VICTORIA State Government | Education and Training

DET EMERGENCY MANAGEMENT

Emergency Management Plan

Natte Yallock Primary School

School Information

School No:	**1347**
Campus No:	**1**
Physical Address:	**10 SCHOOL ROAD, NATTE YALLOCK 3465**
Phone Number:	03 5462 2386
Email Address:	natte.yallock.ps@edumail.vic.gov.au
DET Region:	**SOUTH-WESTERN VICTORIA**
Bureau of Meteorology/Fire District:	South West
Is the school on the Bushfire At Risk Register:	Yes
Principal approving our plan:	Lloyd Kennedy
Date Approved:	21 November 2017
Next Review Date:	1 November 2018

Contents

1. Purpose

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

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

3. Distribution

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Captain	Natte Yallock CFA-Peter Coates		tte Yallock
Sergeant in Charge	Avoca Police Station		
Kerri Weir	Teacher, Natte Yallock PS		c/- Natte Yallock Primary School
Kylie Mortlock	President, Natte Yallock School Council		C/- Natte Yallock Primary School
Mark Dellavedova	Contract Bus Operator		

PART 1 - EMERGENCY RESPONSE

4. In Case of Emergency

In an Emergency

Call
Police, Ambulance, Fire Services

000

Notify
DET Security Services Unit (SSU)

(03) 9589 6266

For Advice call your
Region's Manager Operations and Emergency Management

Andrea Cox
5337 8429

Convene your
Incident Management Team

5. Emergency Contacts

5.1 Emergency Services

In an Emergency requiring **Police, Ambulance** and **MFB/CFA** attendance call **000**.

5.2 Our School

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Lloyd Kennedy	5462 2386		
Business Manager	Andrea Potter	5462 2386		
School Bus Coordinator	Lloyd Kennedy	5462 2386		
First Aid Officers	Kerri Weir/Lloyd Kennedy	5462 2386		(
Teacher	Kerri Weir	5462 2386		
School Council President	Kylie Mortlock	5462 2386		

5.3 DET

	Name	Phone	Mobile
SOUTH-WESTERN VICTORIA			
SEIL			
Regional Manager, Operations and Emergency Management	Andrea Cox	5337 8429	(
Regional Office swvr@edumail.vic.gov.au	General enquiries Footscray Ballarat Geelong	1300 333 232 8397 0300 5337 8444 5225 1000	
SSSO Team Leader			N/A
Security Services Unit		(03) 9589 6266	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 9637 2871	

5.4 Local/Other Organisations

	Phone
Maryborough Hospital	03 54610 333
Pyrenees Shire Office	5349 1100
Avoca Police Station	03 5465 3300
Maryborough Police Station	03 5460 3300
Gas	1800 676 300
Powercor	132 412

	Phone
SES (flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089

5.5 School Bus Emergency Contacts

Bus Route	Areas Serviced	Schools serviced or coordinating school	Contact Details
Natte Yallock Primary School	Dunluce, Natte Yallock, Redbank	Natte Yallock PS	Mark Dellavedova . Satellite ot in bus as much of the bus route has no guaranteed mobile service

6. Incident Management Team

6.1 Incident Management Team Structure

Incident Controller (Chief Warden) LLOYD KENNEDY

Chief Warden performs the roles of Communications Officer, Planning Officer and Operations Officer (Area Warden)

Kerri Weir/ Lloyd Kennedy

Logistics (Warden) Kerri Weir
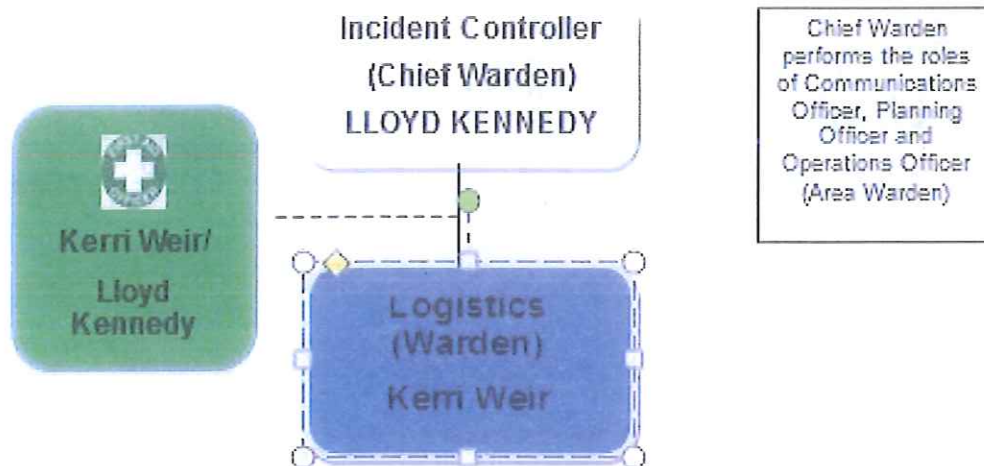
6.2 Incident Management Team Contact Details

IMT Role/Activities	Primary Contact		Back Up Contact	
Chief Warden	Name Phone/ Mobile	Lloyd Kennedy	Name Phone/ Mobile	Kerri Weir
Logistics (Warden) tasks will be performed by:	Name Phone/ Mobile	Kerri Weir	Name Phone/ Mobile	

IMT Role/Activities	Primary Contact	Back Up Contact
		Andrea Potter
First Aid tasks will be performed by:	Name Kerri Weir Phone/ Mobile	Name Lloyd Kennedy Phone/ Mobile

7. Incident Management Team Responsibilities

Chief Warden

Pre-Emergency

- Maintain current contact details of IMT members.
- Conduct regular exercises/drills.
- Ensure students/staff with special needs list and staff trained in first aid list are up to date.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the IMT are aware of their responsibilities.

During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to the Security Services Unit on 9589 6266.

Post- Emergency

- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.

Communications

Pre-Emergency

- Assist the Chief Warden.
- Attend training in the use of the school's communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills.

During Emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.

Post- Emergency

- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents as required.

Logistics (Warden)

Pre-Emergency

- Ensure staff and students are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

During Emergency

Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).

Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the operations officer (area warden) on their completion.
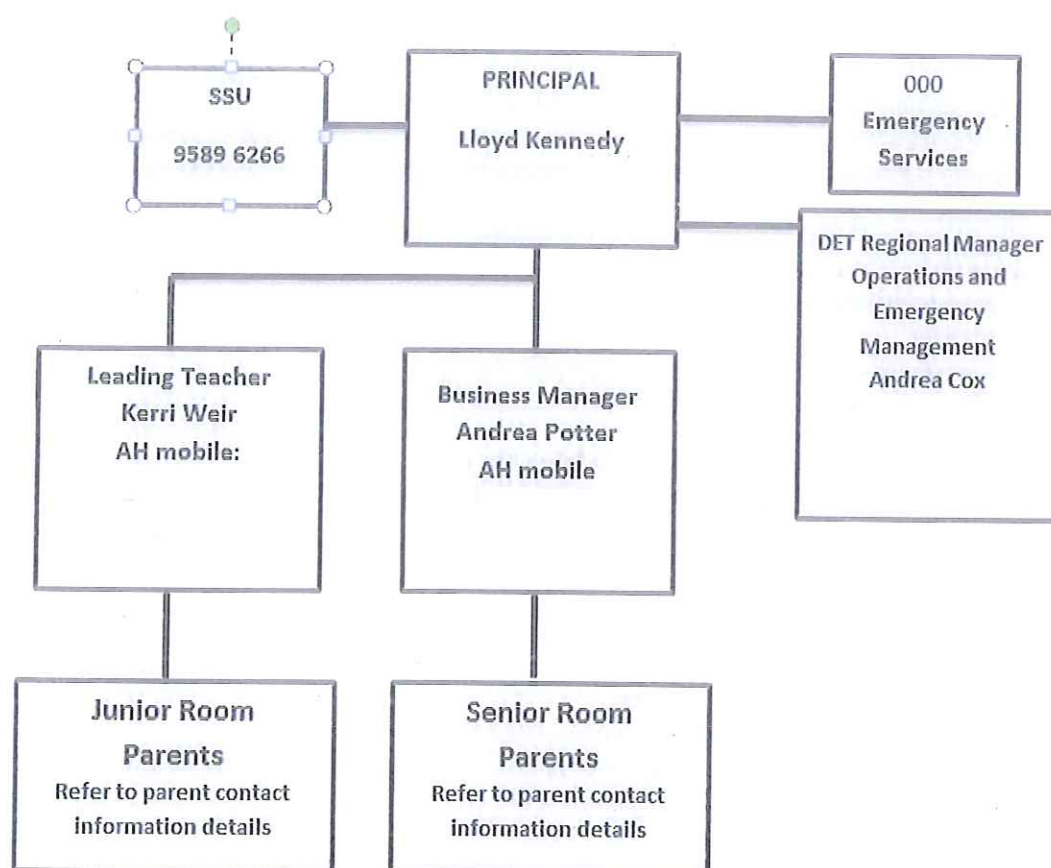- Act as directed by the Chief Warden.

Post- Emergency

- Compile report of the actions taken during the emergency for the debrief.

8. Communications Tree

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                              ┌──────────────┐                    ┌──────────────┐
            ┌──────────┐      │  PRINCIPAL   │                    │     000      │
            │   SSU    │──────│              │────────────────────│  Emergency   │
            │ 9589 6266│      │ Lloyd Kennedy│                    │   Services   │
            └──────────┘      └──────────────┘                    └──────────────┘
                                     │                            ┌──────────────────┐
                                     │                            │DET Regional Manager│
                                     │                            │  Operations and  │
            ┌──────────────┐  ┌──────────────┐                    │    Emergency     │
            │Leading Teacher│  │Business Manager│                  │   Management     │
            │  Kerri Weir  │  │ Andrea Potter │                   │   Andrea Cox     │
            │  AH mobile:  │  │  AH mobile   │                    └──────────────────┘
            └──────────────┘  └──────────────┘
                    │                 │
            ┌──────────────┐  ┌──────────────┐
            │ Junior Room  │  │ Senior Room  │
            │   Parents    │  │   Parents    │
            │Refer to parent│  │Refer to parent│
            │contact       │  │contact       │
            │information   │  │information   │
            │details       │  │details       │
            └──────────────┘  └──────────────┘
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9. Staff Trained in First Aid

Staff Member	Training Completed	Date Qualified To
Lloyd Kennedy	First Aid	
Kerri Weir	First Aid	

10. Emergency Response Procedures

On-Site Evacuation Procedure

When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Evacuate students, staff and visitors out of the building to the Oval if this is the evacuation option.
- Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with emergency service personnel that it is safe to return to normal operations.

Actions After On-Site Evacuation Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Off-Site Evacuation Procedure

If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Identify which off-site assembly Point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to the Natte Yallock Recreation Reserve.
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.

Actions After Off-Site Evacuation Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Lock-Down Procedure

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Contact parents as required.

Actions After Lock-Down Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Lock-Out Procedure

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 and inform emergency services of the nature of the emergency.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - o lock doors to prevent entry
  - o check the premises for anyone left inside
  - o obtain Emergency Kit
- Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- **Go to the designated assembly point/s - Natte Yallock Recreation Reserve.**
- Check that students, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

Actions After Lock-Out Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region (regional Manager, Operations and Emergency Management) as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Shelter-In-Place Procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 and inform emergency services of the nature of the emergency.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area - the Principal's Office.
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Report the emergency and shelter-in-place to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.

Actions After Shelter-In-Place Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from the region (regional Manager, Operations and Emergency Management) as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

11. Emergency Response Procedures for Specific Emergencies

Building Fire

- Phone 000 to notify the emergency services and seek advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for On-site Evacuation.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the Oval, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

Bushfire/Grassfire

- The Threat of a local fire can be readily identified as the CFA siren is easily audible from all areas of the school. Refer to Fire App on mobile or ipad.
- Phone 000 to notify the emergency fire services and seek advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Continual ringing of the school bell will signify alarm if need be. To minimise undue stress for students, going quietly around and collecting all students is probably best in this situation, given our small numbers.
- Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings.
- Turn off power and gas.

- Given adequate time if and when advised that the fire poses a possible threat to the school and there is time to call parents to collect students, the school will do so.
- If there is no time to call parents decide appropriate action e.g. move to shelter-in-place - Principal's Office or evacuate to the Natte Yallock Recreation Reserve, closing all doors and windows.

- Check that all students, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Report the emergency to Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871

Major External Emissions/Spill (includes gas leaks)

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- **If safe to do so, evacuate staff, students, visitors and including contractors to the Oval or Natte Yallock Recreation Reserve.**
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to the DEECD Media Unit on 9637 2871.
- Await 'all clear' advice from emergency services or further advice before resuming normal school

Intruder/Personal Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if **evacuation or lock-down** is required. Evacuation only should be considered if safe to do so.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

Bomb/substance threat

If a suspicious object is found (or the threat identifies the location of a bomb)

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- Call 000 for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Report the emergency to the Security Services Unit on 9589 6266.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

- Evacuate the school and:
    - Ensure students and staff are not directed past the object
    - Alert any other services co-located at the school site
    - Check that all students, staff and visitors are accounted for
    - Restrict all access to the site and ensure there are no barriers inhibiting access by police

Communication

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Await 'all clear' advice from police before returning to school buildings to resume normal school activities.

If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
    - call 000 for police on a separate phone
    - notify the Chief Warden/principal
    - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **'Related forms'** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
    - gender of caller
    - age of caller
    - accents and speech impediments
    - background noises
    - key phrases used

- Ask the caller:
  - where exactly is the bomb/substance located?
  - what time will the bomb explode/the substance be released?
  - what will make the bomb explode/how will the substance be released?
  - what does the bomb look like?
  - what kind of device/substance is it?
  - who put the bomb/substance there? Why was it put there?
  - what kind of substance is it (gas, powder, liquid)? How much is there?
  - where are you? Where do you live?
  - what is your name? What are your contact details?
- Once the call is finished:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above

If a bomb/substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above.

If a bomb/substance threat is received electronically e.g. by email

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above.

If you are at the site of an explosion

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section 'If a suspicious object is found' above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
  - Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Report the emergency to the Security Services Unit on 9589 6266
  - Be aware of any potential secondary explosions

Bomb/Substance Threat Checklist

This checklist form is available on the online EM Plan and is also printed at the end of the plan.

Internal emission/spill

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Report emergency to the Security Services Unit on 9589 6266.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Notify the Victorian WorkCover Authority if required.
- Report on *eduSafe*.
- Direct all Media enquiries DET Media Unit on 9637 2871.
-

Severe weather event

- Call 000 if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
  - Remain in the building and keep away from windows.
  - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Disconnect electrical equipment - cover and/or move this equipment away from windows.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Direct all media enquiries to DET Media Unit on 9637 2871.
- Contact parents as required.

School Bus/Vehicle Accident on Main Road

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Seek information from School Bus Service regarding incident - Contact Parents if necessary.
- Move staff and students to a safe area if on school site.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries DET Media Unit on 9637 3871

Major Medical Emergency

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Trained staff to provide first aid.
- Move staff and students to a safe area.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries DET Media Unit on 9637 3871

Snakes

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Follow First Aid treatment.
- Notify parents

Earthquake

- Call 000 if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
-

If Outside

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
  - o DROP to the ground
  - o Take COVER by covering your head and neck with their arms and hands
  - o HOLD on until the shaking stops.

If Inside

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and so on
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - HOLD on until the shaking stops.

After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

Influenza Pandemic

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	Review your Emergency Management Plan (EMP), including: • pandemic planning arrangements • contact lists of staff, students, families, local services and DHHS Emergency Management coordinators • communication tree of key staff.	Preparedness activities should be incorporated into normal business. This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered. Regularly review, exercise and update plans. Communicate pandemic plans with staff.
Influenza prevention	Promote basic hygiene measures within the school by: • providing students and staff with information about the importance of hand hygiene (more information is available at Better Health) • providing convenient access to water and liquid soap and alcohol-based hand sanitiser • educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs • ensuring careful disposal of used tissues. Exercise appropriate home-based exclusion from school among staff and students with flu-like illness. Encourage staff to seek immunisation for seasonal influenza.	
Communications	Communicate personal hygiene messages to staff and students. Convey seasonal influenza messages as directed by DET.	

| Travel advisories | Encourage staff and parents/carers to access the smartraveller website prior to international travel. | | | |
| Business continuity | Ensure currency of business continuity plan which:
• identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal and school council)
• considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce. | | | |

RESPONSE STAGE - STANDBY

Description - Sustained community person-to-person transmission detected overseas		Clinical severity		
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	In April, (or at the time of the overseas detection, if earlier): • ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included • ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date • ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply	Apply	Apply
Incident response	In April, (or at the time of the overseas detection, if earlier): • prepare to enact pandemic response section of your EMP with stakeholders • prepare to activate Incident Management Team.	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	Continue to reinforce basic personal hygiene measures within schools including: • provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) • provide convenient access to water and liquid soap and alcohol-based hand sanitiser. • educate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs • careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	Apply Apply	Apply Apply	Apply Apply
Communications	In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.	Apply	Apply	Apply
	In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about: • the local status • the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS • best practice hygiene practices • considerations for vulnerable children.	Apply	Apply	Apply
	Access and follow Chief Health Officer, DHHS/Cth Chief Medical Officer, Cth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.	Apply	Apply	Apply
	Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).	Apply	Apply	Apply
	School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by School Nursing Area Managers (based at regional offices).	As required	Apply	Apply
	Prepare sample letters for parents/carers for next stage (if required).	Apply	Apply	Apply

		Low	Med	High
Travel advisories	Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
	Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.	Not suggested	Apply	Apply
	For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.	Not suggested	Apply	Apply
Business continuity	Ensure currency of business continuity plan which: ● identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal) ● considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.	Apply	Apply	Apply

RESPONSE STAGE - INITIAL ACTION

Description - Cases detected in Australia - information about the disease is scarce   Clinical severity

Category	Key Actions	Low	Med	High
Review Emergency Management Plan	In April, (or at the time of the overseas detection if earlier): ● ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ● ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date.	Apply	Apply	Apply
	Ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply	Apply	Apply
Incident response	Enact your EMP.		Seek advice	Apply
	Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET.	Seek advice Not suggested	Not suggested	Seek Advice
Hygiene measures	Reinforce basic hygiene measures including: ● provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) ● provide convenient access to water and liquid soap and alcohol-based hand sanitiser ● educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs ● careful disposal of used tissues.	Apply	Apply	Apply
	Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.	Not suggested	Apply	Apply
Communications	Follow and distribute information and advice from DET in accordance with instructions, including information about: ● the local status ● personal hygiene measures ● containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.	Apply	Apply	Apply
	Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.	Apply	Apply	Apply
	School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.	Apply	Apply	Apply
Containment strategies	The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.	Not suggested	Seek Advice	Seek Advice
	Encourage staff who develop flu-like symptoms to: ● Leave school immediately and seek medical attention	Apply	Apply	Apply

Category	Key Actions	Low	Med	High
	• Stay away from school until completely well.			
	Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.	Not suggested	Apply	Apply
	If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: • inform teachers of their obligations during school closures • for students at home, provide access to educational materials including online learning.	Apply	Apply	Apply
	Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.	Apply	Apply	Apply
Travel advisories	Encourage staff and parents/carers to access the smarttraveller website prior to international travel.	Apply	Apply	Apply
Business continuity	Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: • prioritising work functions to ensure adequate workforce availability to deliver education • implementing contingency strategy, which may include employing replacement staff and/or modifying programs.	Apply	Apply	Apply
Governance and reporting obligations	Report confirmed incidents of influenza.	Apply	Apply	Apply
	You will be advised of any additional reporting requirements by DHHS.	Apply	Apply	Apply

RESPONSE STAGE - TARGETTED ACTION

Description - Cases detected in Australia - enough is known about the disease to tailor measures to specific needs

Clinical severity

Category	Key Actions	Low	Med	High
Incident response	Enact your EMP.	Apply	Apply	Apply
	Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET.	Not suggested	Apply	Apply
Hygiene measures	Reinforce basic hygiene measures including: • provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) • provide convenient access to water and liquid soap and alcohol-based hand sanitiser • educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs • careful disposal of used tissues.	Apply	Apply	Apply
	Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.	Not suggested	Apply	Apply
Communications	Follow and distribute information and advice from DET in accordance with instructions, including information about: • the local status • personal hygiene measures • containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.	Apply	Apply	Apply
	Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.	Apply	Apply	Apply
	School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.	Apply	Apply	Apply
Containment strategies	The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.	Apply	Apply	Apply
	Encourage staff who develop flu-like symptoms during a pandemic to: • leave school immediately and seek medical attention • stay away from school until completely well.	Apply	Apply	Apply

Category	Key Actions	Low	Med	High
	Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases.	Apply	Apply	Apply
	Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes.	Not suggested	Apply	Apply
	If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.	Apply	Apply	Apply

	If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:
	  ◦ inform teachers of their obligations during school closures
	  ◦ for students at home, provide access to educational materials including online learning.
		N/A	Seek Advice	Apply

Travel advisories	Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
	Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.	Not suggested	Apply	Apply
	For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.	Not suggested	Apply	Apply

Business continuity	Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
	  ◦ prioritising work functions to ensure adequate workforce availability to deliver education
	  ◦ implementing contingency strategy, which may include employing replacement staff and/or modifying programs.
		Apply	Apply	Apply

Governance and reporting obligations	Report confirmed incidents of influenza.	Apply	Apply	Apply
	You will be advised of any additional reporting requirements by DHHS.	As required	As required	As required

RESPONSE STAGE - STAND DOWN

Description - The public health threat can be managed within normal arrangements and monitoring for change is in place		Clinical severity		
Category	Key Actions	Low	Med	High
Containment strategies	Be aware that multiple waves of the virus may occur.	N/A	Apply	Apply
	Replenish PPE (if required).	N/A	As required	As required

Business continuity	Implement business continuity plans for resumption of full business capacity which may involve:
	  ◦ restoring workforce capacity
	  ◦ following procedures for re-opening of service (if applicable)
	  ◦ providing supports, including counselling (if required)
	  ◦ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.
		N/A	Apply	Apply

	Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).	N/A	Apply	Apply
	Utilise template letters if they are prepared by DET to communicate status of situation to staff and parents/carers, including any available supports.	As applicable	Apply	Apply
	Review effectiveness of EMP and update as appropriate - involving relevant staff and others (eg. school nurses) particularly as multiple waves of the virus may occur.	Apply	Apply	Apply
Communications	Communicate the updated status of situation to staff and parents/carers including supports that may be available.	Apply	Apply	Apply

Travel	Continue to encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply

12. Area Map

Date Validated: 17 November 2017

Primary Evacutation is the Oval

Secondary Evacuation is east of school beside highway.

10 Minute walk to Off site evacuation site.

13. Evacuation Diagram

Building Name: **Whole School**   Date Validated: 16 December 2016

Evacuation Diagram
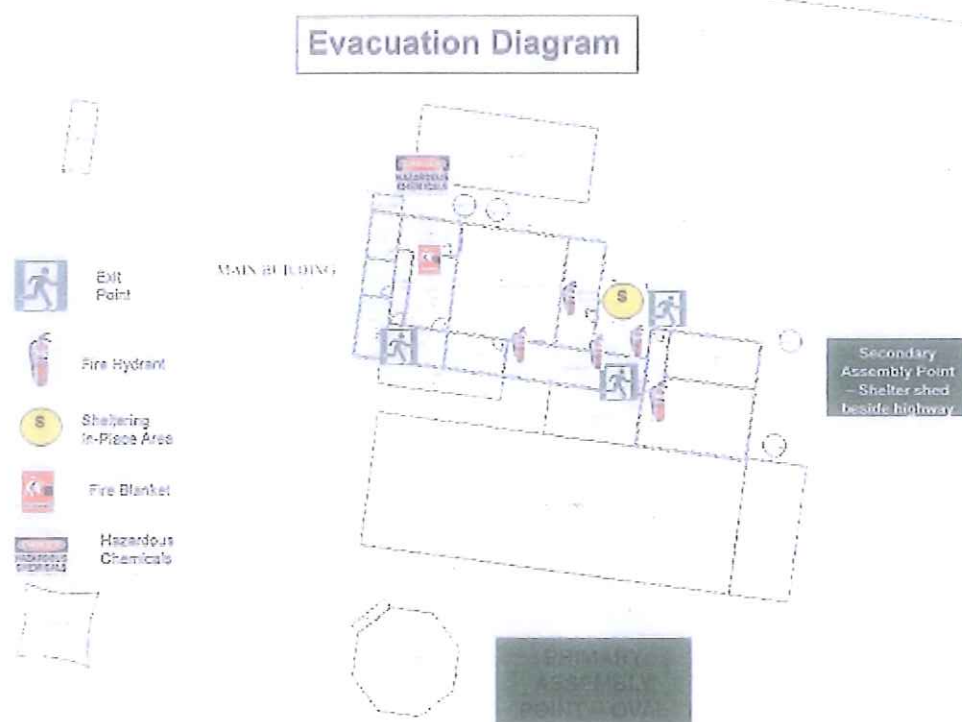
Evacuation Procedures

In Case of Fire

Remove persons from immediate danger.

Alert nearby personnel and the Chief Warden, call 000.

Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.

Extinguish or control the fire (if safe to do so).

See whole school procedures below

Overall Evacuation Procedures

A continuous whistle will be blown signaling evacuation

Upon hearing the continuous whistle staff will:

•Gain the attention of Students, staff & visitors

•Close all doors and windows in the room (turn appliances off if time permits)

•Inform all persons of evacuation route and designated assembly point

•Ensure Attendance roll and medication is taken to the assembly point

•Evacuate all persons to the designated assembly point

•Mark roll and make sure all persons are accounted for

•Pass any information relevant to student absences to the principal

•Keep all persons assembled and await further instructions

14. Parent/Family Contact Information

To ensure adherence to the provisions of the Information Privacy Act 2000,
this information is held separately.

15. Students and Staff with Additional Needs

To ensure adherence to the provisions of the Information Privacy Act 2000,
this information is held separately.

A summary may be included below where appropriate.

Additional Need Category	Number of staff	Number of Students

PART 2 - EMERGENCY PREPAREDNESS

16. School Facility Profile

General Information

School/Campus Name	Natte Yallock Primary School
Physical Address	10 SCHOOL ROAD, NATTE YALLOCK 3465
Operating Hours:	9.15am - 3.30pm
Phone:	03 5462 2386
Email	natte.yallock.ps@edumail.vic.gov.au
Fax	03 5462 2209
Number of buildings	1
Is the School a designated Neighbourhood Safer Place?	No
Shelter-In-Place location	Principals Office
Number of Students	4
Total number of Staff	3
Typical method used for communications to school community	Newsletter

Other Services/Users of Site

Service/User Name	
Location	
Student/Visitor numbers	
Operating Hours/Days	
Emergency Contact	
Phone	
Mobile	

Note: Outside School Hours Care programs are required to have a stand-alone Emergency Management Plan.

NA

Building Information Summary

Telephones (landlines)

Location	Number
Principals Office	0354622386
Landline, hard wired, not dependant on electricity supply	
Business Managers Office	0354622386
Portable	
Classrooms	0354622386
Two portable phones	

Alarms

	Location	Monitoring Company	Location of shutoff instructions
Fire	N/A		
Intrusion	N/A		
Other			

Utilities

	Location	Service Provider	Location of shutoff instructions
Gas / Propane	Behind main building closest to tennis court	Bottle	Turn off Bottles
Water	Behind main building closest to tennis court	Tank supply	Turn off at tanks. In case of impending flood switch two pressure pumps off at power points. One near bubble taps and one under high tank stand
Electricity		Power Direct	Switchboards in library and end of passage near boys toilet

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	N/A

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	N/A
Provides power to	N/A

Shutoff Instructions Location

Building and Site Hazards

Hazard Description	Location
Cleaner's cupboard	In passage near girls toilet
Chemical storage cabinet	In passage near exit adjacent to sick bay area

Additional Information

Accompanying Images

17. Risk Assessment

The risk assessment is printed separately and should be included with the printed Plan.

18. Emergency Response Drills Schedule

Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to April bushfire season.

An 'Emergency Drill Observer's Record' is required to be completed after each drill.
(An 'Emergency Drill Observer's Record' template is provided in Appendix 3 of the Guide).

Period	Drill	Person Responsible	1. Target date; 2. Date Drill was performed	Observer's Record completed *
Term 1	Lockdown Drill	Lloyd Kennedy	1. 22 February 2018 2.	☐
Term 2	Emergency Evacuation On Site	Lloyd Kennedy	1. 17 May 2018 2.	☐
Term 3	Emergency Evacuation Off Site	Lloyd Kennedy	1. 16 August 2018 2.	☐
Term 4	Lockout Drill	Lloyd Kennedy	1. 6 December 2018 2.	☐

General Notes:

Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to March bushfire season. *An Emergency Drill Observer's Record' is required to be completed after each drill.

19. Emergency Kit Checklist

The Emergency Kit Contains:

Student data and parent contact information (contained in EMP)	☑
Student and staff with additional needs list (contained in EMP) including any student medications	☑
Staff contact information	☑
Student Release Forms/sign out book	☑
List of staff on the IMT	☑
Traffic/emergency safety vests and tabards	☑
Facility keys	☑
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	☑
A charged mobile phone and charger/s	☑
Torch with replacement batteries (or wind up torch)	☐
Whistle	☐
Megaphone	☐
Portable battery powered radio	☑
Copy of facility site plan and EMP including evacuation routes	☑
Water	☐
Sunscreen and spare sunhats	☐
Plastic garbage bags and ties	☐
Toiletry/sanitary supplies	☐

Additional Items in Kit:

Date Emergency Kit checked: _____

Next check date: _____

Additional Information

There is no additional information for this Plan.

TELEPHONE BOMB THREAT CHECKLIST

March
2017

STAY CALM

DATE CALL RECEIVED: /   /   **TIME OF CALL:**   **TIME CALL ENDED:**

EXACT WORDING OF THREAT

....

....

....

Could you identify the caller's phone number?...

DON'T HANG UP   KEEP THE CALLER TALKING

ASK THE CALLER

When is the bomb going to explode? ....

Where is the bomb? ....

What will make the bomb explode? ....

What kind of bomb is it? ....

What does the bomb look like? ....

Why did you place the bomb here? ....

Where are you now? ....

What is your name? ....

What is your address? ....

When was the bomb placed here? ....

Who placed the bomb? ....

DON'T HANG UP*(the call may be traceable if the phone line is kept open, even if the caller hangs up!)*

CALL DETAILS *(where possible to obtain)*

Did you recognise the caller? .... If so, who do you think it was? ....

Was the call: ☐Robotic/Automated   ☐In-Person   ☐Pre-Recorded

Estimated age of caller? ....   Did the caller seem familiar with the site?.............................

Characteristics of the call:

VOICE	SPEEECH	MANNER	BACKGROUND NOISES
☐ Man	☐ Fast	☐ Hesitant	☐ Music
☐Woman	☐ Slow	☐ Calm	☐ Talk/voices
☐ Child	☐ Well spoken	☐ Angry	☐ Typing

☐ Muffled	☐ Impeded	☐ Emotional	☐ Children
☐ Unknown	☐ Stutter	☐ Loud	☐ Traffic/street
Accent:	☐ Nasal	☐ Soft	☐ Machinery
TELEPHONE	☐ Uneducated	☐ Pleasant	☐ Aircraft
☐ Mobile	☐ Lisp	☐ Raspy	☐ Trains
☐ Landline ☐ Internal Ext	☐ Incoherent	☐ Intoxicated	☐ Railway crossing
☐ Overseas	☐ Slurred:	☐ Irrational	☐ Construction
☐ Unknown	☐ Other:	☐ Other:	☐ Other:

Phone number call received on: .... School Phone system (e.g. menu): ....

Who did you report the threatening call to? ....

Date: /   /   Time: ....

YOUR NAME: ....

SCHOOL/CAMPUS: ....

Natte Yallock Primary School

18. Risk Assessment

This table lists the identified threats and hazards to our school, assessment of the risks associated with those threats and hazards and how we reduce their impact.

1. Identified Hazards	2. Description of Risk	3. Current Risk Control	4. Risk Rating (Refer to OHS Risk Management Procedure)	5. Treatments to be Implemented	6. Revised Risk Rating After implementing Treatments
		Measures Implemented at our School		*Measures to be taken by our school to eliminate or reduce impact of the risk*	
Bushfires or grassfires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Have CFA app. on smart phone with local notifications available. Schedule and practice emergency evacuation drills on a regular basis.	Consequence **Severe** Likelihood **Possible** Risk Level Extreme	Maintain grass in short, cleared condition throughout yard. Remove dead branches from trees, sticks and twigs from playground. Spray around buildings to reduce fuel load.	Consequence **Severe** Likelihood **Unlikely** Risk Level High
Fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. 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. Ensure there is a business continuity plan in place.	Consequence **Severe** Likelihood **Possible** Risk Level Extreme	Maintain grass in short, cleared condition throughout yard. Remove dead branches from trees, sticks and twigs from playground. Spray around buildings to reduce fuel load. Annual test & tagging to be performed Regular inspections of fire fighting equipment	Consequence **Severe** Likelihood **Unlikely** Risk Level High
Severe weather, storms and flooding		Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Ensure there is a business continuity plan in place. Ensure EMP includes planning and response procedures for floods.	Consequence **Major** Likelihood **Likely** Risk Level Extreme		Consequence **Moderate** Likelihood **Possible** Risk Level Medium

Emergency Management Plans Online – Natte Yallock Primary School (Natte Yallock) EM Plan

1. Identified Hazards	2. Description of Risk	3. Current Risk Control	4. Risk Rating (Refer to OHS Risk Management Procedure)	5. Treatments to be Implemented	6. Revised Risk Rating
		Measures Implemented at our School		Measures to be taken by our school to eliminate or reduce impact of the risk	After Implementing Treatments
	Recent Flood History: September 2016 Cause: • Significant rainfall flooding Avoca river Probable Consequences: • Areas/rooms affected/inundated and inaccessible to staff and students. • Roads flooded/blocked to cars and buses for several hours/days preventing parents, students and staff getting to or leaving facility. • Physical injury to staff or students • Stress or psychological injury requiring clinical support for multiple individuals			Flooding from the Avoca River, which is opposite the school front gate will continue to happen on approx. once every ten years or so. Floods in Sept 2016 came into the school grounds but fortunately did not enter the school. The flood occurred after hours. The school will get advance warning of any impending problem via the Bureau of Meteorology and various media outlets to determine action to be taken. This being said, floods tend to vary from year to year depending on how much water is feeding into different points of the river. Storage of equipment in sports shed needs to be above floor level by at least 30cm. Electricity to pressure pumps supplying water to toilets and bubble taps need to be turned off and unplugged. With warning of flooding impending, shift all items stored on floor to table height. Ensure that files kept in filing cabinets are not in bottom cabinet at least. Remove library books from lower shelves and store higher.	
Intruders/personal threat	Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure reception is a secure area and that no-one can enter the office area unless they have a key. Ensure any visitors/contractors sign in through the office area when they first arrive on site.	Consequence **Moderate** Likelihood **Rare** Risk Level **Low**	Be aware of any family custody issues	Consequence **Moderate** Likelihood **Rare** Risk Level **Low**
Earthquake	Risk of injury. Risk of property damage or property loss.	Ensure EMP is up-to-date. Training to staff and children in emergency response procedures during an earthquake e.g. drop, cover and hold. Ensure there is a business continuity plan in place.	Consequence **Minor** Likelihood **Rare** Risk Level **Low**		Consequence **Minor** Likelihood **Rare** Risk Level **Low**
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Consequence **Severe** Likelihood **Rare** Risk Level **Medium**	Staff to be aware of procedures in the event of a Bomb threat	Consequence **Major** Likelihood **Rare** Risk Level **Medium**
School Bus accident/Vehicle Incident	Risk of death/injury		Consequence **Severe**		Consequence **Severe**

Emergency Management Plans Online - Natte Yallock Primary School (Natte Yallock) EM Plan

1. Identified Hazards	2. Description of Risk	3. Current Risk Control	4. Risk Rating (Refer to OHS Risk Management Procedure)	5. Treatments to be Implemented	6. Revised Risk Rating After Implementing Treatments
		Measures Implemented at our School		Measures to be taken by our school to eliminate or reduce impact of the risk	
		Ensure drivers are provided with suitable first aid kits and emergency contact numbers for the vehicle. Drivers complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip. Bus Coordinating School's EMP should include details relating to contract school bus emergency procedures and bus routes. Ensure all drivers have means of communication with School Bus Operators and Bus Coordinating Schools.	Likelihood Unlikely Risk Level High		Likelihood Unlikely Risk Level High
Pandemics and communicable diseases	Risk of Health and/or Death (in extreme cases of a pandemic)	Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. Ensure staff and children are educated about covering their cough to prevent the spread of germs	Consequence Severe Likelihood Unlikely Risk Level High	All students and staff to practice effective hygiene practices	Consequence Severe Likelihood Unlikely Risk Level High
Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. First Aid Officers follow first aid and infection control processes. Staff are aware of emergency procedures.	Consequence Major Likelihood Unlikely Risk Level Medium		Consequence Major Likelihood Unlikely Risk Level Medium
Hazardous substance release: inside and outside facility grounds	Exposure to certain liquids or gases may be hazardous to health.	Develop and implement safe work procedures for handling chemicals. Schedule and practice emergency evacuation drills on a regular basis. Ensure EMP is up-to-date. Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier or manufacturer	Consequence Major Likelihood Rare Risk Level Medium	Keep an absolute minimum of hazardous chemicals within the school area. Purchase petrol for mower on an as required basis. Don't store petrol in shed other than in mower's tank. Always choose to purchase and use the least hazardous alternative chemical required for cleaning purposes. Keep all hazardous chemicals locked in either the cleaner's cupboard or chemical storage cupboard.	Consequence Major Likelihood Rare Risk Level Medium
Snakes	Warm, dry temperatures. Proximity of grassland to school. Physical injury to staff or students. Stress or psychological injury requiring clinical support for multiple individuals.		Consequence Major	Maintain short grass levels. Ensure staff first aid training is up to date. Be vigilant whilst outside.	Consequence Major Likelihood

Emergency Management Plans Online - Natte Yallock Primary School (Natte Yallock) EM Plan

1. Identified Hazards	2. Description of Risk	3. Current Risk Control	4. Risk Rating (Refer to OHS Risk Management Procedure)	5. Treatments to be Implemented	6. Revised Risk Rating After Implementing Treatments
		Measures Implemented at our School	*Likelihood* Possible	*Measures to be taken by our school to eliminate or reduce impact of the risk*	Possible
		School grounds are cleared of all refuse and grass is cut regularly.	*Risk Level* High		*Risk Level* High
		Staff with first aid qualifications are trained in responding to snake bite.			
		Staff wear protective footwear on yard duty.			
		School has closed shoe policy.			