



SOUTHERN CROSS
GRAMMAR

EMERGENCY MANAGEMENT PLAN

MAY 2018

March 2011

Developed

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INTRODUCTION

Southern Cross Grammar is committed to ensuring that, in the event of an emergency affecting the School, the safety of students, staff and visitors on site is assured. Appropriate authorities must be notified in a planned, orderly and timely manner to expedite the restoration of normal service delivery.

PURPOSE

To describe the manner in which emergencies will be managed by Southern Cross Grammar.

SCOPE

The policy is relevant to all incidents which are likely to affect the safety and wellbeing of students, staff, volunteers and visitors at Southern Cross Grammar.

REVIEW

This Emergency Management Plan will be reviewed annually.

DEFINITION

An **emergency** is any event or circumstance that has a dramatic impact on the normal operation of the School.

The types of potential emergencies include the following:

- fire in school building
- fire near school or on school bus routes
- flood, storm, cyclone, earthquake
- major vandalism
- firearms, bombs, bomb threat, explosions
- fatality
- serious injury
- serious assault, sexual assault
- siege, kidnapping, hostage taking, disappearance of a person, suicide, suicide threat, murder
- fumes / spills / leaks, contamination by hazardous material
- collapse/major damage to building or equipment
- school bus crash
- motor vehicle collision / impact with school
- impact by equipment / machinery / aircraft
- outbreak of disease.

EMERGENCY CONTACT TELEPHONE NUMBERS

POLICE	000
AMBULANCE	000
FIRE BRIGADE	000
STATE EMERGENCY SERVICE	132 500
POISONS INFORMATION CENTRE	13 1126
TRAFFIC HAZARDS	13 1170

CAROLINE SPRINGS POLICE 221 Caroline Springs Blvd, Caroline Springs VIC 3023	9361 4700
CAROLINE SPRINGS FIRE BRIGADE 8/10 Caroline Springs Blvd, Caroline Springs VIC 3023	9360 5679
DOCTOR – Taylors Hill Medical Centre Shop 1, Corner Gourlay Road And Hume Drive	8361 5655
DOCTOR – Modern Medical Caroline Springs Suite C3A/1042 Western Hwy, Caroline Springs VIC 3023	8361 7688
ROYAL CHILDREN’S HOSPITAL 50 Flemington Rd, Parkville VIC 3052	9345 5522
SUNSHINE HOSPITAL 176 Furlong Rd, St Albans VIC 3021	8345 1333
MELTON HEALTH 195-209 Barries Rd, Melton West VIC 3337	9747 7600

ABOUT THIS PLAN

The plan describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which the school will manage emergencies.

The plan is intended to be flexible. Procedures have been developed which should assist the School to manage emergencies ranging in nature and intensity from small-scale localized incidents lasting minutes or hours and which are managed by the School, to large-scale incidents which require external assistance and which may last for several days.

The plan assumes that staff and students will be familiar with its contents.

GUIDELINES

All incidents likely to affect the safety and wellbeing of students, staff, volunteers and visitors are to be reported to the Principal immediately and responded to as soon as possible. The safety and wellbeing of all people exposed to the emergency are to be considered at all stages of the emergency.

All staff should be familiar with the location of fire alarms and firefighting equipment and should be regularly exercised in their use. Students and staff should take part in regular emergency exercises which test reporting, responding and evacuation procedures within the School. All staff, including relief teachers, should be familiar with emergency procedures and drills. Drills and exercises should be conducted regularly. It is important that the plan be comprehensive and that training is not restricted to conducting fire drills. Students and staff should be trained to respond to those emergencies which the School is most likely to encounter.

Emergencies referred to in this policy may cause emotional distress to students, staff members and parents. Emergencies may have effects on those involved lasting long after the initial crisis has been resolved. Southern Cross Grammar recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to normal functioning.

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

ABOUT SOUTHERN CROSS GRAMMAR

Southern Cross Grammar is located within the City of Melton in Caroline Springs. The school draws its students from a wide rural and urban area extending to Melton, Sunbury, Keilor and Ravenhall. Southern Cross Grammar uses some prefabricated building and construction elements and buildings are linked via paved walkways.

The school site is bounded by Gourlay Road to the east for a distance of approximately 135 metres, Lancefield Drive to the south for a distance of approximately 173 metres and includes a small section of Becca Way to the north for a distance of approximately 117 metres. The site directly adjoins the Catholic Education school site to the west. Residential developments lies to the south and east.

The school is situated on a parcel of land of approximately 2007 square metres (2 hectares). There is no upstream catchment to be considered for overland flow through the site.

Gourlay Road is a major two lane, two way road aligned in the north-south direction and Lancefield Drive is a two lane, two way road aligned in the east-west direction.

Southern Cross Grammar has two main buildings on the site being the Junior School and Middle/Senior School buildings.

The Junior School building, referenced on site maps as Building A, is located to west of the site. There are 235 students across Foundation (Prep) to Year 4 with approximately 20 staff based in the building. The Junior School building was constructed in 2014 using modular construction methods.

The Middle / Senior School building is located on the eastern boundary of the site. The Middle School building, referenced on site maps as Building B, was constructed in 2007 and the Senior School building, referenced as Building C, was constructed in 2017. Both buildings are two storey on a concrete slab and suspend concrete slab for the upper level. There is currently just over 400 students across the combined building with approximately 60 staff.

The pattern of usage means that in emergencies, specific building or whole school evacuations can be easily facilitated. Safe assembly areas include the sports ground and the carpark.

IDENTIFYING THE HAZARDS

Proximity to Major Roads

With three roads along the boundaries of the school, there is always the possibility of a road accident occurring.

Fire

There is always the risk of fire in one of the school buildings.

Bomb

A bomb threat is possible as it would not be difficult for a person who wishes to put the school under threat through the planting of a bomb, to access the school grounds and buildings. Bomb hoax calls are also a possibility.

Air Conditioning

Southern Cross Grammar does not use cooling towers to avoid any risk of legionellosis bacteria often found in the moist environment of water cooled air conditioning systems.

Excursions

The school participates in regular excursions and camps to locations that may be a considerable distance from the school and emergency services. There is always a possibility of personal injury to those undertaking excursion activities. The main risks are posed by: getting lost, unforeseen extremes in weather, injury or pre-existing medical conditions (e.g. asthma and severe allergies).

Siege

There is always the possibility of a person holding a group of students within the school under siege or under threat of a firearm.

Kidnapping

There is always the possibility of a student being taken from the school by force. These cases could be divided on the basis of whether the offender is well known to the student or not. The greatest risk of personal injury arises from the situation where the assailant is not known to the student, compared with a dispute over custody of the student.

Sexual Assault/Serious Assault

There is always the possibility of a sexual assault or serious assault taking place on the school premises or on the way to or from school. This may involve people outside the school community, or be confined within the school community.

Unforeseen Risks

No plan can incorporate all possible eventualities. This section of the Emergency Plan lists the most likely risks posed to the Southern Cross Grammar community. It is anticipated that any unforeseen eventuality could be dealt with by modification of the most appropriate action plan by the Principal.

SITE PLAN

The following pages contain Southern Cross Grammar site plans.

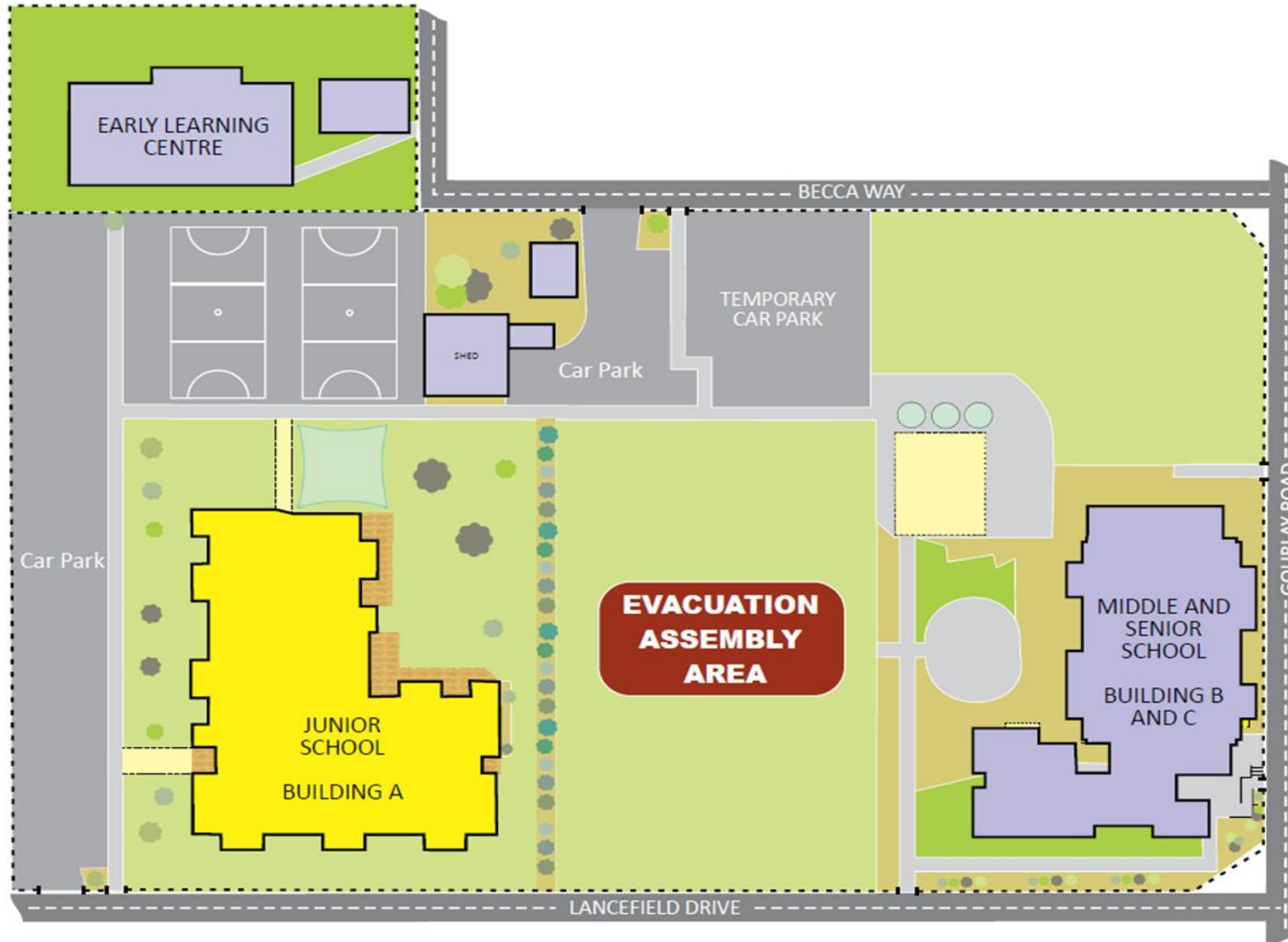
Key features for emergency use are identified, including:

- access roads and entrances
- evacuation assembly areas
- locations of hazardous materials
- fire protection equipment such as hose reels and hydrants
- water, gas, electricity connections.

Southern Cross Grammar – Aerial Map



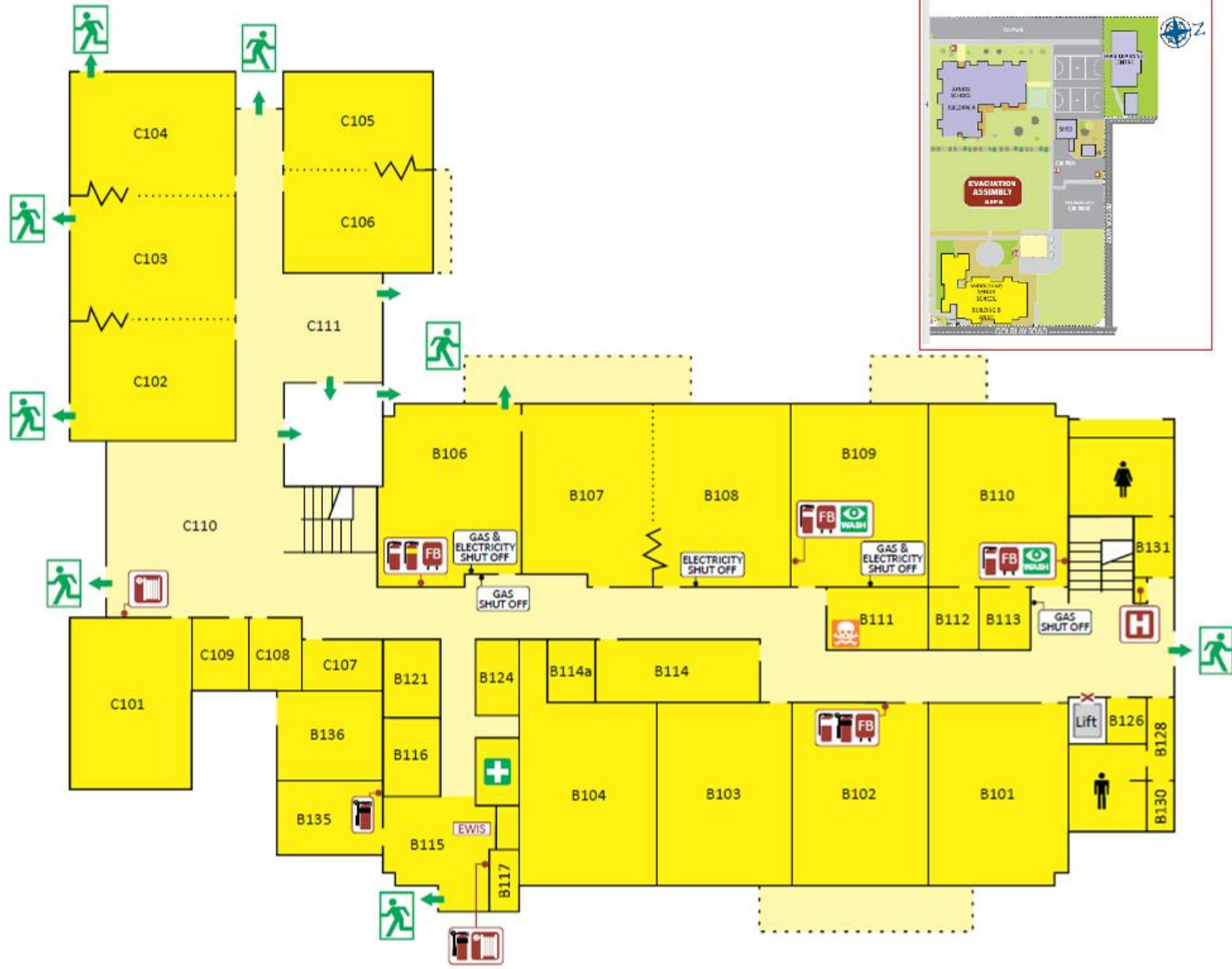
Southern Cross Grammar – Site Map



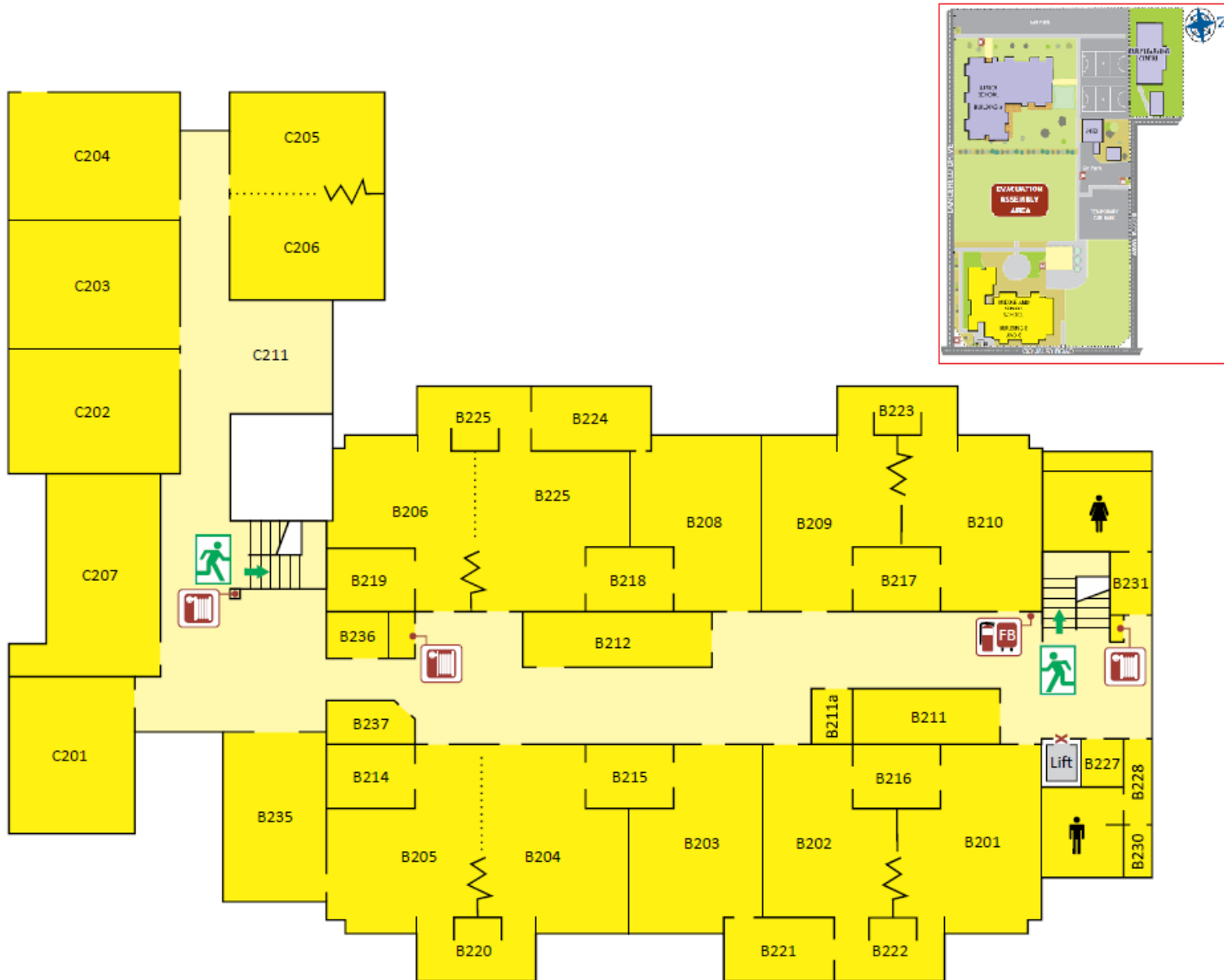
Building A – Junior School



Buildings B and C Ground Floor Level – Middle and Senior Schools



Buildings B and C Ground Floor Level – Middle and Senior Schools



COORDINATING THE SCHOOL'S RESPONSE

UNOCCUPIED SCHOOL e.g. OUT OF SCHOOL HOURS OR SCHOOL HOLIDAYS

The relevant emergency service(s) (i.e. Fire, Police, Ambulance or State Emergency Service) is to be contacted immediately. Depending on time, nature and location of disaster, the contact person and emergency service requirement will vary.

The relevant emergency service(s) should then contact the Principal or nominated call out officer.

The Principal or nominated call out officer is responsible for confirming with the Board that someone is on site, and/or the site is safe to enter.

OCCUPIED SCHOOL

Students should report an incident immediately to an adult within the school. Teachers should report an incident immediately to the Principal or office staff. All emergencies are to be reported to the office. The Principal or administrative staff will assess the emergency and initiate the appropriate course of action.

The Principal or nominated staff member will, at his or her discretion contact Emergency Services using the "000" number and then contact the Board.

The Principal or nominated staff member must seek guidance from the appropriate emergency service regarding the correct procedure for informing family members or guardians.

In the event of an electrical shock and/or accident, the Principal or nominated staff member must also contact the local electrical authority.

Details of the incident must be provided to the Board as soon as possible.

The Board must ensure it has all the relevant information regarding the disaster to organise the support and assistance required to provide immediate relief.

The details required are:

- a. name of the Principal or nominated staff member and after hours contact number for that person;
- b. extent of damage;
- c. likely effects on school routine;
- d. possible or alleged cause of the damage;
- e. emergency service(s) which attended; and
- f. extent of media involvement at that point.

Southern Cross Grammar's Insurers will be advised as soon as possible.

Within one week of the incident occurring, the Principal or nominated officer must provide a report to the Board detailing what actions have taken place to date, what has been left outstanding, and the overall impact on students and the school.

The Board must arrange with the Principal or nominated staff member of the school the carrying out the required repair and replacement work in the shortest possible timeframe.

The Board must arrange with the Principal or nominated staff member the co-ordination of any replacement work required in the longer term.

In the case of fire, major vandalism or bomb threat and/or damage, the nominated officer from the Board and the Principal should consult with the Police Department to identify any security issues and take the appropriate corrective or remedial action as required.

OFF CAMPUS EMERGENCY

An emergency which occurs during a camp / excursion is to be reported by the supervising teacher directly to the relevant emergency service(s) (i.e. Fire, Police, Ambulance, or State Emergency Service). The supervising teacher makes that judgement.

Immediate contact is to be made with the school. The contact person will vary depending on the time, nature and location of disaster.

The Principal will attend (if not already present), if practical. In other cases, the school may send another school staff member to the incident to assist staff at the scene and to liaise with the school.

After contact has been made with the school, the Principal or nominated staff member will follow the sequence of procedures below.

1. In the event of an electrical shock and/or accident, the Principal or nominated staff member must also contact the local electrical authority.
2. The Principal or nominated staff member must provide details of the event to the Board. This must be followed by a briefing in writing.
3. The briefing should state:
 - a. extent of damage;
 - b. likely effects on school routine;
 - c. possible or alleged cause of the damage;
 - d. emergency service(s) which attended; and
 - e. extent of media involvement at that point.

ROLES AND RESPONSIBILITIES

THE PRINCIPAL must:

- nominate a minimum of two call out persons who has access to school keys / codes;
- provide a list of call out persons to the Board. This list must state the name of the officer, their position and after hours contact number;
- give the list to the local fire and police authorities;
- review and update the call out officer list whenever changes occur due to resignation, transfer, leave or illness;
- advise the Board of any alterations to the list;
- coordinate activity during an emergency. In the absence of the Principal, an authorised person must carry out the role of coordinator. One of these people must be at the school at all times.
- in the event of a fatality or a serious bodily injury, notify the Director, Workplace Health and Safety program on the prescribed form within twenty-four hours (refer Health and Safety Incident Report Form).
- in the event of a fatality, notify the Director, Workplace Health and Safety program by the quickest means of communication available. This is in addition to the written communication referred to above.
- be aware of the content of the publication Minimising the Impact of Trauma on Students and Staff and arrange counselling and support for students and staff;
- follow approved guidelines for responding to the media.

THE EMERGENCY COORDINATOR must:

- notify emergency services and the Board
- alert students and staff about the emergency
- order the evacuation of students, staff and visitors
- provide resources to manage the emergency
- liaise with emergency services
- delegate duties to staff as required
- communicate with students, staff and parents
- designate the area which is to be used as a recovery room
- designate the area which is to be established as an information centre
- maintain student and staff welfare.

TEACHERS

Teachers will be directed by the coordinator during the emergency and should not initiate any action related to the emergency without the coordinator's authorisation. This does not prevent a teacher taking action which minimises the nature of the emergency, such as using a fire extinguisher on a fire or administering first-aid to a student to reduce the effects of an injury.

Teachers are responsible for:

- the safe and orderly evacuation of students when instructed by the coordinator to do so.
- ensuring that students are accounted for
- checking storerooms and toilets as indicated on the classroom emergency action card
- if required to evacuate, follow the appropriate Evacuation procedure
- if required to stay in current location maintain control and care for the students. Move students away from doors and windows and prepare for Evacuation.

- supervising their students at all times. If directed to another task by the coordinator, it is the responsibility of the class teacher to arrange alternative supervision before leaving the students.
- account for all students in their control by having a class list with them.

ADMINISTRATIVE STAFF

Administrative staff:

- must take a printout of student and staff records if an evacuation of the school is required.
- is required to maintain back-up disks of all computer-based information at a location remote from the school. If the office computers remain inaccessible following an emergency, arrangements have been made with (insert) to use their computer.
- will deal with routine enquiries from staff and parents and will assist the coordinator during an emergency.
- will be responsible for general telephone communications, including notification of parents, at the direction of the coordinator.

ALL STAFF

Any staff member given a task to complete by the coordinator must advise the coordinator when it has been completed.

All appliances including stoves, heaters, pilot lights, fans and light switches should be turned off if time permits. Doors and windows should be closed, if time permits, before leaving rooms and offices.

DEALING WITH THE MEDIA

No comments are to be made to any member of the media regarding an Emergency or Crisis. The Board may respond on behalf of the College, if appropriate.

PROCEDURES

COMMUNICATION

Alerting the school

Students, staff, volunteers and visitors will be alerted by means of a warning siren across the public address system or if power is unavailable, by the portable warning siren.

A continuous Siren indicates EVACUATION.

An intermittent Siren indicates CONTAINMENT.

An announcement will be made instructing affected persons about action to be taken. The announcement may be made over the public address system or by a runner.

The coordinator will manage the emergency from the Principal's office, or other alternative safe area. For the duration of the emergency, no one should enter the coordinator's office except when undertaking a task directly related to the emergency.

The general office telephone is only to be used for emergency communications. The school has two telephone lines. The Principal's telephone is to be used during an emergency by the coordinator to liaise with emergency services and the Board. The general office telephone will be used for all other communications. To minimise overloading the school telephone, calls must be restricted and should be brief.

An information centre will be established to communicate with parents who arrive at the school. In the event that the media arrives at the school, they should be directed to the coordinator.

EVACUATION

The coordinator will issue evacuation instructions to classes closest to the danger zone followed by classes further away from the danger area. When moving to the designated evacuation area, persons must be moved away from the danger zone and not towards or through the affected area. No one should evacuate unless instructed to do so by the coordinator.

The coordinator will specify the type of evacuation required. It may be one of the following:

- evacuation from within a building
- evacuation to another building
- evacuation within school grounds
- evacuation beyond the school

Evacuation within a building may occur when the danger is confined to a section of one part of the school.

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

Evacuation within school grounds may occur if the danger zone extends to all school buildings but not to open areas elsewhere around the College.

Evacuation beyond the school may be required if the emergency affects the whole school.

Food, water, shelter and toilet facilities will be required if evacuation occurs in adverse weather or is likely to be prolonged. Arrangements have been made to use (insert venue) which has toilets and drinking water. If necessary, the coordinator will arrange for food and temporary shelter to be supplied by (insert venue).

UNDER NO CIRCUMSTANCES ARE STUDENTS OR STAFF TO GO LOOKING FOR MISSING PERSONS OUTSIDE THE EVACUATION AREA WITHOUT THE PERMISSION OF THE COORDINATOR.

No student or staff member is to leave the school or the evacuation area unless specific authorisation to do so has been issued by the coordinator.

Parents arriving at the school are to be directed to the information centre where a member of staff, nominated by the coordinator, will be available to provide information concerning the welfare of students and other information about the emergency.

WHOLE SCHOOL EVACUATION

A whole school evacuation refers to moving all students on the Campus to the designated Evacuation Area.

A WHOLE SCHOOL EVACUATION will be signaled by a continuous bell and/or a loud hailer announcement and telephone calls from the Principal or via a runner.

Everyone is to go to the designated Evacuation Area unless told to go to an alternative area.

Staff or visitors not allocated specific duties move to the Evacuation Area unless otherwise directed by the Emergency Coordinator.

Evacuation During Class Time

Staff shall:

- instruct students to leave their belongings
- if time permits, turn off all appliances including stoves, heaters, pilot lights, and light switches
- if time permits close windows and shut the door – but **Do Not Lock Doors**
- ensure the orderly safe movement of students in the class to the designated Evacuation Area.

Evacuation When Students Are Not In Classes

Staff shall:

- instruct all students or visitors within sight to move to the Evacuation Area
- instruct students to assemble in class groups

Staff or visitors not allocated specific duties move to the Evacuation Area unless otherwise directed by the Emergency Coordinator.

ATTENDANCE CHECKING AT EVACUATION SAFETY AREA

In an emergency it is vitally important to know if anyone is missing from the safety area. Attendance checking will be by class teachers. Teachers report to the Evacuation Area Coordinator as do other staff and visitors, including contractors.

CONTAINMENT

Containment refers to any incident where it is more sensible to keep students within a room or building rather than move them outside or through open area. Possible reasons for containment may include bush fire, abduction, chemical hazard, storm, flood or missing person.

A full school containment would be signalled by the sounding of an intermittent siren and/or a loud hailer announcement and telephone calls from the Principal or via a runner.

Containment During Class Time

Staff shall:

- instruct any student outside is to move into the closest classroom
- instruct students to lie on the floor, keeping out of sight as much as possible and using desks for shelter, as appropriate to the threat)
- lock doors and windows of classroom

- account for the students in their class and prepare a list of absentees and anyone suspected missing, for collection by a runner
- prepare for evacuation
- await notification of appropriate action by the Emergency Coordinator.

Staff members who are not teaching or non-teaching staff stay where they are inside or move into the nearest building attempting to be near a telephone.

Containment When Students are not in Class

- Instruct all students to move to their classrooms unless otherwise directed by the Emergency Coordinator.
- Class teachers are to complete rolls and prepare a list of absentees and anyone suspected of missing and await collection by a runner for the return to the Coordinator.
- Adopt same procedure as if students had been in class.

No student or staff member is to leave their room or the school unless specific authorisation to do so has been issued by the Coordinator.

Notification that the containment emergency is over is by public address system, phone call or runner.

SUPPORTING THOSE AFFECTED

The Principal will convene a recovery management group when students or staff have been traumatised or are likely to suffer long-term effects as a result of their exposure to an emergency. The group will include students, staff and Board support personnel and will be responsible for the development and implementation of a recovery program for those affected.

The Board will ensure that recovery support is provided to the school. Support will normally be provided by psychologists, social workers and other consultants engaged by the school where necessary.

SCHOOL EMERGENCY PROCEDURES

In the event of an emergency:

1. Assist anybody in immediate danger.
2. Raise the Alarm.
3. Restrict the danger area.

When instructed to do so:

4. Evacuate to the nominated assembly area remaining clear of the danger area.
5. Remain at the assembly area. Account for and supervise all students.
6. Fight the emergency only if safe to do so.

APPENDIX 2 WHAT TO DO IN THE EVENT OF AN EMERGENCY

IN THE EVENT OF AN EMERGENCY

- Dial 000 and ask for fire, police or ambulance.
- When the operator answers, please give the following essential information
 - The type of emergency you have.
 - Your address.
 - Street name and nearest cross street.
 - Suburb
 - State
 - Melway reference (if known).

CALLING AN AMBULANCE

- Ensure you are next to the victim with a phone
- Dial 000. Ask for Ambulance.
- Be prepared to answer the following questions:
 - What is the exact location of the emergency?
 - What is your call back phone number?
 - What is the problem? (What exactly happened?)
 - How many people are hurt?
 - How old is the person?
 - Is the person conscious?
 - Is the person breathing?
- **DO NOT HANG UP.** Follow the instructions offered by the ambulance service as the ambulance responds. These will help the patient and the ambulance paramedics.
- Further questions may be necessary. These questions enable ambulance to prioritise your request promptly and determine whether the patient requires Intensive Care (MICA) Paramedic Skills.

APPENDIX 3 CHAIN OF COMMAND IN EVENT OF CRISIS

APPENDIX 4 WHICH EMERGENCY SERVICE SHOULD YOU CONTACT?

The incident will determine which emergency service you should contact. The following is a general guide.

Police for:

- Bomb threat/siege/hostage/firearms
- Intruder
- Collapse/major damage to building or equipment
- Disappearance or removal of student
- Fatality
- Impact by equipment/machinery/aircraft
- Motor vehicle collision/impact
- School bus crash
- Serious assault/sexual assault
- Suicide/suicide threat
- Storm/flood/earthquake
- Vandalism

Doctor or Ambulance for:

- Serious injury
- Outbreak of disease

Fire Service for:

- Fire in building/bushfire
- Fumes/spill/leak contamination by hazardous material

State Emergency Service for:

- Storm/flood/earthquake/cyclone

APPENDIX 5 EMERGENCY MANAGEMENT PLAN CHECKLIST

Work through the checklist to help determine whether the Emergency Management Plan is being implemented.

Communication of Emergency Management Plan

- Is the plan easily accessible to staff?
- Is staff aware of the plan?
- Are students and staff trained in the emergency procedures?
- Has a site plan been developed?
- Are Emergency Action cards displayed?

Allocation of Responsibility/Accountability for the Emergency Management Plan

- Are duties allocated to appropriate staff?
- Is staff aware of duty statements allocating Emergency Management Plan responsibilities?

Liaison with Outside Agencies

- Have the various emergency services been provided with the school's Emergency Management Plan?
- Has the school's Emergency Management Plan been approved by the various emergency services?
- Have the various emergency services been provided with the school's contact details?
e.g. call out people
- Has the College arranged for the provision of food and shelter in the event of an evacuation?
- Has an alternative site for the establishment of an Information Centre been identified?
- Have arrangements been made for outside agencies and specialists to assist in the recovery program?
- Has the school arranged for the use of a temporary computer in the event of the school's office computer remaining inaccessible?

APPENDIX 6 EMERGENCY MANAGEMENT PLAN IMMEDIATE TASKS GUIDE

Use this guide to implement the school Emergency Management Plan.

Remain calm and collect your thoughts.

Consider the level of response that might be required.

- notify the relevant emergency services
- notify affected staff and students
- ensure that students and staff are safe from injury or harm
- notify the Board
- allocate tasks to individual staff
 - responsibility for evacuation and assembly of students and staff
 - responsibility for management of information including telephone calls
 - responsibility for the provision of information to parents who arrive at the school
 - responsibility for coordinating media requests for information
- notify parents of affected students
- if an affected student has siblings within the school, notify the siblings
- coordinate routine school routines including the teaching program
- establish a recovery room for affected students
- establish a waiting room for parents
- inform students within the school
- maintain active communication with emergency services and the Board
- implement recovery program
- maintain communication with the school community
- monitor community reaction
- complete required Reports

APPENDIX 7

SETTING UP A RECOVERY ROOM

- designate a room where people know they can quickly locate support staff
- ask for a staff volunteer, preferably with first-aid knowledge, to supervise the recovery room and to support those who are very distressed
- monitor students for shock reactions and have someone available to provide first-aid if required
- set up a student recovery room well away from classrooms, or several rooms during a large incident, close to toilets and with comfortable chairs and tissues
- provide a separate recovery room for staff
- allow distressed staff members and students reasonable access to the room
- ensure that several adults are available to monitor and assist students during a large or complex incident where a large number of students may be affected
- set aside a room for parents with tea and coffee making facilities, which is separate from students to avoid having them congregate around the school
- encourage students to gather in smaller friendship groups rather than larger groups
- keep a list of students who are attending the recovery room
- contact parents of students who remain in the recovery room and alert them to possible concerns

IMMEDIATELY FOLLOWING THE INCIDENT**• FIRST 24 HOURS**

1. Call meetings of:
 - School Administration
 - Staff
 - Students
 - Affected Parents

to provide factual information about the incident

2. Information - Distribute a fact sheet about the incident
 - Send personal letters to parents of those affected

• 48 TO 72 HOURS

1. Call meetings of:
 - School Community
 - Local Council Representatives
2. Information - send a newsletter to all parents
3. Liaison
 - Funeral arrangements
 - Memorial service arrangements
 - Support for affected students
 - Support for affected staff
 - Support for Principal
 - Support for affected parents
 - Ongoing liaison with outside agencies – police, welfare, etc.
 - Support for intervention team
 - Look at long term initiatives (Community and Curriculum)

APPENDIX 9

HANDLING SPECIFIC SITUATIONS

BUSH FIRE	
<p>Action</p> <ul style="list-style-type: none"> • Ring 000 • CONTAINMENT - Keep students indoors. • Turn off gas and electricity. • Have fire hose, fire hydrant and available garden hoses ready to use on spot fires by staff not supervising students. 	<p>Protection Strategy</p> <ul style="list-style-type: none"> • Keep grass cut low in danger period. • Ensure fire hoses well maintained.

FIRE	
<p>Action</p> <ul style="list-style-type: none"> • Ring 000 • EVACUATION OF WHOLE SCHOOL TO APPROPRIATE SAFE AREA • Designated staff complete allotted tasks. • Turn off gas and electricity. 	<p>Protection Strategy</p> <ul style="list-style-type: none"> • Keep buildings well maintained and free of debris. • Ensure electric appliances are serviceable and used correctly.

BOMB/BOMB THREAT	
<p>Action</p> <ul style="list-style-type: none"> • Ring 000 • EVACUATION OF WHOLE SCHOOL TO APPROPRIATE SAFE AREA • Nobody to re-enter until cleared by Police. • BOMB THREAT QUESTIONNAIRE to be completed (See Appendix 10). 	

GAS LEAK	
<p>Action</p> <ul style="list-style-type: none"> • Ring 000 • Turn off gas and electricity. • EVACUATION TO APPROPRIATE SAFE AREA 	<p>Protection Strategy</p> <ul style="list-style-type: none"> • Ensure gas equipment and fittings are well maintained.

CHEMICAL HAZARD	
<p>Action</p> <ul style="list-style-type: none"> • Collect detail on the type of Chemical Hazard involved. • Ring 000 • REQUEST INSTRUCTIONS FROM FIRE BRIGADE ON WHETHER TO EVACUATE OR CONTAIN DEPENDING ON THE NATURE OF THE HAZARD. 	<p>Protection Strategy</p> <ul style="list-style-type: none"> • Ensure all hazardous chemicals are stored according to their handling instructions.

EXCURSIONS

Action <ul style="list-style-type: none">• The excursion supervisor is to contact emergency services direct on 000• The excursion supervisor will then contact the Principal.• The Principal will travel to the incident site if appropriate.	Protection Strategy <ul style="list-style-type: none">• All excursions will contain provision for emergency procedures.
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SIEGE

Action <ul style="list-style-type: none">• Ring 000• CONTAINMENT• Once the full nature of the threat has been established, the <i>Emergency Coordinator</i> may decide to remove people from the danger area, if they can be moved without exposing them to any direct threat.• All those with information about the assailants, hostages or detailed knowledge of the building/room under siege should be kept together to assist Police.

KIDNAP/REMOVAL OF A STUDENT/MISSING STUDENT

Action <ul style="list-style-type: none">• Ring 000• POSSIBLE EVACUATION - By using this method, it is possible to determine with a high degree of certainty exactly who is unaccounted for, and after the search, that they are not on the school grounds.• Relevant information should be collected on:<ul style="list-style-type: none">- the last known movements of the missing person- sightings of any unknown people or vehicles on or around the school grounds• The <i>Emergency Coordinator</i> may at his/her discretion contact the parents.	Protection Strategy <ul style="list-style-type: none">• The <i>Visitor Pass System</i> requires all visitors to the College to collect a name tag. Whilst this in itself will not prevent abduction, it may assist with identification in the case of custody disputes where the parents have come via reception to find the whereabouts of their child. It also encourages staff to question the actions of anyone not wearing a <i>Visitor's Pass</i>. This policy needs to be strictly adhered to and applies also to Parents, Itinerant Staff and Tradespeople.
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SEXUAL ASSAULT / SERIOUS ASSAULT

<p>Action</p> <ul style="list-style-type: none"> • Ring 000 • Provide First Aid if required. Seek medical attention. • Do not allow a sexual assault victim to wash or shower. • Gather all those with knowledge of the incident and direct them to complete Incident Report Forms. • The Emergency Coordinator will contact Parents. • The Emergency Coordinator is responsible for conveying information to staff, students and the school community. 	<p>Prevention Strategy</p> <ul style="list-style-type: none"> • Adequate supervision of grounds. • Adequate system in place to monitor student whereabouts.
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BUS EMERGENCIES
<p>BUSH FIRE</p> <p>Buses cannot arrive at school in the morning because of Bush Fire.</p> <ul style="list-style-type: none"> • School should be notified by the Bus Coordinator and the Police as to which buses had been turned back. • School needs to know who is on the affected buses. • Members of the school community need to be informed. <p>Buses do not depart in the afternoon or are turned back by the Police.</p> <ul style="list-style-type: none"> • If turned back, the school would not necessarily be told by the Police or the Bus Coordinator of the Bus Company until late in the afternoon. • Shelter, food, drink and supervision for students must be provided – possibly overnight. • Call for volunteers from staff • Choose the most suitable school facilities • The school may be required to provide its facilities for others as well. • Set up an Emergency Communication Centre to handle parental enquiries. • Set up a Crisis Information Centre to handle families coming directly to the school seeking to pick up their child or to find out information. • Ring local Police to inform them who we know are safe. Let the Police convey information in order to reduce the level of enquiries to the school. • Have access to a battery run radio. • Have the ability to call back staff or retain them in times in the emergency. <p>BUS CRASH OR BUS CAUGHT IN BUSH FIRE</p> <ul style="list-style-type: none"> • Communication will come via Police. • School needs to know who is on the bus – consult Bus lists & Absentees for day. • If possible send a representative (usually the Principal) to the scene of the incident. • Mobilise : <ul style="list-style-type: none"> - Crises Team - Communication Centre - Crisis Information Centre - Recovery Rooms for Students & Staff • Arrange for appropriate communication to school community, staff, students, parents • All Media should be directed to the Board.

WATER EMERGENCY PROCEDURE

Whenever students are involved in or near the water, there is the potential risk of a student in difficulty needing to be recovered. The following guidelines apply directly to swimming and may require some modifications, but can be used as a guide for all aquatic activities.

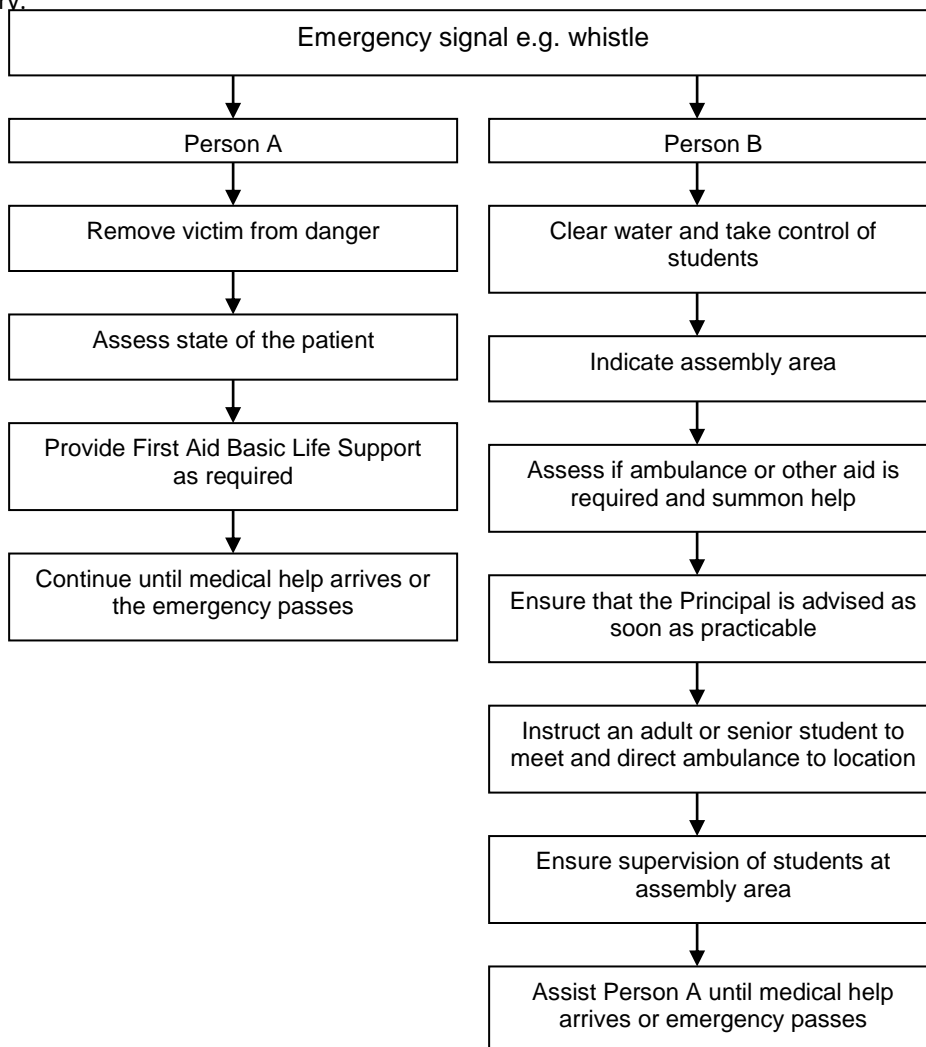
Students should be instructed in the use of a distress signal as follows:

If in difficulty or if someone else is in difficulty, raise one arm and shout for help without delay.

An emergency signal should be established so that when it is given, all students must clear the water immediately and follow instructions from one of the adult persons in charge.

Emergency procedures should be established, rehearsed and carried out promptly and decisively. Practice should be provided in the correct use of emergency assistance equipment.

Two roles as indicated in the following flowchart should be determined where a recovery from the water may be necessary.



At no time should an adult rely solely on students to effect a recovery of a swimmer in difficulty.

UNFORESEEN EVENTS

By definition it is difficult to plan for unforeseen events. However, the chances of an emergency situation arising can be reduced by encouraging staff and students to be aware of the unusual or abnormal and to question it. Drilling staff in appropriate emergency procedures, and ensuring a high level of first aid training will hopefully lessen the impact of unforeseen events.

APPENDIX 10 BOMB THREAT QUESTIONNAIRE

Try to obtain the following information and record it.

Time message received _____

Exact words of message:

What time the bomb is set to explode? _____

Where is it located? _____

What does it look like? _____

Reason for planting bomb?

Name of caller? _____

DO NOT HANG UP THE TELEPHONE. ALERT TELSTRA ON ANOTHER LINE

COMPLETE THE FOLLOWING AFTER GIVING THE ALARM

- 1. **VOICE** - Male / Female
 - Young / Old / Middle Aged
 - Accent / Refined / Rough
 - Calm / Nervous
 - Speech Impediment
 - Known Voice

2. BACKGROUND NOISE

Music – whistles – running motor – horns – aircraft – traffic – bells – voices

Other _____

WHO DID THE CALLER ASK FOR?

DID HE/SHE SEEM FAMILIAR WITH THE BUILDING?

APPENDIX 11 EMERGENCY PROCEDURES - ACTION SHEET

TRAGIC OR TRAUMATIC EVENT OF IMPORTANCE TO THE COLLEGE COMMUNITY (e.g. A DEATH)

1 Principal calls a meeting of the **Crisis Team** as soon as practical.

The **Crisis Team** consists of the following persons: Principal, Pastoral Care, Head of School Administration, Chaplain (if appropriate), Class teacher of the Student/Family involved, Personal Assistant to Principal, Representative from the Board.

2 Establish a clear explanation of the known facts.

3 Establish the appropriate manner of contact with the distressed family. Offer support (refer to counselling if appropriate), and express the College's sympathy. Determine whether the family wants Southern Cross Grammar staff to contact the schools of siblings, if relevant.

4 Ensure that the family concerned is aware that staff is available for the funeral service, irrespective of the circumstances of the tragedy.

5 Identify vulnerable students to prevent the "cluster effect" occurring.

6 Make arrangements for informing staff, the student body and organisations such as the Parents and Friends Association as appropriate.

7 Provide additional guidelines and briefing for staff about what information to give students, how to handle reactions, confidentiality and the referral of distressed students to counselling.

8 The release of information to inquiries and members of the media to be handled by the Board only.

9 Classroom teacher, in consultation with the **Principal**, to be responsible for clearing locker and personal belongings and to organise the administrative clearance.

10 Adjustments to **Student Records** by **Executive Staff** to ensure that the person's **Administration Records** are amended so that their name and correspondence do not appear inappropriately.

12 Principal will keep staff fully informed and will convene meetings of the **Crisis Team**, as required. There will be a need for debriefing and documentation.

13 Review current curriculum e.g. educational information about death and suicide which may assist in venting personal feelings and stress - may require specially trained counsellors and training.

Bushfire Preparedness Policy

Bushfire preparedness for school camps, offsite activities and excursions

Bushfire facts

Conditions when bushfires are likely to 'blow up' after being triggered by a source include:

- air temperature 26 degrees or more
- wind speed 30 kph to 70 kph in gusts
- wind direction west-north/west
- previous dry spell or drought lasting some 6 weeks
- humidity low, less than 15

Other factors include the vegetation type, dryness and denseness, the angle of slope and topography

- the speed of the fire approaching may be in excess of 100 kph
- the front may typically extend 3-5km or more
- spot fires from air borne embers may be ignited up to 30 km away from the fire front
- fire burns much more quickly uphill than downhill or on the flat. Never try to outrun a fire uphill.

NB. Fire fighting crews may establish fire breaks in advance of a fire, so don't get caught between the two (communication with PARKS/CFA/000 is the key to avoiding this)

A. Preparation

- Prior to undertaking an offsite activity in a bushfire risk area or season, organising and supervising staff must ensure that there is adequate pre-excursion planning and emergency preparation, including preparing students undertaking the activity undertaken in anticipation of bushfire risk.
- Preparation should include regular checks of CFA website for alerts; having a school based person monitor any developments and be in regular contact with those off site in the event of a developing situation; seeking advice from external activity organisers and checking their own bushfire emergency preparedness; giving consideration to alternative sites/activities to reduce bushfire risk/hazard.
- Complete lists of all students, staff and others participating in an out of school activity and their times and location(s) must be provided to designated contact persons on the school site

B. Approval

Prior to the excursion the approval of the school principal must be obtained. In approving the excursion, consideration should be given to:

- contribution of the activity to the school curriculum
- adequacy of the planning, preparation and organisation in relation to:

- school policy, guidelines and advice provided by the DEECD and in the Safety Guidelines for Education Outdoors website
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue Bushfire preparedness for school camps, offsite activities and excursions
- consideration of seasonal and locality factors that might increase risks (i.e. bushfire season)
- provisions made for the safety and welfare of students and staff
- experience and competence of staff relevant to the activities being undertaken
- adequacy of student supervision

C. Offsite activities emergency management

All excursion staff and, where appropriate, students need to be familiar with the procedures for dealing with emergencies on each excursion. Emergency procedures pertaining to campsites should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to familiarise staff and students with emergency evacuation protocols and ensure the procedures are appropriate.

On days of extreme fire danger the Principal may need to cancel excursions at short notice.

Where excursions are not cancelled, special fire safety precautions will be required.

D. Bushfire protocols in the event of a fire with a potential to impact on an off site activity

Once you have established that there is a fire in the vicinity, try to confirm whether it poses a threat to the group and ensure that you have everyone in the group together.

- If communication is possible consider ringing PARKS VIC and/or CFA bushfire hotline to ascertain the location and severity of the fire. Make them aware of both the fire and your current location and planned travel route/times. Consider completing an INCIDENT COMMUNICATIONS FORM before calling them.
- If you think that the fire does pose a potential threat look at your options for complete evacuation or for moving to a much safer location. Look for open spaces free of forest fuels and vegetation, such as a beach or cleared area. If these are unavailable look for shelter amongst rocks, behind huge logs or in very wet gullies/creeks or on rocky outcrops, preburnt areas. Remember it is generally the 'radiation of heat that potentially kills'.

If necessary, gather all students and staff into canoes and raft up on the water. Depending on your location and the conditions paddle to a safer landing. If this is not available, paddle to a safe distance (considering radiant heat and wind direction) and raft up while the fire passes.

- Have group dress in woollens preferably and in long sleeved shirts and pants, gloves, beanies, sunglasses as well as to breathe through a damp cloth held over their mouth/nose.
- If time alert the SCHOOL as per EMERGENCY COMMUNICATIONS PROTOCOL sheet.
- DO NOT RUN unless to a clearly indicated way of escape. Do not try to outrun the fire uphill.
- If caught: CLEAR any leaves or vegetation near you; STAY in your chosen shelter until the fire has passed; COVER any exposed skin with clothing, soft earth, etc; KEEP LOW and breathe air close to the ground.

Only as a LAST RESORT, run through the flames to burnt ground. Wait for a lull and choose smallest flames with area behind that will have little burning material on the ground. Don't attempt flames higher than you!

- If possible keep PARKS or EMERGENCY SERVICES informed of your situation and inform them, as well as the School, once the fire front has passed.
- Treat burns victims as per following protocol and ensure everyone else in group is okay.
- If Emergency Management Team called in, manage remaining students until they arrive to take responsibility.
- Staff to liaise with emergency crews to organise the remaining students return to base with non-physically injured students to be looked after and reassured by a nominated staff person.
- As soon as practical the Principal and Deputy Principal are to be informed of events. Contact should then be made with PARKS VIC and/or CFA bushfire hotline or CFA website to ascertain the severity of the situation. Depending on the seriousness of the situation the decision will then be made to contact the DoE 24 hour Emergency Communication Centre and to activate the Counter Disaster Committee.
- The Principal or Deputy Principal should contact parents of affected students.
- Parents of affected students to be kept informed. Parents of other students to be reassured that it is not their son or daughter that is involved and that everything is being done to help the group.
- Counselling to be set up for other students & family.
- General media release to be prepared.