



Emergency Management Plan 2025

**In an emergency dial 000
for police, ambulance or fire services**

School Number	2233
Physical Address	235 Station Road, Melton VIC 3337
Phone Number:	03 8746 1008
Email Address:	info@dcc.vic.gov.au
DET Region	South Western Victoria
Fire District	Central
Is the school on the Bushfire-At-Risk Register or Category 4?	No
Principal Approving our Plan	Jamie Ozga
Date Approved	11 November 2024
Next Review Date	11 November 2025 or following a significant incident

Table of Contents

1. Purpose.....	4
2. Scope	4
3. Distribution.....	4
PART 1– EMERGENCY RESPONSE	5
4. Emergency contacts	6
4.1 Emergency services	6
4.2 Our school contacts	6
4.3 Key Organisational/regional contacts	6
4.4 Local/other organisations contacts	6
4.5 School bus emergency contacts	7
5. Emergency Management Team	8
5.1 Emergency Management Team structure.....	8
5.2 Emergency Management Team (EMT) contact details	8
6. Emergency Management Team responsibilities	9
6.1 Emergency Coordinator.....	9
6.2 Chief Warden.....	9
6.3 Area Warden.....	10
6.4 Communications Officer (Area Warden).....	10
7. Communication tree.....	12
8. Staff trained in first aid.....	13
9. Emergency response procedures	14
9.1 On-site evacuation/relocation procedure.....	14
9.2 Off-site evacuation procedure.....	14
9.3 Lock-down procedure.....	15
9.4 Lock-out procedure	16
9.5 Shelter-in-place procedure.....	16
10. Response procedures for specific emergencies	18
10.1 Asbestos.....	18
10.2 Bomb/substance threat.....	18
10.3 Building fire.....	19
10.4 Bushfire/Grassfire.....	20
10.5 Earthquake.....	21
10.6 Flood	22
10.7 Heat (extreme)	22
10.8 Information security	23
10.9 Internal emission/spill	23

10.10	Intruder/Personal Threat.....	23
10.11	Loss of essential services	23
10.12	Major external emissions/spill (includes gas leaks)	24
10.13	Pandemics and Communicable Diseases (COVID-19 and Influenza).....	24
10.14	Severe weather event.....	25
10.15	Smoke	25
10.16	Traumatic death/injury/grief.....	26
10.17	Violence, aggression and/or harassment	26
11.	Area map	28
12.	Parent / family contact information.....	34
13.	Students and staff with special needs.....	34
PART 2– EMERGENCY PREPAREDNESS.....		35
14.	School facility profile	36
14.1	General Information	36
14.2	Other services / users of site	36
14.3	Building information summary.....	37
15.	Risk assessment.....	39
16.	Emergency response drills schedule	43
17.	The emergency kit	44
18.	Approval and issuance.....	45
Appendices		46

1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Djerriwarrh Community College will prepare for and respond to emergency situations.

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Djerriwarrh Community College.

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title & Organisation Name	Date Sent	Email Address or Postal Address
Jamie Ozga	Acting Principal, Djerriwarrh Community College	1 st November 2024	jamieo@dcc.vic.edu.au
Peter Blunden	Djerriwarrh Community College School Council, Chair	26 th June 2024	peterblunden@gmail.com
Tony Kopestenski	Djerriwarrh Community College, Councillors	26 th June 2024	tkopestenski@gmail.com
Don Nardella	Djerriwarrh Community College, Councillors	26 th June 2024	don.nardella@gmail.com
Jeanette Williams	Assistant Principal	26 th June 2024	jeanettew@dcc.vic.edu.au
Marianne Santos		26 th June 2024	mariannes@dcc.vic.edu.au
Sween Sharma	Administration Officer/First Aid Officer	26 th June 2024	sweens@dcc.vic.edu.au
Amy Abdullah	Youth Worker/First Aid Officer	26 th June 2024	amya@dcc.vic.edu.au
Kim Snooks	Teachers and First Aid Officer/s Djerriwarrh Community College	26 th June 2024	kims@dcc.vic.edu.au
Marianne Santos			mariannes@dcc.vic.edu.au
Lucy Dowell			lucyd@dcc.vic.edu.au
Shahida Yasmeen			shahiday@dcc.vic.edu.au
Paula Reynolds	Education Support Coordinator	26 th June 2024	paular@dcc.vic.edu.au
Emily Kalos	Education Support Worker	26 th June 2024	emilyk@dcc.vic.edu.au
Ardini Turner	Education Support Worker	26 th June 2024	ardinit@dcc.vic.edu.au
Madison Mangion	Education Support Worker	26 th June 2024	madison@dcc.vic.edu.au
Peter Doyle	Emergency Management Coordinator, Risk and Performance Department, Melton City Council	26 th June 2024	peterdo@melton.vic.gov.au
Zorka Dunstan	Police inspector Melton Police Station	26 th June 2024	zorka.dunstan@police.vic.gov.au

The EMP is also available to all College staff via the staff drive and is included in the induction program for new college staff.

PART 1– EMERGENCY RESPONSE

4. Emergency contacts

4.1 Emergency services

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

4.2 Our school contacts

Key Roles	Name	Phone	Phone (After Hours)
Acting Principal	Jamie Ozga	8746 1086	0421 230 724
School Council Chair	Peter Blunden	N/A	0409 057 237
College Receptionist/Administrator	Sween Sharma	8746 1008	To contact Principal after hours
College HS Representative	Jeanette Williams	87461000	To contact Principal after hours
Youth Worker	Amy Abdullah	8746 1000	To contact Principal after hours
First Aid Officer	Sween Sharma	8746 1082	To contact Principal after hours
First Aid Officer	Amy Farrell	8746 1086	To contact Principal after hours
First Aid Officer	Kim Snooks	8746 1000	To contact Principal after hours
First Aid Officer	Marianne Santos	8746 1000	To contact Principal after hours
First Aid Officer	Lucy Dowell	8746 1000	To contact Principal after hours
First Aid Officer	Shahida Yasmeen	8746 1000	To contact Principal after hours
First Aid Officer	Paula Reynolds	8746 1084	To contact Principal after hours
First Aid Officer	Emily Kalos	8746 1084	To contact Principal after hours
First Aid Officer	Ardini Turner	8746 1084	To contact Principal after hours
First Aid Officer	Madison Mangion	8746 1084	To contact Principal after hours

4.3 Key Organisational/regional contacts

	Name	Phone	Mobile
Independent Schools Victoria (ISV)	Rachel Holthouse, CEO	9825 7211	
VRQA		9637 2806	

4.4 Local/other organisations contacts

Organisation	Phone
POLICE	000
AMBULANCE	000
FIRE BRIGADE	000
Poisons Information Centre	13 11 26
Melton Police Station	9747 7999
Bacchus Marsh/Melton Regional Hospital	5367 2000
SP Ausnet – Transmission Tower Emergencies	1800 111 164 or 132461
Powercor	132206 or 132461
Jemena	1300 131 871 or 132461
Western Water	1300 650 422

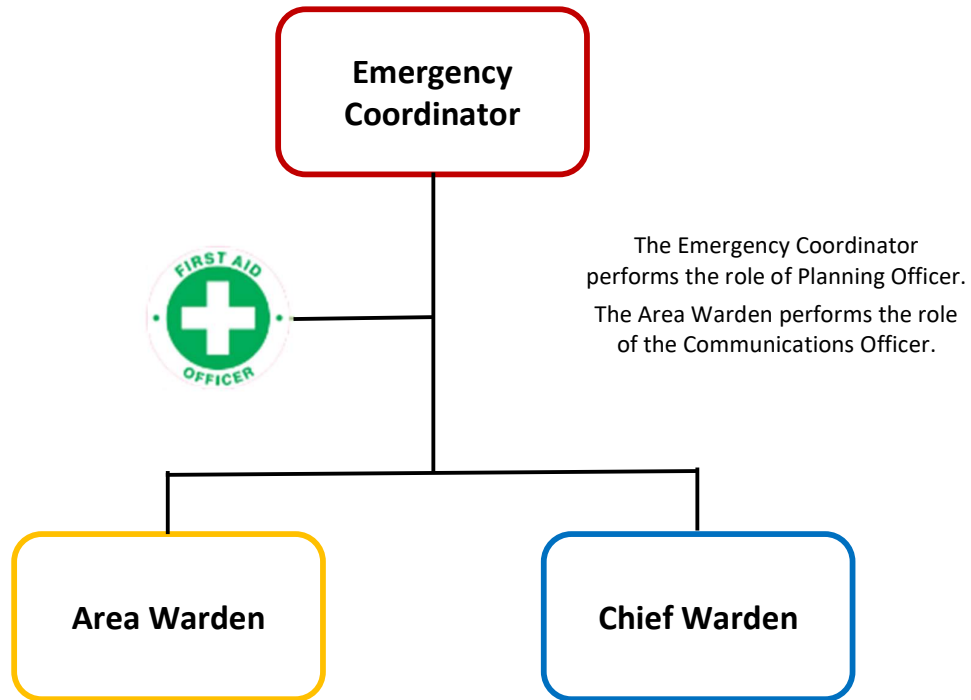
Organisation	Phone
State Emergency Services (SES)	132 500
Victorian WorkCover Authority	13 23 60
Risk and Performance Department, Melton City Council	9747 7200
Origin Youth Health Youth Access Team - Melton	1800 888 320 Youth Crisis Service triage
Lifeline	13 11 14
Reconnect Djerriwarrh Community & Education Services – referrals made on a case by case basis	8746 1000 – Applicable to students post-emergency where already referred and engaged in the Reconnect program
Navigator and Connexions Youth Support Program, Jesuit Social Services - referrals made on a case by case basis	8595 2438

4.5 School bus emergency contacts

All Community College students attend school by public transport or via personal means. Students also attend excursions via public transport. See Risk Assessment.

5. Emergency Management Team

5.1 Emergency Management Team structure



5.2 Emergency Management Team (EMT) contact details

All members of the EMT understand their assigned responsibilities and practice their role during emergency drills.

EMT Role/Activities		Primary Contact		Back Up Contact
Emergency Coordinator	Name	Jamie Ozga	Name	Jeanette Williams
	Phone/Mobile	8746 1086 0421 230 724	Phone/Mobile	8746 1082 0481 162 918
Chief Warden tasks will be performed by:	Name	Jeanette Williams	Name	Sween Sharma
	Phone/Mobile	8746 1082 0434 061 361	Phone/Mobile	8746 1082
Area Warden tasks will be performed by:	Name	Sween Sharma	Name	Amy Abdullah
	Phone/Mobile	8746 1082	Phone/Mobile	8746 1082 0413 486 946
First Aid tasks will be performed by:	Name	Jeanette Williams	Name	Amy Abdullah
	Phone/Mobile	8746 1082 0434 061 361	Phone/Mobile	8746 1082 0413 486 946

6. Emergency Management Team responsibilities

6.1 Emergency Coordinator

Pre-emergency

- Maintain current contact details of EMT members.
- Conduct regular exercises/drills conducted annually.
- 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 EMT 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 EMT 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.

Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the EMT members to have staff and students return to normal operations.
- Organise debrief with the EMT and, where appropriate, with any attending emergency Service.
- Complete the Incident/Accident Report Form.

6.2 Chief Warden

Pre-emergency

- Ensure staff and students are aware of the emergency response procedures.
- Assist the Emergency Coordinator.
- Identify resources required.
- Ensure contents in emergency kits are complete.
- Participate in emergency exercises/drills conducted annually.

During emergency

- Attend the emergency control point – reception area.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Emergency Coordinator.
- Act as directed by the Emergency Coordinator.
- Plan for contingencies.

Post- emergency

- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).

6.3 Area Warden

Pre-emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate safety practices (for example clear egress paths, access to first attack equipment such as, fire extinguishers and disposal of rubbish) throughout their areas.
- Participate in emergency exercises/drills conducted annually.

During emergency

- On hearing the alarm/horn or becoming aware of an emergency, the Area Warden will:
- Attend the emergency control point.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
- Operate the communication system in place.
- Check the floor or area for any abnormal situation.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Commence evacuation if the circumstances on their floor or area warrant this.
- 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.
- Implications for any student transport arrangements are addressed (where applicable).
- Confirm that the Warden activities have been completed and report this to the Chief Warden or Emergency Coordinator if the Chief Warden is not contactable.

Post emergency

- Compile information of the actions taken during the emergency for the EMT debrief.

6.4 Communications Officer (Area Warden)

Pre-emergency

- Assist the Chief Warden.
- Attend training in the use of the organisation'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 conducted annually.

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 EMT 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 EMT members during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents/guardians as required.

7. Communication tree



8. Staff trained in first aid

Staff member	Training	Date qualified to
Sween Sharma	HLTAID011	16/11/2025
Kim Snooks	HLTAID011	16/11/2025
Shahida Yasmeen	HLTAID011	16/11/2025
Marianne Santos	HLTAID011	16/11/2025
Lucy Dowell	HLTAID011	16/11/2025
Amy Abdullah	HLTAID011	16/11/2025
Paula Reynolds	HLTAID011	16/11/2025
Emily Kalos	HLTAID011	16/11/2025
Ardini Turner	HLTAID011	Dates pending
Madison Mangion	HLTAID011	16/11/2025

9. Emergency response procedures

9.1 On-site evacuation/relocation procedure

When it is unsafe for students, staff, volunteers and visitors to remain inside the building, the Emergency Coordinator on-site will take charge and activate the Emergency Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Evacuate students, staff, volunteers and visitors out of the building and to assembly points (if this is the evacuation option).
- Take your emergency kit/first aid kit (including the student attendance lists, staff/visitor sign-in books and a copy of this Emergency Management Plan).
- Once at your primary and/or secondary assembly point/s, check all students, staff, volunteers and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Contact parents/guardians as required.
- Maintain a record of actions/decisions undertaken and times.

Actions after on-site evacuation/relocation procedure

- Ensure any students, staff, volunteers or visitors with medical or other needs are supported.
- Determine whether to activate your parent/guardian re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Issue prepared Parent/guardian letters to students to take home.
- Ensure staff are made aware of Employee Assistance Program contact details
- Undertake operational debrief with staff and Emergency Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete the 070 Incident/Accident Report Form as a post emergency record

9.2 Off-site evacuation procedure

If it is unsafe for students, staff, volunteers and visitors to remain on the grounds the Emergency Coordinator on-site will take charge and activate the Emergency Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Identify which off-site assembly point you will evacuate staff, participants, students, volunteers and visitors to.
- Evacuate staff, students, volunteers and visitors to safe assembly areas.
- Take your emergency kit/first aid kit (including the student attendance lists, staff/visitor sign-in books and a copy of this EMP).
- Once at primary and/or secondary assembly point/s, check all students, staff, volunteers and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

- Contact parents/guardian as required.

Actions after off-site evacuation procedure

- Ensure any students, staff, volunteers or visitors with medical or other needs are supported.
- Determine if there is any specific information participants, students, staff, volunteers and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue parent/guardian letters and give these to students to take home.
- Ensure staff are made aware of the Employee Assistance Program contact details
- Undertake operational debrief with staff and Emergency Management Team to identify any off-site and procedural changes that may be required.
- Complete the 070 Incident/Accident Report Form as a post emergency record

9.3 Lock-down procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, 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, volunteers and visitors to enter if locked out.
- Divert parents/guardians and returning groups from the grounds if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access (241 Station Rd Melton)
- If safe to do so, have a staff member wait at the main entry to guide emergency services personnel.
- As appropriate, ascertain that all students, staff and visitors are accounted for.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required.

Actions after lock-down procedure

- Ensure any students, staff, volunteers or visitors with medical or other needs are supported.
- Determine if there is any specific information students, staff, volunteers and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Issue Parent/guardian letters to students to take home.
- Ensure staff are made aware of the Employee Assistance Program contact details
- Undertake operational debrief with staff and Emergency Management Team to identify any lock-down and procedural changes that may be required.
- Complete the 070 Incident/Accident Report Form as a post emergency record

9.4 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Go to the designated assembly point.
- Check that students, staff, volunteers 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.
- Contact parents/guardians as required.

Actions after lock-out procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Issue Parent/guardian letters to students to take home.
- Ensure staff are made aware of the Employee Assistance Program contact details
- Undertake operational debrief with staff and Emergency Management Team to identify any lock-out and procedural changes that may be required.
- Complete the 070 Incident/Accident Report Form as a post emergency record

9.5 Shelter-in-place procedure

When an incident occurs outside the organisation and emergency services or the Emergency Coordinator 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 Emergency Coordinator on-site will take charge and activate the Emergency Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Emergency Coordinator activates the Emergency Management Team.
- Move all students, staff, volunteers and visitors to the pre-determined shelter-in-place area.
- Take your emergency kit/first aid kit ((including the participant/student attendance lists, staff/visitor sign-in books and a copy of this EMP).
- Check that all students, staff, volunteers 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.

- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Contact parent/guardians as required.

Actions after shelter-in-place procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information students, staff, volunteers and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Print and issue parent/guardian letters and give these to students to take home.
- Ensure staff are made aware of the Employee Assistance Program contact details
- Undertake operational debrief with staff and Emergency Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete the 070 Incident/Accident Report Form as a post emergency record

10. Response procedures for specific emergencies

10.1 Asbestos

- Isolate the area:
 - vacate everyone from the affected area
 - restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area.
- Erect signage at entrances to affected area indicating unauthorised personnel must not enter.

10.2 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.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

- Evacuate the facility and:
 - ensure children and staff are not directed past the object
 - alert any other services co-located at the site
 - check that all children, 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/carers when evacuation is complete and it is safe to do so.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Await "all clear" advice from police before returning to buildings to resume normal activities.

If a bomb/substance threat is received by telephone (see checklist at Appendix 1):

- **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 if possible to:
 - **call 000** for police on a separate phone
 - notify the Chief Warden
- Fill out the Bomb Threat Checklist and record the details while you are on the phone to the caller if possible (the checklist should be located with staff who normally answer in-coming phone calls).

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.
- 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.
- 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 e.g. under sturdy tables 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
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

10.3 Building fire

- Activate the fire alarm.
- Call 000 for emergency services and seek and follow advice.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Emergency Coordinator who will convene the EMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the designated safe assembly area. If time permits:
 - Make sure you close all doors and windows
 - Turn off power and gas.

- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Contact parents/guardians as required.

10.4 Bushfire/Grassfire

Triggers for Action:

The need for action by the facility is triggered when there is a bushfire or grassfire that:

- is observable, or
- identified via Vic Emergency App, or
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your Facility.

Immediate Actions:

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Emergency Coordinator who will convene the EMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the facility site, seek further advice to determine if any actions are necessary.
- Ensure students, staff, volunteers, visitors and contractors do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Contact parents/guardians as required.

Other sources of Information:

Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.

ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

Actions for the Facility when it is within a VicEmergency warning area:

VicEmergency Warning	What it means	Facility Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your facility is in an Advice Warning area, then seek advice and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your facility is in a Watch and Act Warning area, seek advice and then decide whether to: <ul style="list-style-type: none"> • remain on site, shelter in place (if required) and monitor the situation • call parents/carers to pick up their children

VicEmergency Warning	What it means	Facility Actions
Emergency Warning	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your facility is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents/carers that they should not travel at the facility to pick up their children. If parents/carers do arrive, then advise them to also shelter in place with staff and children at the facility.
Prepare to Evacuate	Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.
Evacuate Now	Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.

10.5 Earthquake

- **Call 000** if emergency services are needed and seek and follow advice.
- The Emergency Coordinator will convene the EMT if necessary.
- Report emergency to Melton City Council (if required)

If Outside:

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.
- Ensure any students, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

If Inside:

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and any other potential hazards
- 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.
- Ensure any students, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

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 participants, students, staff, volunteers and visitors to the Emergency Coordinator.
- Contact parents/carers as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the service's property is damaged and it is safe to do so, take notes and photographs for insurance purposes.

10.6 Flood

- Call 000 if immediate/life threatening.
- Monitor the VicEmergency website and/or VicEmergency App.
- Contact the VicEmergency hotline on 1800 226 226 for information.
- Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Do not drive, ride or walk-through floodwater.

10.7 Heat (extreme)

To minimise the risks associated with extreme hot weather, services must develop appropriate strategies and measures. Actions may include the following:

- **Call 000** if immediate medical assistance is required

Scheduling/Activities:

- Restrict outdoor time.
- Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks.
- Consider using approved alternative venues to modify and relocate activities during extreme hot weather (e.g. sports programs moved to indoor area).
- Reschedule/move students from rooms with direct sunlight/no cooling.
- In extreme weather conditions, consider adjusting dismissal time accordingly.
- Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.
- Implement sun and UV protection policy

Hydration:

Ensure students and staff continue to hydrate.

Ensure staff monitor students for early signs of heat stress/dehydration.

10.8 Information security

- Contact the IT/Service Desk Manager for advice and support
- If the incident involves sensitive and/or personal information that may identify an individual without their consent, contact the Compliance Manager.
- If the information security breach is considered malicious contact local police.
- Offer impacted staff the option of support.

10.9 Internal emission/spill

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Emergency Coordinator who will convene your EMT if necessary.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Report emergency to Melton City Council (if required)
- 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.
- Contact parents/guardians as required.
- Notify the WorkSafe Victoria Authority if required.

10.10 Intruder/Personal Threat

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Emergency Coordinator.
- 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 whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Contact parents/guardian as required.

10.11 Loss of essential services

When there is a loss of essential services (power, water, communications):

- Determine which services are affected and the extent of the impact.
- Respond to any immediate threat to children and staff safety and isolate/secure buildings/areas if necessary.
- Call 000 if emergency services are required to respond e.g. power lines down in front of the facility.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
- Contact parents/carers as required.

10.12 Major external emissions/spill (includes gas leaks)

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Emergency Coordinator who will convene the EMT 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 contractors to designated safe assembly area. This may be an alternate location.
- Check students, staff, volunteers and visitors are accounted for.
- Await 'all clear' advice from emergency services or further advice before resuming normal activities.
- Contact parents/guardians as required.
- Notify the WorkSafe Victoria Authority (if required).

10.13 Pandemics and Communicable Diseases (COVID-19 and Influenza)

COVID-19

Refer to COVID19 Safety Management Plan updated in line with the Department of Education operational guidelines.

Further information relating to COVID-19 is available on the COVID-19 pages of the [Department of Education and Training Victoria](#) website.

Influenza Pandemic

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.
- Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

Communications:

- In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.
- In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate:
 - the status of the situation
 - 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, DoH
 - best practice hygiene measures
 - measures for vulnerable children.

- Access and follow Chief Health Officer, DoH/Principal Health Advisor advice provided by DET and distribute consistent messaging to staff, students and parents/carers.
- Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).

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
- considers workforce strategies to enable continued operations, if pandemic affects a portion of the workforce.

10.14 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 & 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, volunteers and visitors to the Emergency Coordinator.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

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.
- Contact parents/guardians as required.

10.15 Smoke

This procedure may be used if you are not under direct threat from a fire and are remaining in smoky conditions.

Medical

- Call 000 if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on students and staff.
- Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.

- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents/carers about conditions and to ensure they cater for their child's needs e.g. extra inhaler.

Activities/Indoors

- Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.
- Close windows and doors.
- Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function).
- Limit prolonged or heavy physical activity relative to the conditions.

Notification/Information

As appropriate:

- For health information about smoke go to: [betterhealth bushfiresmoke](#) or
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at [Planned Burns Victoria](#)
- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.

10.16 Traumatic death/injury/grief

If death or injury occurs on the service's site (that impacts or risks impacting the health, safety and wellbeing of children or staff):

- Contact '000' for police/ambulance attendance
- Monitor the wellbeing of staff
- Contact parents/carers as appropriate
- Actively implement self-care strategies
- If the incident occurs on service premises/excursion
 - Preserve the evidence
 - Consider a Worksafe Notification 13 23 60
- For general guidance, refer to the [Managing Trauma Guide](#) to support, plan for, and lead an effective recovery including:
 - Develop a Communications Plan – check what information can be released
 - Notification (as appropriate) to the service community – letter, newsletters, emails, phone calls, text messages or SMS alert
 - Limit exposure to ongoing trauma, distressing sights, sounds and smells
 - Continue to identify those most at risk and triage for support
 - Consider tribute, memorial, ritual

10.17 Violence, aggression and/or harassment

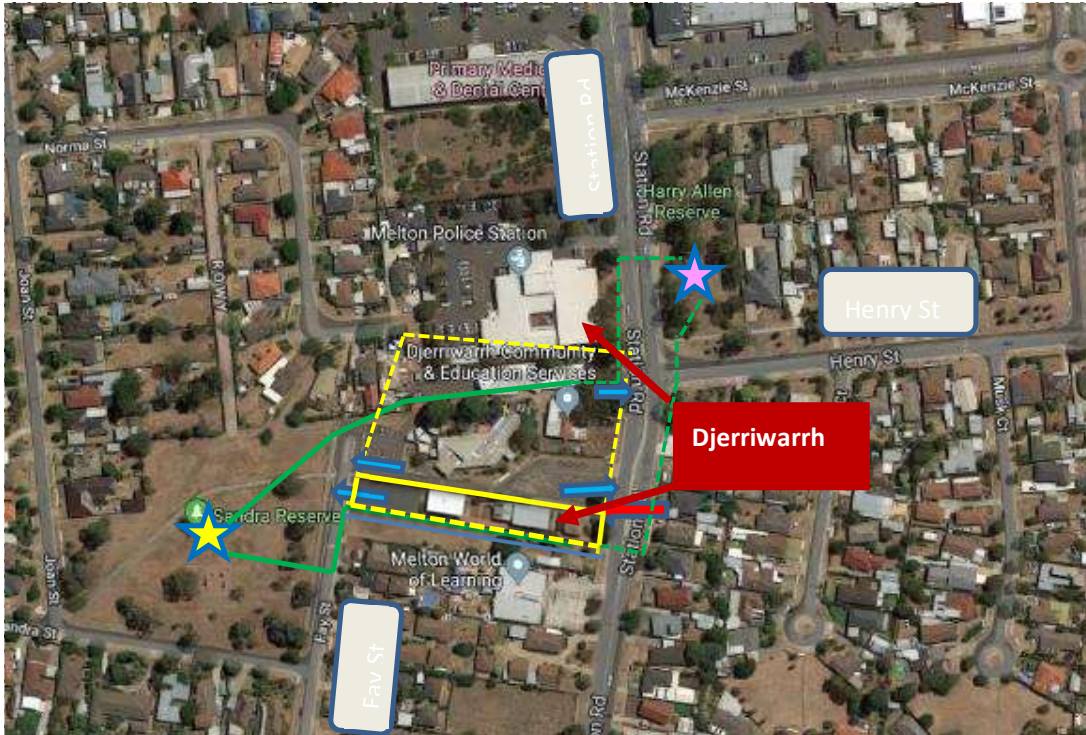
- Intervene only if safe to do so.
- **Call 000** if immediate/life threatening and require police/ambulance attendance.
- Initiate action to confine or isolate the aggressor.

- Determine whether evacuation, lock-down or Shelter in Place is required.
- Administer first aid if required and safe to do so.
- Contact parent/carer of students impacted.
- Record evidence (if applicable).
- If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place.
- If staff are directly impacted consider whether a report to WorkSafe is required.

11. Area map

Date Area Map Validated:

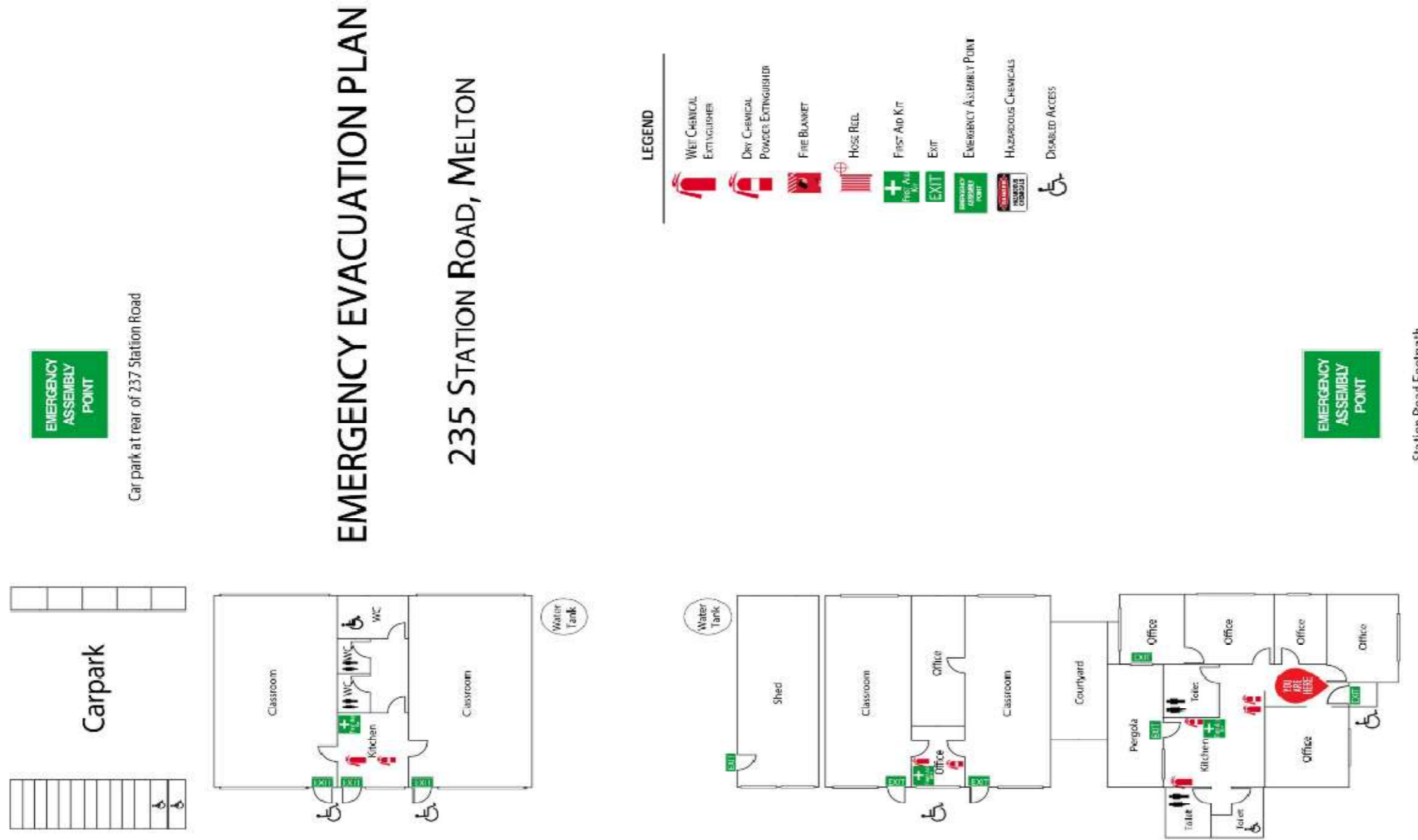
Djerriwarrh Community & Education Services - Djerriwarrh
Off-site Emergency Assembly Points



Distance to Primary off-site assembly point: Approx. time to reach Primary off-site assembly point:	Approx. 3 min, 250 mt
Distance to Secondary off-site assembly point: Approx. time to reach Secondary off-site assembly point:	Approx. 2 min, 100 mt
Legend	
Primary off-site assembly point	
Route to Primary off-site assembly point	
Secondary off-site assembly point	
Route to Secondary off-site assembly point	
Emergency services access point	
Exit points from facility	
Djerriwarrh Community & Education Services boundary	
Djerriwarrh boundary	

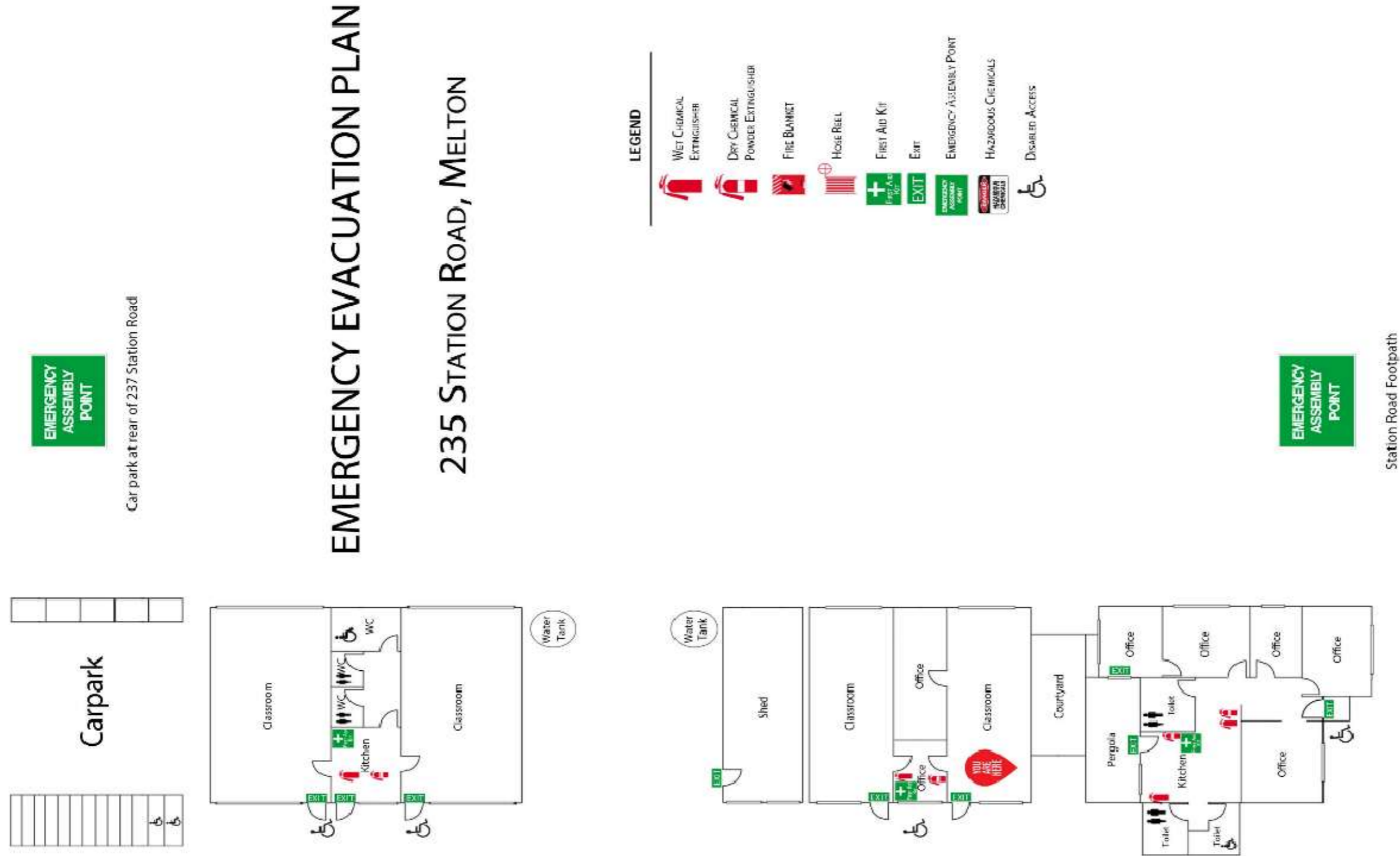
Evacuation diagram #1

Building Name: 235 Station Road, Melton Date Evacuation Diagram Validated:



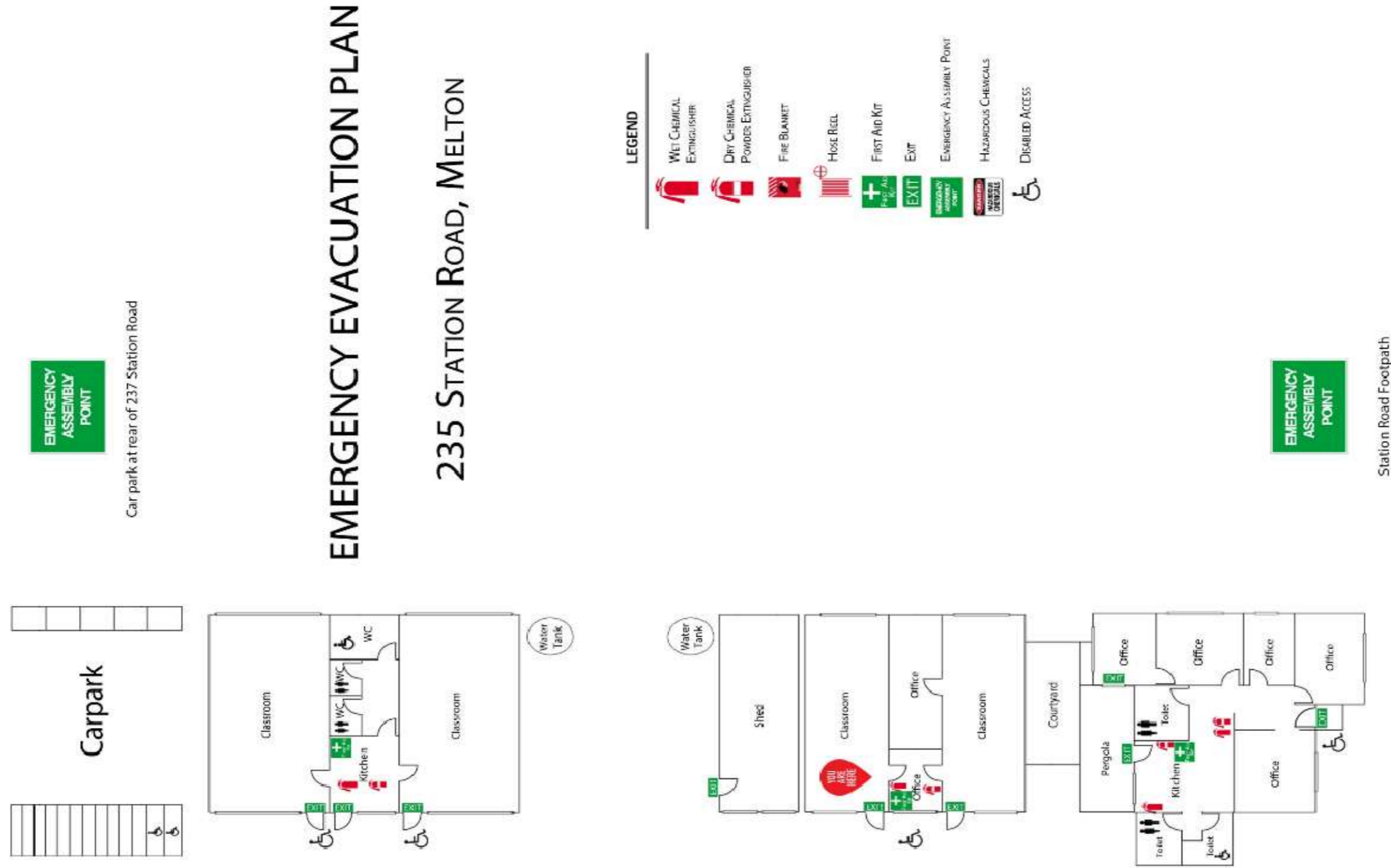
Evacuation diagram #2

Building Name: 235 Station Road, Melton Date Evacuation Diagram Validated:



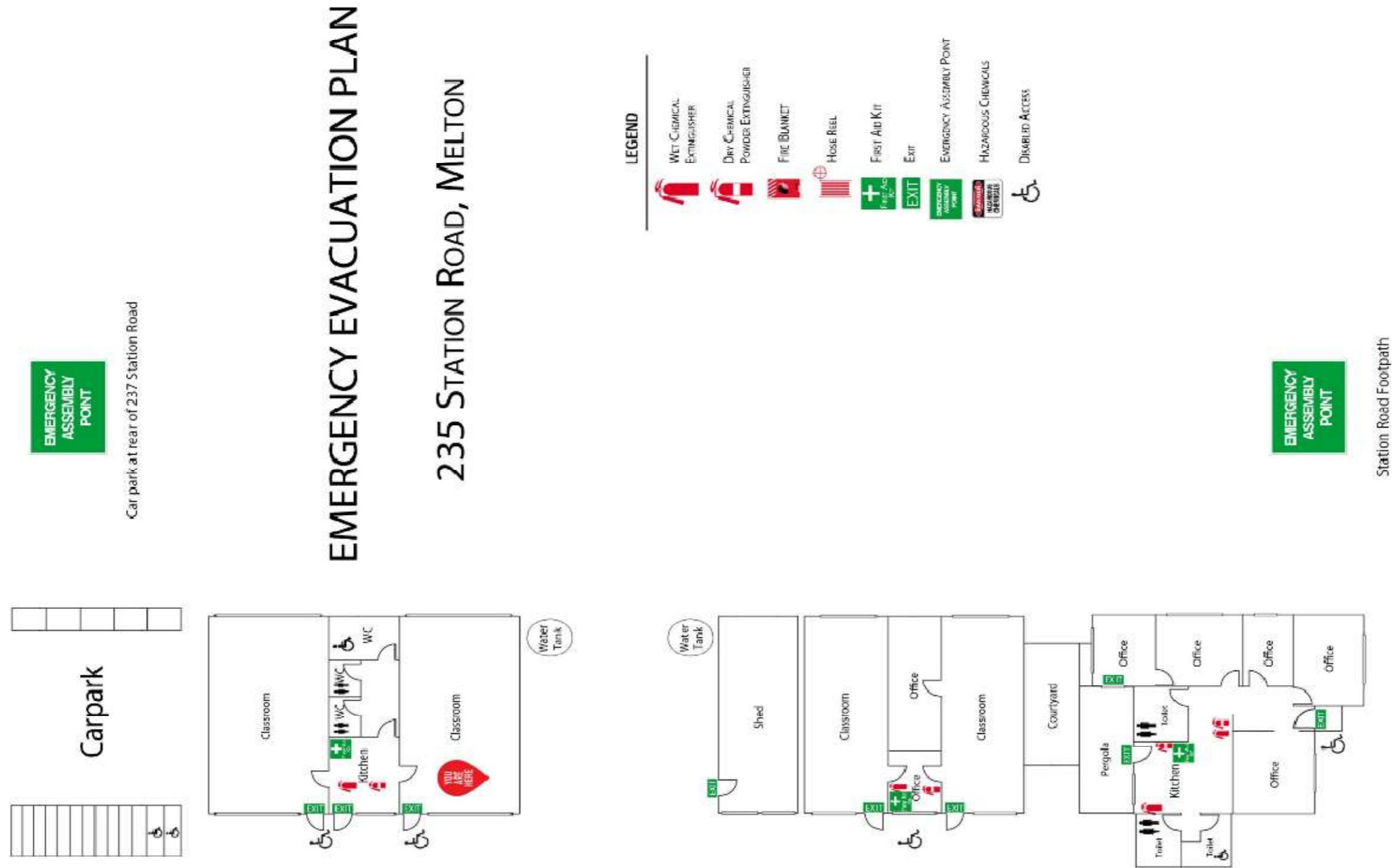
Evacuation diagram #3

Building Name: 235 Station Road, Melton Date Evacuation Diagram Validated:



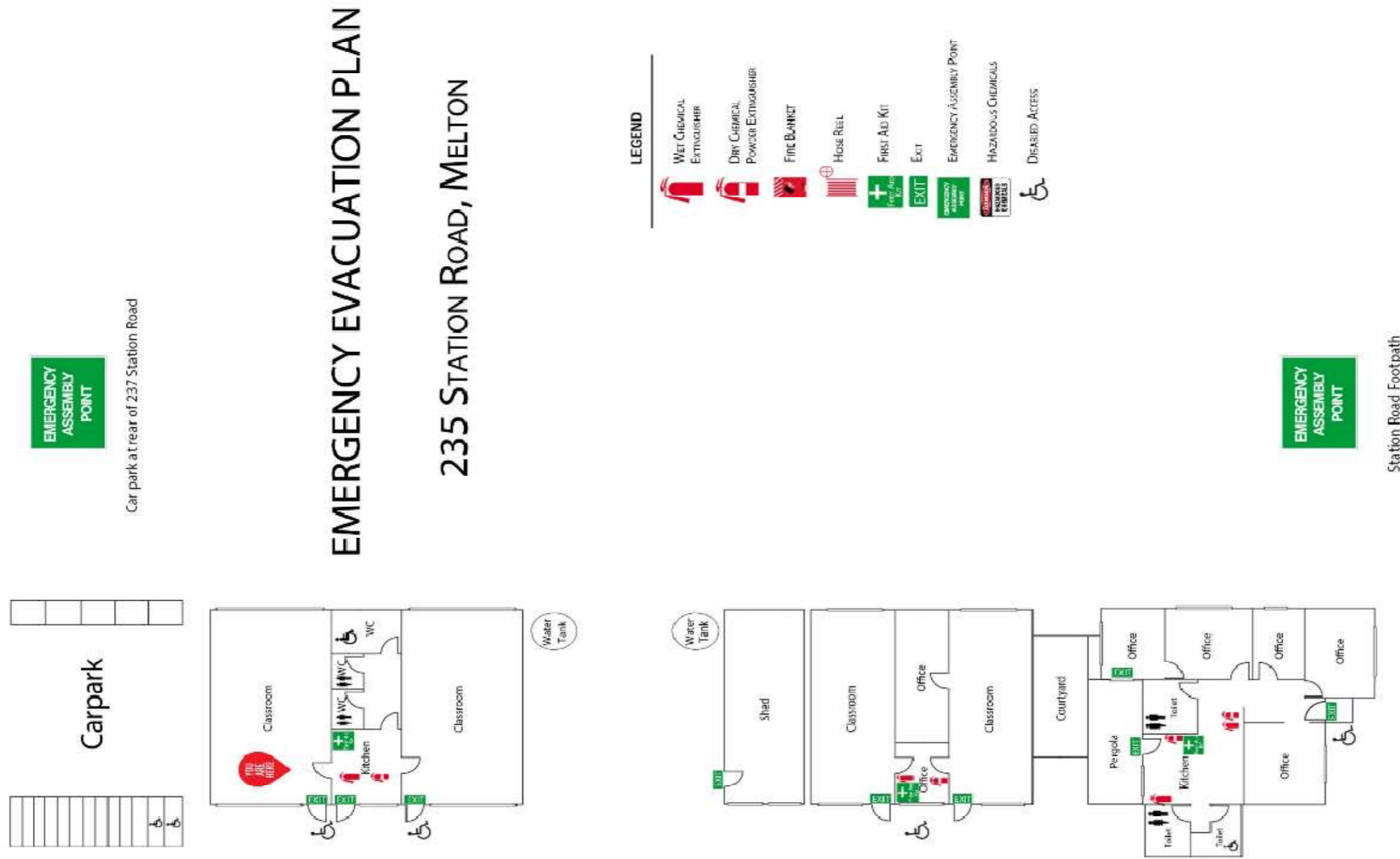
Evacuation diagram #4

Building Name: 235 Station Road, Melton Date Evacuation Diagram Validated:



Evacuation diagram #5

Building Name: Date Evacuation Diagram Validated:



12. Parent / family contact information

The College uses student management system, Compass, to maintain its records electronically. College administration, teaching and support staff and youth worker with appropriate levels of security access can access the relevant information. The Principal oversees the SMS and the administration officer is the key data operators.

Note* For privacy purpose, parent/family contact information has not been included in this EMP.

13. Students and staff with special needs

Compass contains daily attendance records and all student and staff information pertaining to special needs or medical conditions such as those students who require a personal asthma management plan. Information is updated as required.

Note* For privacy purpose, parent/family contact information has not been included in this EMP.

PART 2– EMERGENCY PREPAREDNESS

14. School facility profile

14.1 General Information

School/Campus Name	Djerriwarrh Community College
Physical Address	235 Station Rd, Melton VIC 3337
Operating Hours	9:00am- 3:00pm
Phone	8746 1082
Email	info@dcc.vic.edu.au
Fax	8746 1050
Number of buildings	4
Shelter-In-Place Location	241 Station Rd, Melton VIC 3337
Number of Students	48
Total Number of Staff	15
Methods used for communications to school community	Parents, students and staff can be contacted via Compass School Manager. The broader community will be informed of events via the College website. The College webpage will be developed upon registration as a school

14.2 Other services / users of site

Service / User Name	Not Applicable – Djerriwarrh Community College does not have other services/users of the college site.
Location	
Student/Visitor Numbers	
Operating Hours/Days	
Emergency Contact Name	
Phone Number	
Mobile Number	

14.3 Building information summary

Telephones (Landlines):			
Location			Number
235 Station Rd Melton – Djerriwarrh Community College Reception			8746 1083
241 Station Rd Melton – Djerriwarrh Reception			8746 1000
Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	235 Station Road Melton	Netpic Security –Portables at 235, Station Rd Melton. Battery operated all other buildings	Front door of each building
Intrusion:	235 Station Road Melton (Security alarm panels located near the front door of each site)	Netpic Security	Front door of each building Flood light, locked gates on perimeter
Other:	235 Station Road Melton	Netpic Security - (Pendant duress system – 235 Station Rd Student Portables 1-4)	Front door of each building
Utilities	Location	Service Provider	Location of Shut-off Instructions
Gas/ Propane:	235 Station Road Melton Front of the building (northern corner, Station St)	Origin Energy	Front of each property
Water:	235 Station Road Melton	Western Water	Front of each property
Electricity:	235 Station Road Melton	Origin Energy	235 Station Rd– Front of office building 235 Station Rd student Portables 1-2 office 235 Station Rd student portables 3-4 kitchen
Sprinkler System			
Location of control valve:		N/A	
Location of shut-off instructions:		N/A	
Boiler Room			
Location of control valve:		241 Station Road, Melton (Opposite Reception)	
Location of shut-off instructions:		Key lock	

Emergency Power System	
Type:	Main switch boards
Location:	235 & 241 Station Road, Melton
Provides power to:	Emergency exit signs
Location of shut-off instructions:	As above
Building and Site Hazards	
Hazard Description:	Asbestos – Low Risk (last Asbestos audit 16.1.19 Triple abc)
Location:	235 Station Rd Melton – Office building only

15. Risk assessment

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

Identified hazard	Description of risk	Current risk control measures implemented	Risk rating			Treatments to be implemented Measures to be taken to eliminate or reduce impact of the risk	Revised risk rating After implementing treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Medical emergency	Risk to health and/or possible death	<ul style="list-style-type: none"> All teachers and a number of other staff are First Aid Officers First Aid training is up-to-date First Aid Officers follow first aid and infection control processes. Staff are aware of emergency procedures Emergency contact details and medical needs register is available to all relevant staff and First Aid Officers Ensure all Medical Action Plans are provided for students with Asthma, Anaphylaxis or other known medical conditions Ensure all First Aid kits are accessible and contents maintained 	Moderate	Possible	Medium		To be re-assessed upon implementation of treatments		
Building Fire	<p>Risk of death/injury/disability from burns or smoke inhalation.</p> <p>Risk of psychological injury requiring extensive support</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> Liaise with Melton City Council for relevant facilities/grounds area to determine potential controls i.e. clear grounds Ensure Emergency Management Plan is up to-date including identification and clear access to evacuation points and assembly areas. Schedule and conduct evacuation drills in terms 1 and 3, and lockdown drills in term 2 and 4 Ensure maintenance schedule and follow-up is carried out including the following: Potential controls, e.g. clearing trees, building safety etc 	Severe	Possible	Extreme	<ul style="list-style-type: none"> Provide regular PD training for staff targeting key roles in fire emergency including Emergency Coordinator Chief Wardens & Area Wardens Emergency Response Team) First Aid Officers Currently have fire horns at 235 & 241 Netpic Security Alarm & Response – Portables 235 Office also has a megaphone 	To be re-assessed upon implementation of treatments		

Identified hazard	Description of risk	Current risk control measures implemented	Risk rating			Treatments to be implemented Measures to be taken to eliminate or reduce impact of the risk	Revised risk rating After implementing treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
		<ul style="list-style-type: none"> Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Essential services are in working order 							
Severe weather event and storms	Risk of roof flooding Risk of property damage Risk of physical injury to staff, students and volunteers Psychological injury requiring support	<ul style="list-style-type: none"> Maintenance plan incorporates roofs/gutters/drains cleaning. Based on weather forecast, secure loose objects in open areas e.g. bins Management Plan is up to-date including identification and clear access to evacuation points and assembly areas. Schedule and conduct evacuation drills in terms 1 and 3, and lockdown drills in term 2 and 4 Contact lists maintained should power fail Communications (evacuation alarm/horn) are tested. Utility shut-off instructions/points are known 	Major	Possible	High	<ul style="list-style-type: none"> Develop contingency for storage of equipment/materials if necessary Based on severe weather report/warning, the CEO in consultation with staff may decide to alter or cancel learning programs and excursions Currently have fire horns at 235 & 241 Netpic Security Alarm & Response – Portables 235 Office also has a mega phone 			To be re-assessed upon implementation of treatments
Intruder / personal threat	Physical and/or psychological injury could occur to staff, students, volunteers or visitors if threatened or physically assaulted by an intruder. Risk of property damage	<ul style="list-style-type: none"> Ensure all visitors/contractors report to Reception and sign in when they first arrive on site (241 High St Melton) Ensure Reception is a secure area and that no one can enter the office wing area unless they have a key in the event of an emergency (if applicable). Ensure the 235 Office is a secure area and that no visitors can enter the office without a key Visitors are required to wear and display visitor pass/badge. Parents must make an appointment to meet with Principal or staff 	Moderate	Possible	Medium				To be re-assessed upon implementation of treatments

Identified hazard	Description of risk	Current risk control measures implemented	Risk rating			Treatments to be implemented Measures to be taken to eliminate or reduce impact of the risk	Revised risk rating After implementing treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
		<ul style="list-style-type: none"> • Lockdown/lockout/ evacuation procedures are practiced according the EMP drill schedule • Values and behavioural expectations are communicated and regularly reinforced amongst students, parents/guardians and the broader College community • In relation to court orders / custody papers (or similar): • The College maintains a register of current documents, students and parent/guardian information via Compass and on student file • Parents/guardians are advised of the relevant school processes and duty of care to other students and staff. • Ensure ALL staff are aware of and have access to the Employee Assistance Program. 							
Bomb threat/ substance threat	Physical or psychological Injury could occur to staff, visitors or contractors	<ul style="list-style-type: none"> • Ensure staff are trained and aware of the Bomb Threat Checklist in EMP. • Schedule and practice emergency evacuation drills per EMP drill schedule. • Implement and follow Bomb Threat response procedure (located in EMP) • Ensure parents/guardians are aware of the school's response to bomb threat/emergencies in accordance with the EMP 	Severe	Unlikely	High	<ul style="list-style-type: none"> • Ensure each phone has a Bomb Threat Checklist available • Staff regularly trained in Bomb threat emergency procedures • Currently have fire horns at 235 & 241 • Netpic Security Alarm & Response – Portables • 235 Office also has a mega phone 	To be re-assessed upon implementation of treatments		
Transport	Students and staff utilise public transport for excursions and off-site events. Risks may be caused by: Mechanical breakdown	<ul style="list-style-type: none"> • Parents/guardians/students submit a signed excursion permission form • Staff, students and parents/guardians are made aware of excursions safety procedures. 	Major	Possible	High	<ul style="list-style-type: none"> • Teachers and students adhere to the excursion safety requirements outlined in the school excursion procedures. • Parents/guardians are made aware of the implemented excursion/off site procedures 	To be re-assessed upon implementation of treatments		

Identified hazard	Description of risk	Current risk control measures implemented	Risk rating			Treatments to be implemented Measures to be taken to eliminate or reduce impact of the risk	Revised risk rating After implementing treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
	Driver fatigue or Road/rail conditions Risks: Risk of fatality and/or permanent disability Risk of physiological injury and intense support required					<ul style="list-style-type: none"> Other students/staff are made aware of implemented off site procedures. 			
Earthquake	Risk of injury. Risk of property damage or Property loss	<ul style="list-style-type: none"> Ensure EMP is up-to-date. Training to staff, Students and volunteers in emergency response procedures during an earthquake, e.g. drop, cover and hold 	Major	Unlikely	Medium				To be re-assessed upon implementation of treatments

16. Emergency response drills schedule

Note* Emergency response drills will be scheduled for the second week of each school term although Djerriwarrh is not listed on the Bushfire at Risk Register.

Refer to 085 Emergency Evacuation Drill Observer's Record

	Type of Drill	Person responsible	Target Date	Date Drill Performed	Observer's record completed ✓
Term 1 2024		Amy Farrell			
Term 2 2024		Amy Farrell			
Term 3 2024	Lockdown	Amy Farrell			
Term 4 2024	Offsite evacuation	Jamie Ozga	31/10/2024	31/10/2024	

	Type of Drill	Person responsible	Target Date	Date Drill Performed	Observer's record completed ✓
Term 1 2025	Bushfire	Jamie Ozga	25/02/2025		
Term 2 2025	Intruder/Personal Threat	Jamie Ozga	17/06/2025		
Term 3 2025	Lockdown	Jamie Ozga	19/08/2025		
Term 4 2025	Severe weather event	Jamie Ozga	14/10/2025		

17. The emergency kit

The Emergency Kit Contains:	✓
Student data and parent contact information (to be retrieved on exit)	✓
Student and staff with additional needs list including any student medications (to be retrieved on exit)	✓
Student Release Forms/Sign out book/Attendance records (to be retrieved on exit)	✓
List of staff and contact information (contained in Emergency mobile phone, hard copy to be retrieved on exit)	✓
Copy of facility Site plan and EMP including evacuation routes	✓
Emergency safety vests x 2	✓
Spare facility key/s	✓
Whistle	✓
Torch with batteries	✓
Portable battery powered radio and batteries	✓
Mobile phone and charger (to be added by staff member when taking the kit)	✓
Megaphone + battery charging cord (to be added by staff member when taking the kit)	✓
First Aid kit with Epi Pen and Information sheets (refer to contents list when checking)	✓
Asthma First Aid kit containing Ventolin / Inhaler pack, reusable Spacer and Information sheet	✓
Water (minimum 1 litre)	✓
Sunscreen and spare sunhats	✓
Plastic garbage bags	✓
Toiletry/Sanitary items (Pads, Deodorant, Hand Sanitiser, Tissues)	✓
Survive-A-Wrap Emergency Blanket	✓

This Kit must be checked/fully restocked after every use, including First Aid items and batteries

DATE CHECKED/RESTOCKED	BY WHOM (FULL NAME)	COMMENTS
28/07/2024	Sween Sharma	Checked and fully restocked
13/12/2024	Sween Sharma	
04/07/2025	Sween Sharma	
15/12/2025	Sween Sharma	

18. Approval and issuance

Document No:	016	Version no:	6.0	Classification:	Health and Safety
Document owner:	Compliance	Authorised by:	Acting Principal		
Issue date:	11 November 2024	Review date:	11 November 2025		

Appendices

Appendix 1: Telephone Bomb/Substance Threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls.

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 (tick appropriate characteristics):					
Voice	Man	Woman	Child	Muffled	Unknown
	Accent:				
Speech	Fast	Slow	Well spoken	Impeded	Stutter
	Nasal	Uneducated	Lisp	Incoherent	Slurred
	Other:				
Manner	Hesitant	Calm	Angry	Emotional	Loud
	Soft	Pleasant	Raspy	Intoxicated	Irrational
	Other:				
Background Noises	Music	Talk/voices	Typing	Children	Traffic/street
	Machinery	Aircraft	Trains	Railway crossing	Construction
	Other:				
Telephone	Mobile				
	Landline	Internal	External		
	Overseas	Landline	Mobile		
	Other:				

Phone number call received on:	
Service Phone system (e.g. menu):	
Who did you report the threatening call to?	
Date:	
Time:	
Your Name:	

Appendix 2 Emergency Management Plan Completion Checklist

This Emergency Management Plan Completion Checklist has been developed for use as a ‘final check’ to assist you to confirm that you have completed all the components of your EMP.

Please note that it is your responsibility to identify potential local hazards to your facility, assess the risks these pose and develop measures to reduce or mitigate the risks to your school community.

Final Check Completed by:		Date:	
----------------------------------	--	--------------	--

Component	✓ ✘	Action Required
Cover page		
Principal name, school/service address, EMP issue date, EMP review date, BARR status, fire district have been specified.	✓	
Distribution list		
Distribution list has been completed.		Plan to be distributed
Contact numbers and communications tree		
Appropriate key local community contact numbers have been added, for example, Fire, Ambulance, Police, local government, nearest hospital.	✓	
Key contact numbers for internal staff have been added.	✓	
Communications Tree detailing process for contacting emergency services, staff, students and parents included.	✓	Facilities Coordinator details to be added when incumbent confirmed
Emergency Management Team		
An Emergency Control structure has been identified, with appropriate persons assigned and contact details provided.	✓	
Responsibilities are clearly defined and back up names included for each position on the EMT.	✓	
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the school processes have been completed for:		
• Evacuation onsite	✓	
• Evacuation offsite	✓	
• Lockdown	✓	
• Lockout	✓	
• Shelter-in-place	✓	

Component	✓ x	Action Required
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.	✓	
Staff trained in first aid		
Staff trained in first aid list is included.	✓	
Area map and evacuation diagram		
The area map is clear and easy to follow.	✓	
The area map has:		
• two evacuation assembly areas on site	✓	
• external evacuation routes	✓	
• surrounding streets and safe exit points marked	✓	
• emergency services access points marked	✓	
Evacuation diagram		
The evacuation diagram is clear and easy to follow	✓	
The evacuation diagram has:	✓	
• a pictorial diagram of the floor or area (at least 200mm X 150mm in size, A3)	✓	
• a title, for example EVACUATION DIAGRAM	✓	
• the 'YOU ARE HERE' location	✓	
• the designated exits, which shall be in green	✓	
• hose reels, marked in red	✓	
• hydrants, marked in red	✓	
• extinguishers, marked in red	✓	
• designated shelter-in-place location	N/A	
• date diagram was validated	✓	
• location of primary and secondary assembly areas	✓	
• a legend.	✓	
Parent contact information (VPC/VM)		
Parent contact information has been obtained and is up-to-date.	✓	Register available on Compass
Students and staff with special needs list		
Students and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.	✓	Register available on Compass

Component	✓ x	Action Required
Profile		
Profile has been populated and reflects the buildings, utilities and so on	✓	
Risk assessment		
Potential local hazards have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies		Proposed dates to be added to plan
Emergency kit checklist		
Emergency Kit Checklist has been developed.	✓	