give the following information:
 - Name (of person making call);
 - Name of College & address: Lysterfield Lake College / 19 Horswood Rd, Narre Warren North,
 - Nearest crossroad: 1km off (west) Belgrave Hallam Road,
 - Type and size of the fire.
4. If there has been an injury requiring medical treatment, call for an **Ambulance on 000**;
5. *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander* and immediately undertake a *dynamic risk assessment* and action the following:
 - determine the size of the fire and what material is involved and any *exposures*;
 - if required, remove any *exposures* well clear of the fire / incident;
 - identify the most appropriate extinguishing agent and procedures using the fire class table below to 'contain', 'control' and 'extinguish' the fire;
 - only IF SAFE TO DO SO – task the ERT to 'contain', 'control' and 'extinguish' the fire / incident;
 - if it is not safe to 'contain', 'control' and 'extinguish' the fire / incident, ensure the area remains evacuated and await the arrival for the fire brigade.

Fire Class	Examples of minor fires / incidents	Fire Response procedures
A	Ordinary combustible materials such as wood, cloth, paper, grass, scrub, rubber and plastics.	WATER FIRE EXTINGUISHER AND/OR WATER TANKER
B	Flammable and combustible liquids – fuel, oils, greases.	DRY CHEMICAL FIRE EXTINGUISHER
C	Flammable / combustible gases - LPGas cylinders, aerosol cans,	Attempt to turn off the cylinder if safe to do so and extinguish consequence fires based on the Class of fire. If it is not possible to turn off the gas cylinder – IMMEDIATELY EVACUATE THE AREA AND REFER TO PROCEDURES FOR LARGE FIRES. DO NOT EXTINGUISH THE FIRE.
D	Combustible metals – aluminium, magnesium.	IMMEDIATELY EVACUATE THE AREA. DO NOT ATTF&EMPT TO EXTINGUISH THE FIRE.
E	Electrical – appliances, switchboards.	Switch off power or disconnect battery and extinguish consequence fires based on Class of fire. If power cannot be turned off, use DRY CHEMICAL FIRE EXTINGUISHER.

Minor fire / incidents command and control

6. *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander* and direct all ERT members and equipment response to the fire / incident until the fire brigade arrives.

2.4 BUSHFIRE

1. Notify all staff, students, visitors, and contractors to immediately assemble at the *Emergency Assembly Point* and do a roll call. Provide ongoing briefings;
2. Call the fire brigade on **000** and give the following information:
 - Name (of person making call),
 - Name of college, address: Lysterfield Lake College / 19 Horswood Rd, Narre Warren North,
 - Nearest crossroad: 1km off (west) Belgrave Hallam Road,
 - Size of the *bushfire* and its behavior,
 - Number of staff and students at the college.
3. Activate the *Emergency Assembly Point* and complete the 'Activation' checklist,
4. Shut off all Gas cylinders at the College IF SAFE TO DO SO;
5. Put outdoor furniture, mats & other *combustible material* inside a closed *ember* proof building and ensure all vehicles, caravans etc are located at least 10m from all buildings and downwind from the *Emergency Assembly Point*;
6. Store all *flammable liquids* or other *dangerous goods* etc in an *ember* proof non-combustible shed well clear of all buildings and downwind from the *Emergency Assembly Point*;
7. *Chief warden* or in his absence, *deputy warden* undertake a *dynamic risk assessment* to determine the following:
 - Site Forest Fire Danger Rating of the day, the higher the rating, the faster the rate of spread and potential fire intensity, (note Forest Fire Danger Rating should be known 4 days out and at the start of each day during the *fire danger period* for planning purposes),
 - *Bushfire* location and approximate distance from the College, if possible, determine if and how the bushfire (*embers* or *fire front*) is likely to impact the College, approximate time and location of impact,
 - If there is enough time, evacuate the College of all students, staff, visitors and contactors to a safe location well clear of the *bushfire* and not in the direction it is heading, if not, have them take shelter in the *Emergency Assembly Point* until the main *fire front* has passed,
 - **It is extremely important the College is only evacuated if the *chief warden* is confident the roads (escape route) are safe to travel, if in doubt, take shelter in the *Emergency Assembly Point* until the main *fire front* has passed,**
 - Determine the number of ERT members and trained staff available and prepare to defend the College and / or the *Emergency Assembly Point*;
 - If at any time the *bushfire* behaviour becomes too dangerous and unpredictable, always fall back to the *Emergency Assembly Point* and actively defend. Take shelter if external conditions become untenable while defending the *Emergency Assembly Point*.

Note: It will be important a *deputy warden* or ERT member is put in charge of the 'Activation' of the *Emergency Assembly Point*, ensuring all tasks listed on the checklist is carried out and ERT members and/or trained staff are appropriately dressed and prepared to defend the *Emergency Assembly Point*.

Note: Methods to assist with a *dynamic risk assessment* include:

- Listening to local ABC radio,
- Monitoring the Vic *Emergency App*,
- Visiting the Vic *Emergency Website*: www.emergency.vic.gov.au,

- Own observations and site weather conditions to determine wind speed and direction, smell of smoke and smoke plume color, size and direction, is fire visible etc, and
 - Training and experience.
8. If there is enough time and ERT members / trained staff are available before the *bushfire* impacts the College, the following readiness options should be considered:
- Strategically position fire hoses from fire hose reels around the College where the fire is likely to impact and test to ensure they are working correctly. This will assist with:
 - quick response to any ignitions from burning embers, and/or
 - protect buildings being impacted,
- Note:** It will be very important to bring all fire hoses from the hose reels back into the building if *bushfire* conditions become too dangerous and unpredictable and ensure the external door is securely closed to prevent *ember* ingress.
8. *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander* and direct all staff and equipment and after the passage of the main fire front, continually monitor the whole College and surrounding area for at least 4 hours.

2.5 Dangerous Goods

In the event of a *dangerous goods* incident:

7. Evacuate the immediate area;
8. Assemble all students, staff and visitors at the *Emergency* Assembly Point only if it is up wind and well clear of the incident, otherwise assemble in a clear area upwind and do a roll call;
9. Remove any *ignition sources* - only IF SAFE TO DO SO;
10. Shut off nearby *LPGas* Cylinders - only IF SAFE TO DO SO;
11. Shut off all power to the affected building / area - only IF SAFE TO DO SO;
12. Call the fire brigade on **000** and give the following information:
 - Name (of person making call),
 - Name of College & address Lysterfield Lake College / 19 Horswood Rd, Narre Warren North,
 - Nearest crossroad: 1km off (west) Belgrave Hallam Road,
 - Description of the occupants and numbers at the college site and the:
 - Type and size of the fire / leak / spill / etc, and
 - Provide as much information about the hazardous material as possible using the material safety data sheet.
13. Do not attempt to re-enter the affected building / area until the *chief warden* or *deputy warden* has completed a *dynamic risk assessment* to determine the following:
 - The size and seriousness of the *dangerous goods* incident i.e. liquid spill or gas leak,
 - Review the *safety data sheet* to determine characteristics and actual or potential hazards and risks including potential health effects of exposure to the *dangerous goods* involved, or other potentially hazardous effects, and safe working procedures when handling *dangerous goods* products and managing fire and incidents.
 - Determine and establish a '*No Go Impact Zone*' which all persons must not enter,
 - If the incident involves escaping *LPGas* or other gas cylinders and only IF SAFE TO DO SO, shut off the valve,
 - Ensure there is the appropriate fire extinguisher and fire hose reel immediately available if required,
 - **If the incident involves large quantities of *flammable* or *combustible liquids*, *LPGas*, toxic or corrosive liquids or vapours, harmful /dangerous reactions or there is any likelihood of a fire or explosion, Immediately Evacuate the College to the Lysterfield Lake and await the arrival of the fire brigade.**

Note: The '*No Go Impact Zone*' is defined as the area where *hazardous materials* and their vapours which are within their *flammability range* has flowed or likely to flow plus a safety margin of a minimum 50 metres or if there is a potential for an explosion, minimum 100 metres behind a protective barrier.

14. The *chief warden* or *deputy warden* meet the Fire Brigade upon their arrival to advise where to go and provide a briefing on the current situation.

Dangerous goods incident command and control

15. *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander* and direct all ERT members and equipment response to the incident until the fire brigade arrives.

MACHINERY, VEHICLES, RADIOS, PAGERS, MOBILE TELEPHONES AND RADIOS ARE IGNITION SOURCES AND MUST BE KEPT CLEAR OF THE 'NO GO IMPACT ZONE'.

2.6 LPGAS LEAK

1. Evacuate the immediate area;
2. Assemble all students, staff and visitors at the *Emergency* Assembly Point only if it is up wind and well clear of the incident, otherwise assemble in a clear area upwind and do a roll call;
3. **If there are any concerns the gas leak could ignite and result in an explosion or if a gas cylinder is directly impacted by fire, IMMEDIATELY EVACUATE THE COLLEGE.**
4. If the incident involves a gas leak fire, **do not extinguish the fire.** Attempt to extinguish any consequence fire/s and only IF SAFE TO DO SO;
5. Shut off *LPGas* cylinder/s (only IF SAFE TO DO SO) staying up wind. If this is not possible;
6. Remove all *ignition sources* (only IF SAFE TO DO SO) including;
 - turning off electric power to any affected or buildings close, involved or under threat;
 - turning off *LPGas* to any buildings close which may have a pilot light;
 - turning off all vehicles, and machines nearby;
 - remove all other potential *ignition sources*;
7. **If the *LPGas* leak is within a building or confined space and it is not possible to quickly and safety shut of the gas supply, IMMEDIATELY EVACUATE THE COLLEGE.**
8. Call the fire brigade on **000** and give the following information:
 - Name (of person making call),
 - Name of college & address: Lysterfield Lake College / 19 Horswood Rd, Narre Warren North,
 - Nearest crossroad: 1km off (west) Belgrave Hallam Road,
 - Description of the occupants and numbers at the college site and the:
 - Type and size of the leak.
9. Do not attempt to re-enter the affected building / area until the *chief warden* or *deputy warden* has completed a *dynamic risk assessment* to determine the following:
 - The size and seriousness of the leak,
 - Review the *safety data sheet* to determine characteristics and actual or potential hazards and risks of *LPGas* and managing fire and incidents.
 - Assess current weather conditions and potential to effect of the gas leak, i.e. wind direction and speed;
 - Determine if a '*No Go Impact Zone*' should be established which all persons must not enter or **EVACUATE THE COLLEGE**;

Note: The 'no go impact zone' is defined as the area where *flammable* and *combustible liquid* or gas & their vapours which are within their *flammability range* has flowed or likely to flow plus a safety margin of minimum 100 metres or if there is a potential for an explosion: **EVACUATE THE COLLEGE**

10. The *chief warden* or *deputy warden* meet the Fire Brigade upon their arrival to advice where to go and provide a briefing on the current situation,

LPGas leak incident command and control

11. *Chief warden* or *deputy warden* take on the role of *emergency commander* and direct all ERT members response to the incident until the fire brigade arrives.

MACHINERY, VEHICLES, RADIOS, PAGERS, MOBILE TELEPHONES AND RADIOS ARE IGNITION SOURCES AND MUST BE KEPT CLEAR OF THE 'NO GO IMPACT ZONE'.

2.7 SEVERE WEATHER / STORMS

1. Notify all staff on site,
2. *Chief warden* or *deputy warden* undertake a *dynamic risk assessment* to determine the following:
 - The severity of the storm and potential impact to the college, i.e. wind and/or water damage, inundation from flood waters, potential flying debris both from within and external to the college, potential lightning strikes that could start a fire,
 - If there is enough time, evacuate the college of all students, staff, visitors, and contractors,

Note: Methods to assist with a *dynamic risk assessment* include:

- Vic *Emergency App*,
 - Listening to local ABC radio,
 - Visiting the Vic *Emergency* website: www.emergency.vic.gov.au, and
 - BOM website: www.bom.gov.au, and
 - Own observations, i.e. wind strength, cloud type and color, lightening, rain fall intensity, etc,
3. Close the college if conditions are likely to represent a health and safety risk;
 4. Shut off all *LPGas* Cylinders,
 5. Store / secure all loose equipment / items that could blow around and/or become a missile within the college;
 6. Secure all building windows and external doors,
 7. Take shelter in the *Emergency Assembly Point* and remain there until the main weather front / storm passes, keeping away from windows,
 8. After the storm, evaluate the need to evacuate the College if uncontrolled *dangerous goods* spills or leaks or structural wind or water damage has occurred,
 9. In any person is injured contact the **Ambulance Service on 000**,
 10. If assistance is required, call **SES on 132 500 or Fire Brigade on 000**.

Sever weather / storm command and control

11. *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander* and direct all ERT members and equipment response to the incident.

CONTINUALLY MONITOR ABC 774 RADIO

2.8 MEDICAL EMERGENCY

1. Check for any threatening situation and remove or control it (if safe to do so),
2. Remain with the casualty and provide appropriate support,
3. Provide first aid if a qualified person is available,
4. Notify the **Ambulance Service** by dialling "000",
5. Designate someone to meet the ambulance at the college entrance and direct it to the location of the casualty.

Note:

- Provide support and appropriate assistance,
- Provide appropriate treatment if trained and competent to do so,
- Try not to leave casualty alone until *emergency* assistance arrives,
- Do not move a casualty unless they are exposed to a life-threatening situation.

Medical emergency command and control

6. *Chief warden* or in his/her absence, *deputy warden* take on the role of *emergency commander* until the ambulance arrives.

2.9 ELECTRICAL OUTAGE

1. Notify all staff at the College,
2. *Chief warden* or *deputy warden* immediately get the *emergency* response kit and don a high visual vest and helmet and take required equipment;
3. If the power failure is the obvious result of another *emergency* (explosion, fire, accident etc) respond to the *emergency* as per the response procedures for the fire type.
4. Determine if the entire college or only a portion is affected by the power outage.
5. If only a portion is affected, investigate which building or rooms are involved and look for obvious causes.
6. Only attempt to switch power back on if you are sure it is SAFE TO DO SO;
7. If there are any doubts or concerns as to what caused the power outage, evacuate the building immediately to the *Emergency Assembly Point* or other suitable building;
8. If outage is beyond the college site, contact the power company to determine if there is a power outage in the area and estimated time power will be restored;
9. Once the reason for the power outage has been determined, take the appropriate action based on the building or buildings effected, how long until electricity is restored, time of the day/night, weather conditions, etc.

2.10 BOMB THREAT

1. *Chief warden* or *deputy warden* is to be immediately notified who must then do a *dynamic risk assessment* to determine the level of threat and decide on the appropriate action. Level of threats include:

- **Non-Specific threat or low risk**

Little or no useful information is provided before the call is terminated. A simple statement may be made to indicate a device has been placed at the College. For example, a call made by a child and/or with childish laughter in the background or where little detail is received;

- **Specific threat of much greater risk**

Credible and detailed information provided that may describe a device, where it has been placed, and the reason behind the threat or the time of activation. For example, a call made in a calm deliberate manner where greater detail regarding timing, location or type of device is given.

2. Call Police on **000** and provide a briefing about the call received and initial thoughts based on the *dynamic risk assessment*. Police may advise to take one of the following actions and will advise if they will attend the College or not:

- **Disregard Threat – Do nothing**

It may be tempting, when receiving a threat from an intoxicated person or child, to adopt this course of action. The Principle and/or *chief warden* must be absolutely sure it is a prank call. If there is the slightest doubt, the Principle and/or *chief warden* must adopt one of the other options;

- **Search and evacuate only if a suspicious object is found**

This choice means people will be in the building for a longer period if there is a device present. Evacuation must proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the Principle and/or *chief warden* may then consider that the building can be declared safe if the threat level is assessed as low;

- **Search with partial evacuation**

When the threat level is moderate and there is no reason to believe an initiation to be imminent, the Principle and/or *chief warden* might consider partial evacuation, retaining essential staff and search teams;

- **Evacuate immediately without search – full evacuation**

In the Police, Principle and/or *chief warden* considers the threat to be a high risk there should be a full evacuation of the College as quickly as possible, without conducting a search, especially where there is a possibility of imminent initiation / detonation.

3. When the time of initiation / detonation has been disclosed in a threat, the Principle and/or *chief warden* must ensure search procedures are terminated well before the deadline, even if the device has not been found. Any further action should only be undertaken on the advice of Police.

Bomb Threat Categories

- Telephone bomb threat.
- Suspicious parcel.
- Bomb Threat by Mail.
- Bomb Threat by Person

What to Search for – Key Indicators (UFHO)

- **U** Unusual in appearance.
- **F** Foreign to a given setting.
- **H** Hidden from view (this does not discount obvious items).
- **O** Ownership of origin questionable.

Other Considerations

- Package is labelled suspiciously.
- Similar to package described in a threat.
- Foreign to premises.
- Questionable as to origin.
- Suspicious in size, shape, weight and sound.
- Signs of footprints, scrapes etc.
- Presence of pieces of tape, wire, string or explosive wrappings.
- Furniture and fittings tampered with.

WARNING

IF A SUSPICIOUS OBJECT IS FOUND, FOLLOW THE GOLDEN RULES:

- **DO NOT TOUCH**
- **CLEAR PEOPLE WELL AWAY FROM THE AREA**
- **INFORM PRINCIPAL / CHIEF WARDEN**
- **CALL POLICE**
- **PRINCIPAL / CHIEF WARDEN SECURE THE AREA**
- **CONSIDER FULL EVACUATION OF THE COLLEGE TO LYSTERFIELD LAKE**

2.11 THREAT RESPONSE MANAGEMENT

Lock-Down Procedure

When an external and immediate danger is identified, and it is determined that the staff should be secured inside the building for their own safety, the Principal or *chief warden* will take charge and activate ERT if necessary. When there is reason to believe a serious situation may exist within or in the vicinity of the College:

1. Call the **Police on 000** and give the following information:
 - Name (of person making call);
 - Name of College & address: Lysterfield Lake College / 19 Horswood Rd, Narre Warren North,
 - Nearest crossroad: 1km off (west) Belgrave Hallam Road,
 - Type of threat.
2. Announce the lock down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors;
3. Advise any staff working outside to immediately return and remain within the building;
4. Check that all external doors (and windows if appropriate) are locked;
5. If available, allocate staff to be posted at locked doors to allow known staff and visitors to enter if locked out;
6. Keep main entrance as the only entry point. It must be constantly monitored, and no unauthorised people allowed access;
7. Ascertain (if possible) that all staff and visitors are accounted for;
8. If necessary, the Principal or *chief warden* may initiate an evacuation, only IF SAFE TO DO SO.

Actions after Lock-Down Procedure

9. The Principal or *chief warden* will only declare the lockdown as over after consultation with the Police;
10. Once the lockdown has ended, the Principal or *chief warden* will:
 - Ensure any staff or visitors with medial or other needs are supported;
 - Follow up with any staff or visitors who need support;
 - Ensure all staff are made aware of Employee Assistance Program contact details;
 - Undertake operational debrief to review the lock-down and procedural changes that may be required.

2.12 Active Shooter Threat

There is no “standard” response to an active shooter incident, primarily due to the random nature of this type of incident. Nevertheless, the established practices and protocols have been developed that have the potential to minimise harm. During an active shooter incident, having simple outlined options available will assist individuals to make sound decisions when under extreme stress.

The below advice is broad in nature and is based on three fundamental principles:

1. ESCAPE
2. HIDE
3. ACT

All staff are encouraged to familiarise themselves with the following protocols.

1 Escape

If the situation allows for an escape and you can do so without (or with limited) risk of detection from the shooter, this should be your first course of action. Staff are advised to leave the general vicinity of an incident as quickly as possible using the cover of buildings and other fixtures where possible. You are advised to run from the scene, moving as far away as practicable.

When escaping the scene staff should seek cover from gunfire, cover from the view of the offender using:

- Substantial brickwork or concrete;
- Parked vehicles;
- Trunks of large trees;
- Embankments; or
- Internal partitions, vehicles, walls, fences, curtains. In short, anything that can.

If under immediate gunfire:

Your prime goal is to take cover behind solid objects (such as concrete walls, solid doors and cars) and look for a safe escape route out of harm’s way.

Nearby gunfire:

Leave the immediate area moving away without putting yourself in danger.

Remember:

- Leave behind belongings;
- Do not congregate at evacuation points. KEEP MOVING AWAY; and
- Keep behind cover

IF YOU CAN’T EVACUATE

2. HIDE:

If an active shooter situation unfolds in your immediate area and you are unable to escape the scene, staff should:

- Secure your immediate area by locking doors and any other vulnerable points;
- Keep people out of sight (e.g. away from public areas such as foyers etc.);
- Consider locking and or barricading yourself in a room or secure area (such as a storeroom);
- Turn off lights in rooms if safe to do so;
- Where possible, choose a room where you have the opportunity to escape to another adjacent space should the need arise;
- Move away from the door and remain out of sight and quiet. Stay there until either:
 - You are told otherwise by someone who is an appropriate authority or;
 - You need to move for safety reasons;
- Silence mobile phones and other devices that may identify your presence;
- Consider arming yourself with improvised weapons to defend yourself if you are located

- by the shooter;
- Obey instructions from the *Emergency Warning System* if practicable;
- As a last resort, you may have to fight to save your life and the lives of others. If the situation gets to this point **be prepared to use every available option to you**. This may include arming yourself with makeshift weapons and acting as a group supporting and helping each other.

3. ACT:

See & tell

The more information that can be passed on to Police, the more effective the response is likely to be. It is important to remember that the objective is to bring any such incident to a close as quickly as possible with a minimum level of injury and loss of life.

If confronted with an active shooter incident, staff should communicate in the following manner:

- Immediately telephone Police on '000';
- If safe to do so **stay on the line** to provide update to police;
- If you are on the line to Police, have a colleague person inform the Principal or *chief warden* or receptionist so that *emergency* procedures can be activated;
- Use all and any form or channels of communication to inform other staff in your vicinity of what is occurring.

Staff are encouraged to take note of the following key pieces of information:

- Details of firearm/s being used;
- Exact location of incident, or if the offender is holed up somewhere i.e. tower / rooftop;
- Direction of travel of gunman, if moving;
- Number of casualties;
- Number and description of offenders;
- Motive or intent if known or clearly apparent; and
- What else the offender(s) may be carrying.

The most important thing to remember is that no one should risk their lives or put themselves in danger in an effort to collect such information.

SECTION 3

TEMPLATES

3.3 College Fire Protection Equipment - Location & Inspection Checklist

Note: To be completed by College management or Emergency Planning Committee

Example Only

TYPE i.e., Fire Hoses, Fire Extinguishers, etc.	LOCATION	DATES CHECKED				

3.4 College site Weekly Inspection Hazard - Location & Inspection Checklist

Note: To be completed by College management or *Emergency Planning Committee*

Example Only

Hazard	DATES CHECKED				

3.5 College *Emergency Preparedness Checklist*

Example Only

Instructions: Conduct fire safety inspection at least quarterly and prior to each *fire danger period*. During inspection, record all observations and any actions taken

Date of Inspection _____ By _____

Note: To be completed by College management or member of the *Emergency Planning Committee*

ITEM	YES	NO	COMMENTS
No items blocking passages, exits or doors			
Bushfire & <i>Emergency</i> Management Plans and procedures are in position			
Fire Extinguishers, in place, signed and checked			
Electrical appliances in safe working order			
All <i>emergency</i> equipment in safe working condition			
All areas free from non-essential items and rubbish			
First aid kits complete and contents not out of date			
New staff briefed on <i>Emergency</i> Management Plan			
<i>LPG</i> as and other cylinders are stored correctly with fittings in safe working order			
Empty gas cylinders removed from the site			
College access for fire fighting vehicles is free from obstruction			

Items requiring attention from last inspection:

Comments:

Key: Yes – Item satisfactory

No – Requires attention - refer comments

Note:

Checklist must be updated where new equipment or infrastructure has been introduced to ensure it lists all hazards and risks which requires monitoring on a quarterly basis.

3.6 Training Report

Example Only

INSTRUCTOR Details: _____

Date: ____/____/____

Location Of Instruction: _____

No. Of Staff _____

Start Time _____

Duration ____ Hrs ____ .Min

SUBJECT: _____

Type of Lesson

Practical

Information

Fire Fighting Equipment Used

Other Aids Used

STAFF RECEIVING INSTRUCTION

<u>NAME</u>	<u>POSITION</u>

REMARKS _____

Signed _____
Instructor

Date ____/____/____

3.7 Post Incident Record Form

Lysterfield Lake College Post Incident Record Form - To be completed by College Site Manager					
Type of incident					
Date of incident		Time of incident		Who reported incident?	
		am pm			
How was incident reported?			What time did YOU receive the report?		What time was the <i>emergency</i> service contacted
			am pm		am pm
Who else did you contact?					
What actions were taken?				At what time?	
				am pm	
				am pm	
				am pm	
				am pm	
What time did evacuation commence		How many people evacuated?	Was evacuation completed? Yes <input type="checkbox"/> No <input type="checkbox"/>		What time was the evacuation completed?
					am pm
			Explain:		
Were there any injuries?		Yes <input type="checkbox"/> NO <input type="checkbox"/>	Details		What time was the all clear given?
					am pm
Were there any near misses?		Yes <input type="checkbox"/> NO <input type="checkbox"/>			
What could have been done better?					
Input from debrief sessions					
		Date:		Time:	
Debrief – EM services <input checked="" type="checkbox"/>					
Debrief staff/occupants <input checked="" type="checkbox"/>					
Action to be taken					

3.8 Bomb Threat Checklist

Date of call					
Time of call					
Ask the person their name					
Ask what their phone number is					
Ask where they are calling from					
Phone number if different from above					
Local call or STD / ISD / Other					
Your name					
Questions to be asked					
Where did you put the bomb					
When did you put it there					
What does the bomb look like					
What kind of bomb is it					
Why did you place the bomb					
When is it going to explode					
Threat language		Background Noises		Callers Voice	
Incoherent		House		Male / Female	
Irrational		Street		Age	
Abusive		Highway		Accent (type)	
Taped		Railway		Any impediments	
Message read from a script		Aircraft		Voice (loud / soft)	
		Shops / shopping centre		Speech (fast / slow)	
		Industrial		Diction (clear / emotional)	
		Background voices		Did you recognise the voice	
		Music			

3.9 Offenders Description Form

Note for Completion

1. This form is to be completed by staff or visitors immediately after an incident
2. The Principal or chief warden is to collect the forms and pass them onto police.

College name: Lysterfield Lake College 3804

Location: 19 Horswood Road, Narre Warren North.

Offence:

Robbery Theft Assault Other

Date of Incident: _____

Time of Incident: _____

Complainants Name

Surname: _____

Given Name(s): _____

Contact phone number: _____

Address: _____

Home: _____

Work: _____

Offenders Details

Offenders name (if known): _____

Gender: M F **Build** Thin Fat Medium Large

Approximate Age: _____

Detailed Description

Hair Colour: _____

Height Metres: _____

Length: _____

Feet: _____

Type: _____

Inches: _____

Eyes Color: _____

Facial features: _____

Clothing Type: (Top, Trousers, shoes, coat, hat, balaclava etc): _____

Identifying marks

Scars: _____

Tattoo's, piercings, jewellery etc: _____

Description of weapon: (knife, gun, etc): _____

Vehicle Details: _____

Registration: _____

Type: _____

Make: _____

Year (approx): _____

Colour: _____

No of occupants, _____

Any damage: _____

Description of event/s

Section 4 - Definitions

Below Average Rainfall or Drought Conditions – is a period of abnormally low average (median) rainfall which effects water runoff into dams, streams and rivers, soil moisture, and effects plant and vegetation behaviour. Rainfall levels for the Collage can be assessed by visiting the Bureau of Meteorology climate outlook (www.bom.gov.au/climate/outlooks/#/rainfall/climatology/seasonal) and provides a 3-month rainfall summary outlook for planning.

Bushfire - a fire involving grass, scrub or forest.

Chief Warden - a member of staff nominated and authorised by Lysterfield Lake College management to have fire and *emergency* management planning and operational responsibilities including but not limited to the management and implementation of sections 1.1 – prevention, 1.2 - readiness, and 1.3 - response of this B&EMP.

Combustible liquid - any liquid, other than flammable liquid, that has a flash point, and has a fire point that is less than its boiling point.

For the purpose of AS1940:2017, combustible liquids are divided into two classes as follows:

- Class C1 – A combustible liquid that has a closed cup flash point of greater than 60° and no greater than 93°C,
- Class C2 – A combustible liquid that-
 - Has a flash point greater 93°C; or
 - Has been excluded from being a flammable liquid by any of the criteria for sustaining combustion.

Combustible Material - any material that, in the form in which it is used & under college operational conditions, including vegetation, plastic / rubber / fibreglass equipment , could ignite and burn.

Dangerous goods - are substances capable of causing harm to people and property because of their hazardous properties. They may be corrosive, flammable, combustible, explosive, oxidising or water-reactive or have other hazardous properties.

Deputy Warden. Is delegated by the *chief warden* some or all of his/her roles and responsibilities detailed within this B&EMP.

Dynamic Risk Assessment – is a continuous mental process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing circumstances of a fire or incident.

Embers - glowing particles cast from the fire (as 'showers' or 'storms').

Emergency - means an event that exposes a person or property in the vicinity of the event to an immediate risk through—

- (a) an explosion, fire, harmful reaction or the evolution of flammable, corrosive or toxic vapours involving dangerous goods; or
- (b) the escape, spillage or leakage of any dangerous goods.

Emergency Commander – is the fire or incident commander responsible for all aspects of an *emergency* response; including, (based on a *dynamic risk assessment*), quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved until the fire brigade or combating agency arrives.

Exposure – is a *combustible material*, vegetation, buildings and other structures, vehicle, dangerous goods, LPGas cylinders, or any other element or material that if exposed to *radiant heat*, direct flame, could ignite, cause a chemical or other reaction, i.e. fire, explosion, emit toxic gases etc

Fire Danger Period - is a declared period by the CFA for each municipality when climate conditions and vegetation (grass scrub, forest etc) changes to the point that there exists an increased risk of ignition and difficulty of 'contain', 'control' or 'extinguish' during days of high temperature, low humidity and medium to strong winds.

Fire Behaviour - The most important measure of *fire behaviour* is fire intensity and spread. Fire intensity represents the *radiant heat* energy released per meter of fire front (kW/m of fire) and the rate of spread horizontally and vertically.

Fire front - the part of a fire within which continuous flaming combustion is taking place. Unless otherwise specified, the fire front is assumed to be the leading edge of the fire perimeter. In ground fires, the fire front may be mainly smoldering combustion.

Flammable Liquids – For the purpose of AS 1940:2017, flammable liquids are liquids, or mixtures of liquids, or liquids containing solids in solution or suspension (for example, paints, varnishes, lacquers, etc, but not including substances otherwise classified on account of their dangerous characteristics) which give off a flammable vapour at temperature of not more than 60°C closed cup test, normally referred to as the flash point.

Flammable liquids include-

- a) liquids stored or handled at temperature at or above their flash point; and
- b) substances that are stored or handled at elevated temperatures in a liquid state and which give off a flammable vapour at a temperature at or below the maximum storage or handling temperature.

Flammable liquids do not include liquids meeting the above definition with a flash point of more than 35°C which do not sustain combustion if-

- i. they have passed a suitable combustibility test, or
- ii. their fire point according to ISO 2592:2000 is greater than 100°C; or
- iii. they are water miscible solutions with a water content of more than 90% of mass.

Ignition Source - means a source of energy sufficient to ignite a flammable atmosphere and includes:

(a) a naked flame, exposed incandescent material, an electrical welding arc or a mechanical or static spark; and

(b) any electrical or mechanical equipment that is not specifically designed to be used in a hazardous area.

Ladder fuels - Fuels that provide vertical continuity between strata. Fire is able to carry surface fuels into the crowns of trees with relative ease.

Liquefied petroleum gas (LPGas) – A hydrocarbon fluid composed predominantly of any of the following hydrocarbons, or mixtures of all or any of them: propane (C₃H₈), propylene (C₃H₆), butane (C₄H₁₀), or butylenes (C₄H₈). Unless specifically stated otherwise, any reference to 'propane', 'butane' etc. means the commercial grade of that product.

Safety Data Sheet - A document which provides information on the identification, hazards, precautions for use and safe handling of a specific chemical product, and which complies with relevant legislation.

No Go Impact Zone - is an area where hazardous materials and their vapours or a gas leak are within their Flammability Range, and/or pose an immediate health risk due to their toxicity, and have flowed or are likely to flow from the point of origin (plus a safety margin of a minimum 100 metres), or if there is potential for an explosion or violent chemical reaction on the application of water, or the potential to give off highly toxic smoke or gases (minimum 150 metres behind a protective barrier).

Normal Rainfall Levels – or average (median) rainfall is the averaged total amount of rainfall recorded during a calendar month or year and compared to previous months or years records. Normal (average) rain fall for a specific area can be assessed by visiting the Bureau of Meteorology climate outlook (www.bom.gov.au/climate/outlooks/##/rainfall/climatology/seasonal) and provides a 3-month rainfall summary outlook for planning.

Radiant Heat – is the heat energy you feel from fire and travels in straight lines but not through solid objects such as wall and other similar barriers.

Appendices

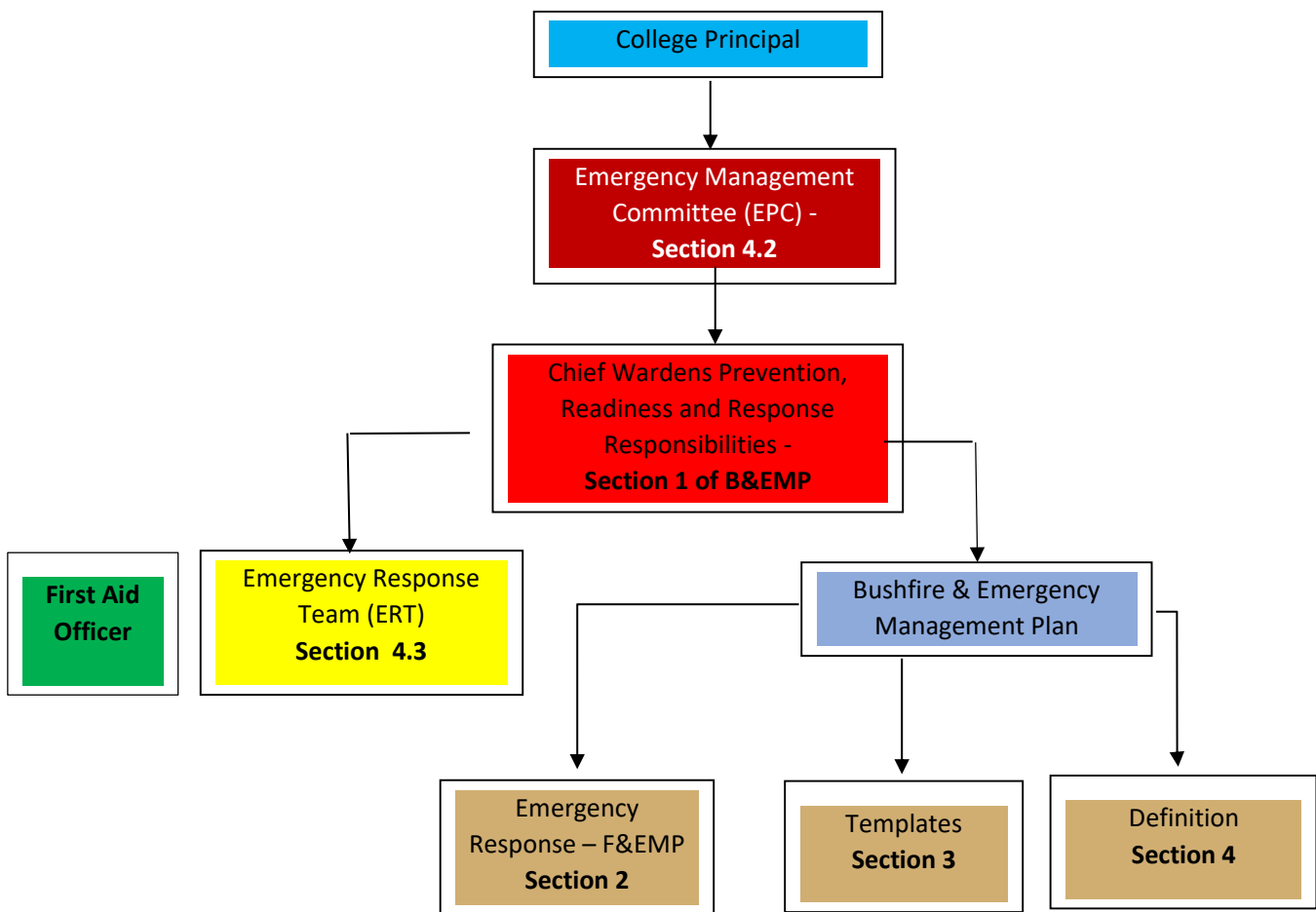
Section 4 - Emergency Management Planning





This section provides the structure and process required to achieve risk and evidence-based B&EMP across the prevention, readiness and response continuum for this College. It also ensures all the relevant documents which have been customised to suit the College's identified hazards and risks.

Once the B&EMP has been completed and endorsed, it is important to ensure it is a CONTROLLED DOCUMENT and should not be copied for use by any persons. The use of unauthorised or improperly constructed versions can cause confusion during emergencies and result in administrative failure to update all copies of the plan within the College.

4.1 Structure of Emergency Management

The structure below refers to the relevant section within the B&EMP and provides details regarding roles, responsibilities and administration.



Identification of College <i>Emergency Personal</i> Chief wardens, deputy wardens, first aid officers and ERT member shall be identifiable using coloured helmets, vests and/or tabards			
Chief Warden	Deputy Wardens	ERT Members	First Aid Officer
			

4.2 Emergency Planning Committee (EPC)

4.2.1 Forming of the EPC

The EPC shall be formed under the authority of the Principal of the College. The EPC may be formed for an individual College or other Colleges if applicable. The EPC membership shall be appropriate and reflect the level of hazards and risks identified during the fire risk assessment process and the number of staff working at the College.

The Principal of the College shall ensure the EPC has adequate resources and expertise to enable the implementation, training and exercising of the B&EMP.

NOTES:

- The EPC must ensure applicable legislative and local government requirements are met, i.e. VRQA – Guidelines on Bushfire Preparedness, Occupational Health and Safety Act, CFA Act and City of Casey local laws relating to *bushfires*, *emergencies* and College overall management plan;
- The Principal of the College should secure their staff willingness and commitment to participate in *emergency* activities, including *bushfire* and other *emergency* training and exercises;
- Resources include time, finance, equipment and personnel;
- The EPC should consider the need for appointing specialist expert advice as required.

The EPC, where necessary and in collaboration with other Colleges (if applicable), shall be responsible for the implementation and maintenance of the B&EMP. This may be undertaken in conjunction with the relevant *emergency* services.

NOTE: If the EPC becomes aware of features or activities at the College that prevents the safe implementation of the B&EMP and is beyond the EPC capacity to resolve, the EPC must immediately notify the Principal.

The EPC shall consist of at least three people who shall be representatives of College management and staff, one of which is the *chief warden*. If additional members of the committee are required, they should comprise of *deputy warden/s* and *emergency* response team (ERT) member/s.

It is preferred, that at least one member of the EPC be a competent person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skills enabling him/her to provide the required expertise to ensure the EPC and ERT perform the required roles and responsibilities.

NOTE:

- In most industries, the EPC members would comprise the most senior manager responsible for the facility who performs the role of EPC Chairperson, *chief warden*, staff representative, and specialist College personnel, such as the maintenance engineer and/or health and safety representative;
- External contractors, consultants or others can be engaged by College management to provide specialist expert advice if required, however, should not be a member of the EPC, but may attend EPC meetings.

Responsibilities

The duties of the EPC shall include but not limited to the following:

1. Be responsible for future development, review, implementation including testing and exercising of the B&EMP,
2. Ensuring that resources and expertise are provided to enable the successful implementation of the B&EMP,
3. Nominate the validity period for the B&EMP after which a full review of the College fire and *emergency* risk assessment and B&EMP is required,
4. The validity period should not exceed 5 years but may be less, depending on the requirements of a maintenance cycle or any major changes to the College,
5. Ensuring the B&EMP is readily identifiable and available to the appropriate person/s and agencies,
6. Establishing an *Emergency* Response Team (ERT) to operate in accordance with the B&EMP, *chief warden*, *deputy wardens* and ERT members should be appointed based on their skills and experience that is consistent with their duties and responsibilities,
7. Authorise or having authorised the release and implementation of the B&EMP,
8. The following shall apply to the B&EMP implementation process:
 - a. **Awareness** - of the *emergency* response procedures – relevant information about the procedures shall be disseminated to all staff,
 - b. **Training** – a formalised training schedule shall be developed, based on a training need and gap analysis to ensure that risk-based training and exercising is provided to ERT members and all College staff.
 - c. **Training program** - shall be based on credible worst-case scenarios and should include components of fire and *emergency* prevention, readiness and response,
 - d. **Testing procedures** – are in place to test the effectiveness of the B&EMP as part of *bushfire* and *emergency* management training and exercises schedule,
 - e. **Review of procedures** – amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the response procedures from the training and exercises.
9. Establishing ongoing arrangements and procedures to ensure the continuing operation of the ERT in the safest and most efficient way; i.e. to deal with resignation, holidays, training of deputies, etc,
10. Ensuring the register of ERT members is current and readily available at all times,
11. Ensure all training and exercises are recorded on an approved training record sheet,
12. Develop procedures to ensure all students, parents, visitors and contractors are made aware of *bushfire* and other *emergency* response procedures,
13. Manage development and maintain of an operation procedures manual for the *Emergency* Assembly Point to allow it to be used as a *bushfire* shelter by providing the following information and to ensure it is regularly tested and exercised:
 - Vegetation and *combustible material* management prescriptions around the *Emergency* Assembly Point to achieve a Bushfire Radiation Value of $\leq 2 \text{ kW/m}^2$ and defensible space to allow safe access and egress and firefighting to defend the building,
 - Location and operation of all firefighting equipment, safety systems and other key operational measures,

- Procedures for 'standby', 'ready', 'activation' and 'deactivation' of the *Emergency Assembly Point*. A key principle incorporated into the operating procedures must be that *Emergency Assembly Point* can operate effectively as a *bushfire* shelter without the intervention by or assistance from fire or *emergency* services,
 - Readiness check including checklist and schedule, and
 - Pre *fire danger period* scenario-based *bushfire* training and exercise and use of fire protection equipment and safety systems and other key operational measures.
14. Establish and maintain a staff Notice Board, which has the following information:
 - a. daily and four-day weather estimates when severe weather has been forecasted, including severe weather warnings;
 - b. Forest Fire Danger Rating's (during summer), of severe and above; and
 - c. advise of potential College closure and alternative arrangements or changes to activities, etc.
 15. Prior to the commencement of each day's activities, ensure there is a weather assessment and briefing protocols in place for all staff and students when severe weather have been forecast and/or when Forest Fire Danger Rating's reach severe and above, (during summer), and any pending elevated FFDR's and severe weather events predicted within the 4 day monitoring period and planned changes to activities.
 16. Ensure there is a contract in place with a suitability qualified and experienced company for the testing and maintenance of all fire protection equipment and systems (essential safety measures) to the relevant Australian Standards as listed on the Colleges Occupancy Permit,
 17. Ensure there is a manifest for all *dangerous goods* at the College and *material safety data sheet* are available posted close to each *dangerous good* and are easily accessible, and appropriate signage and safety warnings are in place,
 18. Ensuring *bushfire* and *emergency* prevention, readiness and response procedures remain viable and effective by reviewing and testing the B&EMP and response procedures at least annually,
 19. Ensuring the B&EMP has a full and detailed review after an *emergency*, an exercise, or any changes that affect the B&EMP such as site extension, alterations, significant change of work practices, etc,
 20. Ensuring that a permanent record of events for each fire and *emergency* is compiled and retained,
 21. Continually look to identify and rectify deficiencies and opportunities for continuous improvement in the B&EMP as part of the ongoing risk management monitor and review process.

4.2.2 EPC Meetings

The EPC shall meet at the start of each term unless otherwise determined by the RPC Chairperson. When there is a requirement to replace EPC members due to staff changes, these new members should be nominated at this meeting and if required, training provided by a qualified and experience person (refer Appendix B). A record of EPC meetings shall be made and retained in accordance with Lysterfield Lake College policy and procedural requirements and provided to authorised agencies upon request, i.e. Department of Education and Training, Work Safe, City of Casey and CFA.

NOTE 1: This may include minutes of meetings, communication, reports and specialist advice.

4.3 Emergency Response Team

4.3.1 Forming of the ERT

An *Emergency Response Team* (ERT) shall be appointed by the EPC. The ERT shall consist of a *chief warden* and *deputy warden* as a minimum. The following positions shall be included if they are deemed necessary by the EPC and in accordance with the requirements of college senior manager:

- (a) *Chief warden*,
- (b) *Deputy warden*,
- (c) First Aid officer, and
- (d) ERT members.

When there is a requirement to replace ERT members due to staff changes, these new members should be nominated at the EPC meeting and training provided by a qualified and experienced person ASAP, (refer Appendix B).

Note, there can be a number of *deputy wardens* if required to ensure there is one at the College at all times. Where there is more than one deputy, a 'Duty *Deputy Warden*' rostering system should be considered to ensure a *deputy warden* knows when he/she is on duty to avoid confusion and to ensure a warden is on site at all times.

An up-to-date register of all ERT members shall be kept readily available from the *chief warden*.

4.3.2 Authority

During emergencies, instructions given by the ERT personnel shall take precedence over the normal management structure. Once the *emergency* service arrives at the College, the *chief warden* or *deputy warden* must meet the Incident Controller at the entry of the College or fire indicator panel depending on the response, provide a briefing on the fire or *emergency* and seek direction for the ongoing role of the ERT.

Section 5 - Training and Exercising Requirements

All staff and managers will be required to undergo training and exercising by a qualified and experienced person in the prevention, readiness and response application of the B&EMP and in the use of all fire protection equipment and systems available at the College.

It must be stressed the basic principle of fire and *emergency* management practices is that no person should be placed in greater danger through *emergency* actions and that no person should attempt tasks for which they are not equipped; either physically, psychologically or by way of training. To attempt a task outside one's competence creates the risk of escalating a situation rather than mitigating it.

To assist with this, a hazard and risk-based training analysis should be undertaken by the EPC to identify training needs and any skills gaps of all staff and managers who will become wardens and/or ERT members at the College. This will ensure the appropriate training and exercising is provided.

The Occupational Health and Safety Act recognises that the value of a B&EMP is greatly enhanced by the incorporation of fire safety training and exercises.

The type of training and exercises required for this College relevant to the preparation and appropriate performance of the B&EMP includes but not limited to:

- Basic first aid,
- Understanding fuel hazards associated with managed and unmanaged vegetation within and around the College during a *bushfire* event,
- Bushfire behaviour under the influences of different FFDR's
- Safe response to bushfires,
- Safe storage and handling of *dangerous goods* at the College including *LPG* cylinders,
- Response to *dangerous goods* incident,
- Building fire behaviour,
- Safe response to building fires,
- Understanding potential causations of fires within the College, fire behaviour and extinguishment,
- Fire and *emergency* prevention, readiness and response,
- Fire protection equipment readiness use and maintenance,
- When to use the *Emergency Assembly Point* or evacuate,
- *Emergency Assembly Point* operations procedures manual during a *bushfire*,
- How to conduct a *dynamic risk assessment*,
- *Emergency* command and control,
- Fire response principles of contain, control and extinguish,
- Administrative and recording process.

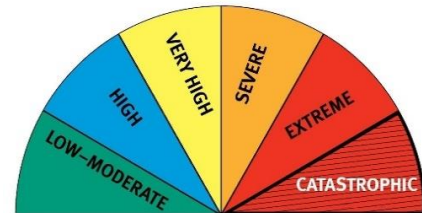
Once training has been conducted, it is important a training report is completed to ensure a monitoring process is in place and to keep a record on who has undergone training, type of training, when and by whom.

Consideration should be given to running at least one training exercise prior to each *fire danger period* involving all staff and managers to ensure the B&EMP is tested and updated, all fire protection equipment and systems are tested under exercise conditions, and the local CFA fire brigades are invited to allow them to become familiar with the College, water supplies, fire protection equipment / measures and ensure they have full access to all areas by their fire appliances.

Section 6 – Triggers for College closures based on level of bushfire risk

Based on the assessed *bushfire* risk to the College from surrounding vegetation which has been classified as woodland with a maximum downslope of 7 degrees and grassland on flat / upslope land, elevated fuel and bark hazard observed onsite, and with fuel loads of approximately 20t/ha, the following response applies regarding college closure:

During *normal rainfall levels* leading up to each *fire danger period* within the City of Casey Municipal district, the College will be closed on days of ‘**Catastrophic**’ rating, and all staff and children will locate themselves at a safe location that will not come under threat from a *bushfire* until the Forest Fire Danger Rating reaches below ‘Severe’.



During *below average rainfall or drought conditions* leading up to each *fire danger period* within the City of Casey Municipal district,

consideration should be given by the EPC closing the College on days of ‘**Extreme**’ and above ratings.

During these days, all students and staff must locate to a location themselves at a safe location that is not within a *bushfire* prone area.

Refer to the chart for potential fire behaviour and impact under the different FFDR’s.

It is important to note that *bushfire* behaviour under FFDR’s of Severe and Very High can also be unpredictable, and dangerous, seriously impacting the College which can be very traumatic on students and staff, even when taking shelter in the *Emergency Assembly point*.

Fire Danger Rating	Potential Fire Behaviour and Impact
CATASTROPHIC (CODE RED) FDI 100+	<ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. People will die and be injured. Thousands of homes and businesses will be destroyed. Well prepared, well constructed and defended homes may not be safe during the fire. Construction standards do not go beyond a Fire Danger Index of 100. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. <p>• Leaving is the best option.</p>
EXTREME FDI 75-99	<ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. People will die and be injured. Hundreds of homes and businesses will be destroyed. Only well prepared, well constructed and actively defended houses are likely to offer safety during a fire. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire. <p>• Leaving is the safest option for your survival.</p>
SEVERE FDI 50-74	<ul style="list-style-type: none"> Fires will be uncontrollable and move quickly– flames may be higher than roof tops. There is a chance people may die and be injured. Some homes and businesses will be destroyed. Well prepared and actively defended houses can offer safety during a fire. Expect embers to be blown around. Spot fires may occur up to 4 km ahead of the fire <p>• Leaving is the safest option for your survival. Your home will only offer safety if it and you are well prepared and you can actively defend it during a fire.</p>
VERY HIGH FDI 25-49	<ul style="list-style-type: none"> Fires can be difficult to control – flames may burn into the tree tops. There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed. Well prepared and actively defended houses can offer safety during a fire. Embers may be blown ahead of the fire. Spot fires may occur up to 2 km ahead of the fire. <p>• Your home will only offer safety if it is and you are well prepared and you can actively defend it during a fire.</p>
HIGH FDI 12-24	<ul style="list-style-type: none"> Fires can be controlled Loss of life is highly unlikely and damage to property will be limited Well prepared and actively defended houses can offer safety during a fire. Embers may be blown ahead of the fire. Spot fires can occur close to the main fire. <p>• Know where to get more information and monitor the situation for any changes</p>
LOW-MODERATE FDI 0-11	<ul style="list-style-type: none"> Fires can be easily controlled Little to no risk to life and property <p>• Know where to get more information and monitor the situation for any changes</p>