

# Emergency Management Plan

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To develop procedures to follow and lines of responsibility in the event of an emergency situation that could:

**Purpose:**

- pose a critical risk to the safety, health and wellbeing of a student, member of staff or other community member
- lead to a full or partial school closure or lockdown
- result in death or serious injury of a student or member of staff.

To outline procedures to prepare and plan in advance of an emergency to prevent or reduce risks, mitigate the effects of an incident, increase preparedness and optimise recovery and restoration of services post incident

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**Scope:** Whole School

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**Implemented by:** Designated Fire Wardens, Principal

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**Approved by:** PIVS Board

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**Communicated via:** Staff planning days, school website, staff meetings, practice emergency drills

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**Reviewed:** Annually, immediately after any significant incident, regulatory changes or identified improvements

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## Definition

An **emergency** is the actual or imminent occurrence of an event which in any way:

- endangers or threatens to endanger:
  - the safety or health of any person
  - the environment or an element of the environment
- destroys or damages, or threatens to destroy or damage, any property.



## Overview

The effective and efficient management of emergency incidents is critical to the safety and wellbeing of students, staff and school visitors, as well as essential in minimising damage to school property. The aim of this policy is to provide a safe environment for all, irrespective of a variety of emergencies that may occur.

Phillip Island Village School (PIVS) is a small school located in Ventnor on Phillip Island in a semi-rural setting with access via well maintained roads and a well signed driveway with good access for Emergency Services as required. PIVS has been assessed as a Category 4 on the Victorian Government’s Bushfire At Risk Register and is required to pre-emptively close on days identified as Catastrophic on the Fire Danger Rating System. The school has specific plans in place for Bushfire and Grassfire incidents.

## Emergency Preparation

There are a number of ways that PIVS prepares for emergencies so that we can reduce risks and mitigate the effects of an incident. The following are some of the ways the school will prepare and plan in advance.

### Evacuation Drills

Phillip Island Village School will undertake two evacuation drills per year.

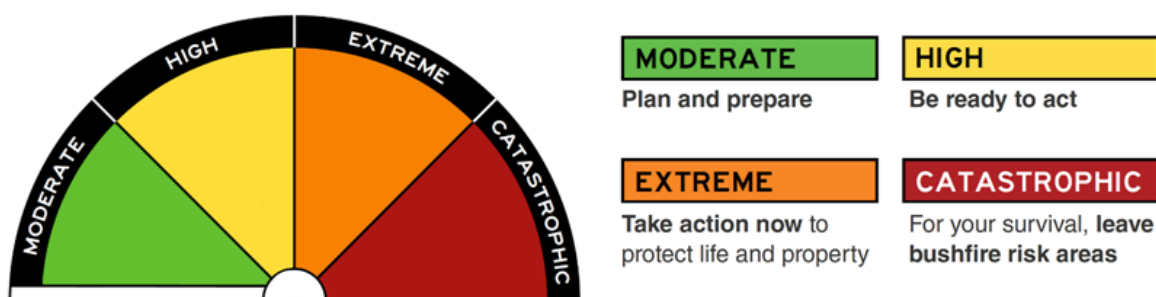
Type of Drill	Person Responsible	Target Date & Date Drill was Performed	Observer's Record Completed ✓
In class drill	Principal	Cycle 3	
Out of class drill (recess or lunch)	Principal	Cycle 7	

## Bushfire & Grassfire Risk Monitoring & Management

The following procedures are for Phillip Island Village School during the bushfire danger period (which shall generally be considered to be the period during which fire restrictions are in force for Central Fire District).

- 1) Staff shall be briefed on their responsibilities in the event of bushfire at least twice a year, being the start of the school year, and the start of the bushfire danger period
- 2) These procedures shall be exhibited in a prominent position in every school building
- 3) Regular monitoring and maintenance of the site when fire restrictions are in force to ensure:
  - a) building exits are continuously kept clear of obstructions
  - b) assembly points are designated and have appropriate access to emergency equipment
  - c) there is access to facilities and grounds for emergency vehicles
  - d) monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation
  - e) safe storage of flammable materials
- 4) Maintain records to show the provision of bushfire preparedness information to staff, training in the use of emergency equipment by staff, evacuation drills completed and audits of emergency equipment

- 5) Excursions, camps and any offsite activities will be approved by the Principal using the Camps & Excursion Risk Assessment form and will consider the risk of bushfire in the activity location
- 6) Closure of the School: **During periods assessed as Catastrophic within the Central Fire District the school will be closed to all students and teaching staff. In addition, all bus routes, camps, excursions and travel through any areas designated as Catastrophic will be cancelled**
- 7) During High and Extreme rating days the administration team will monitor:
  - a) SMS messages delivered by government and/or fire agencies to alert the community of fire risks
  - b) VIC Emergency App notifications within a 20km radius of the school
  - c) On days of Total Fire Ban (but not designated as Catastrophic) we will also monitor the Vic Emergency website
  - d) CFA's website [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)



## Training & Communication

### Staff training

As per the Whole School Training Plan:

- the Emergency Management Plan and associated documents and information will be discussed with Staff at the first Staff Meeting of the school year or prior to school commencing.
- fire extinguisher and essential emergency equipment will be demonstrated and practiced at the mid-year planning day. This will include fire extinguishers and fire blankets.
- evacuation drills will occur twice year.
- review the Emergency Management Plan at the commencement of the bushfire danger period.

### Student preparation

Students will be shown locations of Classroom Action Card (Appendix A) and it will be discussed with the students at the start of the year.

Students will participate in twice annual evacuation drills and receive age-appropriate fire safety related presentations as part of the annual school program.

### Parent Information

This document will be placed on the school website, and communicated to families annually via email to ensure they are clear on our emergency practices at school.

## Emergency Management Process – any emergency

### First response - for any emergency

In the event of any emergency the following initial procedure should be followed:

1. Ensure you are in no danger
2. Assist anybody in immediate danger, without endangering yourself
3. Ensure that all staff, visitors and students are safe
4. RAISE THE ALARM; notify office and the Chief Fire Warden
5. If required, ensure that emergency services are contacted.
6. Restrict the danger area
7. Refer to the detailed procedures relevant to the incident and the classroom action card
8. **FOLLOW INSTRUCTIONS PROVIDED BY THE CHIEF WARDEN AT ALL TIMES**

## Roles and Responsibilities in an Emergency – (Refer to Emergency Control Organisation)

The Chief Fire Warden will provide instruction during the emergency. This does not prevent a staff member taking first-response action that minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of an injury.

### Chief Fire Warden

**The Chief Fire Warden is: Jo Huckett phone: 0409 786 270**

The Chief Fire Warden will coordinate activity and provide instruction during an emergency. In the absence of the nominated Chief Fire Warden, the next listed Fire Warden will assume the role of the Chief Fire Warden. A nominated Fire Warden will be at school at all times. The person in charge during an emergency must wear a high visibility vest to assist with identification by emergency services.

### Staff

Staff will follow the 'Classroom Action Card' and any directions given by the Chief Fire Warden.

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

Mentors are to maintain familiarity with the Emergency Management Procedures and have the evacuation route maps and information readily available in the classroom.

### Students

If students become aware of an emergency situation or hazard, they are to notify a staff member immediately. If students find themselves in an emergency situation, they are to follow the instructions of

the Chief Fire Warden at all times.

### **Chief Fire Warden**

1. Assess the danger posed by the emergency:
2. Identify affected parts of the school
3. Assess likelihood of the danger spreading
4. Consider effect of wind direction and slope of the ground on the spread of smoke, toxic gases or liquids
5. Ensure that the appropriate emergency services are advised and if required stay on the line to provide updates
6. Decide on the basis of this assessment whether evacuation is required
7. Announce by loud hailer the type and location of the emergency
8. Advise emergency services of any further details via phone if required
9. Liaise with emergency services upon their arrival

### **Mentors and/or supporting Fire Wardens**

1. Follow directions on the Classroom Action Card
2. Await further instructions from the Chief Fire Warden

### **Administration Staff**

1. Follow the direction of the Chief Fire Warden
2. Assemble all Emergency Information Records and Student Register
3. Proceed to the designated EMERGENCY ASSEMBLY AREA if instructed by the Chief Fire Warden
4. Await further instructions

## **Evacuation Procedure**

Besides the relocation of those students in immediate danger, evacuation should only be commenced at the direction of the Chief Fire Warden. All students are to remain in their class groups and under adult supervision at all times.

### **Evacuation Routes**

- All evacuations should be through the external doors and all students and staff should proceed to the EMERGENCY ASSEMBLY AREA in an orderly fashion as directed by the Chief Fire Warden.
- Evacuation routes should be via the safest and most direct routes available. Routes are shown on the Emergency / Evacuation Plan.

### **Student Role:**

- Look and listen and follow your Mentor's instructions at all times
- Do not take anything with you (medical items excluded)

### **Mentor Role:**

- AS PER CLASSROOM ACTION CARD
- Ensure the immediate safety of all students
- Remain with the students at all times
- If you are in a preso, ensure that all students are accounted for, should there be a student unaccounted for, immediately advise the Chief Fire Warden
- Follow all instructions as provided by the Chief Fire Warden
- When advised to evacuate by the Chief Fire Warden, direct all students through the external classroom door and proceed to the EMERGENCY ASSEMBLY AREA t or alternative evacuation site as directed by the Chief Fire Warden
- When evacuating rooms, be sure to check classroom and allocated areas prior to leaving
- Take student medications located in the room you are evacuating
- Check off the student list (Fire Warden or Chief Fire Warden)
- Await further instructions

**ONCE EVACUATED, ONLY THE CHIEF FIRE WARDEN OR EMERGENCY SERVICES SENIOR OFFICER MAY PROVIDE AUTHORITY TO RE-ENTER THE SITE, ONCE IT IS SAFE TO DO SO.**

# Classroom Action Card

## Report of an Emergency

**Notify the Chief Fire Warden immediately** about any emergency observed by you or your students

**A warning signal** will be made with the megaphone when an emergency has been declared

**An announcement** will follow the warning signal on the loud hailer advising staff and students what to do

## Evacuation (Upon instruction of the Chief Fire Warden)

**Listen for instructions** to evacuate, and whether to close doors and windows and turn off electrical and gas appliances prior to leaving the building

**A Mentor located in the main building is to take the first aid kit**, individual emergency student medication boxes, clipboard with student list, medical management plans and emergency management procedures with you to the EMERGENCY ASSEMBLY AREA

**Leave the building** in a quiet and orderly manner – never run. Check classroom and allocated areas to ensure all students and adults have evacuated.

**Move away from the danger zone** at all times. If the planned evacuation route moves you closer to the danger zone take an alternative route.

**Evacuate** to the designated EMERGENCY ASSEMBLY AREA furthest away from the danger zone

## When Safely at the Emergency Assembly Area

**Check off the student list** and account for all students (Fire Warden or Chief Fire Warden)

Ensure students remain together in their class group

Monitor students for stress responses and provide first aid as required

**Do not leave students unsupervised.** If instructed by the Chief Fire Warden to complete a task, arrange for alternative supervision first

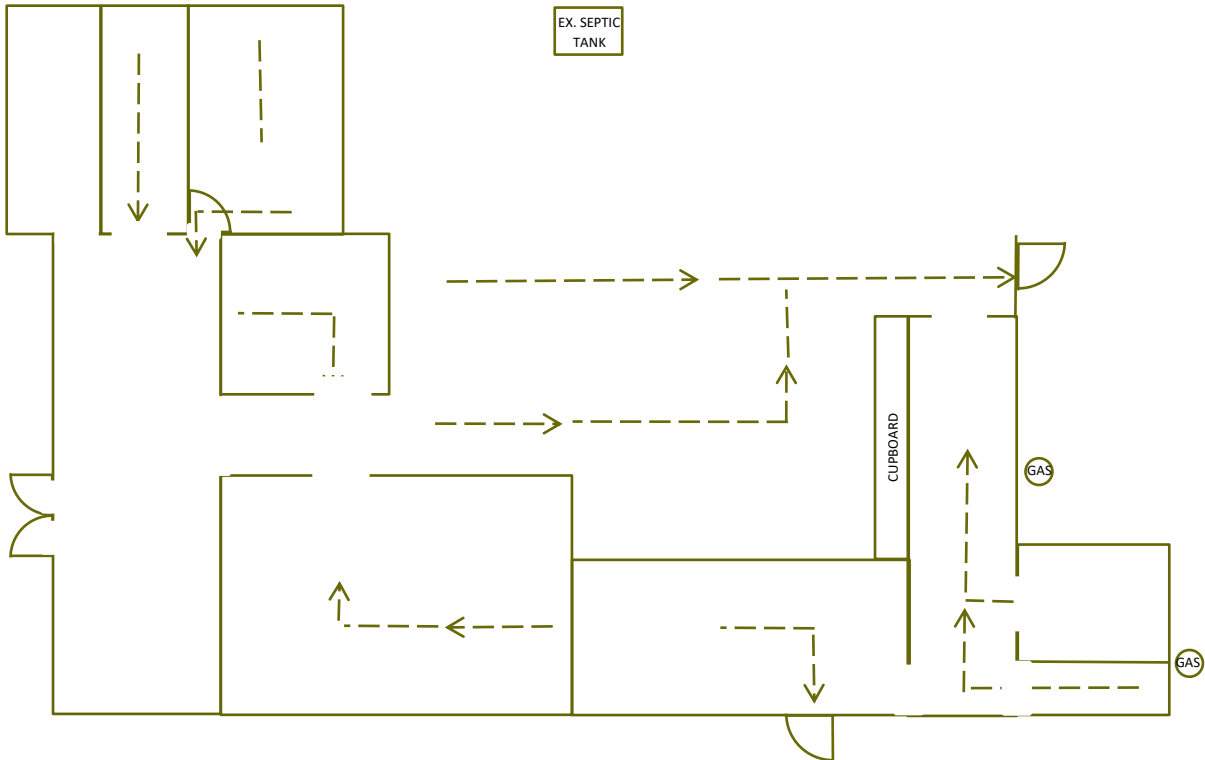
Immediately notify the Chief Fire Warden if there are any students unaccounted for

## Release of Students to Parents or Other Adults

**Students are not to be dismissed** or released to a parent or other adult without the specific authority of the Chief Fire Warden

**Record the name of the student**, the adult, destination and time of release if the Chief Fire Warden has authorised the release of students


## BUILDING EVACUATION DIAGRAM



**IN CASE OF FIRE OR EMERGENCY:**

- Mentors will assume the role of Fire Wardens
- Follow the instructions of Fire Wardens at all times
- Remove all persons from immediate danger
- Alert all staff, students and persons on site to the emergency
- Call '000' and state the emergency
- Extinguish the fire (if safe to do so)
- Confine fire & smoke by closing doors and windows (if safe to do so)
- Evacuate the building as instructed by the Fire Wardens







In the event of fire, Mobility impaired persons should be evacuated immediately, assisted by a nominated person.



**000 EMERGENCY**

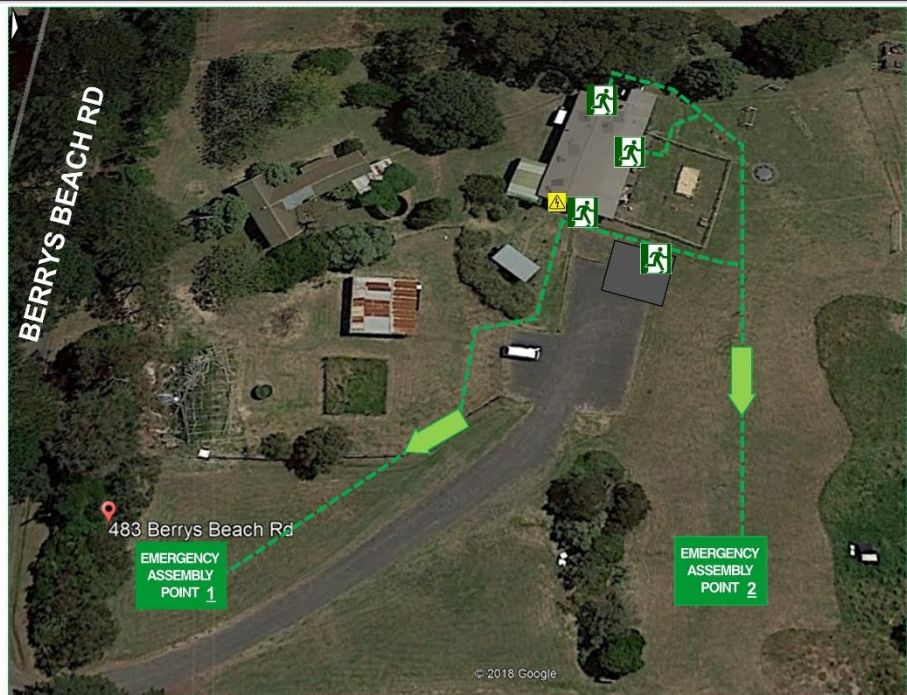
IN CASE OF FIRE OR EMERGENCY DIAL '000'

**KEY TO PLAN**

-  FIRE EXTINGUISHER
-  EXIT
-  ASSEMBLY POINT & BUSHFIRE ASSEMBLY POINT
-  SWITCHBOARD
-  AMENITIES
-  FIRST AID

## EMERGENCY / EVACUATION PLAN

PHILLIP ISLAND VILLAGE SCHOOL - 483 BERRY'S BEACH RD, VENTNOR



THIS EVACUATION PLAN WAS DEVELOPED BY WOLF BUILDING COMPLIANCE FOR THE EPC, PHILLIP ISLAND VILLAGE SCHOOL, VENTNOR  
DUE FOR REVIEW: FEB 2020



## Extreme Weather Event – Forecast or Actual

In the event that an extreme weather event is forecast or occurring, the Principal may decide to restrict some or all school operations until the weather event has ended. Wherever possible, the school community will be notified ahead of time. The Principal will use a variety of information sources to inform their decision, such as the Bureau of Meteorology [BOM] website, SP Ausnet website and government weather warnings.

### Triggers to limit or cease school operations may include;

- Forecast Severe Weather Warning
- Prolonged Power Outage – either forecast or actual
- Extreme Heat (Code Red) – either forecast or actual

The extent that school operations are affected will be determined by the Principal and based on the nature of the event. The decision must take into account potential risks to all members of the school community.

### Possible restrictions to school operations may include:

- Temporary cancellation or modification of the school bus service
- Postponement of planned school activities ie. excursions, outdoor activities
- Temporary closure of the school site. Should this be required, the school may implement online learning programs

### In the event that an extreme weather event is forecast;

- The school community will be notified via an advisory text message by 9:00pm the day before the weather event is forecast
- This will be followed by a second text message, to be sent by 7:30am the day of the forecast weather event, confirming the scope of any restrictions to school operations
- When the extreme weather event is over, the principal will notify the school community of the return to normal school operations

## Specific Emergency Responses

Some emergencies have specific instructions, as below.

### Bomb Threats

- The person receiving the threat should use the Bomb Threat Checklist to record information as required
- The school should immediately contact the **police** by dialing 000
- The Chief Fire Warden may exercise some discretion in assessing the seriousness of a threat following consultation with the Police. If there is any possibility of danger appropriate evacuation should be undertaken
- Search and evacuation procedures will be determined between the Chief Fire Warden and the police

## **Bus Accident/Breakdown including Camps & Excursions**

- Assess the situation
- Contact 000 if there is serious damage to a 3rd party vehicle or property or injury to any individual requiring an ambulance to attend
- Refer to and follow PIVS Bus Accident Emergency Procedure
- Contact Principal, PIVS will co-ordinate the emergency management response
- Principal to contact parents by phone of alternative arrangements or incident information
- Senior staff member will attend location if reasonably able to do so

## **Earthquake**

### **If inside:**

- As quickly as possible get all persons under desks, tables or door frames
- As soon as the tremor subsides follow Classroom Action Card and instructions from Chief Fire Warden

### **If outside:**

- Move away from trees, buildings, power poles, or any heavy items, lay down and shield head with arms
- As soon as the tremor subsides follow Classroom Action Card and instructions from Chief Fire Warden
- Chief Fire Warden to contact 000 if there is serious property damage with the risk of further damage or incident or if there is an injury to any individual requiring an ambulance to attend
- Chief Fire Warden to call SES if there is property damage or access issues on site such as trees down, building damage that are not of an urgent nature

## **External Hazard e.g. , aerial sprayer, storm**

- Normal gong is sounded and announcements made via megaphone for all students to return to classrooms
- Staff to mark student list and report absences to Chief Fire Warden AS SOON AS POSSIBLE
- Await further instructions from Chief Fire Warden

## **Fire – Bush/Scrub/Grass**

- Check source of fire
- Call '000' and ask for Fire
- Immediately advise Chief Fire Warden
- Normal gong is sounded and announcements made via megaphone for all students to return to classrooms
- If buildings are threatened the Chief Fire Warden will announce an evacuation to the appropriate Emergency Assembly Area depending on direction of the fire
- If buildings are not threatened:

- Close windows and doors but leave them unlocked
- All children are to lie on the floor away from windows and exits
- Cover all exposed skin and shelter behind solid objects such as tables
- School may be advised to evacuate to an off-site location by fire authorities. Follow all instructions and stay in contact with emergency services personnel.

## **Flood**

- Flooding of drains, gutters and hollows could constitute a danger to children outdoors after extremely heavy rainfall
- Students are to be supervised indoors and if necessary the Principal or Chief Fire Warden will make an assessment that the school will close, and students will need to be collected by a parent / guardian

## **High Winds & Severe Storm**

- As soon as conditions begin to approach a dangerous level monitor VIC Emergency App
- Sound air horn and make announcement to get students inside
- Ensure that everyone stays indoors
- Secure windows, doors and loose materials
- If necessary, lie children under desks or tables until storm passes
- If the building is obviously about to collapse or disintegrate, evacuate the room. Children should be transferred to another building
- No children should be allowed outside unsupervised until the area is found safe and free from debris, powerlines etc.

## **Pandemic / Epidemic**

- Relevant and specific response procedures will be implemented in the event of a Pandemic or Epidemic

## **Toxic Emissions or Hazardous Waste eg gas leak or damaged sewer lines**

- Check source of emission or hazardous leak
- Raise alarm, advise Chief Fire Warden
- If gas leak call '000' and ask for Fire
- Evacuate all children upwind
- Keep clear of emission at all times
- Consider isolating the electricity supply and the gas supply
- If hazardous waste leak, move students and individuals away from the leak into another space or building and await further instructions from the Chief Fire Warden.

## Physical Violence Incident

Staff are advised to:

- Avoid upsetting the assailant in any way
- Relocate students and other adults to another location within the school away from the incident
- Not intervene physically
- Call 000 and ask for Police
- Notify the Chief Fire Warden
- await further instructions from Chief Fire Warden or Police

## Emergency Control Centre & Communications

The emergency control centre will be the School's administration area providing the emergency type allows this. If this is not possible the designated Emergency Assembly Area will be the control centre.

1. The general office telephone is only to be used for emergency communications. The Chief Fire Warden's mobile phone is to be used during an emergency to liaise with emergency services. The general office telephone will be used for all other communications. To minimize overloading calls to the school telephone, calls must be restricted and should be brief.
2. Student records need to be taken by administration staff if an evacuation of the school is required. Administration staff are required to maintain back-up discs of all computer-based information at a location remote from the school.
3. As soon as safe to do so, parents/guardian of students on site (or at the location of the emergency) should be contacted by Staff with a brief outline of the facts at hand, with instructions on either collecting students or waiting for further information. **This should not take place without the express permission or request of the Chief Fire Warden or Principal.**
4. In the event that the media arrives at the school, they should be directed to the School Principal. Only the Principal or Chairperson are authorized to engage with the media
5. Following an emergency, parents attending the school are to be directed to the information centre (or allocated pick up location) where the Chief Fire Warden (or designated member of staff) will be available to provide information concerning the welfare of students and other information about the emergency.

## After an Emergency

### Recovery Programs

After any emergency consideration should be given to trauma and emergency recovery programs for all those students, staff and parents involved whether directly or indirectly. These should be commenced as soon as possible for maximum benefit.

### Releasing of Students into Parent Care

During or after a critical incident, students may only be released into the care of a parent or guardian provided that it is safe to do so, there are no ongoing medical concerns and the permission of the responsible Key Mentor and the Chief Fire Warden is obtained.

### Re-entry to the site and/or buildings

Following an emergency, no person may re-enter the affected buildings or site without express approval from the Chief Fire Warden or Emergency Services Senior Officer, once they have deemed it is safe to do so.

### Report of Incident

A report will be created following the event, as per the PIVS Hazard & Incident Report Form:

### Emergency Management Plan Completion Checklist

Refer Critical Incident Policy as required and complete the Emergency Management Plan Completion Checklist (Schedule B)

## Emergency Kit Checklist

- Copy of Emergency Management Plan, including Schedule A and Schedule B
- Parent / family contact information
- Student / Staff Evacuation Ticklist
- Hi-vis vest
- Loud Hailer
- Air Horn
- First Aid Kit
- Copy of current student Medical Management Plans,
- Copy of current Register of students with Anaphylaxis
- Clipboard
- Pen
- Emergency Kit Checklist
- Copy of the Critical Incident Plan

## Related Documentation & Policies

- Bomb threat checklist
- Critical Incident Plan
- First Aid Policy
- Emergency Management Plan – Schedule A
- Emergency Management Plan – Schedule B
- Emergency Control Organisation
- Student Supervision Policy
- Camp & Excursion Risk Assessment Form
- Hazard & Incident Report Form