



Salesian College
SUNBURY

ADVERTISED PLAN

EMERGENCY MANAGEMENT PLAN (EMP)

SALESIAN COLLEGE SUNBURY

1 MACEDON STREET, SUNBURY VIC 3429

BUSHFIRE STATUS

Fire district: **CENTRAL**

This site **IS** listed on the bushfire at-risk register.

This site **IS NOT** a designated neighbourhood safer

DOCUMENT VERSION

Review By:	OHS Manager		
Nature of Changes:	Inclusion of being listed on Grassfire at Risk Register (GARR), update of ECO		
Version & Date:	Version 2, November 2024	Next Review Due:	November 2024
Approved by:	Mark Brockhus	Position:	Principal

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0.0 DOCUMENT CONTROL**0.1 DISTRIBUTION LIST**

A copy of this plan has been distributed to:

EMERGENCY CONTROL ORGANISATION**Emergency Management Distribution Contact List**

ROLE	NAME	CONTACT NUMBER
Chief Emergency Wardens	Karen Green	kgreen@scr.edu.au
	Simonette Soto	ssoto@scr.vic.edu.au
	Paul Hillas	phillas@scr.vic.edu.au
	Mark Brockhus	mbrockhus@scr.vic.edu.au
	Emergency Management Planning Committee Members: <ul style="list-style-type: none"> Committee Chair Maintenance Team Leader Business Manager OHS Manager Principle Executive Assistant 	Microsoft Office TEAMS File
Communications Officers at Evacuation Area	1. Daniel Buttacavoli 2. Melinda Muir 3. Ammie Franklin	dbuttacavoli@scr.vic.edu.au mmuir@scr.vic.edu.au afranklin@scr.vic.edu.au
Public Information Officers Crisis, Media & Coms	1. Mark Brockhus 2. Ingrid Busuttil	Principal@scr.vic.edu.au Development@scr.vic.edu.au



10 WARDEN AREA CONTROL POINTS LOCATIONS & TELEPHONE EXTENSION NUMBERS		Additional Distribution Contact List	
Emergency Control Point (Student Hub)	Physical Copy & <u>studenthub@scr.vic.edu.au</u>	College Nurse – Sarah Isherwood	nurse@scr.vic.edu.au
1. Mansion Reception	Physical Copy & reception@scr.vic.au	Salesian Residence	Physical Copy
2. Technology Office	Physical Copy	St Mary's School for the Deaf	nstone@scr.vic.edu.au
3. Mazzarello Office	Physical Copy	Gatehouse Café-Eva Haddad	Physical Copy
4. Steam Office	Physical Copy	Noone Uniform Shop - Ryan Shaune	Physical Copy
5. Savio East	Physical Copy		
6. Stadium	Physical Copy	Hume City Council Emergency Management Team	Emergencymanagement@hume.vic.gov.au

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Last Updated October 2024

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1.0 PURPOSE

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

The EMP is designed to meet the requirements set out in the Emergency Management Plan Template developed by the Catholic Education Commission of Victoria LTD (CECV) for Victorian Schools. It also complies with AS3745 – 2010: Planning for Emergencies in Facilities.

The EMP sets out a structure and actions for dealing with emergency incidents during normal hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

2.0 SCOPE

This EMP applies to all employees, children, visitors, contractors and volunteers at Salesian College Sunbury. This includes all staff and students of St Mary's College for the Deaf who attend and are employed at the Sunbury Campus. This EMP also includes the Salesian College Clergy members who reside at the Salesian residence as their home.

3.0 EMERGENCY PLANNING COMMITTEE (EPC)

3.1 EMERGENCY PLANNING COMMITTEE RESPONSIBILITIES

Australian Standard AS3745 – 2010 gives the site Emergency Planning Committee (EPC) responsibility for establishing and maintaining the Emergency Management Plan (EMP) and appointing adequate numbers of trained personnel (Wardens) throughout the facility with the authority to override normal management during an emergency.

Australian Standard AS3745 – 2010 also requires the EPC to:

- Nominate the validity period for the Emergency Management Plan and the evacuation diagrams. NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the School or an accreditation regime.
- Establish an Emergency Control Organisation (ECO) with the authority to implement the emergency procedure documentation within this plan.
- Establish arrangements to ensure the continuing operation of the ECO.
- Arrange for all members of the ECO to meet at intervals not greater than six-monthly for training purposes (specific to their individual role).
- Ensure that the register of ECO members is current and readily available.
- Arrange for fire-extinguisher training bi-annually where the use of fire-extinguishers is documented within the procedures.
- Arrange for the training of all non-ECO occupants annually.
- Obtain legal advice on the level of indemnity afforded to EPC members and the ECO.
- Arrange for regular emergency control exercises to be conducted (every part of the facility must undergo an exercise annually, the first exercise after establishing response procedures should be an evacuation).
- Review Emergency Procedures annually (see 3.3 Emergency Planning Committee Meetings).

- Undertake emergency prevention including the implementation of emergency safety policies, maintenance of all equipment and measures required in an emergency, correct storage practices and good housekeeping measures.

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3.2 EMERGENCY PLANNING COMMITTEE MEMBERSHIP

The EPC shall consist of two members at a minimum who shall be representative of the Schools stakeholders of which one member shall be management. External contractors, consultants or others engaged by the School to provide specialist advice should not be members of the EPC but may attend EPC meetings.

Salesian College Sunbury EPC consists of the following representatives.

EPC MEMBERS		
NAME	TITLE	EMAIL
Mark Brockhus	Principal	principal@scr.vic.edu.au
Paul Hillas	Business Manager	phillas@scr.vic.edu.au
Karen Green	Deputy Principal – Organisation & Community	kgreen@scr.edu.au
Gavin Urquhart	Maintenance Team Leader	gurquhart@scr.vic.edu.au
Leanne Gillard	Principal's Executive Assistant	lgillard@scr.vic.edu.au
Simonette Soto	Occupational Health and Safety Manager	ssoto@scr.vic.edu.au
EXTERNAL CONTRACTORS ENGAGED FOR SPECIALIST ADVICE		
NAME	TITLE / ORGANISATION	CONTACT DETAILS
Risk2Solutions Catherine Strods	Emergency Management Consultant/ Head of EPS	cath.s@risk2solution.com
WorkSafe Victoria	WorkSafe Advisory Service	1800 136 089
Hume City Council	Fire Prevention Department	EmergencyManagement@hume.vic.gov.au
Fire Rescue Victoria	Advisory Line	dangerousgoods@frv.vic.gov.au
SAM4SCHOOLS	Safety Management and Compliance for Schools	info@sam4schools.com.au
Country Fire Association (CFA)	Bushfire Information & Training Advice	1800 226 226

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3.3 EMERGENCY PLANNING COMMITTEE MEETINGS

The EPC shall meet at least annually to review Emergency Management Plan in line with Australian Standard AS1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, suitability of the Evacuation Assembly Areas and identification of any introduced hazards.

The EPC may also decide to meet and review following any exercises, actual emergency situations or upon receipt of feedback from the ECO regarding the plan.

A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements. NOTE: This may include minutes of meetings, communication, financial position, reports and specialist advice.

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4.0 IN CASE OF EMERGENCY

INCIDENT OCCURS	CALL	000
	CONTACT	As soon as appropriate, contact Catholic Education Office Emergency Management Officer (EMO): Refer to Emergency Management on CEVN (cevn.cecv.catholic.edu.au) for current phone numbers
ADVISE	WHO	<ul style="list-style-type: none"> The number and name/s of persons involved Name of the person reporting the emergency
	WHAT	<ul style="list-style-type: none"> The nature of the emergency
	WHEN	<ul style="list-style-type: none"> The time you became aware of the emergency
	WHERE	<ul style="list-style-type: none"> The location of the emergency and contact phone numbers if the emergency is away from the school
REPORT	<ul style="list-style-type: none"> Following resolution of the emergency, complete a copy of the Emergency Management Accident/Incident Report (available on CEVN on the Emergency Management page, http://cevn.cecv.catholic.edu.au/emergency.htm) and forward it to your Catholic Education Office EMO. 	
	<p>The school must report the following incidents to WorkSafe (Ph: 132 360 or https://cevn.cecv.catholic.edu.au/Melb/Data/Incident-Report-Form#required-respondents http://cevn.cecv.catholic.edu.au/StaffingIR.aspx?id=806), and to the relevant Catholic Education Office:</p> <ul style="list-style-type: none"> Fatalities. Hospitalisation: Injuries requiring immediate treatment as an inpatient in a hospital. Medical treatment for fractures, broken bones, serious lacerations, serious head and eye injuries, amputations, degloving, scalping, electric shock, loss of bodily functions, etc. Chemical exposure: if a person requires medical treatment within 48 hours of exposure to a chemical. Incidents or near misses where a person in the immediate vicinity is exposed to an immediate risk from the collapse of a building or an excavation, explosion, fire, the spillage of dangerous goods or the fall from a height of any plant or equipment, etc. <p>Minor incidents do NOT need to be reported to WorkSafe. If in doubt, phone WorkSafe immediately on 132 360 to clarify whether the incident should be reported.</p>	
Government SMS Service	<p>A circular went out earlier 2022 regarding Bushfire preparedness and the Government SMS service – it can be accessed on the CEVN website at https://cevn.cecv.catholic.edu.au/Melb/School-Improvement/Emergency-Management/Bushfire-Resources#latest-news-</p>	

Note: whenever students are to be taken off-site for an excursion or camp, an appropriate Emergency Management Plan suitable for that activity needs to be part of the Planning Documentation and its Risk Assessments (see pp. 63–64 of the CECV Catholic Schools Emergency Management Manual).

5.0 EMERGENCY NUMBERS AND KEY CONTACTS

NAME	CONTACT INFORMATION
Emergency Services (Police, Ambulance, Fire Services)	000 (for life threatening or time critical emergencies only)
Police Sunbury Police Station - (03) 9744 8111	03 9247 6666 Centre Switchboard (7am to 7pm) www.police.vic.gov.au Non-life-threatening incident requiring police response (ring Local Police Station)
Local Police Station	Sunbury Police Station - (03) 9744 8111
State Emergency Service (SES) Flood, wind, storm damage	132 500
Catholic Education Office	Archdiocese of Melbourne - (03) 9267 0228
CEO Emergency Management Officer	Harry Allard – 0439 642 881
Poisons Information Centre	131 126 (24 hour line) www.austin.org.au/poisons
Department of Health [including hospitals]	Check local listing or go to: www.health.vic.gov.au/hospitals/pubwebs
Nearest Hospital	Sunshine Hospital - (03) 8345 1333
Local Government	Hume City Council – (03) 9205 2200
ABC Radio	AM 774 Broadcasts bushfire & emergency warnings
Victorian Bushfire Information Line	1800 240 667
Bureau of Meteorology	03 9669 4965 www.bom.gov.au
Metropolitan Fire Brigade	www.mfb.vic.gov.au
Country Fire Authority	www.cfa.vic.gov.au
Fire Equipment Maintenance	Melbourne & Country Fire - 1300 650 885
Department of Environment, Land, Water and Planning	www.delwp.vic.gov.au
Department of Families, Fairness and Housing	www.dhhs.vic.gov.au 131 278 (24-hour number state-wide)
Environment Protection Agency (EPA)	www.epa.vic.gov.au 1300 372 842
WorkSafe Victoria	www.worksafe.vic.gov.au 1800 136 089

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NAME	CONTACT INFORMATION
Department of Families, Fairness and Housing (Regional Office)	Northern and Western Region - 1300 664 977
Department of Health (Regional Office)	Sunshine - (03) 9229 4100
Gas Utility (SPAusNet)	136 707
Electricity Utility (Powercor)	131 626
Water Utility (Western Water)	1300 659 425

6.0 EMERGENCY CONTACT INFORMATION

6.1 STAFF CONTACT INFORMATION

Staff contact information can be accessed from the Human Resources department. This information is not replicated here in order to better manage its currency and accuracy.

ALL distribution list contacts are provided with the College's Emergency Contacts information as well as physical copies obtained at each of 10 Emergency Control Points and 2 Communication Control Points.

6.2 STUDENT AND PARENT / FAMILY CONTACT INFORMATION

Student and parent / family information can be accessed from the Student Hub. This information is not replicated here in order to better manage its currency and accuracy.

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7.0 SCHOOL DETAILS
7.1 SCHOOL PROFILE

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PROFILE		
School Name	Salesian College Sunbury	
Address	1 Macedon Street, Sunbury VIC 3429	
Hours of Operation	7.45 am – 4.30 pm	
Principal	Mark Brockhus	
Telephone	(03) 9744 0000	
Website	http://www.salesiansunbury.vic.edu.au/	
After Hours Emergency Contact	Name:	Mark Brockhus
	Telephone:	0409 130 287
Number of Students	1635	
Number of Staff	255	
Students / Staff with Disabilities	Yes	
Total Fire Ban District	CENTRAL	
On 'Bushfire At-Risk' register	Yes	
Site Description	<p>Salesian College is a catholic, coeducational secondary school catering to students from years seven to twelve. The school is located in Sunbury with a large number of buildings on site ranging from small sheds in the trade training centre to large multi-story buildings in the main part of the school. There are two Evacuation Assembly Areas on site, one located to the West of the main school buildings and one to the South West of the main school buildings near the Gymnasium and Pavilion.</p>	
Communication Systems	<p>Public Address (PA) System Evacuation and Alert Tone UHF Radios Internal Phone System Megaphone Fire Indicator Panel (FIP) Mobile Phones UHF Radios Microsoft TEAMS Communication Channel</p>	

PROFILE	
Emergency Equipment Available	Extinguishers First Aid Kit Defibrillator Fire Blankets Hose Reel Spill Kit Hydrant
Recovery Room Locations	Power Building (P Block)

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7.2 BUILDING SECURITY AND FIRE PROTECTION SYSTEMS

TYPE	CONTROL POINT	SHUTOFF INSTRUCTIONS
Fire	FIP A Block main panel	Contact Emergency Services
Intrusion	Security system in School	Swipe cards or pin
Sprinkler System	Side of E block (Mansion)	Shut Isolating Valve

7.3 UTILITIES AND BUILDING SERVICES

TYPE	CONTROL / ACCESS POINT	NOTES / SHUTOFF INSTRUCTIONS
Gas / Propane	2 tanks near E block 1 near K block	Turn Valve
Water	In main Mansion lawn	Mill cock
Electricity	Master Switchboard in ground floor F Block	Switch Main Breaker Switch
Roof Access	ladder access point near on all buildings	Use ladder points

7.4 DANGEROUS GOODS & LOCATION OF SERVICES

MATERIAL	LOCATION	QUANTITY
Fuel & oil	Near Bulla shed	2000L Fuel 200L Oil
Chemical sprays	Green garden shed	25L X 17
Pool chemicals	Pool	15l X42 hypo 15lX10 acid
Lab chemicals	Laboratory	As per storage records

8.0 RISK ASSESSMENT

Risk Assessment completed by: Robert King Date: October 2023

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Bushfire / Grassfire	<ul style="list-style-type: none"> Risk of injury to persons Risk of property damage or property loss Risk of injury to animals 	<ul style="list-style-type: none"> Ensure Combustible material is kept at a minimum e.g. Regular Grass mowing Trees pruned annually Ensure Warden Training completed annually Ensure regular practice drills are conducted Animal enclosure locks maintained Ensure main electrical switchboard, gas supply and fire system booster pump and hydrant and sprinkler system are inspected and tested as per the maintenance schedule 	Minor	Unlikely	Low	<ul style="list-style-type: none"> Activate ECO Implement Evacuation Procedure Implement Fire Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator Ensure maintenance schedule is maintained AFDRS Category 4 rating – Must close on days forecast as ‘Catastrophic’ by the Bureau of Meteorology within the designated fire district.

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HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Fire	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Ensure fire services equipment is test and tagged as per Australian Standard Test communication system(PA System) on a regular basis Ensure all electrical equipment is tested and tagged as per Australian Standard Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Major	Possible	High	<ul style="list-style-type: none"> Activate ECO Implement Evacuation Procedure Implement Fire Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator
Flooding	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Regular plumbing maintenance. Drains kept cleared Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Major	Unlikely	Medium	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement Adverse Weather/Flooding Emergency Procedure. Contact Emergency Services Contact CEO Emergency Management Coordinator

HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Adverse Weather	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Sun shade sails checked annually External equipment kept in shed or tied down Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Moderate	Possible	Medium	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement Adverse Weather/Flooding Emergency Procedure. Contact Emergency Services Contact CEO Emergency Management Coordinator
Bomb Threat	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Test communication system (PA System) on a regular basis Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Major	Possible	High	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement Bomb Threat Procedure Contact Emergency Services Contact CEO Emergency Management Coordinator

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HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Hazardous Material / Gas Leak	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Hazardous Material is kept secure in Shed Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Major	Possible	High	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement Hazardous Materials Emergency Procedure. Contact Emergency Services Contact CEO Emergency Management Coordinator
Earthquake	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Major	Rare	Medium	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement Earthquake Emergency Procedure. Contact Emergency Services Contact CEO Emergency Management Coordinator

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HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Medical Emergency	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Keep records of student health needs up to date Make sure all staff have First Aid Training every 2/3 Years Annual/6 monthly Asthma Anaphylaxis Training Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Major	Possible	High	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement Medical Emergency Procedure. Contact Emergency Services Contact CEO Emergency Management Coordinator
Threatening Behaviour / Civil Disorder	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Moderate	Possible	High	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement General Disturbance Emergency Procedure. Contact Emergency Services Contact CEO Emergency Management Coordinator

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HAZARDS	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Armed Intrusion	<ul style="list-style-type: none"> Risk of injury Risk of property damage or property loss 	<ul style="list-style-type: none"> Ensure Warden Training is completed annually Ensure regular practice drills are conducted 	Major	Unlikely	Medium	<ul style="list-style-type: none"> Activate ECO Implement Evacuation/Lockdown Procedure Implement General Disturbance Emergency Procedure. Contact Emergency Services Contact CEO Emergency Management Coordinator
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Severe	Unlikely	High	<ul style="list-style-type: none"> Training for staff on protocols for managing situations or disclosures Process for disclosing and support provided by wellbeing team Reported on EduSafe Plus and SSO

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Disruption to international student homestay	<p>Probable causes: Domestic violence; Substance abuse; Stress/isolation; Health problems; Mental health problems/intellectual disability; Natural disaster or emergency event; Lack of skills of host family in caring for student</p> <p>Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Impact on continuity of education; Impact on student safety; Impact on housing and accommodation; Inability to meet legal obligations for international student housing, accommodation and welfare</p>	<ul style="list-style-type: none"> • School has nominated after-hours critical incident contact. • Critical incident training for homestay hosts, students and school staff. • School has prepared emergency homestay options should they be required. • Student Safety Cards issued to all international students under the age of 18. • School has International Student Coordinator to manage homestay arrangements and provide support to students for matters pertaining to housing and wellbeing. • School can seek support through international education cluster for addressing short term accommodation gaps. 	Moderate	Unlikely	Medium	<ul style="list-style-type: none"> • International Program Staff informed of school based processes including office staff and YLPL and HOS. • Reviewed after incidents by Principal and International Student Coordinator
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8.1 RISK MATRIX

RISK RATING		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	ALMOST CERTAIN	Medium	High	Extreme	Extreme	Extreme
	LIKELY	Medium	Medium	High	Extreme	Extreme
	POSSIBLE	Low	Medium	Medium	High	Extreme
	UNLIKELY	Low	Low	Medium	Medium	High
	RARE	Low	Low	Low	Medium	Medium

8.2 CONSEQUENCE DEFINITIONS

DESCRIPTOR	DEFINITION
Insignificant	No Injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

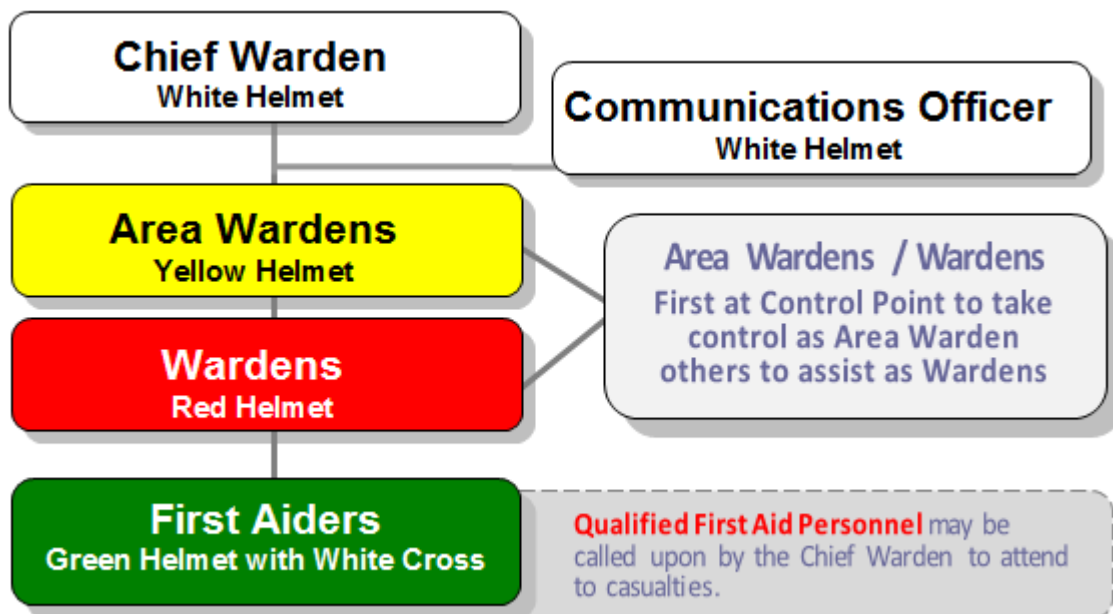
8.3 LIKELIHOOD DEFINITIONS

DESCRIPTOR	DEFINITION
Rare	The event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once in 10 years
Possible	The event should occur at some time, say once in 3 years
Likely	The event will probably occur in most circumstances, say once a year
Almost Certain	The event is expected to occur in most circumstances

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9.0 EMERGENCY CONTROL ORGANISATION / INCIDENT MANAGEMENT TEAM

Salesian College Sunbury utilises the following Emergency Control Organisation (ECO) structure to respond to emergencies on or affecting their grounds. This structure takes into account the size and layout of the school as well as the number of students enrolled.



In order to meet the requirements set out by DEECD as well as those contained in AS 3745 – 2010, the Chief Warden and Wardens also fulfil roles on an Incident Management Team (IMT) in addition to those shown in the ECO structure above. This does not require the role holders to carry out any extra response actions, but is solely to demonstrate compliance with the response structures set out in AS 3745 as well as in the Australasian Inter-service Incident Management System (AIIMS), of which the IMT forms a part. The equivalent roles are laid out in the table below.

ECO ROLE	IMT / AIIMS EQUIVALENT
Chief Warden	Incident Controller Planning Officer
Communications Officer	Communications Officer
Area Warden	Operations Officer
Warden	Logistics Officer
First Aider	First Aider

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9.1 EMERGENCY CONTROL ORGANISATION

The table below contains contact information for designated primary and alternate role holders on the Salesian College Sunbury Emergency Control Organisation. Roles in brackets are the equivalent IMT roles.

EMERGENCY CONTROL ORGANISATION**Chief Wardens and Emergency Contacts List**

ROLE	NAME	CONTACT NUMBER
Chief Emergency Wardens	Karen Green	Mob: 0418 500 129
	Simonette Soto	Mob: 0494 094 321
	Paul Hillas	Mob: 0412 670 638
	Mark Brockhus	Mob: 0409 130 287
	Ammie Franklin	Mob: 0407 312 308
	Daniel Buttacavoli	Mob: 0421 704 713
	Jan Wilkinson	Mob: 0421 479 479
	Melinda Muir	Mob: 0401 215 449
	Romi Bennett	Mob: 0425 734 397
	Clinton Gray	Mob: 0431 275 913
	Daniel Pell	Mob: 0409 807 048
	Rani Valencich	Mob: 0434 728 319
	Nicole Nahari	Mob: 0437 957 835
	Jodie Fitzgerald	Mob: 0427 774 970
	Jade West	Mob: 0421 852 174
Communications Officers at Emergency Control Point	1. Sarah Loversidge 2. Jan Wilkinson 3. Leanne Gillard	1. Mob: 0412 131 095 2. Mob: 0421 479 479 3. Mob: 0408 862 163
Communications Officers at Evacuation Area	1. Daniel Buttacavoli 2. Melinda Muir 3. Ammie Franklin	1. Mob: 0421 704 713 2. Mob: 0401 215 449 3. Mob: 0407 312 308
Public Information Officers Crisis, Media & Coms	1. Mark Brockhus 2. Ingrid Busuttil	1. Mob: 0409 130 287 2. Mob: 0419 377 389
Logistics Officer	Karen Green	Mob: 0418 500 129
Planning Officer	Gavin Urquhart	Mob: 0438 235 771

**WARDEN AREA CONTROL POINT
TELEPHONE EXTENSION NUMBERS**

Emergency Control Point (Student Hub)	Ext 2232
1. Mansion	Ext 2291
2. Carroll Centre	Ext 2298
3. Power Building	Ext 2202
4. CLC	Ext 2275
5. Savio West	Ext 2286
6. Technology	Ext 2246 (s) 3408 (v)
7. Mazzarello	Ext 2279
8. Steam Centre	Ext 3305
9. Savio East	Ext 2251
10. Stadium	Ext 2295

College Nurse –
Sarah Isherwood

Ext 2229
Mob: 0430 302 258

**ADVERTISED
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10.0 EMERGENCY RESPONSIBILITIES**ADVERTISED
PLAN****10.1 CHIEF WARDEN**

The Chief Warden's duties include:

- Being ready to take control over the response to an emergency situation until the arrival and handover to the emergency services (normal management ceases).
- Ascertaining the nature of a reported incident and whether to declare an emergency.
- Being prepared to take on the role and responsibilities of Chief Warden & lead the ECO.
- Executing the emergency plans and evacuation procedure.
- Monitoring the response and record progress on the 'Evacuation Checklist'.
- Ensuring the appropriate emergency services are notified, met on arrival and briefed.
- Taking responsibility for the welfare of the site occupants throughout an emergency.
- Wearing the correct Chief Warden identification and return items ready for re-use.
- Ensuring all members of the ECO are clearly identifiable.
- Delegating tasks, giving clear instructions to Area Wardens and the Communications Officer.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Emergency Services.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Giving the ECO the all clear when the building is safe for re-occupation.
- Conducting post-incident debriefs using the Debrief Checklist and notifying the EPC of issues identified.

NOTE// Under the structure adopted by Salesian College Sunbury, the Chief Warden would be responsible for the Incident Controller, Operations Officer and Planning Officer IMT roles under the AIIMS model.

10.2 COMMUNICATIONS OFFICER

The Communications Officer's duties include:

- Being prepared to take on the role and responsibilities of Communications Officer within the ECO.
- Being proficient in the operation of methods of communication used at the school.
- Managing all communications on behalf of the Chief Warden including the notification of emergency services.
- Being ready to take control of a designated Evacuation Assembly Area.
- Maintaining records on behalf of the Chief Warden.
- Knowing the evacuation procedure and the emergency plans.
- Wearing correct Communications Officer identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden.

- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

NOTE// Under the structure adopted by Salesian College Sunbury, the Communications Officer would be responsible for the same role in the IMT under the AIIMS model.

10.3 AREA WARDENS & WARDENS

During an emergency, all staff who have received warden training and who are not in the act of teaching must present themselves to an Area Control Point and make themselves available to act as an Area Warden or Warden. When acting as an Area Warden or Warden, their duties include:

- Being prepared to take on the role and responsibilities of an Area Warden / Warden within the ECO. First Warden at the control point to take control as Area Warden, all others to assist as Wardens.
- Knowing the evacuation procedure and the emergency plans.
- Wearing the correct Area Warden / Warden identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Being familiar with the location of the Area Control Points.
- Acting under the direction of the Chief Warden and emergency services. Wardens are to act under the direction of Area Wardens.
- Being ready to take control of a designated area (e.g. conducting searches or making secure).
- Providing assistance and safeguard anyone in danger.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

NOTE// Under the structure adopted by Salesian College Sunbury, Area Wardens would be responsible for the Operations Officer role and Wardens would be responsible for the Logistics Officer role in the IMT under the AIIMS model.

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10.4 FIRST AIDERS

The First Aiders' duties include:

- Being prepared to take on the role and responsibilities of a First Aider within the ECO.
- Knowing the evacuation procedure and the emergency plans.
- Wearing correct identification and return items ready for re-use.
- Maintaining competency by participating in First Aider Training.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to offer First Aid assistance when required.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

10.5 STAFF MEMBERS

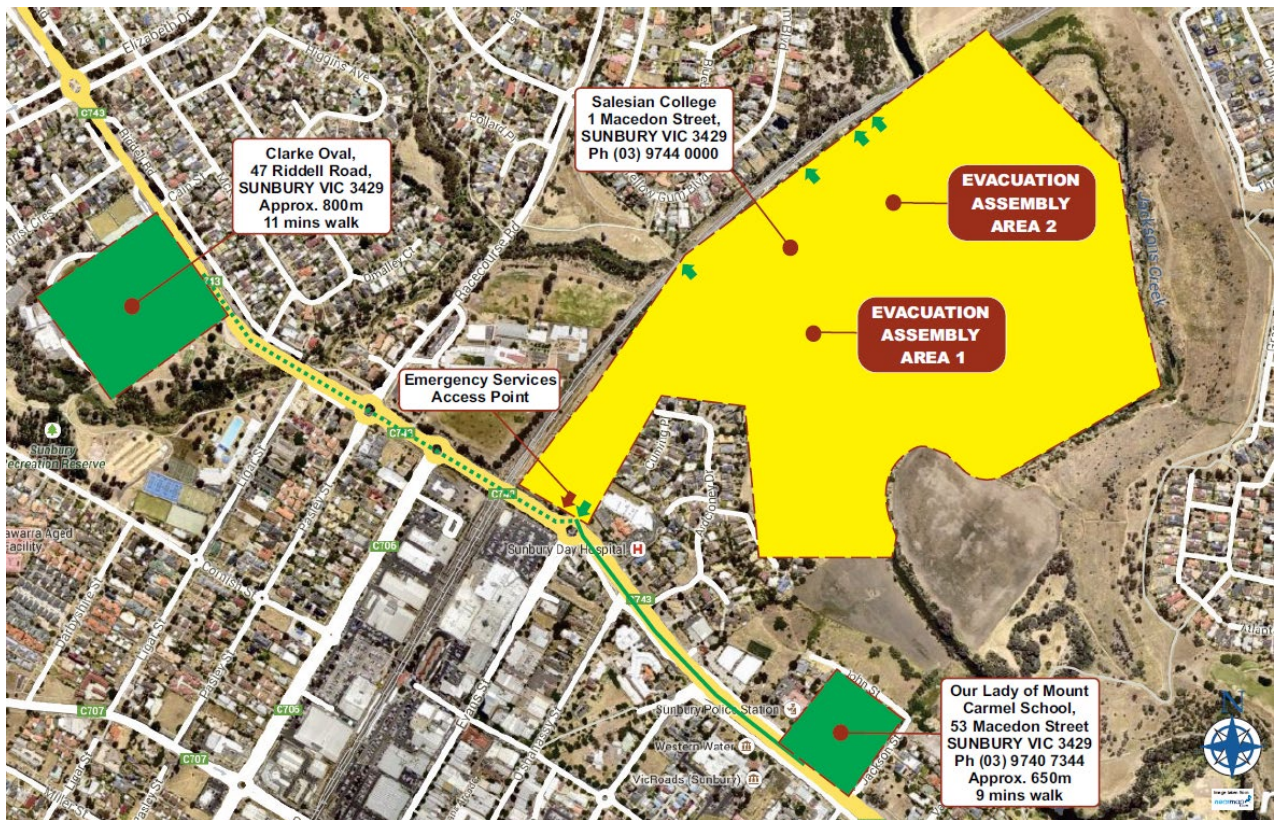
Staff duties include:

- Knowing the evacuation procedure and participate in exercises.
- Being familiar with the site layout, including exits, the location of the Evacuation Assembly Area and any hazardous areas.
- Understanding the methods of communication used at the school.
- Assisting anyone in immediate danger if safe to do so.
- Raising the alarm upon discovering any emergency.
- Taking responsibility for the welfare of students in their care.
- Being aware of any special requirements of students.
- Following any directions of and provide any relevant information to the ECO.
- Accounting for students in their care.
- Referring all media comment to an authorised nominated person.

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11.0 MAPS AND DIAGRAMS

11.1 AREA MAP



11.2 EVACUATION DIAGRAMS

Evacuation diagrams for Salesian College Sunbury have been developed in line with the requirements set out in the DEECD Emergency Management Guide, as well as those contained in AS3745 – 2010. Diagrams are placed within the school in line with the requirements of Section 3.5 of AS3745 – 2010.

A representative sample of the diagrams are provided below for illustrative purposes.

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EVACUATION DIAGRAM

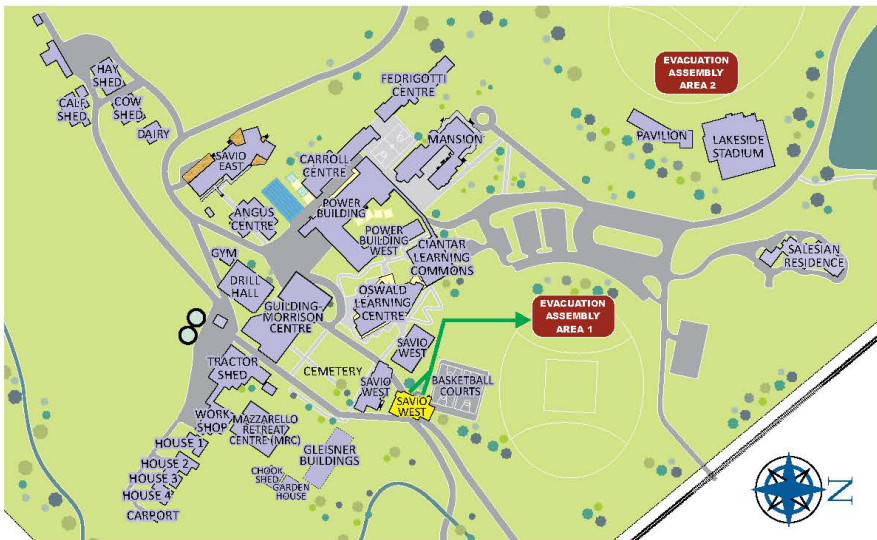


Savio West
Salesian College
1 Macedon Street
Sunbury VIC 3429

EMERGENCY PROCEDURES

ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO 	TURN OFF HAZARDOUS EQUIPMENT MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR 	RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND RECEPTION (03) 9744 0000 AFTER HOURS: 000 	MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER
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EVACUATION ASSEMBLY AREA

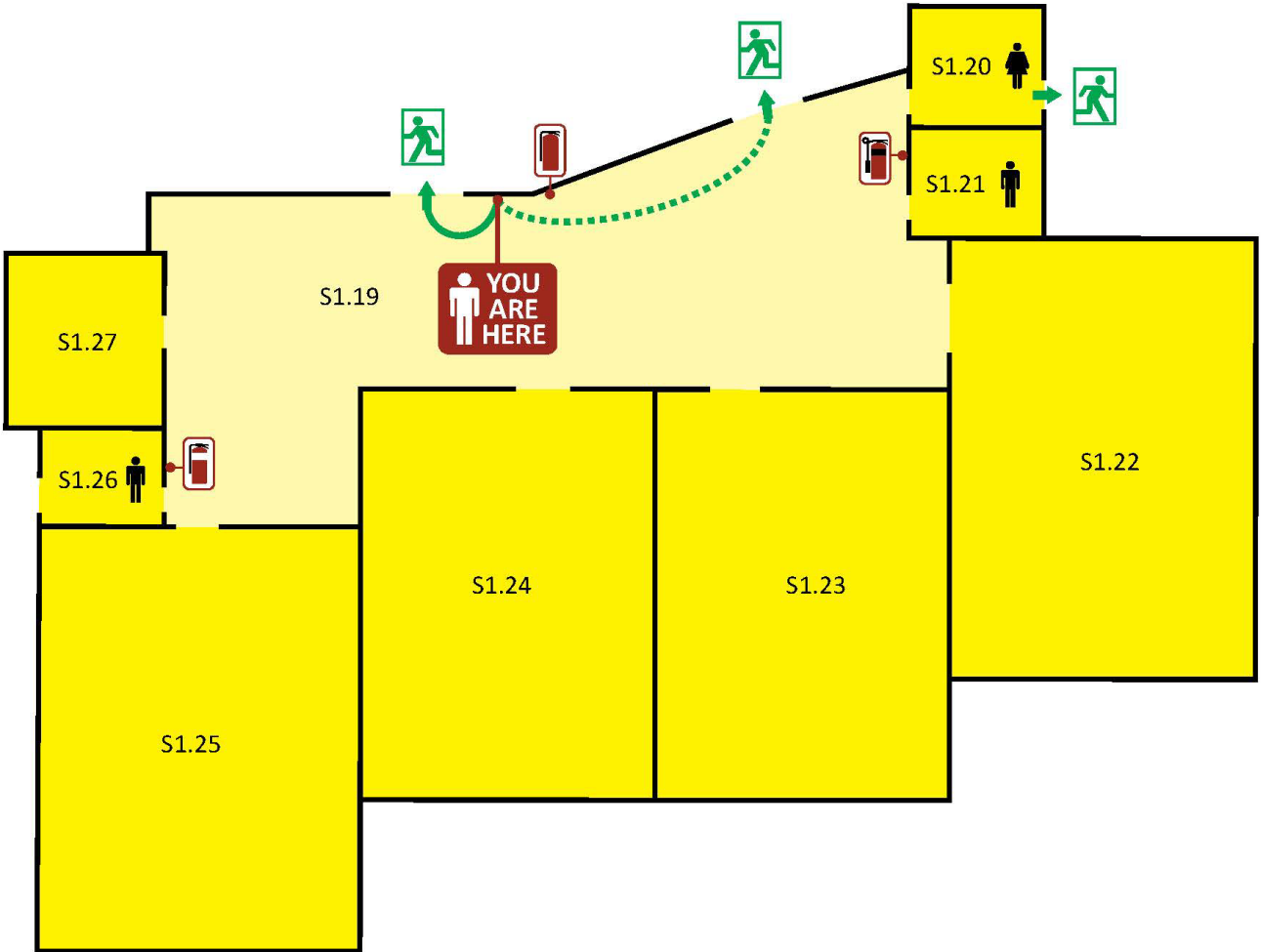


LEGEND

- | | |
|---------------------------|-----------------------------|
| Emergency Exit | Water Extinguisher |
| Dry Chemical Extinguisher | Carbon Dioxide Extinguisher |
| Primary Egress Route | Secondary Egress Route |

EMERGENCY TONES

- | | |
|---|---|
| ALERT TONE
(BEEP... BEEP... BEEP...)
STANDBY FOR FURTHER ANNOUNCEMENTS | EVACUATION TONE
(WHOOOP.. WHOOOP.. WHOOOP..)
COMMENCE EVACUATION |
|---|---|



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12.0 ON/OFF SITE EVACUATION PROCEDURE / LOCKOUT PROCEDURE

The below evacuation procedure applies to evacuation on or off site, as well as to lockout. All three of these situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off site as appropriate).

EVACUATION / LOCKOUT PROCEDURE

STAFF MEMBER Evacuation Procedure:

- Turn off any equipment that may become a hazard.
- Direct students to the nearest safe exit.
- Make final check of room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area.

AREA WARDENS / WARDENS Evacuation Procedure: (If in the act of teaching see Staff Member above)

- Move to the nearest Area Control Point (ACP) and don Helmet.

AREA WARDEN (Yellow Helmet) – first Warden at Control Point:

- Issue 'Warden Duty' cards and deploy Wardens to evacuate their area.
- Following Warden searches report, findings to the Chief Warden using a two-way radio or runner. Give details of areas clear, anyone missing or requiring assistance.

WARDEN (Red Helmet) – all other Wardens:

- Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.
- Take particular note of St Mary's students remembering that they may not hear the evacuation announcements
- Report anyone refusing to evacuate to the Area Warden.
- Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a 'Room Checked' post-it note.
- Once the evacuation and search is complete, report back to the Area Warden.
- Follow any further directions from your Area Warden or the Chief Warden.

COMMUNICATIONS OFFICER Evacuation Procedure:

- Report to the Chief Warden for instructions and Don White Helmet.
- **Communications Officer - Emergency Control Point (ECP):**
- Manage all communications on behalf of the Chief Warden.
- Use the 'Evacuation Checklist' to log search results.
- **Communications Officer - Evacuation Assembly Area (EAA):**
- Move to the nominated Evacuation Assembly Area.
- Use 'Evacuation Checklist' to log head count and report status to the Chief Warden.
- Manage all communications at the Evacuation Assembly Area.

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CHIEF WARDEN Evacuation Procedure:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in Student Hub (Emergency Control Point (ECP)).
- Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
- Activate the Emergency Control Organisation by directing the Communications Officer to make the 'Evacuate Announcement' over the Emergency Warning System/ P.A. system and activating the Evacuate tone.
- Direct the Comms Officer at the ECP to contact the appropriate Emergency Services.
- Issue White Helmet and clipboard and deploy Comms Officer to the Evacuation Assembly Area.
- Instruct Area Wardens to deploy Wardens to search and evacuate required buildings using the following 3 stages:
 - Stage 1: Occupants of buildings in immediate danger
 - Stage 2: Occupants of nearby buildings
 - Stage 3: If required complete Site Evacuation
- Use the 'Evacuation Checklist' to log Warden and EAA reports.
- Restrict building access and vehicular movement by instructing Area Wardens to place Wardens at entrances.
- Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- Consider notifying neighbouring facilities about the emergency.
- Brief the Emergency Services, handover the situation and assist as required.
- Notify CEO Melbourne Emergency Management Officer (EMO).
- Regularly contact the Evacuation Assembly Areas to give and receive information updates.
- When the Emergency Services declare the building safe, give the "All Clear" and control building re-entry and
- Hold a debriefing session for all Wardens.

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13.0 LOCKDOWN / SHELTER IN PLACE PROCEDURE

The below Lockdown Procedure / Shelter-in-Place Procedures are very similar, with the main difference between the procedures being that students, staff and visitors are moved to a pre-determined location during a Shelter-In-Place.

LOCKDOWN / SHELTER-IN-PLACE PROCEDURE

STAFF MEMBER Lockdown / Shelter-In-Place Procedure:

If outside class time:

- Yard Duty Teachers direct students to the nearest classroom, or an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
- Take particular note of St Mary's students remembering that they may not hear the evacuation announcements
- Take particular note that international students may not be aware of Australian alert tones or procedures. Alert to Student Exchange Coordinator.
- Grade Teachers attend classroom areas nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students.
- Available Wardens report to Chief Warden for deployment.
- Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.

If during class time:

- For a Lockdown, remain with the class.
- For a shelter-in-place, move students to the pre-determined Shelter-In-Place Area.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together. Prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet & calm throughout the incident.
- Wait for further instruction from a Warden or Chief Warden.

AREA WARDENS / WARDENS Lockdown Procedure: (If in the act of teaching see Staff Member above)

- Move to the nearest Area Control Point (ACP) and don Helmet.

AREA WARDEN (Yellow Helmet) – first Warden at Control Point:

- Issue 'Warden Duty' cards and deploy Wardens (if safe to do so).
- Following Warden searches, report to the Chief Warden using a two-way radio or runner. Give details of areas secure, people missing or requiring assistance.

WARDEN (red Helmet) – all other Wardens:

- Report to the Area Warden for deployment.
- Direct Students and Teachers to their Home Class Room or area nominated by the Chief Warden. Assist in moving people with a disability to safety. Check designated areas are secure.
- Take particular note of St Mary's students remembering that they may not hear the evacuation announcements. Let them know what is happening to avoid distress
- Once the lockdown is complete, report back to the Area Warden and give details of areas secure or anyone requiring assistance. Follow any further directions from your Area Warden.

COMMUNICATIONS OFFICER Lockdown / Shelter-In-Place Procedure:

- Report to the Chief Warden for instructions.
- Don White Helmet.
- Manage all communications on behalf of the Chief Warden.

CHIEF WARDEN Lockdown / Shelter-In-Place Procedure:

- Notify Staff and Wardens via the PA system or verbally of a lockdown or Shelter-In-Place and ring school bell.
- Direct the Communications Officer to contact the appropriate Emergency Services.
- Instruct Area Wardens to deploy Wardens (if safe to do so) to confirm all areas are secure.
- Use the 'Evacuation Checklist' to log Area Warden reports.
- Once the Lockdown or Shelter-In-Place is complete, stop the usual school bell from sounding.
- Instruct Area Wardens to place Wardens at locked building entrances. Only allow students and staff to re-enter.
- If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify CEO Melbourne Emergency Management Officer (EMO).
- If possible, make regular contact with Teachers to give and receive updates.

- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for all Wardens.

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14.0 EMERGENCY PROCEDURES

The Emergency Procedures define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

Emergency procedures are published in a red response folder and kept at the Emergency Control Point for ready reference during a response. These red folders contain guidance for all members of the ECO, including:

- Warden duty cards / area breakdowns
- Emergency procedure response guidance
- Personal emergency evacuation plans (PEEPs)

Warden identification is also available at the Emergency Control Point, in line with the requirements of AS3745:2010, Section 5.8.

Salesian College Sunbury emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for, or located on the installed emergency equipment (e.g. firefighting equipment and communication systems).

Personal Emergency Evacuation Plans (PEEPs) are located at the emergency control point, as is a copy of the emergency procedures. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.

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14.1 FIRE / SMOKE / BUSHFIRE

FIRE / SMOKE

ANYONE upon discovering fire / smoke:

- Assist anyone in immediate danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- RAISE THE ALARM: Notify Student Hub (Ext 2232 or 9744 0000) and give details of the location and extent of the fire.
- Alert anyone in the immediate area about the fire.
- Commence evacuation via the closest safe exit.

AREA WARDENS / WARDENS upon notification of fire / smoke:

- Move to the nearest Area Control Point (ACP) and Don Helmet.

AREA WARDEN (Yellow Helmet) – first Warden at Control Point:

- Report to the Chief Warden using a two-way radio or runner for instruction.

WARDEN (Red Helmet) – all other Wardens:

- Report to the Area Warden for Deployment. While performing your duties:
 - Assist anyone in immediate danger if safe to do so.
 - Close doors to prevent fire/smoke spread.
 - Request anyone in the immediate area to evacuate or to assist as necessary.
- Commence firefighting duties if trained and safe to do so.
- If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation (see **EVACUATION PROCEDURE**).

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CHIEF WARDEN upon notification of fire / smoke:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in Main Reception (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Determine the location and extent of the fire/smoke, by sending a Warden to investigate and report back using a two-way radio or runner.
- If fire is evident, direct the Communications Officer to call the **Fire Brigade** and commence evacuation (see **EVACUATION PROCEDURE**).

Bushfire Specifics (additional to above)

Bushfire preparedness is relevant to all schools, not just rural schools and/or those on the Bushfire At-Risk Register. Metropolitan schools may be at risk from site specific factors (e.g. located in a leafy area) or because their students attend offsite activities in bushfire-prone areas. In addition to the above risks, the following steps shall be taken for a bushfire emergency:

- Release all animals from enclosed areas
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Contact parents as required.

In the event of a bushfire, Salesian College have the following facilities which need to be accessed in an emergency. **(Refer appendix 18):**

- Site Main Switchboard
- Gas Tanks
- Fire System Booster Pump
- Hydrant and Sprinkler Booster

The above need to be inspected and tested as per the maintenance schedule

14.2 FLOODING

FLOODING

ANYONE discovering a flood:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify Student Hub (Ext 2232 or 9744 0000) and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.

CHIEF WARDEN upon being notified of a flood:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in Student Hub (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Area Wardens to deploy Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area.
- If required, direct the Communications Officer to call the **Fire Brigade**.
- Determine the nature of the flood (water main/roof damage/sewerage/ etc.) and shut off the source and/or contact the relevant maintenance provider (see EMERGENCY CONTACTS).
- If the flood is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the flood is internal, commence evacuation (see **EVACUATION PROCEDURE**).

14.3 ADVERSE WEATHER

ADVERSE WEATHER

EVERYONE during Adverse Weather:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside, seek shelter.
- Await instructions from the Chief Warden.

CHIEF WARDEN during and after adverse weather:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in Student Hub (Emergency Control Point).
- Activate the Emergency Control Organisation.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- Once the threat has passed, direct Area Wardens to deploy Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

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14.4 BOMB THREAT / BOMB THREAT EVACUATION

BOMB THREAT

ANYONE receiving a bomb threat via telephone:

- Take the threat seriously. Do not hang up the phone to assist call trace.
- Use the “Bomb Threat Checklist” to obtain as much information as possible.
- RAISE THE ALARM with a discreet response. Notify Student Hub (Ext2232 or 9744 0000) and give details of the threat.

CHIEF WARDEN in the event of bomb threat via telephone:

- Contact the Police.
- Ensure the recipient completes a “Bomb Threat Checklist”.
- Assess the information on the “Bomb Threat Checklist” to determine if the threat is specific or non-specific and actions required. (see below)
- Discreetly activate the Emergency Control Organisation and decide whether to conduct a search and if partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below).
- Instruct Area Wardens to deploy Wardens to look for items not normally found in the area, items which an owner cannot be found and anything that is considered suspicious for any reason and report back search results.
 - **If no suspicious item is identified**, determine actions to take on subsequent threats.
 - **If a suspicious item is located**, commence evacuation (see **BOMB THREAT EVACUATION** below).
 - Contact the Police to confirm that a suspicious item has been found.
- DO NOT TOUCH ANY SUSPICIOUS ITEM.

BOMB THREAT EVACUATION

AREA WARDENS / WARDENS when conducting a Bomb Threat Evacuation: **AREA WARDEN**

(Yellow Helmet) – **first Warden at Control Point:**

- Issue ‘Warden Duty’ cards and deploy Wardens.
- Following Warden searches report back to the Chief Warden. Give details of areas clear, people missing/requiring evacuation assistance and any suspicious items.

WARDEN (Red Helmet) – all other Wardens:

- Report to the Area Warden for Deployment. During searches advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings.
- Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open and report back to the Area Warden.

CHIEF WARDEN when conducting a Bomb Threat Evacuation:

- Consider selecting an Evacuation Assembly Area not publicly known.
- Determine the safest route to the Evacuation Assembly Area. Ensure paths of travel avoid the vicinity of any suspicious item or area specified in the threat.
- Ensure the Evacuation Assembly Area is a safe distance away from possible flying debris.
- Advise Area Wardens to issue evacuation instructions to Wardens, leaving windows and doors open if time permits.
- Meet the Police upon arrival and give details of the situation.
- Notify CEO Melbourne Emergency Management Officer (EMO).
- When the Emergency Services declare the building safe, give the “All Clear”, control building re-entry and hold a debriefing session for all Wardens.

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BOMB THREAT CHECKLIST

DO NOT HANG UP AT THE END OF THE CALL.
IMMEDIATELY REPORT THE CALL TO A WARDEN OR THE CHIEF WARDEN.

Call taken by: _____	Date: / /
Location & phone number: _____	

Exact wording of the threat:	<table style="width: 100%;"> <tr> <th style="text-align: left;">Caller's Manner:</th> <th style="text-align: left;">Caller's Voice:</th> </tr> <tr> <td><input type="checkbox"/> calm</td> <td><input type="checkbox"/> slurred</td> </tr> <tr> <td><input type="checkbox"/> angry</td> <td><input type="checkbox"/> nasal</td> </tr> <tr> <td><input type="checkbox"/> excited</td> <td><input type="checkbox"/> stutter</td> </tr> <tr> <td><input type="checkbox"/> slow</td> <td><input type="checkbox"/> lisp</td> </tr> <tr> <td><input type="checkbox"/> rapid</td> <td><input type="checkbox"/> raspy</td> </tr> <tr> <td><input type="checkbox"/> soft</td> <td><input type="checkbox"/> deep</td> </tr> <tr> <td><input type="checkbox"/> loud</td> <td><input type="checkbox"/> ragged</td> </tr> <tr> <td><input type="checkbox"/> familiar</td> <td><input type="checkbox"/> clearing throat</td> </tr> <tr> <td><input type="checkbox"/> laughter</td> <td><input type="checkbox"/> deep breathing</td> </tr> <tr> <td><input type="checkbox"/> crying</td> <td><input type="checkbox"/> cracking voice</td> </tr> <tr> <td><input type="checkbox"/> normal</td> <td><input type="checkbox"/> disguised</td> </tr> <tr> <td><input type="checkbox"/> distinct</td> <td><input type="checkbox"/> accent</td> </tr> <tr> <td><input type="checkbox"/> child</td> <td></td> </tr> <tr> <td><input type="checkbox"/> adult</td> <td></td> </tr> </table>	Caller's Manner:	Caller's Voice:	<input type="checkbox"/> calm	<input type="checkbox"/> slurred	<input type="checkbox"/> angry	<input type="checkbox"/> nasal	<input type="checkbox"/> excited	<input type="checkbox"/> stutter	<input type="checkbox"/> slow	<input type="checkbox"/> lisp	<input type="checkbox"/> rapid	<input type="checkbox"/> raspy	<input type="checkbox"/> soft	<input type="checkbox"/> deep	<input type="checkbox"/> loud	<input type="checkbox"/> ragged	<input type="checkbox"/> familiar	<input type="checkbox"/> clearing throat	<input type="checkbox"/> laughter	<input type="checkbox"/> deep breathing	<input type="checkbox"/> crying	<input type="checkbox"/> cracking voice	<input type="checkbox"/> normal	<input type="checkbox"/> disguised	<input type="checkbox"/> distinct	<input type="checkbox"/> accent	<input type="checkbox"/> child		<input type="checkbox"/> adult	
Caller's Manner:	Caller's Voice:																														
<input type="checkbox"/> calm	<input type="checkbox"/> slurred																														
<input type="checkbox"/> angry	<input type="checkbox"/> nasal																														
<input type="checkbox"/> excited	<input type="checkbox"/> stutter																														
<input type="checkbox"/> slow	<input type="checkbox"/> lisp																														
<input type="checkbox"/> rapid	<input type="checkbox"/> raspy																														
<input type="checkbox"/> soft	<input type="checkbox"/> deep																														
<input type="checkbox"/> loud	<input type="checkbox"/> ragged																														
<input type="checkbox"/> familiar	<input type="checkbox"/> clearing throat																														
<input type="checkbox"/> laughter	<input type="checkbox"/> deep breathing																														
<input type="checkbox"/> crying	<input type="checkbox"/> cracking voice																														
<input type="checkbox"/> normal	<input type="checkbox"/> disguised																														
<input type="checkbox"/> distinct	<input type="checkbox"/> accent																														
<input type="checkbox"/> child																															
<input type="checkbox"/> adult																															

Questions to ask (bomb specific): When will it explode? Where is it right now? What does it look like? What kind of Bomb is it? What will set it off? Did you place the bomb? Other questions to ask: Why did you place the bomb? Where are you? What is your name? What is your address? What number can I contact you on?	<div style="text-align: center; font-weight: bold; color: red; font-size: 1.2em;"> ADVERTISED PLAN </div>
---	---

Caller's description: Sex: M / F Accent type: Age: Other:	If the voice is familiar, it sounded like: Call: Time:AM/PM Duration:secs/min
--	--

Background sounds: <table style="width: 100%;"> <tr> <td><input type="checkbox"/> clear</td> <td><input type="checkbox"/> local</td> <td><input type="checkbox"/> phone booth</td> <td><input type="checkbox"/> office</td> </tr> <tr> <td><input type="checkbox"/> voices</td> <td><input type="checkbox"/> music</td> <td><input type="checkbox"/> motor</td> <td><input type="checkbox"/> street noise</td> </tr> <tr> <td><input type="checkbox"/> static</td> <td><input type="checkbox"/> crockery</td> <td><input type="checkbox"/> factory</td> <td><input type="checkbox"/> public address noise</td> </tr> <tr> <td><input type="checkbox"/> animal noise</td> <td><input type="checkbox"/> long distance</td> <td><input type="checkbox"/> house noise</td> <td></td> </tr> </table>	<input type="checkbox"/> clear	<input type="checkbox"/> local	<input type="checkbox"/> phone booth	<input type="checkbox"/> office	<input type="checkbox"/> voices	<input type="checkbox"/> music	<input type="checkbox"/> motor	<input type="checkbox"/> street noise	<input type="checkbox"/> static	<input type="checkbox"/> crockery	<input type="checkbox"/> factory	<input type="checkbox"/> public address noise	<input type="checkbox"/> animal noise	<input type="checkbox"/> long distance	<input type="checkbox"/> house noise		Threat delivery: <input type="checkbox"/> irrational <input type="checkbox"/> well spoken <input type="checkbox"/> taped <input type="checkbox"/> foul <input type="checkbox"/> message read out
<input type="checkbox"/> clear	<input type="checkbox"/> local	<input type="checkbox"/> phone booth	<input type="checkbox"/> office														
<input type="checkbox"/> voices	<input type="checkbox"/> music	<input type="checkbox"/> motor	<input type="checkbox"/> street noise														
<input type="checkbox"/> static	<input type="checkbox"/> crockery	<input type="checkbox"/> factory	<input type="checkbox"/> public address noise														
<input type="checkbox"/> animal noise	<input type="checkbox"/> long distance	<input type="checkbox"/> house noise															

ALL THREATS MUST BE TAKEN SERIOUSLY

14.5 HAZARDOUS MATERIAL / GAS LEAK

HAZARDOUS MATERIAL/GAS LEAK

ANYONE upon discovering a Hazardous Material Spill or Gas Leak:

- Assist anyone in immediate danger, if safe to do so.
- **RAISE THE ALARM:** Notify Student Hub (Ext 2232 or 9744 0000) and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobilephones
- Commence evacuation via the closest safe exit.

AREA WARDENS / WARDENS upon being notified of a Hazardous Material Spill or Gas Leak:

- Move to the nearest Area Control Point (ACP) and Don Helmet.

AREA WARDEN (Yellow Helmet) – first Warden at Control Point:

- Deploy Wardens as directed by the Chief Warden.

WARDEN (Red Helmet) – all other Wardens:

- Report to the Area Warden for deployment. While performing your duties:
 - Assist anyone in immediate danger.
 - Isolate the affected area.
 - **DO NOT** attempt to clean up or confine the spill or leak unless you have been appropriately trained.
 - Isolate anyone contaminated until the arrival of the Emergency Services.
- Complete the evacuation (see **EVACUATION PROCEDURE**).

CHIEF WARDEN upon being notified of a Hazardous Material Spill or Gas Leak:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in Main Reception (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct Area Wardens to deploy Wardens to take control of the situation.
- Assess the type and quantity of hazardous materials involved and obtain the 'Material Safety Data Sheet' to determine the appropriate response.
- If required, direct the Communications Officer to call the **Fire Brigade**.
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- Advise an Area Warden to deploy a Warden to investigate the source (in case of gas leak), and shut off supply if safe to do so.
- Direct Wardens to isolate anyone contaminated until the arrival of the Emergency Services.
- If the spill or gas leak is external, commence lockdown, close all doors and windows and turn off ventilation systems (see **LOCKDOWN PROCEDURE**).
- If the spill or gas leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**).

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14.6 EARTHQUAKE

EARTHQUAKE

EVERYONE during an earthquake:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms.
- If outside, move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from the Chief Warden.

AREA WARDENS / WARDENS after an earthquake:

- Move to the nearest Area Control Point (ACP) and Don Helmet.

AREA WARDEN (Yellow Helmet) – first Warden at Control Point:

- Issue 'Warden Duty' cards and deploy Wardens to assess the buildings for casualties, building damage and hazards and report back.
- Following Warden searches, report findings to the Chief Warden using a two-way radio or runner.

WARDEN (Red Helmet) – all other Wardens:

- Assess the buildings for casualties, building damage and hazards and report back to the Area Warden.

CHIEF WARDEN after an earthquake:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in Main Reception (Emergency Control Point).
- Activate the Emergency Control Organisation.
- Direct an Area Warden to deploy Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

14.7 MEDICAL EMERGENCY

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MEDICAL EMERGENCY

ANYONE discovering a Medical Emergency:

- RAISE THE ALARM: Notify Student Hub (Ext 2232 or 9744 0000) and give the location and details of the emergency.
- Contact a nearby trained First Aider, if available.

CHIEF WARDEN upon notification of a Medical Emergency:

- Collect necessary keys and proceed to the Emergency Warning System/ PA Panel in Main Reception (Emergency Control Point).
- Activate the Emergency Control Organisation and call First Aider(s) to attend to the casualty(s).
- Direct the Area Wardens nearest to the casualty to deploy Wardens to take control of the situation.
- If requested by the First Aider, direct the Communications Officer to call an Ambulance.
- Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty.
- For serious incidents and/or if person is hospitalised, notify the Principal to arrange for next of kin to be notified.

14.8 THREATENING BEHAVIOUR / CIVIL DISORDER

THREATENING BEHAVIOUR / CIVIL DISORDER

ANYONE becoming aware of threatening behaviour or civil disorder:

- If possible RAISE THE ALARM: Notify Student Hub (Ext 2232 or 9744 0000) and give the location and details of the emergency.
- Act calm. Do not interrupt an agitated person; allow them to have their say.
- Do not tell people to calm down.
- Do not take sides in a dispute.

CHIEF WARDEN in the event of threatening behaviour or civil disorder:

- Notify the Police if assistance is required.
- Direct staff and students not to confront intruders/protestors and keep away.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- Direct a Warden to meet the Police on arrival.

14.9 ARMED INTRUSION

ARMED INTRUSION

ANYONE caught up in an armed intrusion:

- Act calm and obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be compliant and answer all questions asked by intruders.
- Hand over valuables when requested. These are replaceable, life is not.
- Do not give chase when intruders depart.
- If possible RAISE THE ALARM: Notify Student Hub (Ext 2232 or 9744 0000) and give the location and details of the emergency.

CHIEF WARDEN in the event of an armed intrusion:

- Call the Police.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure.
- Isolate the crime scene and ensure no one disturbs the area.
- Prevent discussion between witnesses.
- Direct a Warden to meet the Police on arrival.

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14.10 PEOPLE WITH A DISABILITY / INJURY

PEOPLE WITH DISABILITY/INJURY

WARDENS in the event of an evacuation:

- Assist in moving anyone with a disability/injury out of the danger area via the closest safe exit to the nominated Evacuation Assembly Area.
- In all of these scenarios, take particular note of St Mary's students remembering that they may not hear the evacuation announcements. Please relay instructions to them so they remain calm and are aware of what's happening
- If any person cannot be moved to the nominated Evacuation Assembly Area:
 - Attempt to move them to a place of safety.
 - Notify the Chief Warden at the Emergency Control Point, of the location and status of the person.
 - Direct someone to stay with the person until rescued, if safe to do so.
- Wardens should only carry people down flights of stairs as a last resort.

CHIEF WARDEN in the event of an evacuation:

- Log details of any person that is unable to be evacuated.
- Inform the Emergency Services of the location of anyone that requires rescue.

NOTE: It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.

The completed PEEP's should be kept in the Chief Warden's response folder for distribution/deployment of assistance during an emergency response.

14.11 CHILD ABUSE

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CHILD ABUSE

In the event of an incident, disclosure, or suspicion of child abuse, the school will:

- Follow the Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf
- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools' obligations which are outlined in more detail in Identifying and Responding to All Forms of Abuse in Victorian Schools hyperlinked at

https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

For suspected student sexual offending, the school will:

- Follow the Four Critical Actions for Schools on Responding to Student Sexual Offending hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.
- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in Identifying and Responding to Student Sexual Offending hyperlinked at

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https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

14.12 DISRUPTION TO INTERNATIONAL STUDENT HOMESTAY

DISRUPTION TO INTERNATIONAL STUDENT HOMESTAY

In the event of a disruption to the international student homestay:

- The Student Exchange Coordinator would notify the Principal, the host & exchange school coordinators, the students, student families, and host families of a disruption.

The Student Exchange Coordinator would communicate:

- School has nominated after-hours critical incident contact.
- Critical incident training for homestay hosts, students and school staff.
- School has prepared emergency homestay options should they be required.
- Student Safety Cards issued to all international students under the age of 18.
- School has International Student Coordinator to manage homestay arrangements and provide support to students for matters pertaining to housing and wellbeing.
- School can seek support through international education cluster for addressing short term accommodation gaps.
- Reviewed after incidents by Principal and International Student Coordinator

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15.0 EMERGENCY MANAGEMENT: SYSTEM MAINTENANCE
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15.1 DRILL SCHEDULE AND LOG

The following table contains a schedule of emergency planning related training, reviews and assessments to comply with Australian Standard AS3745 and industry best practices. On completion, each element below will have a corresponding report generated and forwarded to the school principal.

DATE	TRAINING TYPE	ATTENDEES	COMPLETED BY
12/03/2014	Warden Training	All Wardens	EMQ Pty Ltd
04/02/2014	Staff Awareness Training	All Staff	EMQ Pty Ltd
09/05/2014	Evacuation Exercise	Entire Site	Dynamiq Strategy Pty Ltd
Term 1 2015	Warden Training	All Wardens	Dynamiq Strategy Pty Ltd
Term 1 2015	Fire Extinguisher Training	Some Staff	Dynamiq Strategy Pty Ltd
Term 1 2015	Staff Awareness Training	All Staff	Dynamiq Strategy Pty Ltd
Term 1 2015	Evacuation/Lockdown Exercise	Entire Site	Dynamiq Strategy Pty Ltd
Term 2 2015	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 3 2015	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 4 2015	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 1 2016	Warden Training	All Wardens	Dynamiq Strategy Pty Ltd
Term 1 2016	Staff Awareness Training	All Staff	Dynamiq Strategy Pty Ltd
Term 1 2016	Evacuation/Lockdown Exercise	Entire Site	Dynamiq Strategy Pty Ltd
Term 2 2016	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 3 2016	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 4 2016	Evacuation/Lockdown Exercise	Entire Site	Salesian College
08/03/2016	Warden Training	All Wardens	Dynamiq Strategy Pty Ltd
Term 1 2017	Staff Awareness Training	All Staff	Dynamiq Strategy Pty Ltd
Term 1 2017	Evacuation/Lockdown Exercise	Entire Site	Dynamiq Strategy Pty Ltd
Term 2 2017	Evacuation/Lockdown Exercise	Entire Site	Dynamiq Strategy Pty Ltd
Term 3 2017	Evacuation/Lockdown Exercise	Part Site	Salesian College
Term 4 2017	Evacuation/Lockdown Exercise	Part Site	Salesian College
Term 1 2018	Staff Awareness / Warden Training / Chief Warden Training	All Staff	Dynamiq Strategy Pty Ltd
Term 1 2018	Fire Extinguisher Training	Some staff	Dynamiq Strategy Pty Ltd
Term 1 2018	Evacuation Lockdown Exercise	Part Site	Dynamiq Strategy Pty Ltd
Term 2 2018	Evacuation Lockdown Exercise	Entire Site	Dynamiq Strategy Pty Ltd
Term 3 2018	Evacuation/Lockdown Exercise	Part Site	Salesian College
Term 1 2020	Staff Awareness / Warden Training / Chief Warden Training	All Staff	Dynamiq
Term 1 2020	Evacuation Exercise	Savio Campus	Dynamiq

SYSTEM MAINTENANCE

Term 2 2020	Evacuation Exercise	Entire Site	Dynamiq Strategy Pty Ltd
Term 3 2020	Evacuation/Lockdown Exercise	Part Site	Salesian College
Term 4 2020	Evacuation/Lockdown Exercise	Part Site	Salesian College
Term 1 2021	Staff Awareness / Warden Training / Chief Warden Training	All Staff	Dynamiq (Online and Onsite)
Term 1 2021	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 2 2022	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 1 2023	Evacuation Exercise	Entire Site	Salesian College/ Dynamiq Strategy Pty Ltd (observed)
Term 3 2023	Evacuation/Lockdown Exercise	Entire Site	Salesian College
Term 4 2023	Evacuation Exercise	Entire Site	Salesian College
Term 1 2024	Evacuation Exercise	Entire Site	Salesian College
Term 2 2024	Lockdown Exercise	Entire Site	Salesian College
Term 3 2024	Shelter in Place Exercise	Entire Site	Salesian College
Term 4 2024	Evacuation Exercise	Entire Site	Salesian College

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15.2 EMERGENCY DRILL / EXERCISE OBSERVER RECORD

RUNNING LIST:					
<ul style="list-style-type: none"> - Pre-briefing With Chief Warden (outline expectations/duties if required) - Brief Emergency Services (if required) - Start Evacuation - ensure “Exercise Only” Announcement is made - Control Re-entry (thank evacuees for participating) - Hold Warden Debrief 					
DETAILS:					
Chief Warden’s Name:					
Nature of Event:					
Location of Event:					
Date:		Time Event Initiated:		Time All at EAA:	
OBSERVATIONS:					YES/NO
Did the person discovering the emergency alert other occupants and the Chief Warden?					
Was the alarm activated?					
Were the emergency services promptly notified?					
Did staff direct persons from the building/site per the evacuation procedures?					
Were isolated areas searched?					
Were building entrances secured?					
Was the evacuation logical and methodical?					
Did occupants act as per instructions?					
Was a roll call conducted for students, staff and visitors (inc contractors and volunteers)?					
Was someone appointed to liaise with the emergency service/s?					
Was someone appointed to liaise with the parents/community?					
Was the emergency service given the correct information?					
Did anyone re-enter the premises before the “all clear” was given?					
Did anyone refuse to leave the building/site?					

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15.3 DEBRIEF CHECKLIST

INCIDENT DESCRIPTION:		
SITE:		
Chief Warden:	Date:	Time:
WHO WAS PRESENT AT DEBRIEF:		
Chief Warden:	Wardens:	
Communications Officers:		
SUMMARY OF THE EMERGENCY:		
WHAT WAS DONE WELL?		
WHAT COULD HAVE BEEN DONE BETTER?		
WHAT ACTIONS WILL BE IMPLEMENTED?	BY WHOM?	
DEBRIEF COMPLETED BY:		
Name:	ECO Position:	
Time:	Date:	
Job Title:	Signature:	

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15.4 EMERGENCY KIT CHECKLIST

HAVE YOU:	YES/NO
Up-to-date student attendance list/roll, including child release forms / sign out book	
Up-to-date students and staff with special needs list	
Emergency contacts telephone list (including for parents/guardians)	
List of staff with emergency management or training skills	
Traffic safety vest and tabards	
Keys	
Standard portable first-aid kit	
Special medications e.g. asthma inhalers, EpiPens	
Charged mobile phone	
Torch with replacement batteries (or wind up torch)	
Megaphone	
Portable battery powered radio	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Copy of school site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	
Other (please specify)	

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16.0 CHILDREN AND STAFF WITH SPECIAL NEEDS LIST

The following sections contain details of the staff and children that may require assistance in an emergency. See section 14.10 for an emergency procedure for the evacuation of people with special needs.

16.1 STAFF WITH SPECIAL NEEDS

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
To retain accuracy this information can be accessed from Salesian College Sunbury's Human Resources Department						
3 staff with mobility issues						

16.2 CHILDREN WITH SPECIAL NEEDS

FIRST NAME	SURNAME	ROOM / GRADE	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
To retain accuracy this information can be accessed from Salesian College Sunbury's Student Hub						
Mobility Issues - 0						
Social/Emotional Needs – 16						
Visual Impairment – 0						
Other medical - 1						

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ST MARY'S STUDENTS

In an emergency situation, St Mary's students may not hear alarms or instructions. You may need to repeat instructions or send a student or staff member with the student. Be aware that if they are not looking at you, they are not listening to you.

If a St Mary's student presents to First Aid, please let a member of our staff know. Their Teacher of the deaf is listed below. Alternatively Narelle Stone can be contacted on 0427 953 961 at any time.

Due to the nature of cochlear implants/hearing aids, it is very important any medical staff treating the student are aware of this, especially if it involves a head injury.



Charlie Milner (7, MX242)
 Sonal Vashisht



Hayley Magris (7, MX242)
 Sonal Vashisht



Arden Jackson (8, NN232)
 Angela Cowan



Jagan Fitzpatrick (9, BL221)
 Angela Cowan

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17.0 INFLUENZA PANDEMIC ACTIONS

17.1 PLANNING: BEFORE A PANDEMIC

PANDEMICS CHECKLIST: PLANNING (BEFORE A PANDEMIC):	
Chief Warden or Principal to discuss pandemic plan, roles and responsibilities with Senior Leadership Team	✓
Encourage families to have annual flu vaccinations	
Ensure contact lists of students and parents are up to date	
Ensure communication trees identifying key staff and agencies are up to date	
Ensure communication trees identify which staff would need to contact which groups of parents if school needs to be closed at short notice. Consider the use of SMS and the school's website if appropriate	
Review the health and counselling support services available to students and staff	
Display Department of Health Hygiene Posters around the school http://humanswineflu.health.vic.gov.au/resources.htm	
Educate school population on how to recognise if they have flu-like symptoms: sudden onset of fever, cough, extreme tiredness and body aches. Other common signs are headaches and a sore throat	
Advise school population that they should stay home if they have flu-like symptoms	
Monitor instances of infection among school population	
Report any suspected cases of communicable diseases to the student's parents for referral to a health professional and await further instruction from the Department of Health	
Monitor the Department of Health website for latest alerts http://www.health.vic.gov.au/chiefhealthofficer/current-alerts.htm	
If students are travelling internationally, be aware of health alerts that may require recalling students or cancelling planned trips. The Department of Foreign Affairs and Trade (DFAT) website http://www.dfat.gov.au/index.html http://www.who.int/en/ provides health related travel advice or check the World Health Organisation's (WHO) website	
Review cleaning policies, practices and guidelines used at the school. Ensure that disinfectants are being used	
Ensure the adequate supply of soap and/or alcohol-based hand washing products throughout the school	
Develop contingency plans to maintain management structure in case of staff illness	
Identify options for lessons for students to complete at home in case of school closure	

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17.2 RESPONSE: DURING A PANDEMIC

PANDEMICS CHECKLIST: RESPONSE (DURING A PANDEMIC):		✓
SCHOOL OPEN		
Record and report daily numbers of staff and student absences due to illness		
Hold daily staff meetings to provide information on the extent of infection at the school and the current and potential impacts that may occur		
Keep in regular contact with the CECV and take its advice regarding the need to quarantine a class or (potentially) close school		
Contact CEO Media Coordinator for further advice on dealing with media enquiries		
If students become sick at school, assign a designated quarantine area to keep these students from the general school population until they can be taken home by parents		
Continue to promote personal hygiene practices		
Ensure cleaners use disinfectants as part of normal school cleaning practices		
Advise staff and students with flu-like symptoms to stay at home		
In consultation with the CEO, organise for flu vaccinations to be administered at the school		
Implement procedures to repatriate students who are overseas, if there is a risk of travel restrictions and overseas border closures. Refer to The Department of Foreign Affairs and Trade (DFAT) advice, website http://www.dfat.gov.au/		
Implement procedures to repatriate international students who are in Australia, if there is a risk of travel restrictions and overseas border closures. Refer to The Department of Foreign Affairs and Trade (DFAT) advice, website http://www.dfat.gov.au/		
SCHOOL CLOSED		
On instruction from the CECV, enact procedures to close the school		
Communicate with parents regarding decision to close the school. If school has to close at short notice use communication trees, SMS and/or the school's website		
Take advice from the CEO regarding how long the school will need to remain closed		
Provide students at home with access to educational materials such as internet sites, mail-out activities, lessons on CD, etc.		
Inform teachers of their obligations during school closure		
Contact CEO Media Coordinator for further advice on dealing with media enquiries		

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17.3 RECOVERY: AFTER A PANDEMIC

PANDEMICS CHECKLIST: RECOVERY (AFTER A PANDEMIC):	
Modify work roles and responsibilities or add volunteers or support staff as needed	✓
Continue promoting personal hygiene measures	
Continue to provide access to educational materials to students still confined at home	
Provide counselling support services to students and staff if necessary	
Identify students, staff and families who may require longer term support and develop school resources to provide these services	
Conduct timely debriefing with staff on their return to school	
Review and revise pandemic plans and incorporate lessons learnt in updated version of the EMP. This should include all feedback received from staff, students and parents	
REOPENING THE SCHOOL	
Determine if you have enough staff to reopen the school. If not, do you have a contingency plan in place, e.g. emergency teachers and/or support staff?	
In consultation with the CECV, enact procedures for reopening the school	
Communicate with parents regarding when the school will reopen (use communication trees, SMS and/or the school's website, letters)	

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18. APPENDICES

APPENDIX A: Main Electrical Switchboard

APPENDIX B: Gas Tank

APPENDIX C: Fire System Booster Pump

APPENDIX D: Hydrant and Sprinkler Booster

APPENDIX E: Main Water

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Appendix A: Main Electrical Switchboard

The School's main switchboard is located at the east of the school building L1 – F-Block Plant Room. At the Main Switchboard it is possible to isolate electricity to the entire school property.



Warning: No persons should commence firefighting operations (involving the use of fire water hoses or water based fire extinguishers) until the electricity has been isolated – this is to protect person/s from the serious risk of electrocution.

The Switchboard cabinets are usually locked keys can be obtained from the Office staff.



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Appendix B: Gas Tank

In the event of a significant gas leak the ability to quickly locate and isolate the gas supply to the school could be vital in preventing the escalation of an incident. The main gas meter and isolation valve is located at the side of the Mansion feeding F-Block, the Mansion and the Football Clubrooms.

The meter/valve cage is usually locked. Keys can be obtained from the Front Office.



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Appendix C: Fire System Booster Pump

Fire water booster points, fire pumps and fire water tanks are located at the back of lakeside stadium.

The fire pumps start automatically on pressure drop if water is used from any of the fire hydrants.



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Appendix D: Hydrant and Sprinkler Booster

Fire hydrant and sprinkler booster is located on the road leading in the college HRS.



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Appendix E: Mains Water

The mains water to the school is located at the side of the bus lane into the college. In the event of a significant water pipe leak within the school property, simply turn the ball valves 45 degrees so that the valve handle is at right angle to the water.



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