



## 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.

This policy 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 implementation of actions in response to an emergency need to be flexible as any emergency will have factors or considerations which are unique. 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.

## 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 or following incidents that require the activation of emergency management actions.

## RELATED POLICIES

- Essential Services
- Occupational Health & Safety
- Emergency Management Procedures

## DEFINITION OF EMERGENCY

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



## EMERGENCY MANAGEMENT POLICY

- 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.
- interruption to utilities or essential services

### 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. All staff will be made familiar with the paths of exit, both from the buildings and the site in general. Staff are advised to notify Head of Facilities if there are any obstructions to paths of exits, if not otherwise already advised. External consultants attend the site periodically to ensure that paths of exits are maintained as required.

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.

### TRAINING AND EMERGENCY INFORMATION

The School will engage the services of an industry specialist to coordinate staff training, emergency response drills and site information regarding emergency procedures.

Training includes both Warden training and staff briefing which complies with legislative and compliance standards. It is a requirement that all staff attend at least one of these sessions annually.

It is expected that training of wardens and staff occurs annually in Term 1 each school year and that at least one emergency response drill be undertaken each Semester. Typically, drills will be either an evacuation or lock down with at least one of each type conducted annually.

Emergency procedure information should be clearly displayed in every room of each building. Information included should provide a site map and brief information as to typical actions to be undertaken for potential emergencies.

Fire Rescue Victoria hold access swipe cards and master keys to access all areas within the site. There are two points of entry where Emergency Service vehicles can enter the site, the Becca Way and Lancefield Drive carparks. There are external fire hydrants located at the rear of both carparks. (See Appendix 3 Site Maps - Sample evacuation diagram showing location of emergency service fire hydrants located in buildings and external grounds)



## CHEMICAL MANAGEMENT

Southern Cross Grammar has processes in place to monitor the management of chemicals used and stored on campus. These processes include:

- quarterly and adhoc inspections of school buildings and grounds (classrooms, first aid rooms, administration/staff areas, maintenance shed, art rooms and cleaner's cupboards) for chemicals and corresponding MSDSs
- ensuring appropriate storage areas are provided for chemicals (locked storage cabinets, flammable liquid and oxidizing agent storage cabinets, segregating flammable cabinets from ignition sources, etc)
- ensuring that all containers and decanted substances are appropriately labelled and in are not leaking or deteriorating
- obtaining MSDSs for each substance purchased (from the supplier or Chemwatch)
- ensuring a paper copy of the MSDS is stored in the same area as the chemical
- creation of a central register of all chemicals kept on campus in case of an emergency
- conducting a risk assessment as part of the central register to identify and develop safe work procedures for substances with a high or extreme rating
- displaying the appropriate signage for dangerous and hazardous substances stored on campus
- ensuring the inspection and maintenance of safety equipment, such as fire blankets, fire extinguishers, exhaust ventilation fans, etc
- training staff in the correct use of chemicals and keeping appropriate training records

## EMERGENCY CONTROL ORGANISATION

In the event of an emergency the School will enact an Emergency Control Organisation (ECO) with the primary position being that of the Chief Warden. The ECO structure in an emergency overrides the normal management structure until the resolution of the incident.

## DEALING WITH THE MEDIA

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

## 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 to 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, must provide details of the event to the Board. This must be followed by a briefing in writing which should state:

- extent of damage;
- likely effects on school routine;
- possible or alleged cause of the damage;
- emergency service(s) which attended; and
- extent of media involvement at that point.



## BUSH FIRE

### 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 and the Vic Emergency websites 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.

### Approval

Prior to undertaking an offsite activity in a bushfire risk area or season the approval of the 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

### 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.

### Bushfire protocols in the event of a fire with a potential to impact on an offsite 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, contact should be made with any or all of the following authorities, Parks Victoria, the CFA, Vic Emergency, the SES, or any other relevant local authorities 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.

If the fire poses a potential threat, including if a fire is currently active, and it is safe to do so the entire group should evacuate to a safe location immediately. If evacuation is not possible the group should move to the safest location possible.



Have group dress in woolens 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.

Alert the School as soon as possible.

If possible keep authorities and emergency services informed of your situation and inform them, as well as the School throughout the emergency.

The Principal or Deputy Principal should contact parents of affected students. Parents of affected students to be kept informed. Parents of other students are 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 and families.

## ROLES AND RESPONSIBILITIES

### The Principal

The Principal must:

- Nominate a minimum of two call out persons who has access to whole 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;
- Provide the contact 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;
- Coordinate activity during an emergency as the Chief Warden. In the absence of the Principal, an authorised person must carry out the role of Chief Warden.
- In the event of a fatality or a serious injury, notify Work Safe Victoria as per their regulations and requirements.
- Arrange appropriate counselling and support for staff and students.
- Follow approved guidelines for responding to the media.

### The Chief Warden

The Chief Warden must:

- Notify emergency services, the Board and the Principal if they are not on-site.
- Alert students and staff about the emergency.
- Order the emergency actions required 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 control centre.
- Maintain student and staff welfare.

### Wardens

Wardens will be allocated tasks by the Chief Warden. It is their responsibility to carry out the tasks allocated to them to the best of their ability ensuring that they never put themselves into harms way.



## All Staff

Any staff member not in the act of teaching should report to the Chief Warden and make themselves available as a Warden.

Being in the act of teaching includes any staff member who, at the time of the emergency, had responsibility for one or more students. This includes staff responsible for students in first aid, private music tutors, student services or any other group of students as assembled at the time.

## Teachers

Teachers will be directed by the Chief Warden during the emergency and should not initiate any action related to the emergency without the Chief Warden'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:

- Ensuring that students are accounted for.
- The safe and orderly evacuation of students when instructed by the Chief Warden to do so.
- If required to stay in current location maintain control and care for the students. Move students away from doors and windows.
- 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.

## COUNSELLING AND SUPPORT

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 may include students, staff, Board members or school community members.

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.

<b>LAST REVIEW:</b> 2022	<b>REVIEWED BY:</b> BOARD
<b>NEXT REVIEW:</b> 2025	<b>BOARD APPROVAL DATE:</b> 16 JUNE 2022

12 APRIL 2022: Updated formatting

17 NOVEMBER 2021: Added Chemical Management, Fuel Management, Local Threats/Hazards, PM Checklist and Risk Assessment. Updated Guidelines, Training and Emergency Information and Appendices.

13 MAY 2019: Updated formatting, logo and general terminology

MARCH 2011: Policy developed



## APPENDIX ONE: EMERGENCY CONTACT NUMBERS

POLICE	000
AMBULANCE	000
FIRE BRIGADE	000
STATE EMERGENCY SERVICE	132 500
POISONS INFORMATION CENTRE	13 1126
ENVIRONMENT PROTECTION AUTHORITY	1300 372 842
WORKSAFE VICTORIA	13 2360 (Emergencies) 1800 136 089 Advisory
TRAFFIC HAZARDS	13 1170
GAS Energy Australia	13 2083 (Faults) 13 6707 (Emergencies)
ELECTRICITY Powercor	13 2412
WATER Greater Western Water	13 4499

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
DFFH - Department of Families, Fairness and Housing – Child Protection (Regional Office) West Division Intake - metropolitan only (8.45am - 5.00pm Monday - Friday) After hours Child Protection Emergency Service (5.00pm - 9.00am Monday - Friday, 24 hours on weekends and public holidays)	1300 664 977  13 1278



APPENDIX TWO: OFFSITE EVACUATION PROCEDURE AND MAP



SOUTHERN CROSS  
GRAMMAR

Southern Cross Grammar

EMERGENCY PROCEDURE SUMMARY

2 - 20 Lancefield Drive, Caroline Springs VIC 3023



WHAT TO DO IN AN EMERGENCY



UPON DISCOVERY OF AN EMERGENCY SITUATION:

- Remove yourself and nearby occupants from the immediate danger
- Raise the Alarm (03) 8363 2000  
AFTER HOURS: 000

EVACUATION PROCEDURE

- Staff:**
- Turn off any equipment that may become a hazard.
  - Commence Evacuation via the nearest safe **EXIT**.
  - Make a 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 four current class group and report any problems to the Commis Officer.
  - Remain in control of your class group at the Evacuation Assembly Area.
- Staff not in the act of Teaching:**
- Report to the Chief Warden for deployment.

LOCKDOWN PROCEDURE

- Attend your classroom if outside class time or remain with the class if you are teaching.
- Lock all doors and windows and draw curtains and blinds.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden or Chief Warden.

HAZARDOUS MATERIALS

- Assist persons in danger, if safe to do so.
- RAISE THE ALARM.**
- Alert anyone in the affected area.
- Commence immediate evacuation of the area, where possible evacuate up/wind (see EVACUATION PROCEDURE).
- DO NOT** attempt to clean up or confine the spill unless you have been appropriately trained and have the correct personal protective equipment.

MEDICAL

- RAISE THE ALARM.**
- Contact a nearby trained First Aider.
- Check for dangers before approaching the casualty.
- Do not attempt to move a person unless they are in immediate danger.

FIRE

- Upon discovering a fire:
- Assist persons in danger, if safe to do so.
  - Close doors to prevent fire/smoke spread.
  - Commence evacuation via the closest safe exit.
  - Alert anyone in the immediate area.
  - RAISE THE ALARM.**
- (see EVACUATION PROCEDURE).

BOMB THREAT

- Upon receiving a threat:
- Take the threat seriously.
  - Obtain as much information as possible.
  - Do not hang up the phone.
  - RAISE THE ALARM** discreetly.
  - Fill in a Bomb Threat Checklist, available from the Chief Warden.
- Upon finding a suspect package:
- DO NOT** touch or move the object.
  - Isolate and evacuate the immediate area.
  - Notify the Chief Warden.

ARMED INTRUSION

- Act calm.
- Obey instructions given by intruders. Do not make sudden movements or make eye contact.
- Be courteous, answer all questions asked by the intruder.
- Hand over valuables, if requested, these are replaceable, life is not. **DO NOT** give chase when intruder departs.
- Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc.
- RAISE THE ALARM.**

ADVERSE WEATHER

- During adverse weather conditions:
- 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.
- Once adverse weather condition has passed:
- Notify the Chief Warden of dangerous situations in your area.
  - If flooding has occurred, avoid pools of water.





# EMERGENCY MANAGEMENT POLICY

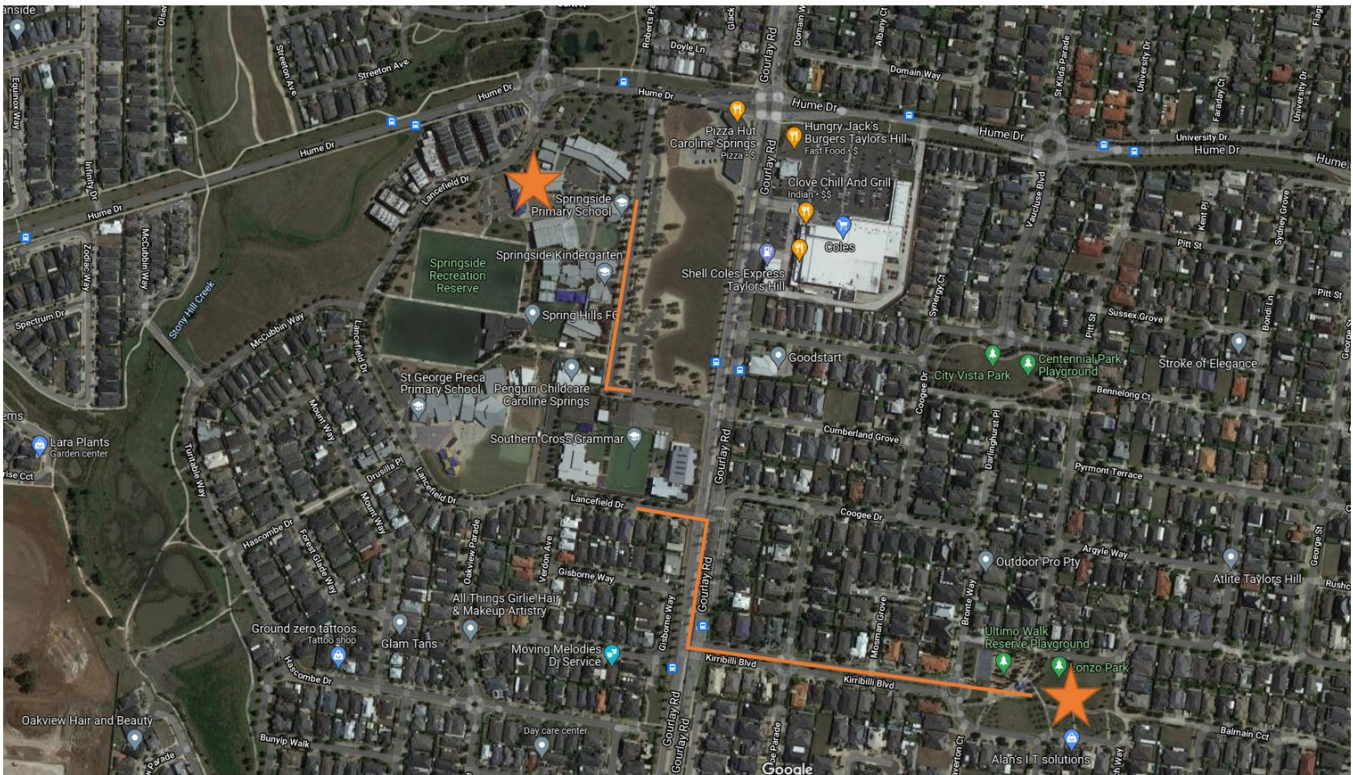
## APPENDIX TWO: OFFSITE EVACUATION PROCEDURE AND MAP

Offsite evacuation areas will be utilised in cases where onsite assembly points are unavailable or unsafe :

Preferred option – Evacuate to Springside Primary School gymnasium, 22-50 Becca way,  
Contact number: 9449 6400

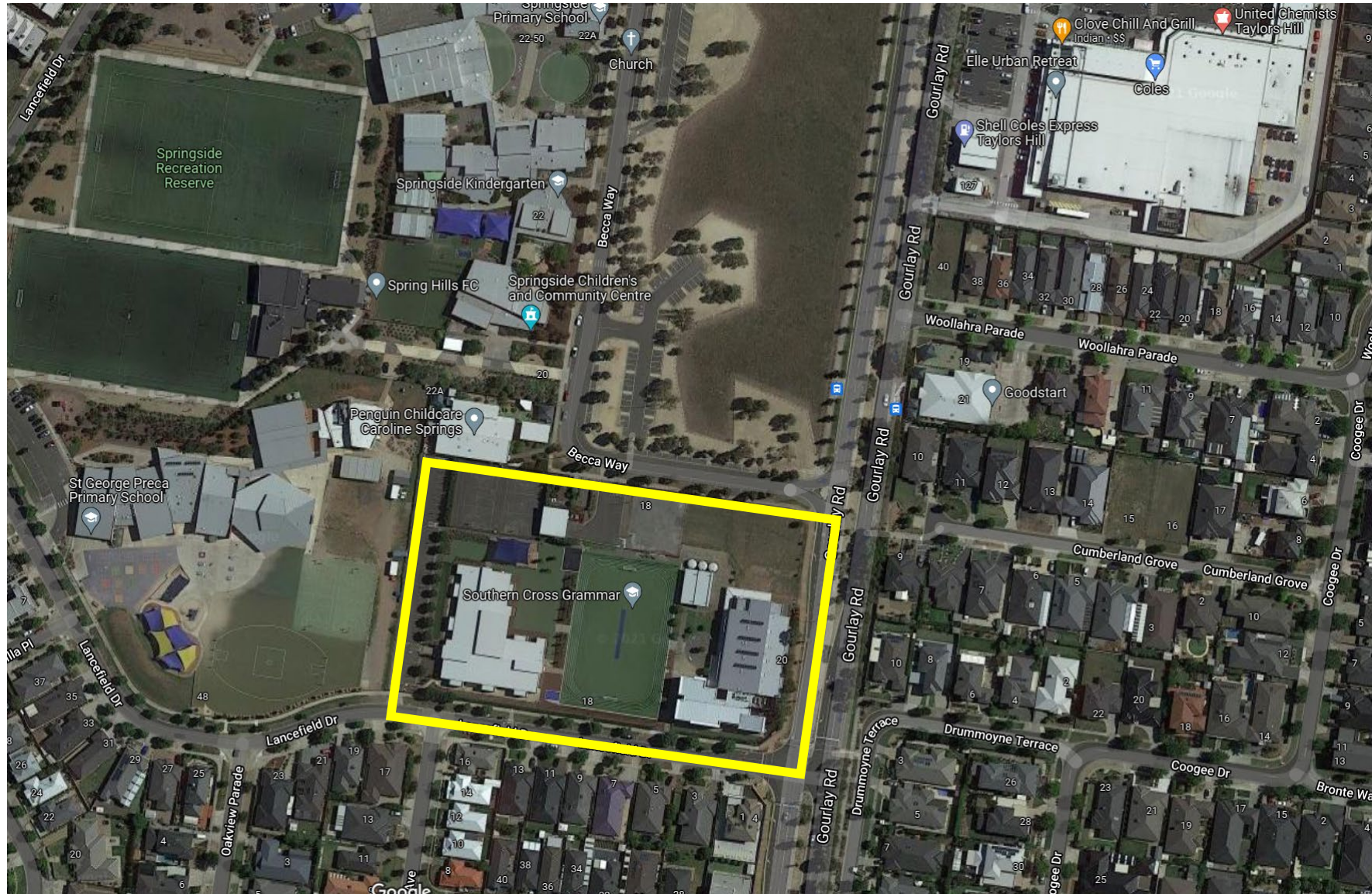
Secondary Option – Lonzo Park, Ultimo Way

Path or travel – see map (Cross Gourlay road at Pedestrian traffic lights, continue south on Gourlay Rd to Kirabilli Blvd, head east to Lonzo Park.





APPENDIX THREE: SITE MAPS (AERIAL MAP)





APPENDIX THREE: SITE MAPS (ONSITE EVACUATION)





APPENDIX THREE: SITE MAPS (Sample evacuation diagram showing location of emergency service fire hydrants located in buildings and external grounds)

# EVACUATION DIAGRAM



**Southern Cross Grammar**  
2-20 Lancefield Drive  
Caroline Springs VIC 3023

**Middle & Senior School**  
Buildings B & C

## 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 AFTER HOURS: (03) 8363 2000 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**

## EVACUATION ASSEMBLY AREA



## LEGEND

- Emergency Exit
- Dry Chemical Extinguisher
- Carbon Dioxide Extinguisher
- Wet Chemical Extinguisher
- Fire Blanket
- First Aid Kit
- Hazardous Materials
- Emergency Eye Wash
- Hydrant
- Emergency Warning Intercommunication System
- Defibrillator

**First-Aid**  
Ext. ---2045  
8363-2045



APPENDIX FOUR: BUILDING MAPS (BUILDING A - PRIMARY SCHOOL)





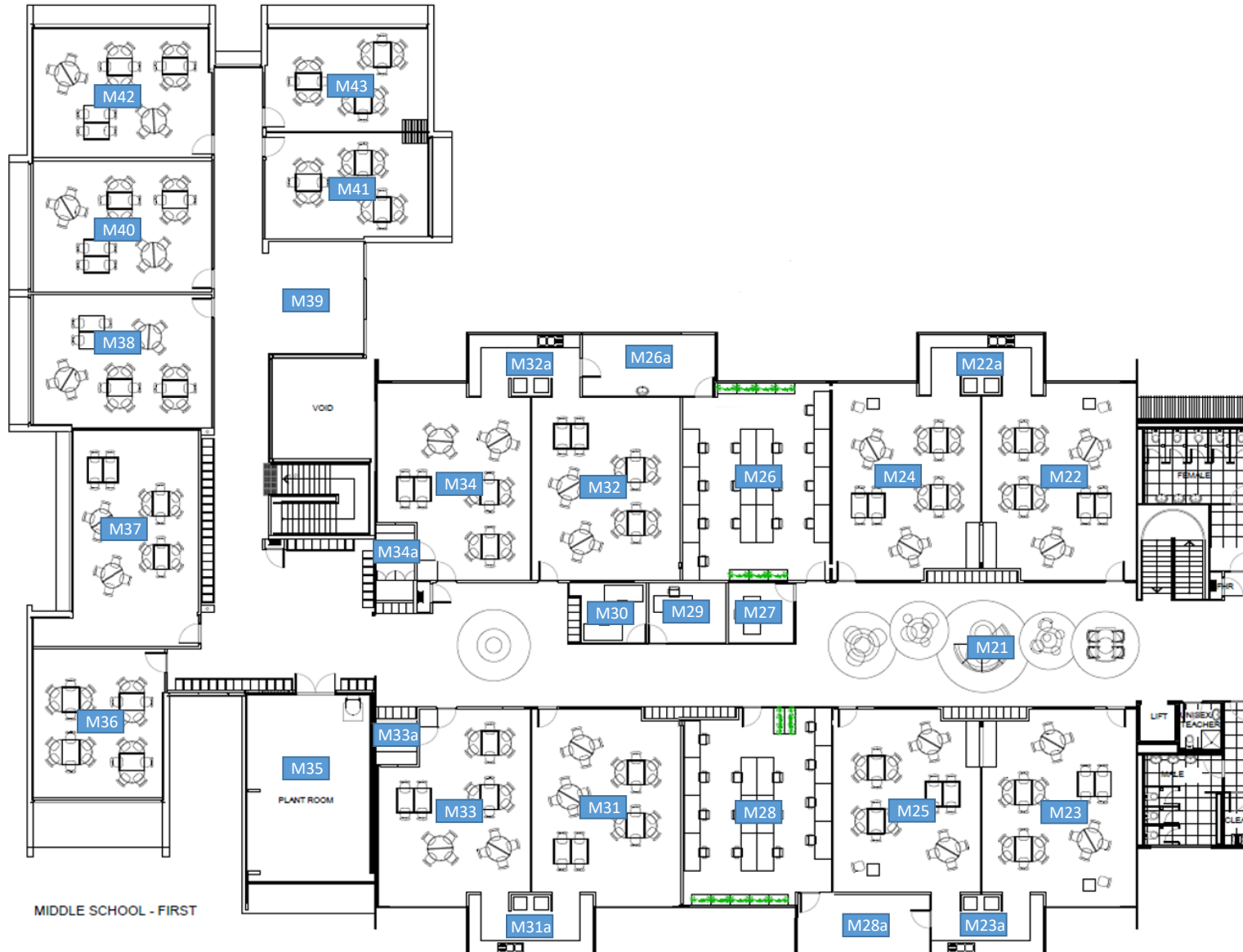
APPENDIX FOUR: BUILDING MAPS (BUILDING M GROUND FLOOR - MIDDLE SCHOOL)



MIDDLE SCHOOL - GROUND



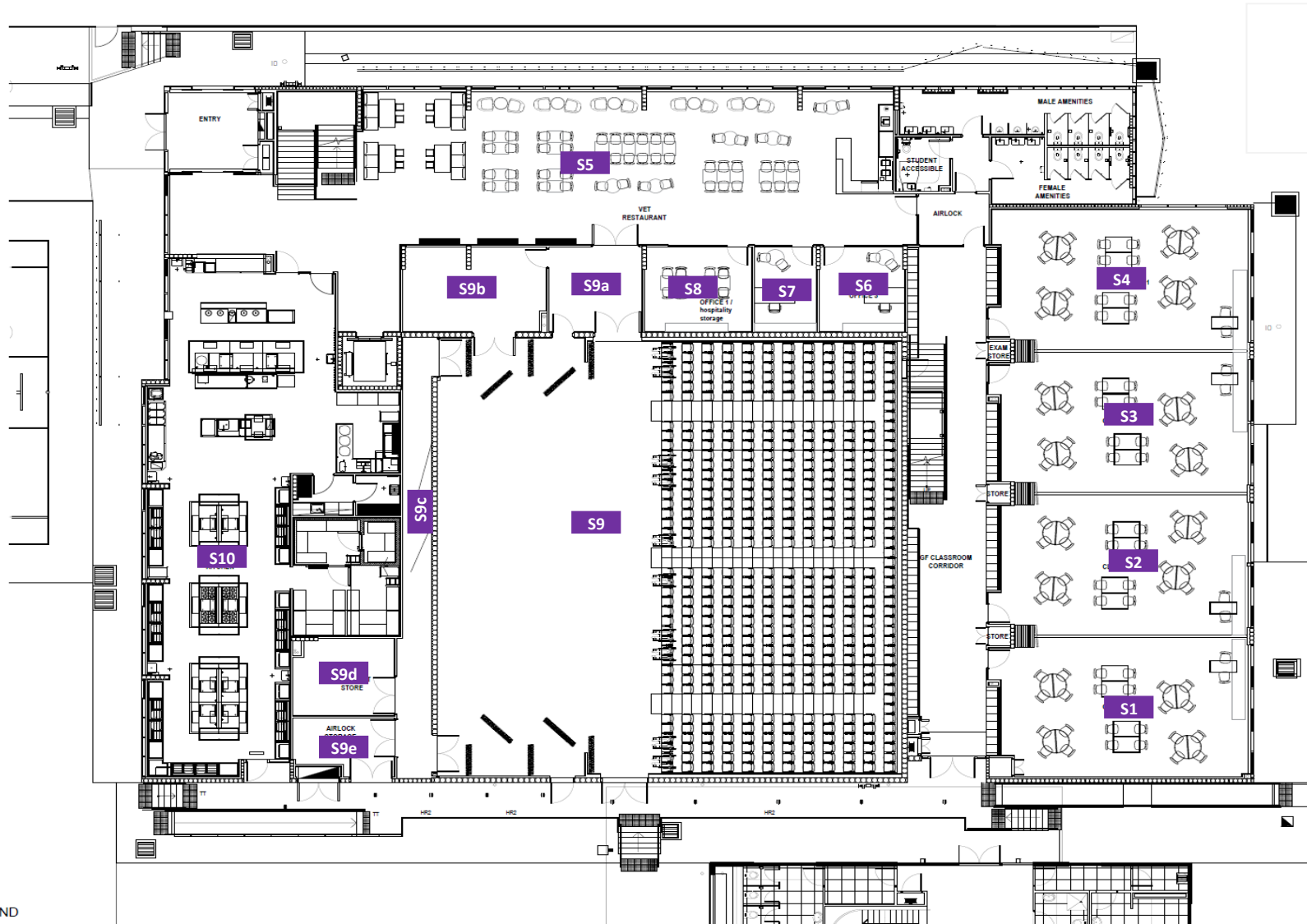
APPENDIX FOUR: BUILDING MAPS (BUILDING M FIRST FLOOR - MIDDLE SCHOOL)



MIDDLE SCHOOL - FIRST



APPENDIX FOUR: BUILDING MAPS (BUILDING S GROUND FLOOR - SENIOR BUILDING (CENTAURI))







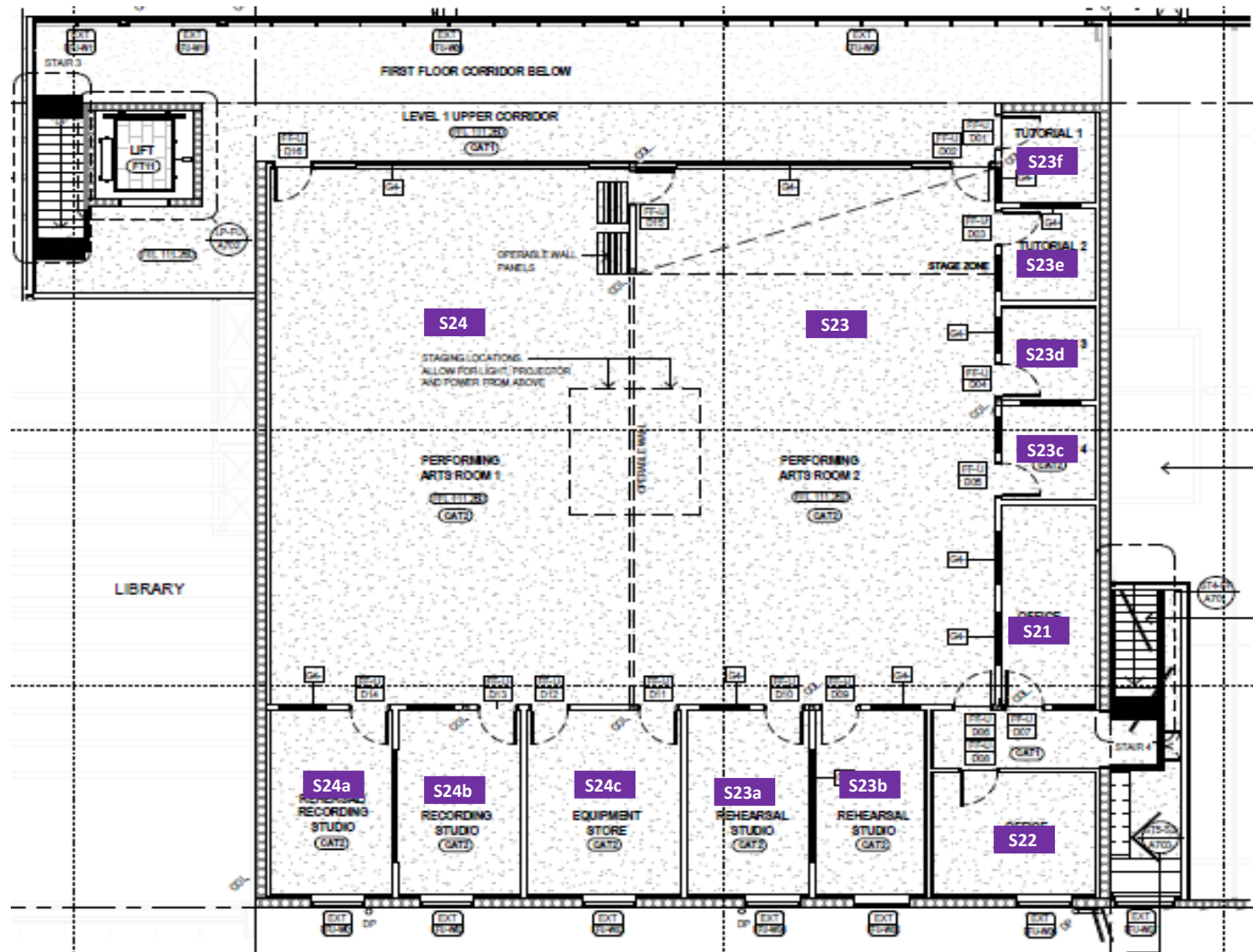
APPENDIX FOUR: BUILDING MAPS (BUILDING S FIRST FLOOR - SENIOR BUILDING (CENTAURI))



SENIOR SCHOOL - FIRST



APPENDIX FOUR: BUILDING MAPS (BUILDING S UPPER FLOOR - SENIOR BUILDING (CENTAURI))





**APPENDIX FIVE: LOCAL THREATS / HAZARDS**

Local Threats/Hazard	Initial Response
Gas leak	<ul style="list-style-type: none"> <li>• Evacuate all students and staff from the building</li> <li>• Call 000 requesting Fire Rescue Victoria</li> <li>• If safe to do so turn off the gas main or emergency stop</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Evacuate all students and staff from the area</li> <li>• Call 000 requesting Fire Rescue Victoria – if fire indicator panel has not already activated</li> <li>• Notify Reception who will initiate the School’s fire warden process</li> </ul>
Chemical spill	<ul style="list-style-type: none"> <li>• Use dump shower and/or emergency eye wash on any people</li> <li>• Call 000 requesting Ambulance</li> <li>• Notify School Nurse</li> <li>• Evacuate students from the area</li> <li>• Activate extraction fans or fumehoods, open windows</li> <li>• If wider evacuate is required notify Reception who will initiate the School’s fire warden process</li> </ul>
Car / vehicle accident	<ul style="list-style-type: none"> <li>• Evacuate students from the area</li> <li>• Call 000 requesting Fire Rescue Victoria and Police, as well as Ambulance if any injured persons</li> <li>• Notify School Nurse</li> <li>• Notify Principal</li> </ul>
Grass Fire at Stony Hill Creek	<ul style="list-style-type: none"> <li>• Assess whether Primary School building requires evacuation in the case of a fire.</li> <li>• If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.</li> <li>• Turn off power (there is no gas connection to the building)</li> <li>• Check that all students, staff and visitors (including contractors) are accounted for.</li> <li>• Ensure staff/students do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees.</li> </ul>
Becca Way Grass Fire	<ul style="list-style-type: none"> <li>• Assess whether Senior School building requires evacuation in the case of a fire.</li> <li>• Phone 000 to notify the Fire Brigade.</li> <li>• If threat exists decide appropriate action e.g. <ul style="list-style-type: none"> <li>○ Evacuation Senior School building to Junior School</li> <li>○ move to shelter-in-place</li> <li>○ closing all doors and windows</li> <li>○ close doors between Senior and Middle School buildings</li> </ul> </li> <li>• Turn off power and gas.</li> <li>• Check that all students, staff and visitors (including contractors) are accounted for.</li> <li>• Ensure staff/students do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees.</li> </ul>

**ADVICE FROM COUNCIL REGARDING THE MAINTENANCE OR THE GRASSLANDS AT BECCA WAY AND STONY HILL CREEK.**

Advice has been sought from the Senior Land Manager at the Melton City Council in relation to current and planned maintenance schedules to assist with determining the threat of a grassfire at either location.

The Stony Hill Creek creek line has scheduled fortnightly mowing to reduce fuel in the event of a fire.

The Becca Way Grasslands were originally designed to be a low risk of fire by incorporating fire breaks in the way of natural roads and non-vegetation ground coverings. The area has scheduled maintenance in the way of brush-cutting during the summer months (after Christmas) and back burning in March after the indigenous grasses have dropped their seeds.



## APPENDIX SIX: PREVENTATIVE MAINTENANCE CHECKLIST

NB – Rectification Works is undertaken as required post Testing / Certifications / Auditing

### MONTHLY PREVENTATIVE MAINTENANCE

- F.I.P. Testing
- EWIS Testing
- Sanitary Bin Servicing
- Air Freshener Servicing
- Pest Management

### QUARTERLY PREVENTATIVE MAINTENANCE

- Lift Servicing
- Kitchen Filter Cleaning/Replacements
- AC Preventative Maintenance
- OHSE School Walkthrough and Audit of High-Risk Areas

### BI-ANNUAL PREVENTATIVE MAINTENANCE

- Testing and Tagging
- Drink Fountains and ZIP Units Water Filter Replacements
- Certification of Fire Portables
- Exit and Emergency Lighting Testing
- Testing of Fire Hydrants

### ANNUAL PREVENTATIVE MAINTENANCE

- AC Preventative Maintenance
- Testing and Tagging
- Height Access Assets Certifications
- Kitchen Exhaust Cleaning and Filter Replacements
- Grease Trap Servicing
- Certification of Eyewash and Safety Shower Stations
- Gutter Cleaning
- Tree Auditing
- Backflow Testing
- Gate Servicing
- Testing of Fire Boosters
- Testing of Fire Detector Zones
- Shade Sail Auditing
- Trip Hazard Auditing
- Security Lighting Testing
- Thermographic Testing of all switchboards
- RCD Testing to all switchboards
- Access and Egress/Paths of Travel at Emergency Exits



**APPENDIX SEVEN: RISK ASSESSMENT**

Identify Potential Threats and Hazards <i>List the hazards that could cause injury/incident</i>	Description of Risk	Current Control Measures	Risk Rating			Risk Control Measures <i>List control measures required to eliminate or minimise risk</i>
			Consequence	Likelihood	Risk Level	
<b>Bushfires or grassfires</b>	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	<ul style="list-style-type: none"> <li>Liaise with local fire services to determine potential controls e.g. clearing trees, building safety, etc.</li> <li>Ensure Emergency Management Policy (EMP) is up-to-date including identification of shelter-in-place and evacuation points.</li> <li>Check <a href="#">CFA and FRV websites</a>, alerts during the bushfire season.</li> <li>Schedule and practice emergency evacuation drills on a regular basis.</li> <li>Grief counselling services.</li> </ul>	Major	Rare	Medium	Council have advised that they have a regular maintenance schedule in place and the adjacent grasslands have been designed to be low risk.
<b>Fire</b>	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury. Risk of injury from burns or smoke inhalation.	<ul style="list-style-type: none"> <li>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working.</li> <li>Test communication systems (PA system) on a regular basis.</li> <li>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.</li> <li>Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.</li> <li>Monitor building and emergency exits to ensure they are kept clear of obstructions.</li> <li>Ensure that there is access to facilities and grounds for emergency vehicles.</li> <li>Ensure there is a business continuity plan in place.</li> </ul>	Catastrophic	Rare	High	A schedule of regular maintenance has been established. Quarterly and adhoc OH&S inspections occur to confirm Fire equipment maintenance has taken place, emergency exits signs are working. Testing of PA systems are periodically scheduled in school holidays. Test and tag is conducted regularly by a qualified member of staff and external consultants. Building and emergency exits are monitored to identify hazards or issues.



# EMERGENCY MANAGEMENT POLICY

<b>Severe weather, storms and flooding</b>	Risk of property damage or property loss. Risk of roof down flooding	<ul style="list-style-type: none"> <li>• Ensure EMP includes planning and response procedures for floods.</li> <li>• Liaise with SES/local government to identify potential risks.</li> <li>• Develop contingency for storage of equipment/ materials if possible.</li> <li>• Ensure there is a business continuity plan in place.</li> </ul>	Major	Possible	High	Drains and gutters are attended to in regular preventative maintenance Leaf litter addressed in Cleaning contract
<b>Intruders/ personal threat</b>	Risk of injury. Risk of property damage. Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder.	<ul style="list-style-type: none"> <li>• Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key.</li> <li>• Ensure any visitors/contractors sign in through the office area when they first arrive on site.</li> </ul>	Moderate	Possible	Medium	Reception has a one way exit sliding door and a high counter with windows that can be locked. All visitors and contractors are required to sign in via Passtab upon arrival Provide training to staff and conduct training.
<b>Earthquake</b>	Risk of injury. Risk of property damage.	<ul style="list-style-type: none"> <li>• Ensure EMP is up-to-date.</li> <li>• Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold.</li> <li>• Ensure there is a business continuity plan in place.</li> </ul>	Major	Rare	Medium	
<b>Bomb Threat</b>	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> <li>• Ensure each phone has a Bomb Threat Checklist available.</li> <li>• Schedule and practice emergency evacuation drills on a regular basis.</li> <li>• Implement and follow Bomb Threat response procedure.</li> </ul>	Catastrophic	Possible	Extreme	Quarterly emergency management drills are scheduled and practices. All reception phones have a copy of a Phone Bomb-checklist and staff are briefed on the procedure.
<b>School Bus accident/ Vehicle Incident</b>	Risk of injury. Risk of property damage.	<ul style="list-style-type: none"> <li>• Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle.</li> <li>• Ensure drivers have a valid driver's licence.</li> <li>• Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip.</li> </ul>	Major	Possible	High	Provider management is handled through Complispace PlanCheckGo. All staff carry first aid kits when travelling off campus



<b><i>Pandemics and communicable diseases</i></b>	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> <li>• Ensure relevant staff are familiar with COVID Safe plans (or other required)</li> <li>• Ensure basic hygiene measures are in place and posters are displayed</li> <li>• Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser</li> <li>• Ensure staff and children are educated about covering their cough to prevent the spread of germs.</li> </ul>	Catastrophic	Possible/ Likely	Extreme	COVID Safe Plans COVID Safe Cleaning Plans Remote Learning Plans/Process Flexible Work arrangements Staff EAP Student wellbeing programs Alcohol based sanitiser is made available. Posters and density quotas (if required) are prominently displayed. Staff and children are educated and reminded about cough hygiene.
<b><i>Major medical emergency</i></b>	Risk of death/injury	<ul style="list-style-type: none"> <li>• School Nurse onsite and staff first Aid training is up-to-date.</li> <li>• Staff are aware of emergency procedures.</li> </ul>	Major	Possible	High	School nurse on campus each day and also attends whole school sporting events. All staff are required to be appropriately trained in first aid. Staff undergo Emergency Procedures briefing each year.
<b><i>Hazardous substance release: inside and outside facility grounds</i></b>	Exposure to certain liquids or gases may be hazardous to health.	<ul style="list-style-type: none"> <li>• WorkSafe Chemical Management Procedures.</li> <li>• Develop and implement safe work procedures for handling chemicals.</li> <li>• Schedule and practice emergency evacuation drills on a regular basis.</li> <li>• Ensure EMP is up-to-date.</li> <li>• Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/ manufacturer or Chemwatch</li> </ul>	Major	Unlikely	Medium	MSDSs are sourced for all items. Chemical register and risk assessment has been established. Quarterly emergency management drills are scheduled and practiced. EMP is updated on a yearly basis.
<b><i>Off-site emergencies</i></b>	Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	<ul style="list-style-type: none"> <li>• Complete the Student Activity Locator (SAL).</li> <li>• Adhere to the Guidelines for Outdoor Education.</li> </ul>	Major	Possible	High	SAL is completed per DET guidelines For Outdoor Education camps, a satellite phone is provided.