

Emergency Management Plan

For

BEAUFORT SECONDARY COLLEGE



Signature of Principal

A handwritten signature in black ink, which appears to read "Steve Jacarley".

20 November 2009

Review Date One: 31 October 2010

Review Date Two: 31 October 2011

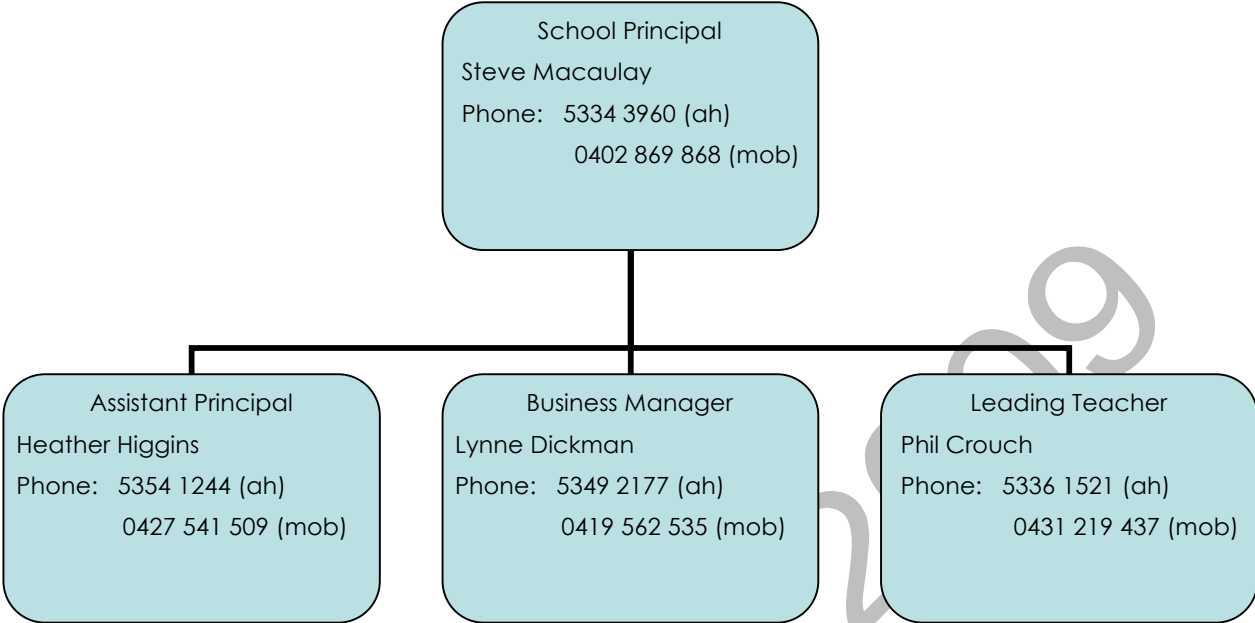
Incident Control System - Roles and Responsibilities

The following roles are designated:

Role	Responsibilities	Name of Staff Member & mobile number
Incident Commander	In charge of overall management of emergency situation	Steve Macaulay (Principal) Phone: 5334 3960 (ah) 0402 869 868 (mob)
Safety Officer	Ensures all actions conducted with student safety focus	Heather Higgins (Assistant Principal) Phone: 5354 1244 (ah) 0427 541 590 (mob)
Public Information Officer	All media/outside information management/will be supported by regions/DEECD media unit	Steve Macaulay
Agency Liaison Officer	Assists with response to outside agencies requests/information	Steve Macaulay to direct
Operations Officer	Student care/ensuring adherence to school protocols, procedures	Heather Higgins
Logistics Officer	Responsible for securing materials, resources, services, additional staff	Lynne Dickman (Business Manager) (in consultation with Steve Macaulay)
Planning Officer	Collects and evaluates information related to development of incident/status of resources	Steve Macaulay and Heather Higgins

Communication Trees

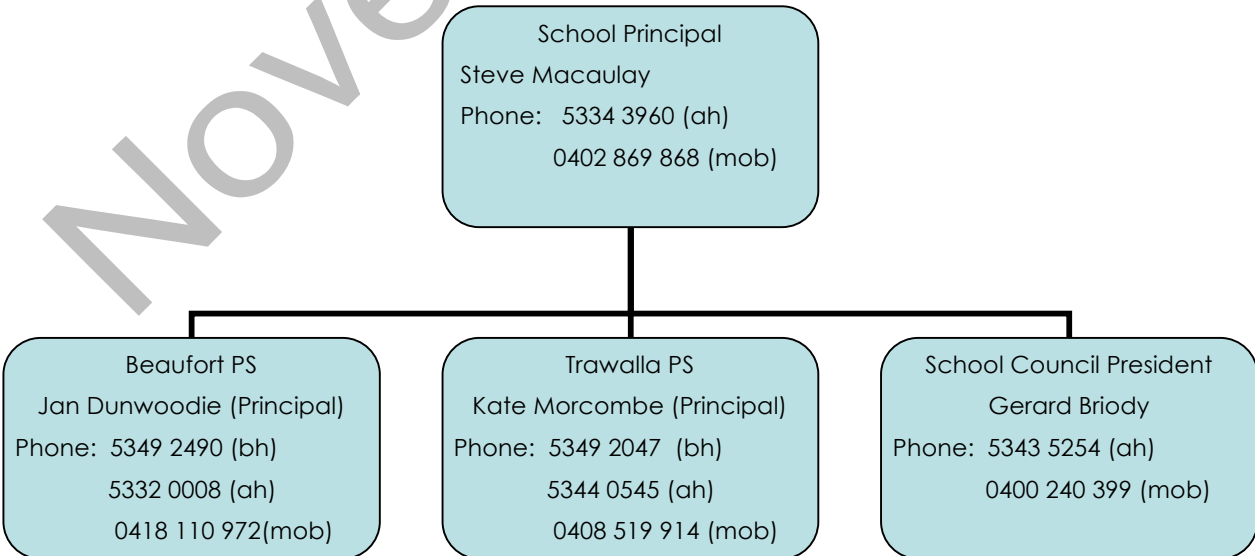
Contacting school staff



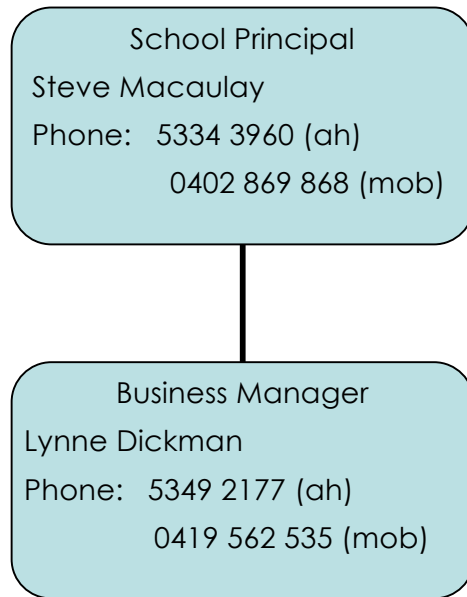
Explanation:

Where, in the case of a critical incident, staff members need to be contacted, initially Steve Macaulay will contact the three other people shown in the diagram above, then other staff members will be contacted as indicated the attached Appendix 1 – Staff Contact List 2009

Contacting Sundry School Contacts



Contacting Parents



Explanation:

Steve Macaulay will advise Lynne Dickman, who will arrange for the admin staff to contact all parents.

DEECD Regional & Central Office Contact Numbers

Group	Phone Number	Contact
Regional Office	5337 8444	Front office
Regional Director	5337 8452	Malcolm Millar
Emergency Management Coordinator	5337 8444/0409 433 940 5337 8423/0419 133 828	Peter Henry Leo Styles
Regional Network Leader		
North East Highlands	5337 8440/0400 819 647	Dennis Chamberlain
Highlands City	5330 8635/0417 357 451	John Cortese
Highlands South	5337 8424/0419 511 973	Wendy Baker
Central	5352 5644/0408 035 391	Peter Brain
Wimmera West	5310 5306/0429 016 900	Jo Levey
Assistant Regional Director/ Manager(s) Operations	5337 8444/0409 433 940	Peter Henry
Assistant Regional Director/ Manager: Early Childhood	5330 8600/0409 808 586	Keryl Thomas
Assistant Regional Director/ Manager: School Services	5337 8463/0408 501 685	Julie McMahon
Student Services co-ordinator	5337 8472/0400 168 095	Yvonne Smith
Central Office	9637 2000	General Enquiries
DEECD media unit	9637 2871	Designated officer
Emergency & Security Management Unit	9589 6266	Designated officer
Employee Health Unit	9637 3946	Health & Safety Unit

Emergency & Other Contact Numbers

Group	Phone Number	
Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	000
	Local Police	Beaufort: 5349 2101 Bob: Linton: 5344 7211 Lexton: 5466 7233 Ballarat: 5336 6000
Ambulance	000	
Fire Services Authority MFB/CFA	000	
	<u>Local CFA numbers:</u> Landline: 5349 2006 CFA Region 16: 5352 5516 Colin Gerrard: Robyn Gerrard: 5349 2598 Judy O'Connor: 0427 497 445	
State Emergency Service	5352 3318 (Ararat) 5339 9678 (Ballarat)	
Hospital(s)	5349 1600 (Beaufort) 5340 2000 (Skipton) 5320 4000 (Ballarat Health Services – Ballarat Base Hospital) 5320 2111 (St John of God Hospital)	
Electricity	Tru Energy – 132 412 or 133 466	
Water Corporation	13 92 837	
Department of Human Services (Regional Office)	5333 6530	
Department of Human Services- Child Protection (Regional Office)	5333 6530 OR 131 278 (AH)	
Pyrenees Shire	5349 2000 (bh) 1800 245 475 (ah emergencies)	
DEECD Regional Office	5337 8444	
DEECD Emergency Management	9589 6266 (24 hrs)	

Students with Special Needs List

See [Appendix 2](#)

Emergency Evacuation/Relocation Procedures

1. Alarm

Continuous ringing of warning signal OR (if no power) hand bell OR loud hailer

To be raised by Office, Principal, Assistant Principal or any other member of staff who becomes aware of a disaster (e.g. fire).

2. Procedure after the Sounding of the Alarm (Note that these instructions are displayed on the notice-board next to the white-board in each room)

Teachers in classrooms are to oversee the carrying out of the following procedures:

- a. Students are to leave books and belongings
- b. Unless doing so would slow the evacuation, turn off lights and gas appliances as the class exits the room.
- c. Leave by the most appropriate and nearest safe exit. This will usually be the door, but could, in an extreme case, be through a fully open window.
- d. Walk briskly and sensibly in class groups under the control of the class teacher to the assembly area(s).

3. Assembly Area (unless directed otherwise)

This will depend upon the nature of the disaster, but note:

- a. As a general rule, all groups and individuals should move to the **flagpole court** located on the south side of the school using the following route:
 - Those groups and individuals in the Library and classrooms in the South Wing should exit via the toilet breezeway
 - Those groups and individuals in the North Wing, Gymnasium/Drama Centre and Canteen should firstly go to the basketball court outside the instrumental music centre, then move to the flagpole court via the perimeter of the staff car park.
- b. Directions may then be given for all persons to move to the town oval via the gate at the top of the school driveway. Students will be required to line up in year level groups at the north end of the oval.
- c. Teachers and students should be alert to the fact that minor adjustments to this procedure may be necessary:
 - If the flagpole court is unable to be used (e.g. because of the heat or smoke during a fire), groups and individuals may be required to move straight to the town oval and line up in year level groups at the north end of the oval
 - It is possible that there may be no access to the staff car park due to its use by emergency vehicles. In such a situation, those groups and individuals in the North Wing, Gymnasium/Drama Centre and Canteen should go to the school tennis courts. They should then move as a group to the town oval via Park Road.

- If it is deemed that the town oval is not a safe location, the school gymnasium may be used as an alternative.

4. Important Notes

- a. The school oval has been avoided as an assembly area due to the possibility of a major gas leak downwards from damaged LPG gas tanks.
- b. Where possible, school roads and the car park should be avoided.
- c. Any casualties are to be reported to the First Aid Officer or Nurse after evacuation.

5. Procedures After Assembly

- a. Class teachers are to check their class rolls and note absentees.
- b. The General Office staff will distribute rolls to class teachers, who will check names and report unexplained absences to the person in charge of the assembly (normally the Principal or Assistant Principal).
- c. The Principal, Assistant Principal or another designated staff member will check all staff and any other persons present, then give instructions.

6. Duties

Principal/Assistant Principal/General Office Staff

Ring Fire Brigade, Police, DEECD Emergency Management and Region as early as possible
Meet Emergency Services upon arrival and comply with their instructions

Assistant Principal

Check School buildings, including toilets and storerooms
Check that all staff are present in assembly area.

General Office Staff

Take rolls to approved areas and distribute to teachers
Check sick bays, interview and conference rooms
Take first aid kit
If necessary, establish a First Aid area at the assembly area
Take mobile phone, "Emergency Book", "Students Leaving the School-ground Book" and "Late Book"
Take school keys

Teachers

Supervise proper evacuation, and
Mark rolls and take charge of class in the assembly area

Teachers in Rooms 11, 12, Gym, Drama Centre

Check toilets

School Site Plan and Evacuation Routes

Please note:

Appendix 3 is a school map showing fire equipment, and escape routes and primary and secondary evacuation areas.

Appendix 4 is a school map showing switch boards, gas tanks, control boards etc.

Important School Locations Checklist for Relocation

Areas	Location	Notes
Central Control Point	General Office	
Central Control Point (Alternative)	Primary Evacuation Area	
Evacuation Assembly Areas	Primary Evacuation Area (flagpole court on south side of school) Secondary Evacuation Area (town oval) Alternative Evacuation Area (School Gymnasium)	
Evacuation Kit	Under front counter in General Office (near strong room)	
First Aid Kit	Under front counter in General Office (near strong room)	
Security keys (Distributed)	General Office in key cupboard and security drawer	
Power board	Main power board in south wing next to room 5	
Water mains – shutoff	Near power supply pole and flag pole on south side of school	
Gas main – shutoff	At gas tanks or on outside wall near boiler room	

Potentially hazardous materials stored on-site

Science Store (at the rear of room 10):

- Storage Zone 3 – Flammable liquids - all stored in a flammable cupboard (20 litres)
- Storage Zone 4.1 – Flammable solids (700 gm)
- Storage Zone 4.2 – Substances liable to spontaneous combustion (1110 gm)
- Storage Zone 4.3 – Substances which, in contact with water, emit flammable gases (700 gm)
- Storage Zone 5.1 – Oxidising substances (18.1 litres)
- Storage Zone 6.1 – Toxic Substances (13.290 kg)
- Storage Zone 8 – Corrosive substances except for bases (15 litres, 3 kg)

Room 3 (Wood-Metal Technology Centre)

- Inside the room, at the south end and adjacent to the welding bays, is a cylinder of MIG-gas (size G)
- Outside the building on the south-west corner are two cylinders of oxy and two of acetylene (both also size G).

LP Gas Tanks

Located in the south-east corner of the school property (near the Wood-Metal Technology Centre) – see Appendix 4.

Beaufort & District School Bus Network Emergency Management Plan (as at Nov. 2009)

What's in this Plan?

The plan describes the potential hazards to which school bus travellers are likely to be exposed and the manner in which emergencies will be managed. It assumes that staff and students will be familiar with its contents and will be regularly drilled in the procedures to be adopted during an emergency. It assumes that preventative measures, such as the distribution of the Bus Safety Code of Conduct, will have been implemented to lessen the likelihood of an emergency occurring.

Note that the bus co-ordinator is the Principal of Beaufort Secondary College.

An emergency on school buses could include any of the following:

- Bushfire
- Flooding
- Other extreme weather eg fog, snow, storm
- Siege/hostage/disappearance or removal of a student
- Accident involving injury or fatality
- An incident involving significant traffic diversion

Identifying the Risks

The environment through which school buses travel to Beaufort each day is at risk each year during the bushfire season. The six bus routes travel through areas ranging from heavily timbered and hilly country to open grasslands. All bus routes are subject to flooding during periods of prolonged rainfall or sudden thunderstorm activity. Occasional snowfall can also cause problems.

Whilst it is expected that the school will be informed of any risks by the relevant authorities, the School Bus Co-ordinator will be responsible for assessing risks, e.g. by monitoring the following websites:

<http://www.cfa.vic.gov.au/>

<http://www.dse.vic.gov.au/dse/>

Procedures

1. The procedures have been designed so that safety is paramount – for students and drivers.
2. Should an emergency prevent bus travel at the end of the day, students will be kept at school or at a location consistent with the school's emergency evacuation procedures. Buses will not be permitted to travel until it is judged to be safe to do so.

3. Where an emergency prevents the normal departure of school buses, the following people will be informed as soon as possible:
 - The parents of affected students (by the particular school of the eldest child in the family)
 - The Principals of each of the schools affected
 - Police and other relevant authorities
4. Should an emergency develop whilst a school bus is travelling to or from school, the bus drivers' emergency plan (attached) will be activated.
5. If conditions are predicted to cause an emergency at bus departure time, one or more buses may depart early. This will only occur if parents have been notified and the students involved have someone at home to look after them.
6. Bus contractors/drivers will contact Beaufort Secondary College immediately if they are informed of a bus emergency. Conversely, the College will contact the bus contractors/ drivers if it is informed first.
7. Bus rolls are maintained by bus captains and kept on file for future reference. However, each school will also keep a record of who is travelling on a particular afternoon so it can respond quickly to an emergency should one arise. This is particularly important on days of extreme fire risk.
8. Students who travel on a school bus must be familiar with the Bus Safety Code of Conduct
9. The Pyrenees Shire emergency management plan will to be referred to in any emergency.

Bus Co-ordinator's Responsibilities

The Bus Coordinator will:

1. Liaise closely with the police, CFA and other authorities, and the Principals of other schools in the Beaufort school bus network in applying this plan
2. Monitor risks, especially on days of extreme fire danger
3. Maintain accurate records of bus travellers and keep such records in one place
4. Maintain an accurate list of emergency contacts
5. Educate bus travelling students about the "Bus Safety Code of Conduct"
6. Provide all schools and bus contractors/drivers with a copy of the Bus Emergency Management Plan
7. Maintain accurate bus route maps showing student bus stops and approximate pick-up and drop-off times. This will require liaison with the Department of Transport
8. Liaise with the DEECD Grampians Regional Office Disaster Coordinator

Bus Drivers' Emergency Plan:

General Principles in the Case of an Emergency

- Student and driver safety is paramount.
- Render assistance as required.
- Where necessary, use bus captains to assist with managing students.
- As soon as possible, ring:

000, explaining the nature of the emergency

The Bus Co-ordinator at Beaufort Secondary College

Both will require details of the emergency, students affected and action undertaken

If an emergency arises during a run that involves a bushfire, flood or extreme weather conditions:

- Note the General Principles above
- If the scene is attended by the police, CFA or other authority, follow their instructions carefully.
- Depending upon your location, return students to school or take to another safe location.

Additional Emergency Contact Numbers:

Christian's Bus Company

Bus Run	Contractor	Driver
Raglan/Middle Creek	Christians Bus Co 5352 1501 (Ararat Depot)	Ken Roberts: 0428 492 356
Linton/Mt Emu	Christians Bus Co	Grant Glenister: 0407 429 614
Skipton/Stoneleigh	CW & JL Martin	Col Martin: 0419 553 326
Trawalla/Brewster	Russell Broadbent	Russell Broadbent (am): 0418 537 792 Mark Davies (pm): 0437 193 330
Trawalla/Langi Kal Kal	Christians Bus Co	Sandy Pitt: 0409 689 146
Lexton/Waterloo	D McErvale 5349 7230	Perce Robinson: 0428 829 274

Lockdown Procedures Checklists

PRINCIPAL (INCIDENT CONTROLLER)

To do during lockdown	Completed
PRINCIPAL TO:	
Activate lockdown using the predetermined activation signal – SOS signal on PA or bell.	
Advise Police and appropriate emergency service agencies - 000	
Advise DEECD ESMU on 24/7 hotline – 9589 6266	
TEACHERS TO:	
Retain students indoors until otherwise advised. External doors locked.	
Check the attendance roll and account for all students.	
Ensure that students attending specialist programs remain in their current location until otherwise advised.	
Ensure that students taking part in outdoor activities are taken to the closest safe classroom or community location and remain there until otherwise notified.	
Await further instructions – all clear will be signalled by ringing the school bell and brief announcement on PA.	
PRINCIPAL, ASST PRINCIPAL & GENERAL OFFICE STAFF TO:	
Collect emergency kit	
Ensure a telephone line is kept free	
Keep public address system free	
Secure external doors and entrances	
Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorized people to have access	
Have a delegated staff member wait at the main entry to the school to guide emergency services personnel	
Guide visitors to safety	
Ascertain (as possible) if all students, staff and visitors are accounted for	
Divert parents and returning groups from the school	
If possible, stop the usual school siren from sounding at break times	
Record some details of actions undertaken and times (use Emergency and Critical Incident Diary from Appendix)	
Await de-activation advice from emergency services personnel	

Checklist of Actions after a Lockdown

PRINCIPAL (INCIDENT CONTROLLER)

Actions	Completed
Confirm with emergency service personnel that it is safe to de-activate lockdown	
Determine whether to activate the school parent re-unification process	
Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the school to avoid or parent reunification process)	
De-activate lockdown using the predetermined de-activation signal	
Advise staff, students and visitors of any specific information they need to know	
Ensure any students, staff or visitors with medical or other needs are supported	
Provide appropriate information on the lockdown to staff and students	
Print and issue parent letters and give these to students for them to take home	
Advise the ESMU that the lockdown is over	
Seek support from the Regional EM Coordinator as required	
Brief staff on the incident	
Ensure all personnel are made aware of Employee Assistance Program contact details	
Prepare an maintain records and documentation	

Offsite Activities

1. Beaufort Secondary College's emergency management plan extends to and incorporates all off-site activities and include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.
2. In the case of excursions:
 - It is expected that a risk analysis will be conducted for every offsite activity (See Appendix 6). The detail required will depend upon the nature and location of the activity.
 - All staff members and, where appropriate, students need to be familiar with the specific procedures for dealing with emergencies. In particular, 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 ensure that procedures are appropriate and to familiarise staff and students with emergency evacuation protocols.
3. 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.
4. Relevant details about approved excursions must be entered into the Student Activity Locator database using the online notification form (edumail password required) available at <https://www.eduweb.vic.gov.au/forms/school/sal/> . This means that, in the event that an incident happens in a region, relevant school, other DEECD or emergency staff can quickly locate and identify the numbers of staff, chaperones and students that are potentially affected and take action if required to ensure their safety. The database will be updated at least three weeks prior to the activity.

Emergency Kit Checklist

This kit should be in one place and easily accessible. The Logistics Person in your ICS is responsible for making sure this list is in good order.

- q Standard portable first aid kit with bandages, Savlon, antiseptic wipes
- q Special needs list: student with asthma, allergies
- q Special medications: e.g. asthma inhaler, Epipens
- q Updated attendance/student roll list or printout
- q Medical and Special needs list: children with asthma, allergies, infant formulas
- q Special medications: e.g. asthma inhaler, Epipens
- q Bottled water/sunscreen/spare hats
- q Portable snacks (which can be stored long term such as sultanas, dried fruits, energy bars)
- q Emergency contacts telephone list
- q Charged mobile phone
- q Torch with replacement batteries
- q Copy of your building site plan with marked exits
- q Map of local streets with evacuation route
- q Battery powered radio (if available) and spare batteries
- q Other

Template: Emergency Services Call Sheet

To be posted near the office telephone.

In the case of an emergency, dial 000, ask for the emergency service and be ready with the following information:

1. Your telephone number: 0353 492305
2. Details of your location as follows:
Park Road, Beaufort 3373
Directions: Turn left at traffic lights in Beaufort, travel approx 500 metres, entrance opposite golf club entrance
3. The exact location within the building – admin building at the top of school driveway
4. Principal Steve Macaulay
5. A brief description of the problem (for example, if you are requesting an ambulance, you will need to describe the symptoms of the person who is ill/injured)
6. State that the emergency services will be met by the Principal or a delegate

Speak clearly and slowly and be ready to repeat information if asked.

Phone/Bomb Threat Guide and Checklist for Children's Services

Remember to keep calm.

Post this next to your phone so it is visible and easily accessible

Details of the person who received the call

Name (print): _____

Signature: _____

Telephone number called: _____

Date call received: _____

Time call received: _____

General questions to ask the caller

1. What is it? Is it a bomb?
2. When will it explode or the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will it explode or the substance be released?
7. Did you put it there?
8. Why did you put it there?

Bomb threat questions

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

Chemical/biological threat questions

1. What kind of substance is in it?
2. How much of the substance is there?
3. When will the substance be released?
4. Is the substance a liquid, powder or gas?

Exact wording of the threat:

Sex of the caller: Male Female

Accent of the caller? Australian Middle Eastern British
 Asian American European
 Other (specify)

Background noise?

None
Traffic
Sirens
Other (specify)

TV/Radio
Music
AircraftVoices
Train
Construction

Duration of call:

Estimated age of the caller:

Did the caller appear familiar with the area?:

Other comments:

November 2009

Schools Emergency Management Plan Exercise Record

	YES	NO
Were emergency services briefed on exercise prior to exercise being started?	q	q
Did the person discovering the emergency alert the other occupants?	q	q
Was the alarm activated?	q	q
Was the emergency service notified promptly?	q	q
Was the Emergency & Security Management Unit notified promptly?	q	q
Did school staff direct persons from the building/site per the evacuation procedures?	q	q
Were isolated areas searched?	q	q
Was the evacuation logical and methodical?	q	q
Did someone take charge? If so who? _____	q	q
Did occupants act as per instructions?	q	q
Was a roll call conducted for:		
Students?	q	q
Staff?	q	q
School Visitors?	q	q
Was someone appointed to liaise with the emergency service/s?	q	q
Was someone appointed to liaise with the parents/ school community?	q	q
Was the emergency service given the correct information?	q	q
Did anyone re-enter the premises before the "all clear" was given?	q	q
Did anyone refuse to leave the building/site? If yes, see attached list for name and reason. To be followed up.	q	q
Area of Emergency plan tested by current exercise:		
Evacuation/Lockdown/Lockout (ELL) Exercise Timing	Time	
	Hours	Mins
Alarm sounded and message ELL given (exercise warning included)		
School Staff (Floor/Area Warden) responds		
School staff (Wardens) check building/floor/area		
Evacuation/Lockdown. Lockout commenced		
School staff (Warden) reports floor/area clear or locked down		
Arrive at assembly point (Evacuation & Lockout only)		
School staff (Warden) checks students, staff & visitors present against rolls		
Evacuation/Lockdown/Lockout completed		
Exercise completed		
Staff, students & visitors debriefed on exercise		
Problems Encountered:		
Issues raised		

Schools Emergency Drills / Training Schedule

Term	Month	Training Event	Person Responsible	Date(s) completed
1	January	Staff training on emergency response	Steve Macaulay Heather Higgins	
1	February			
1	March	Evacuation drills/children & staff	SM and/or HH	
2	April			
2	May/ June			
3	July/Aug	Evacuation drills/children & staff	SM and/or HH	
3-4	Sept/Oct	Review of Bushfire Safety Checklist	SM, HH, Colin Gerrard	
4	Nov/Dec	Evacuation/relocation Drills/ children/staff Staff training and emergency response update	SM and/or HH SM and HH	

OTHER (dates to be finalised)

CFA training

Safety Day for students (with CFA, SES, Ambulance, Police)