Damascus College

Diocese/School Zone: *(View Appendix D)*	Central Zone
School Address:	1412 Geelong Rd, Mount Clear Vic, 3350
CFA Fire Region & District: *(Map Appendix C)*	West (Districts 15,16,17)
Total Fire Ban District *(Refer to 6.4)*	Central
Are you a BARR or GARR School? : *(Select your school in the dropdown – If your school is not listed, select "NO")*	YES - Mount Clear, Damascus College
Neighbourhood Safe Place Location: *(Refer to 6.5)*	Midvale Shopping Centre

Document Control

Plan Copy No:	1		
Principal or Manager Approving this Plan:	Steven Mifsud	Date Approved:	13/12/2022
Date Distributed:	13/10/2021	Next Review Date:	13/12/2024
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Version History:	CECV templates: 1.1; 1.2; 1.3; 1.4; 1.5 & 1.6 / Dynamic Template V1.0 DOBCEL templates: V2.0; V3.0; V3.1(Nov 2022)		
Distributed List:	– All school leaders and staff online – DOBCEL Assurance & Risk Team	Home - Damascus College s.mifsud@damascus.vic.edu.au c.grant@damascus.vic.edu.au j.marson@damascus.vic.edu.au emergencymanagement@dobcel.catholic.edu.au	

DEFINITIONS

Term	Definition
Emergency	A serious, unexpected, and often dangerous situation requiring immediate action by the school or office location, drawing on their experience and available resources, using this Emergency Management Plan. This type of incident requires an immediate response because it can cause: – An injury/illness; – Asset/property and/or environmental damage; – Local negative media interest only; or – Disruption to workplace operations/recovery issues.
Major Incident	Any incident where the location, number, severity, or type of injuries and/or property damage requires extraordinary resources, that is likely to stretch the school or office location's experience and capacity to its limit. This type of incident is still managed by the school leaders, but it requires the Critical Incident Management Team (CIMT) to be notified.
Critical Incident	A serious, unexpected, and often dangerous situation that is beyond the experience or resources of a school or office location to manage without the assistance of CEB Directorate. These situations require the assistance of CEB Directorate to manage because they involve: – A _life-threatening_ injury/illness; – _Significant_ asset/property and/or environmental damage; – _Significant_ local and national media interest; or – _Significant_ disruption to workplace operations/recovery issues.
AS3745	Australian Standard 3745 – 2010 Planning for emergencies in facilities.
Assembly Area (External)	An area far enough away from the emergency that, where practicable, occupants are protected from the physical impact of the emergency, and that allows for further movement away from potential sources of danger.
Assembly Area (Internal)	An area within the building, structure, or workplace, such as a nominated area or another floor, where occupants from the affected emergency area are initially protected from its impact.
CIMT	The Critical Incident Management Team (CIMT) has responsibility for managing each critical incident. This team includes the school Principal working with CEB Directorate.
Code: Red	Fire / Smoke
Code: Blue	Medical Emergency
Code: Purple	Bomb Threat
Code: Orange	Evacuation
Code: Yellow	Internal Emergency – essential services failure
Code: Brown	External Emergency
Code: Black	Personal Threat (persons threatening injury to others or themselves)
Code: Grey	Actual or potential aggressive behaviour that could escalate
ECO	Emergency Control Organisation - is a site-specific group that comprises of persons appointed to Warden roles to direct and control the implementation of the site's Emergency Management Plan (EMP).
EMP	Emergency Management Plan - each school has an EMP to guide them in managing an Emergency or a Major Incident.

Term	Definition
Emergency Services	Police, Fire Brigade, Ambulance and State Emergency Services.
Emergency Wardens	Person(s) appointed to direct and control the implementation of the workplace's **emergency** management plan. These include: – **Chief Warden** – *is responsible for the management and direction of emergency procedures in their building or work area. This includes evacuation plans and checking the availability and readiness of emergency equipment;* – **Deputy Chief Warden** – *is responsible for supporting the Chief Warden in their role and stepping into the role of the Chief Warden in their absence;* – **Area Warden** – *is responsible for individual areas of a workplace. An area warden, on becoming aware of the emergency, should ascertain the extent of the emergency and report back to the Chief Warden. They should also assist people in immediate danger to safety; and* – **Assembly Warden** – *act on instructions from the Chief Warden to assist people to the designated Emergency Assembly Area(s).*
EWIS	Emergency Warning & Intercommunication System - a combined emergency warning and intercommunication system that sounds the alarm and allows for two-way communication during an emergency.
HINT	Hazard Incident Notification Tool – Record incident details in SIMON.
ICP	Incident Control Point. The designated space where Emergency Services can coordinate their response, and access relevant information.
Mobility Impaired Person	A person with a physical, intellectual, visual, or auditory impairment who requires assistance during an emergency evacuation.
Occupational Health and Safety Act 2004	An act of Parliament designed to promote and improve standards for occupational health and safety in Victoria.
Shelter-in-Place	A place of safety within a facility which is not under threat from an emergency.
Training Exercise	An activity simulating an emergency event, to test existing procedures.
WIP	Warden Intercom Phone – wall mounted, red phone in buildings near exit signs.

Table of Contents

1   INTRODUCTION

1.1   EMERGENCY MANAGEMENT PLANNING STATEMENT

The Diocese of Ballarat Catholic Education Limited (DOBCEL) *Emergency & Critical Incident Management Policy* provides the framework for managing any *Emergency*, *'Major'* incident, or *'Critical'* incidents.

This Emergency Management Plan (EMP) provides a guide to managing emergencies and major incidents in the workplace. Emergency Wardens (Deputy/Chief/Area/Assembly etc.) will continue to manage these types of events in the DOBCEL workplaces.

In accordance with the new DOBCEL governance arrangements, all critical incidents (life-threatening, fatal, or significant property/asset damage events) will now be escalated to the DOBCEL Critical Incident Management Team (CIMT). School and office location leaders will be supported by the CIMT to manage all critical incidents. The role of the workplace leader will transition from Chief Warden in an emergency to Incident Controller in a critical incident. For further information, refer to *Emergency & Critical Incident Management Policy*.

This EMP is based on the Catholic Education Victoria Commission (CECV) and Department of Education and Training templates. This plan has been customised by the Diocese of Ballarat Catholic Education Limited (DOBCEL) to ensure that each EMP:

 – Is site-specific and appropriate for each school;
 – incorporates Bushfire Preparedness arrangements for each school; and
 – is aligned with the DOBCEL Critical Incident Management Plan.

Additional detail and a review of the customisation has been provided by Specialists on Safety to ensure compliance with Australian Standard 3745 - Planning for Emergencies in Facilities.

The school Principal has authority to manage emergencies and major incidents that arise.

This EMP is designed to provide a framework for Principals and their Chief Wardens to prepare and review risk minimisation and prevention strategies on how to reduce the impact of an event on people, property, and the environment. This EMP also provides response guides on how the Emergency Control Organisation (ECO) will manage different types of emergencies and how they will communicate with key stakeholders.

DOBCEL acknowledges its responsibility to provide a workplace that is safe and without risk to health in accordance with the Occupational Health and Safety Act, 2004. As part of the process of meeting this obligation, DOBCEL is committed to the ongoing development and review of this EMP prior to each bushfire season, to ensure that the information it contains is accurate and remain current.

1.2   AUTHORITY

This EMP has been produced with the authority of the Executive Director of DOBCEL, in accordance with the Occupational Health & Safety Act, 2004 and Australian Standard AS 3745, 2010.

In the event of an emergency, the Chief Warden or Deputy Chief Warden will be responsible for the management of the incident and subsequent debriefing. This delegation will be effective from the time the emergency is reported until such time as it is resolved. This plan is the result of the co-operative efforts of CECV and the DOBCEL schools and office leadership teams.

1.3   TYPES OF HAZARDS WHICH COULD CAUSE AN EMERGENCY

This document includes a hazard risk assessment on reasonably foreseeable and genuine threats to DOBCEL schools. Refer to the DOBCEL Emergency Management Response Guide to review the risk assessment, heat map, and control measures identified.

2   INCIDENT NOTIFICATION AND ESCALATION

2.1   EMERGENCY INCIDENT NOTIFICATION

Call '**000**' and request Emergency Services attend if an immediate, dangerous situation has arisen that requires immediate action. Otherwise, notify the Principal or Educational Consultant of the incident and record the incident details in the Hazard Incident Notification Tool ([HINT](#)).

2.2   INCIDENT ESCALATION TOOL

The principal, in consultation with the Educational Consultant, will assess and nominate the incident classification and the need for escalation using the following and Incident Escalation Tool and Incident Escalation Flowchart.

Impact Areas	Impact Levels		
	Emergency	**Major Incident**	**Critical Incident**
People	• Single injury that can be managed locally • May require Emergency Services assistance	• Single or multiple injuries that do require Emergency Services and will result in inpatient hospitalisation	• Single or multiple life-threatening injuries or fatalities
Assets	• Partial site evacuation • Partial building damage	• Evacuation of the entire site • Extensive building damage and whole site inaccessible	• Site evacuation & closure • Building(s) destroyed
Reputation	• Incident may attract negative coverage in local media only	• Incident attracts negative coverage in local and State media	• Incident that attracts negative National media coverage
Regulatory Compliance	• Non-compliance with regulations requiring internal investigation	• Major breach of Regulations with external investigation & notification to an Authority	• Negligence identified • Criminal charges and/or fines likely
Business Disruption	• 1-day impact on normal operations. IT access loss for <24hrs	• < 1-week impact on normal operations. • IT access loss for 24 - 48hrs	• > 2 weeks impact on normal operations • No IT access for 48hrs or more
Financial	• Financial loss <$10K.	• Financial loss of >10K < 50K	• Financial loss >$50K

Description	Response	Reporting
Emergency	Emergency response by school or office location. No need to notify or activate the Critical Incident Management Team (CIMT)	Local response only – by school Principal or Chief Warden and their staff
Major Incident	Emergency response by school Principal or Chief Warden. However, they must notify the CIMT of incident using [HINT](#)	Local response by school Principal or Chief Warden - CIMT notified as experience or resources stretched to the limit
Critical Incident	Activate the CIMT. The CIMT will work in collaboration with the school Principal or Chief Warden to respond to the incident and assist with the business recovery	DOBCEL response required – school Principal or Chief Warden to activate the CIMT by calling 0436 460 275 or Email: emergencymanagement@dobcel.catholic.edu.au

2.3   INCIDENT ESCALTION FLOWCHART

DOBCEL Incident Escalation Flowchart

DIOCESE OF BALLARAT CATHOLIC EDUCATION LIMITED

Incident occurs

Is there a potential threat to life? — No → **Is there a threat to normal operations?** — No → **No further action**

Yes ↓

Check for danger, move people to safety, call for assistance and provide first aid as required

Yes ↓ (from threat to normal operations)

If required, contact the Education Consultant and using the DOBCEL Incident Escalation Tool to determine the incident type and response required:
Emergency
Major Incident
Critical Incident

Emergency

The Principal/Chief Warden manages the incident using the Emergency Management Plan

↓

If required, the Principal/Chief Warden appoints the members of the Emergency Control Organisation and assigns tasks

↓

Create an Emergency Control Point (i.e. the space where emergency activities will be coordinated)

↓

The Principal/Chief Warden ensures all EMP Response Guide actions are completed

↓

Where post incident assessment/ support is required for students, contact the Leader: Wellbeing on (03) 5337 7105

↓

Where post incident assessment/ support is required for staff, contact Converge on 1300 687 327

Major Incident

The Principal/Chief Warden manages the incident using the Emergency Management Plan and notifies CEB that a Major Incident has occurred and that assistance may be required if it moves beyond the available local resources.

Principal/Chief Warden will ensure that the incident is recorded into the DOBCEL H.I.N.T system

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Critical Incident

The Principal/Chief Warden activates the Critical Incident Management Team by using the contact details at the bottom of this page

↓

The Operations Coordinator Identifies the Incident Control Point and convenes the CIMT

↓

CIMT will ensure all CIMP Response Guide actions are completed in consultation with the Principal/Chief Warden

↓

Operations Coordinator will coordinate with the Principal/ Chief Warden for the provision of post incident assessment/support

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To make record to the DOBCEL Critical Incident Management Team (CIMT) of a major incident use **HINT**. To activate the DOBCEL CIMT in relation to a major or critical incident call 0436 460 275 *(HR Manager)* **and** Email: emergencymanagement@dobcel.catholic.edu.au

3   PLANNING ARRANGEMENTS

3.1   EMERGENCY MANAGEMENT PLANNING MEETING

Each school and CEB office shall hold an Emergency Management Planning meeting with relevant stakeholders at least once a year. The purpose of this meeting is to coordinate preparations and advice regarding emergency management, planning, and debriefing.

The Emergency Management Planning meeting will convene annually in Term 3 to ensure that the school or office is prepared prior to the bushfire season. The Compliance and Risk Support Officer (CARSO) or Chief Warden will organise and chair the meeting. Representatives from the school or office Leadership Team and staff with Emergency Warden responsibilities eg., Chief Warden, Deputy Chief Warden, Area Warden, Assembly Warden and First Aid Officer should attend this meeting.

A site walkthrough will be conducted prior to the meeting taking place and include all staff as listed above. The annual Emergency Planning Checklist, provided in Section 6.6 of this document, should be completed as part of the site walkthrough.

Representatives from the local municipality and Emergency Services will be invited to review and provide feedback on the Emergency Management Plan. Refer to Section 7.1 for the contact details for the local municipality and Emergency Services representatives. Consultation with local government and Emergency Services representatives will assist in checking the integrity and reliability of the plan by identifying local contacts, available resources, and local response times.

3.2   EMERGENCY CONTROL ORGANISATION (ECO) ROLES AND RESPONSIBILITIES

The following chart depicts the Emergency Warden roles and corresponding cap colours. These roles are to be allocated by the Principal or Chief Warden to manage an emergency:
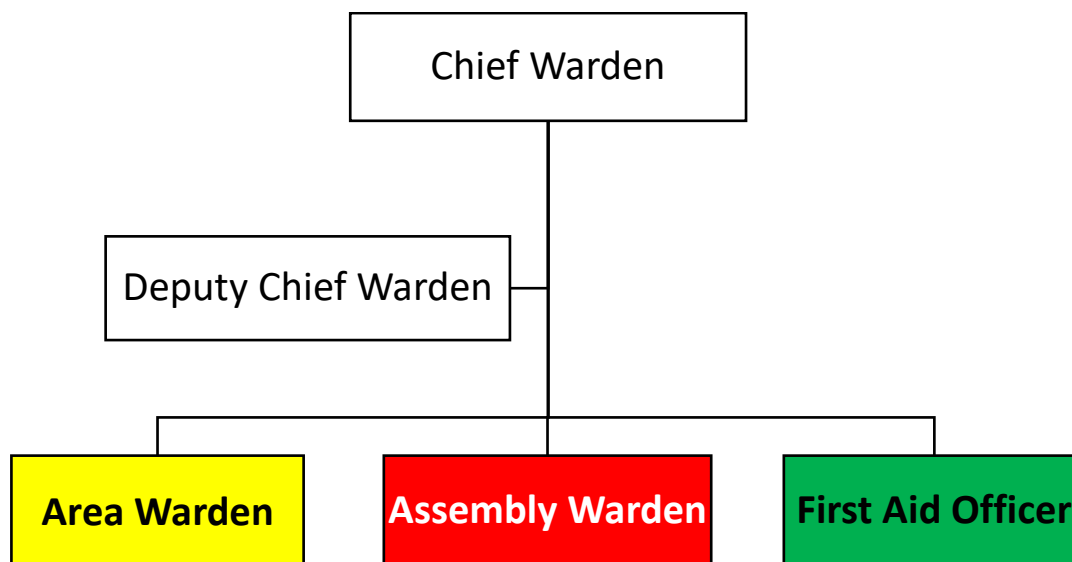
Depending upon the size of the school or office, the location of the incident (onsite or remote) and the number of staff and students present, the workplace leaders and staff may be called upon to fill one or more of these roles during an Emergency. Consequently, annual Emergency Management training and briefings should be provided to staff that are most likely to fill these roles during an Emergency.

A summary of the responsibilities relating to each role are provided over the page:

CHIEF WARDEN (Principal or nominee)

The responsibilities of the *Chief Warden* are to:
- Coordinate the site Emergency Control Organisation (ECO) in responding to any emergency;
- Review the site Emergency Management Plan (EMP) each year with the CARSO and Wardens;
- Arrange emergency drill exercises each Term for staff and students;
- Ensure that required Emergency Management training and a briefing is provided annually to the staff most likely to fill the Chief Warden, *Deputy Chief* Warden, and the designated *Area Wardens* roles;
- Ensure that there is a system in place to check all staff, students, visitors, and contractors on site are accounted for in an emergency;
- Ensure the ECO members are not simultaneously absent from the site, wherever possible;
- Nominate the Emergency Control Point (ECP) in an Emergency;
- Delegate any vacant Emergency Warden roles and select the most appropriate Emergency Assembly Area;
- Confer with the Education Consultant and Leaders Team on whether to Evacuate or Shelter-in-Place;
- Establish and practice agreed means of emergency communication e.g., mobile phones or radios.

The *Chief Warden* will take appropriate action to ensure:
- That clutter or equipment does not prevent or impede access to firefighting equipment in an emergency;
- All suspicious packages/bags are reported;
- Hazardous materials are not stored or used incorrectly;
- Fire extinguishers, safety signs and safety equipment are always serviceable;
- Hydrants and hose reels are accessible;
- All incident notifications are completed online in the Hazard Incident Notification Tool (HINT);
- All Emergency Checklists (Refer to Section 6.6) are completed;
- All Emergency contacts are updated (Section 7) and Emergency drill records (Section 6.3) are completed;
- Debriefing arrangements are undertaken with the Wellbeing Team in relation to students or Converge International in relation to staff.

DEPUTY CHIEF WARDEN (Deputy Principal or nominee)

The role of the *Deputy Chief Warden* is to assist the *Chief Warden* in the general administration of the ECO and to assume all relevant responsibilities whenever the *Chief Warden* is absent. This role requires annual training in the safe use of fire protection and firefighting equipment.

The **Deputy Chief Warden** responsibilities include:
- Implementing an agreed means of emergency communication and check everyone is confident in using the equipment e.g., two-way radios or mobile phones; have emergency numbers on speed dial etc;
- Collecting the Emergency Kit and ensuring it reaches the Emergency Assembly Area;
- Collecting the records to crosscheck all persons on site are accounted for in an emergency. E.g., visitor sign in book or electronic sign in Apps etc loaded onto a mobile phone;
- Appointing a staff member to complete the Emergency Observations Record (Section
- Moving to nominated Emergency Assembly Area and coordinating the head count;
- Providing advice back to the *Chief Warden* on:
  - o Any mobility impaired occupants remaining in a building;
  - o The head count of all staff, students and visitors at incident location and details of anyone that is missing; and
  - o Any injuries and closest point of access for Emergency Services.

Deputy Chief Wardens, within their area of responsibility, will ensure that:
- They are familiar with the layout of the work environment and the general locations used by staff, visitors, and contractors as well as the students, if the workplace is a school;
- They are familiar with the location of all first aid facilities and other emergency equipment;
- New employees are thoroughly briefed on safety procedures as part of their induction process;
- They oversee the nomination of *Area & Assembly Wardens* in an emergency;
- They represent the workplace at debriefings; and
- Monitor student, staff, and volunteer behaviour for signs that they may require support and notify the Chief Warden.

AREA WARDENS (nominated by Chief Warden)

The role of the *Area Warden* is to assess the nature and extent of the emergency. Each area of the workplace will have a nominated *Area Warden* by the Chief Warden, who will be responsible for checking and securing a building.

The *Area Warden's* will be trained in the safe use of firefighting equipment and their responsibilities will include:
- Collecting a mobile phone, high visibility vest and master keys from the Emergency Kit;
- Investigating any potential emergency & determine the scope of the emergency;
- Raising the Alarm and report back to the *Chief Warden;*
- If evacuation is to commence,
  o Use master key and proceed methodically around workplace checking all venues
  o Direct everyone to the nominated Emergency Assembly area; and
  o Alert all neighbours if the emergency may impact on their property.
- Communicating with the *Chief Warden* giving details of:
  o The present situation and whether further assistance is required; and
  o The check completed on all rooms/spaces that are empty and secured.
- In case of fire, considering using firefighting equipment, only if safe to do so;
- Controlling access to the affected area.

ASSEMBLY WARDENS (all teachers supervising students / home room teachers)

The role of the *Assembly Warden* is to guide everyone on site to safety. This role is responsible for moving all persons on site to the nominated Emergency Assembly Area. This role does not require any formal Emergency Management training. A briefing can be provided by the Deputy/Chief Warden on the *Assembly Warden's* responsibilities. The *Assembly Warden* responsibilities include:
- Assisting anyone with a mobility impairment to move from immediate danger to the closest evacuation point and waiting for the arrival of Emergency Services. For example, next to the fire escape door if they are not on the ground floor of the building. Appoint a staff member with a mobile phone to stay with the mobility impaired person until Emergency Services arrive;
- Directing all fully ambulant occupants to evacuate the building to the nominated Emergency Assembly Area;
- Notifying the Deputy/Chief Warden of any mobility impaired occupants remaining in a building. Verify the contact mobile number of the staff member that has been appointed to stay with the person;
- Instructing everyone to congregate and remain in workgroups. If incident in a school, instruct students to sit quietly in Year Groups, to make the head counting easier;
- Completing a head count and check in to confirm all staff and students are present and not requiring any additional support; and
- Checking for injuries/signs of abnormal behaviour and then reporting back to the Deputy Chief Warden.

FIRST AID OFFICERS (nominated by Chief Warden)

The role of the *First Aid Officer* is to provide basic first aid at the Emergency Assembly Area, until Emergency Services arrive. The *First Aid Officer* is required to complete and maintain a recognised First Aid training qualification. The minimum requirement is HLTAID003. The First Aid Officer is responsible for:
- Collecting the First Aid kit (and defib if the school has one) and move to the Emergency Assembly Area;
- Establishing a First Aid/Casualty Station;
- Assessing any casualties and, if required, calling Emergency Services to request an Ambulance; and
- Providing basic first aid until Emergency Services arrive.

3.3 EMERGENCY MANAGEMENT TRAINING AND BRIEFINGS

Chief Warden, Deputy Chief Warden and Area Wardens Emergency Management training

These roles require annual specific emergency management training in the use of the building safety features and firefighting equipment. In the use of the Fire Panel, EWIS Panel, life and building safety systems, (as listed for regular maintenance under your Essential Safety Measures - ESMs). The training should be performed in conjunction with a briefing on the DOBCEL Critical Incident Management Plan, Incident Escalation flowchart and Incident Escalation Tool.

An accredited Emergency Management provider should be engaged to provide Emergency Management **training**. The provider should provide certificates of attainment for each participant, a copy of which must be retained by the school.

The Chief Warden (or nominee) should arrange and schedule emergency management training dates annually.

Term	Training Provider	Training Type	Proposed date
Term 1	Other	Emergency Warden	6/02/2023

All Staff Emergency Management Briefing

The Chief Warden (or nominee) is required to schedule emergency management **briefings** for all staff on the revised School Emergency Management Plan (EMP) and bushfire Preparedness at least once per year. The briefing must include an update on:

- Emergency Assembly Area locations (Primary & Secondary points)*(What to grab on the way out)*
- Emergency Management Plan *(Access to and awareness of contents)*
- Shelter-in-Place *(Nominate the safest building from the elements & show evidence of its ESM maintenance)* and Evacuation Assembly Areas *(On-site and Off-site)*
- Warden roles (Deputy/Chief/Area/Assembly)*(Who is who, and what identifying gear is to be worn)*
- Emergency Contact details *(refer to section 6.7 of EMP)*
- Debriefing arrangements *(Improvements required for the next exercise/drill or actual incident)*
- Evacuation drawings *(You are Here)*
- Typical Paths of Travel to and from exits *(Clear of obstacles)*

Term	Staff Briefing	Provider	Proposed Date
Term 1	All Work Groups Face-to-Face	Other	6/02/2023

All Students, Contractors Volunteers, Casuals and Visitors Emergency Management briefing

All students, contractors, volunteers, casuals, and visitors are to be briefed on the types of emergencies, announcements, shelter-in-place, and evacuation assembly areas. Students should be briefed annually. Contractors, volunteers, casuals, and visitors should be briefed each time they sign in.

3.4 EMERGENCY DRILLS/EXERCISES

Each Term schools are required to conduct an emergency drill/exercise. The Emergency Observation Record in Section 6.3 should be used to record each drill/exercise or incident. Workplaces should notify neighbours of the scheduled dates in advance. In Term One it is recommended that the drill be a Code Red/Orange evacuation exercise involving both students and staff. In Terms Two, Three and Four a mixture of drill/exercise scenarios e.g., Code Black or Code Purple etc. are recommended. The Chief Warden (or nominee) should record the schedule of drills below:

(Previous 12 months activity attestation)

School Term	Emergency Type Performed	Drill/Exercise/Incident Date	Debriefing Recorded
Four	Code Red	23/11/2021	Yes

One	Code Red	7/02/2022	Yes
Two	Missed due to a staff death on the day of scheduled Drill.	Click or tap to enter a date.	Choose an item.
Three	Code Black	Click or tap to enter a date.	Choose an item.

3.4.1   RECORD OF PLANNED EXERCISE OR DRILL PERFORMED OR ACTUAL INCIDENT HAVING OCCURRED

(PROJECTED 12 MONTHS ACTIVITY)

It is recommended that the Chief Warden (or nominee) appoint one or more observers to record the actions taken by the ECO members and staff during an emergency drill/exercise or an incident. *(6 insertions required in each of the following four tables). (If an Actual Incident occurs, document that as your exercise/drill, superseding your planned date).* These tables are dynamic and remain active for further detail at your end, for proof of evidence.

		Tick Box	Tick Box
TERM 4 of this Year	This record relates to an:	☑ **Emergency Drill/Exercise** or	☐ **Actual Incident**
	Emergency Type:	**Code Red/Orange**	
	Emergency Date:	2/12/2022	
	Observer's Name:	Steven Mifsud	
	Planned & inserted into school calendar by:	Tina Munro Term 4 Activity Performed Yes	

TERM 1 of next Year	This record relates to an:	☑ **Emergency Drill/Exercise** or	☐ **Actual Incident**
	Emergency Type:	**Code Red/Orange**	
	Emergency Date:	7/02/2023	
	Observer's Name:	Dynamiq	
	Planned & inserted into school calendar by:	Catherine Newman/ Tina Munro Term 1 Activity Performed Choose an item.	

TERM 2 of next Year	This record relates to an:	☑ **Emergency Drill/Exercise** or	☐ **Actual Incident**
	Emergency Type:	**Code Black**	
	Emergency Date:	20/06/2023	
	Observer's Name:	Steven Mifsud	
	Planned & inserted into school calendar by:	Catherine Newman/Tina Munro Term 2 Activity Performed Choose an item.	

TERM 3 of next Year	This record relates to an:	☑ **Emergency Drill/Exercise** or	☐ **Actual Incident**
	Emergency Type:	**Code Purple**	
	Emergency Date:	29/08/2023	
	Observer's Name:	Steven Mifsud	
	Planned & inserted into school calendar by:	Catherine Newman Term 3 Activity Performed Choose an item.	

3.5   CRITICAL INCIDENTS AND ESCALATION PROCESS

Any *Emergency* or *Major* incident will be managed by the *Chief Warden* using this Emergency Management Plan (EMP). They have the necessary experience and resources to manage these types of incidents without the assistance of DOBCEL.

Any *Critical* incident is to be managed by the Critical Incident Management Team (CIMT) in collaboration with the school Principal or Chief Warden, using the ***Critical Incident Management Plan (CIMP)***.

3.6 MEDIA MANAGEMENT

During emergencies there is a possibility that the media may want to obtain an interview or statement. Staff are advised to direct all media inquiries to the school Principal or Chief Warden.

Principals and Chief Wardens requiring training/refresher training are encouraged to liaise with an Educational Consultant or the CEB Media Officer to make the necessary arrangements.

3.7 DEBRIEFING POST AN INCIDENT

A debrief will take place as soon as practicable after an emergency. The Principal or Chief Warden will liaise with the Education Consultant to convene and chair a meeting to review and assess the adequacy of the plan and to recommend any changes. The Emergency Debriefing format in Section 6.2 should be used to record the details. The CEB Wellbeing Team may also be asked to assess the impact of the incident on all students affected by the incident and to provide support services, as required. It may also be appropriate to conduct a separate recovery debrief to address recovery/operations continuity issues. The meeting should include details of any feedback from staff and counsellors. The Principal or Chief Warden is responsible for providing staff with feedback from the debriefing session(s).

3.8 MAINTENANCE OF THE PLAN

The CARSO and Chief Warden must review the Emergency Management Plan prior to the bushfire season each year. This is necessary to ensure that the information it contains is accurate and current and that critical changes such as contact list information will be implemented and shared immediately.

3.9 TESTING THE PLAN

The Emergency Control Organisation (ECO) may conduct 'desktop' testing of this plan, periodically.

3.10 COMMUNICATIONS

Mobile phones will be the primary source of communications during an emergency. However, consideration will be given to implementing a backup communication system in remote locations.

Schools that have a two-way radio communication system will use Channel 1 in an Emergency.

4 PREVENTION ARRANGEMENTS

4.1 THE ROLE OF LEADERS AND STAFF

Leaders and staff have a key role in identifying ways to reduce the risk or minimize the effects of an incident.

4.2 PREPAREDNESS

An Emergency Control Organisation (ECO) has been identified and will receive training and briefings in Emergency Management and specific tasks relating to their roles and responsibilities. Assembly areas & emergency access routes have been determined for use during emergencies.

4.3 HAZARD RISK REVIEW

During the preparation of this EMP, a hazard risk assessment (refer to *DOBCEL Emergency Management Guidelines*) should be carried out to identify and manage any identified potential risks, natural and man-made hazards that may result in an emergency. The EMP is made available to all leaders and staff in the workplace to assist with creating a unified emergency response.

The Emergency Management Planning meeting should conduct a re-assessment of threats to the workplace on an annual basis.

4.4 TERRORISM REVIEW

Based upon the location, the risk of the school becoming a target for an act of terrorism is considered to be 'Low' to 'Negligible'. It is possible, but unlikely, that extremists would target the workplace. Staff should be reminded to remain vigilant and report any suspicious activity around the workplace.

4.5 PREVENTION AND MITIGATION STRATEGIES

The following strategies and people have been identified to minimise the impact of emergencies in the school

STRATEGY	SECTION	RESPONSIBLE OFFICER/GROUP
Annual Emergency Management Planning Checklist	6.6	School Principal
Communication Tree	7.6	Emergency Planning Nominee (EPN)
Students, Contractors, Volunteers, Casuals and Visitors Emergency Management briefings	3.3	Emergency Planning Nominee (EPN)
Staff Emergency Management briefings	3.3	Emergency Planning Nominee (EPN)
Emergency Management staff briefings	3.3	School Principal (or nominee)
Emergency Management Planning	7.1	School Principal (or nominee)
Emergency Warden /ECO EM training	3.3	School Principal (or nominee)
EMP Response Guides	5.0	School Principal (or nominee)
First Aid	3.2	First Aid Officer (Certified)
Incident Reporting using HINT	2.1	All staff
Traffic Management Plan Review	4.9	Nominated Wardens

4.6 BUSHFIRE AT RISK REGISTER (BARR) AND GRASSFIRE AT RISK REGISTER (GARR)

The Department of Education in Victoria has established and maintains a register of schools at the highest risk of fire danger. Schools that are listed on the BARR/GARR are required to pre-emptively close on days when the Fire Danger Rating is declared to be CATASTROPHIC. Refer to section 4.7 for more information on Fire Danger Ratings. Click on the link to view the schools listed on the BARR/GARR.   Are we currently on the Register? YES - Mount Clear, Damascus College

4.6.1 BUSHFIRE/GRASSFIRE RISK MITIGATION STRATEGIES AND FIRE DANGER RATING DISTRICTS

The Chief Warden (or nominee) should arrange for ground fuel loads to be regularly checked across the site throughout the year to ensure that they do not increase the fire danger risk to the workplace.

Fuel Load Ratings	Description
Low	– Bark hazard high (limited amount of bark to cause spotting) – Surface fuel low (< 15mm depth) – Elevated fuels low-high (moderately dense, 0.5-1.0m, <20% dead)
Moderate	– Bark hazard high – Surface fuel moderate (<25 mm depth) – Elevated fuel high
High	– Bark hazard high – Surface fuel high (<35 mm depth) – Elevated fuel high

The overall fuel load rating for the site should be:

- 'Moderate' within 100m of the main buildings and
- 'Low-Moderate 'within 30m of the main buildings
- 'Low' within 10m of all structures

A fuel reduction should be initiated prior to the bushfire season commencing if the fuel loads exceed these ratings.

The Bushfire/Grassfire Preparedness Planning has been incorporated into the Annual Emergency Planning Checklist in Section 6.6. This checklist is to be completed by the Chief Warden (or nominee) on an annual basis in Term 3. If the school is located in a High Fire Danger Rating area or is arranging school activities such as a camp or sports event, then the planning should include the risk mitigation strategies relating to the following:

- Buildings and Grounds Maintenance (reducing ground fuel loads prior to bushfire season)
- Excursions/Camps and Tours (checking trip locations; FDRs and evacuation/shelter-in-place options)
- Shelter-in-Place Buildings (identify last resort options)

The Chief Warden (or nominee) will complete bi-weekly checks of the weather and Fire Danger Rating (FDR) updates during the bushfire season in relation to the school or activities in High FDR locations.

They will monitor the Vic Emergency app and set alert notifications on their computer and mobile devices to review updates and minimise the hazardous event risks to staff and students.

Any warnings will be discussed with the leadership team and staff.

If there are pre-existing fires, or a Fire Danger Index (FDI) rating of *High* or *Extreme* fire conditions forecast, the leadership team will determine whether everyone on site is to shelter-in-place or evacuate (Stay or Go). For example, keep activities at campsite or take a day trip to a larger town centre.

All year, the viability of all current and forthcoming off-site activities, including camps, excursions, and transport arrangements, will be assessed by the *Chief Warden*, in consultation with the Leadership Team and staff. Students and parents shall be notified of any potential relocations, closures, or cancellations

On all declared CATASTROPHIC days, arrangements will be made to transport everyone back to either a safer place or the main workplace, the day before.

4.6.2 FIRE READINESS PROTOCOL

At the start of Term One school staff and students will be advised of shelter-in-place and evacuation (Stay or Go) procedures. Students will be made familiar with emergency and evacuation procedures. The Emergency Kit, along with any dedicated communication devices, will be kept in an easily accessible location at all times.

4.6.3 SHELTER-IN-PLACE BUILDING

All schools (regardless of their BARR/GARR status) must nominate a building or buildings on the school site that can provide temporary accommodation until emergency services arrive and/or as a building of last resort if there is insufficient time or an inability to evacuate. The Emergency Assembly Areas and Shelter-In-Place locations are detailed in Section 8.7 of this EMP.

4.6.4 FIRE BEHAVIOUR INDEX (FBI) AND FIRE DANGER RATING (FDR)

Fire Behaviour Index (FBI) and Fire Danger Rating (FDR)

Every day during the fire season, the Bureau of Meteorology uses the Fire Behaviour Index (FBI) reference in Section 4.6.5 to provide forecasts of the Fire Danger Rating (FDR) by considering the predicted weather including temperature, humidity, wind speed and dryness of the vegetation. A warning will be issued if the FBI is close to or above 50 for the following day. This advice may be upgraded at any time if the need arises.

Any district that declares a Total Fire Day will also identify the FBI and FDR. This advice will refer to both *grasslands* and *forests* and may identify different FDRs for each. Therefore, it is important to check for both and take action based upon the highest FDR identified. Any bushfires that start in Victoria will be posted on VIC Emergency website. The Chief Warden (or nominee) should set up their computers and mobile devices to receive alerts if any FBI is close to or above 50 and follow the advice detailed in Appendix A & B.

4.6.5 FIRE BEHAVIOUR INDEX (FBI) AND FIRE DANGER RATING (FDR) POSTERS

Refer to Appendices A & B

The Chief Warden (or nominee) will complete the Annual Emergency Planning Checklist (section 6.6) - Part C Bushfire Preparedness to confirm that they have identified and documented the bushfire/grassfire risk mitigation strategies to be implemented by the workplace.

4.7 FIREPLACE (BBQ) AND PORTABLE COOKING EQUIPMENT PROTOCOLS

A fireplace (BBQ) and portable cooking equipment checklist has been incorporated into the Annual Emergency Planning Checklist in Section 6.6. This checklist is to be completed by the Chief Warden (or Nominee) prior to the bushfire season, to ensure that all gas BBQs and fire pits comply with CFA/FRV guidelines and with fire restrictions.

4.8 TRAFFIC MANAGEMENT PLAN REVIEW

The Chief Warden (or nominee) in consultation with the ECO members will complete a review of the workplace traffic management plan on an annual basis, to identify any new or existing hazards that may impact on Emergency Management access or egress from the site.

5 EMERGENCY RESPONSE GUIDES

A selection of Emergency Response Guides has been created for each of the identified hazards listed below. These can be viewed or downloaded from the CEVN Emergency Management webpage.

Bomb Threat / Suspicious Package	Intruder (onsite)
Building Fire / Bushfire / Grassfire	Lost / Missing Person / Group
Camp Cancellation or Discontinuance	Medical Emergency
Chemical Spill / Gas, Sewerage or Water leak	Near Drowning
Civil Disturbance / Unrest	Overseas Group / Individual Evacuation
Cyber Security Breach	Severe Weather / Storm or Air Pollution Event
Electrical Failure	Sharps (needles) and Biohazards
Entanglement	Structure Damage
Explosion	Vehicle Collision (on route)
External Emergency	Water or Food Contamination
Infection Control / Pandemic	

6 TEMPLATES AND FORMS

6.1 RADIO COMMUNICATIONS GUIDE

- ➢ **Emergency** – problem needs to be corrected immediately
- ➢ **Urgent** – problem that has major and/or severe hazardous conditions
- ➢ **Medium** – problem that is less hazardous, but still represents a concern to safety
- ➢ **Low** – problem with minimum danger to life, but correction will enhance safety

Phonetic Alphabet						
Alpha	**B**ravo	**C**harlie	**D**elta	**E**cho	**F**oxtrot	**G**olf
Hotel	**I**ndia	**J**uliet	**K**ilo	**L**ima	**M**ike	**N**ovember
Oscar	**P**apa	**Q**uebec	**R**omeo	**S**ierra	**T**ango	**U**niform
Victor	**W**hiskey	**X**-ray	**Y**ankee	**Z**ulu		

Type of Emergency	Colour Code
Fire or Smoke	Red
Medical Emergency	Blue
Bomb Threat or Suspicious Package	Purple
Internal Emergency – failure or threat to essential services	Yellow
Personal Threat – armed or dangerous threatening person	Black
Actual or potential aggressive behaviour that could escalate	Grey
External Emergency	Brown
Evacuation	Orange

RADIO USE GUIDELINES

- ➢ Keep radio usage to just essential information sharing at all times
- ➢ Speak slowly and clearly
- ➢ At the start of each broadcast, identify your location as a call-sign or state your emergency role
- ➢ If emergency traffic commences cease all other radio use
- ➢ Listen to emergency traffic for instructions which may concern your area
- ➢ Test radio from time to time to ensure serviceability (conduct a radio check)
- ➢ Do not use inappropriate language

Example Call Signs
"Area Warden to Chief Warden – Over"
"Assembly Warden to Chief Warden – Over"
After each transmission say – "OVER"
On completion of conversation say – "OUT"

EMERGENCY RADIO........................... CHANNEL ONE (1)

RADIO AND CHANNEL ALLOCATION

Radio ID	Name of nominated staff or position/title	Role	Call Sign
Chief	**Chris Grant, Deputy Principal**	Chief Warden	Chief
Deputy Chief Warden	**Catherine Newman, Compliance and Risk Support Officer**	Deputy Chief Warden	Deputy Cheif
Area Warden	**Admin team, ICT team, Leadership team**	Area Warden	Warden

6.2   EMERGENCY DEBRIEFING RECORD

To be convened by Chief Warden (or nominee) in consultation with the Education Consultant
Attendees to be recorded
Attended By:
- ➢ Emergency Control Organisation (ECO) members
- ➢ Other key stakeholders including members of the Wellbeing Team and/or Converge International if any student or staff wellbeing issues have been identified

Reason for debriefing:
- ➢ Following an emergency or significant incident

Minutes to be taken and to distributed to all in attendance along with any identified actions.

Discussion Topics	
Pre-emergency planning	Communications
Emergency Management Planning	Assembly Areas (onsite and offsite)
Cleaning and Waste Management	Media Management
Incident Reporting and Management	Medical Records Management

Student Wellbeing – CEB Wellbeing Team	Staff Wellbeing – Converge International
Parking and Traffic Management	Publicity
Other Business	Conclusion

Issue	Actions / Tasks	Responsible Person

6.3   EMERGENCY OBSERVATION RECORD (DRILL/EXERCISE OR INCIDENT)

It is recommended that the Chief Warden (or nominee) appoint one or more observers to record the actions taken by the ECO members and staff during an emergency drill/exercise or an incident.

This record relates to:	Emergency Drill / Exercise ☐ or Actual Incident ☐
Emergency Type:	Choose an item.
Emergency Date:	Click or tap to enter a date.
Observer's Name:	[Insert name]

| Item	Yes ☑	No ☒	N/A ☒
Did the designated or replacement Chief Warden take charge?	☐	☐	
Was the (simulated) call to Emergency Services done promptly?	☐	☐	
Was the (simulated) call to the Education Consultant done promptly?	☐	☐	
Was the (simulated) call to the Critical Incident Management Team (CIMT) done promptly?	☐	☐	☐
Who was appointed to liaise with the Emergency Service/s?	☐	☐	
Who was appointed to liaise with the parents/community?	☐	☐	
Were instructions given by the Chief Warden followed by everyone present?	☐	☐	
Were floor areas / buildings checked / isolated areas searched by Area Wardens?	☐	☐	
Was a roll call conducted by the Assembly Wardens for:			
• Students	☐	☐	
• Staff	☐	☐	
• Visitors, contractors, and volunteers	☐	☐	
• People with special needs	☐	☐	
Was the Emergency Kit readily available?	☐	☐	
Did the Emergency Kit contain all the items listed in the EMP template checklist?	☐	☐	
Did anyone re-enter / leave the premises before the "all clear" was given?	☐	☐	

Did anyone refuse to leave the building / site?	☐	☐	
Was the relevant procedure in our EMP followed?	☐	☐	
Was the EMP communication tree followed?	☐	☐	

Evacuation Drill/Exercise Sequence Checklist	Time	
	Hour	Minute
Alarm sounded	INSERT	
Warden/s respond		
Area Wardens check floor / area		
Assembly Wardens commence evacuation		
Area Wardens report floor / area clear		
Assembly Wardens account for all persons		
Assembly Wardens arrive at assembly area / safe place		
Assembly Wardens check all present		
Evacuation Drill/Exercise Sequence Checklist (cont..)	**Time**	
	Hour	Minute
	INSERT	
Evacuation completed		
Exercise terminated		

Comments	

Note: The Emergency Control Organisation (ECO) debriefing sessions should be held immediately after each Exercise; the session should go through the Emergency Exercise Observer's Record and discuss actions to improve procedures, the EMP or address identified issues.

6.4   MAP OF FIRE (BOM - TOTAL FIRE BAN) DISTRICTS IN VICTORIA
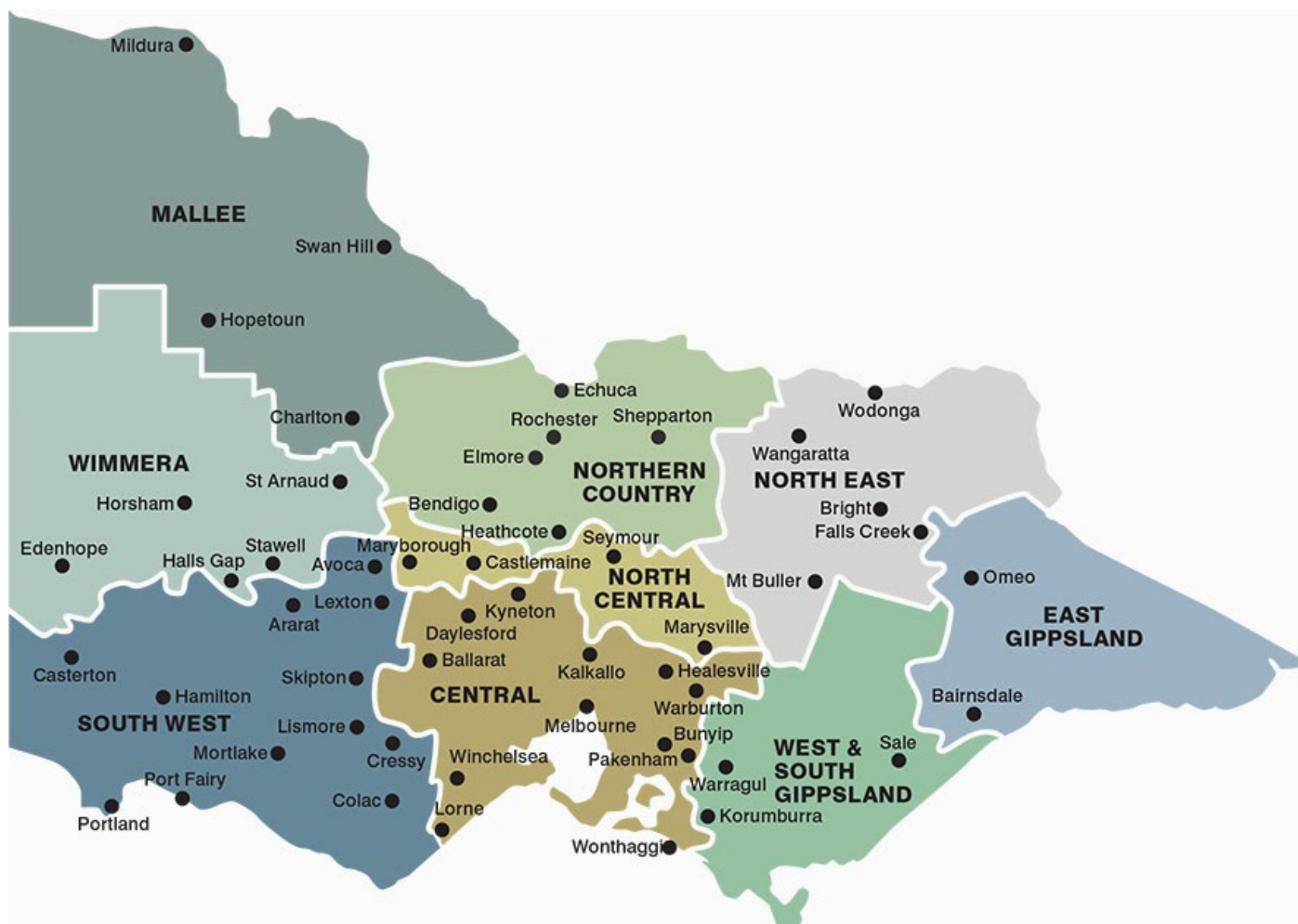
6.5   MUNICIPAL FIRE MANAGEMENT PLAN AND NEIGHBOURHOOD SAFE PLACES IN VICTORIA

Please left mouse click on the following link to find the local municipality/council website: Know Your Council

Visit the local municipality website (e.g., Mildura Rural City Council) and search for:
   − the Municipal Fire Management Plan or Municipal Emergency Management Plan
   − Use these plans to:
      o identify the local/township **Residual Fire Danger** *(Risk)* **Rating;**
      o nearest **Neighbourhood Safe Place location** to the workplace. **Midvale Shopping Centre**

For more information on the Municipal Plan click on the following link
City of Ballarat | City of Ballarat
Municipal Emergency Management Plan 2019-2021.pdf (ballarat.vic.gov.au)

6.6   ANNUAL EMERGENCY PLANNING CHECKLIST

Complete the checklist Parts A-D. Record all corrective actions and completion dates in Part F.

Part A – EMERGENCY PLANNING

Term 3 Tick	Action Item	Date completed
☐	Review and update the *EMP Risk Assessment and Response Guides* to include any new or emerging hazards and response guidelines.	Click or tap to enter a date.
☐	Review observation records of all emergency drills performed.	Click or tap to enter a date.

☐		Review the Municipal Fire Management Plan (MEMP).	Click or tap to enter a date.
☐		Ensure adequate budget for Emergency Management equipment and training has been allocated for the forthcoming year.	Click or tap to enter a date.
☐		Confirm briefing on Emergency Management Plan and Bushfire Preparedness has been provided or scheduled for all school staff.	Click or tap to enter a date.
☐		Review pre-prepared evacuation or shelter-in-place announcements or messages to staff, parents and students.	Click or tap to enter a date.
☐		Review Fire Services & Emergency Communication Systems Checklists (see Section 8.5) recommendations, if any.	Click or tap to enter a date.
☐		Facilitate a briefing to the ECO members and Leadership Team on the DOBCEL Incident Notification and Escalation process detailed in Section 2.	Click or tap to enter a date.

Part B - WORKPLACE INSPECTION

Action Item	Action required?
Check emergency exit doors, walkways and gates are unlocked / clear of obstruction for pedestrian or vehicle access.	Choose an item.
Check emergency vehicle access is a minimum 4 metres wide.	Choose an item.
Check that all powered plant and equipment is within test and tag dates.	Choose an item.
Check availability and the location of fire extinguishers and blankets in risk areas. Crosscheck locations are correct on the evacuation diagrams.	Choose an item.
Fire hydrants & hoses clear and accessible.	Choose an item.
Check that Emergency Assembly Area First Aid kit(s) are full and includes burns, asthma, anaphylaxis, and snake bite modules, as required.	Choose an item.
Check flammable / explosive chemical storage areas are protected, isolated, and secured.	Choose an item.
Check instructions are clearly displayed next to hot surfaces or hot liquids – Avoid injuries - Do not leave hot surfaces or liquids unsupervised.	Choose an item.
Check that workplace areas (indoors and outdoors) are clean, neat, and tidy.	Choose an item.
Check that the EMP Response Guides are easily accessible.	Choose an item.
Check that the ECO members and Leadership Team are familiar with the location(s) of the electrical switchboards, gas, and water mains, in the event of an electrical failure.	Choose an item.
Check that student and visiting teachers are briefed on emergency assembly area location(s).	Choose an item.
Communications methods (mobiles, radios, WIPs etc.) reviewed and practiced each Term.	Choose an item.
Check roadway and walkway conditions around school are good – report any issues to the Council or clear any obstructions on property e.g., low hanging branches.	Choose an item.
Check that external doors to all building can be quickly secured in a Code 'Black'.	Choose an item.
Speed limit(s) & parking signage is secure, clear and in place.	Choose an item.

Part C – BUSHFIRE PREPAREDNESS PLANNING

Action Item	Action required? Yes/No
Review Bushfire Preparedness plans to: – reduce ground fuel loads and clear gutters; – appoint a trained Area Warden to monitor the VIC Emergency & Bureau of Meteorology website during bushfire season; – confirm emergency evacuation arrangements for school and camps are in place; – confirm arrangements with local bus lines for student transport in case of sudden, unexpected bushfire/grassfire event.	Choose an item. Choose an item. Choose an item. Choose an item.
Overall Fuel Load Rating should be kept at or below Moderate within 100m of the main buildings. Initiate a fuel reduction if rating exceeds Moderate. Indicate if action needed.	Choose an item.
Overall fuel load rating within 30 m of a structure should be Low-Moderate.	Choose an item.
Overall fuel load rating within 10 m of a structure should be Low.	Choose an item.

Check that all fire suppression equipment, and a set(s) of protective clothing, are in good working order and ready for use in an emergency.	Choose an item.
Check dedicated external fire protection equipment is in service date.	Choose an item.
Confirm that Wardens are familiar with the locations of fire protection equipment and confident with using it.	Choose an item.
Confirm that all Wardens are familiar with shelter-in-place arrangements.	Choose an item.
Confirm that all external school activities such as camps or sports events have been risk assessed from a bushfire / grassfire perspective as part of the event planning.	Choose an item.
This is to occur as part of VRQA Guidelines for Bushfire Preparedness for BARR schools: - (Excerpt from page 3, Section 2.8): Schools and school boarding premises listed on the Bushfire At-Risk Register must consult with relevant local agencies (the Country Fire Authority, Fire Rescue Victoria, local Council), where possible and appropriate, on their bushfire preparedness and compliance with local bushfire regulation of buildings, facilities and grounds. Required evidence to be compliant or maintain compliance: • a record of annual visitation or consultation with relevant local agencies.	Choose an item.

Recommendations from CFA / FRV	**Date**
	Click or tap to enter a date.
CFA / FRV Officer Signature	**Date**
	Click or tap to enter a date.

Part D – EMERGENCY KIT

Kit Contents	**Action required? Yes/No**
Access to student and staff medical records and emergency contact information via an application loaded into a phone or a notebook computer	Choose an item.
Clearly identifiable and separate section for staff / student medications	Choose an item.
A copy of the EMP and EMP Response Guides	Choose an item.
2 x High visibility Warden vests and soft peak caps	Choose an item.
1x High visibility Chief Warden vest and soft peak cap	Choose an item.
Complete set of facility keys / swipe cards	Choose an item.
Basic First Aid Kit with snake bite, anaphylaxis, asthma and burn modules	Choose an item.
Lantern / Torch – dynamo preferable or replace batteries every 12 months	Choose an item.
Bottled water	Choose an item.
Jellybeans for diabetic emergency	Choose an item.
Sunscreen	Choose an item.
Plastic garbage bags and ties	Choose an item.
Personal hygiene products	Choose an item.
Tissues	Choose an item.
Hand Sanitiser	Choose an item.
Two-way radio (if available) – needs to be charged at the beginning of each Term	Choose an item.
Loud hailer or air horn	Choose an item.
Battery bank – for charging mobile phones or notebook – needs to be charged at the beginning of each Term	Choose an item.

Part E - FIREPLACE (BBQ) AND PORTABLE COOKING EQUIPMENT PROTOCOLS

Task	Check			Date completed
Cooking areas have been assessed for fire safety	☐ Yes	☐ NO	☐ N/A	Click or tap to enter a date.
Fuel supplies are separated from cooking areas	☐ Yes	☐ NO	☐ N/A	Click or tap to enter a date.
A fire blanket and extinguisher is located within close proximity to each cooking area	☐ Yes	☐ NO	☐ N/A	Click or tap to enter a date.
Gas bottles secured / in date / upright and no ignition source nearby	☐ Yes	☐ NO	☐ N/A	Click or tap to enter a date.

Part F – SUMMARY OF ACTIONS TO BE TAKEN

List actions needed	Responsible Person	Expected completion date
[Insert details]	[Insert details]	Click or tap to enter a date.
[Insert details]	[Insert details]	Click or tap to enter a date.
[Insert details]	[Insert details]	Click or tap to enter a date.
[Insert details]	[Insert details]	Click or tap to enter a date.
[Insert details]	[Insert details]	Click or tap to enter a date.
[Insert details]	[Insert details]	Click or tap to enter a date.

NOTE: *The Chief Warden (or nominee) is expected to complete this checklist, initial & date it at the beginning of Term three (3) each year. A copy of the checklist is to be retained for future reference.*

Chief Warden (or nominee) name	Initials	Date completed
		Click or tap to enter a date.

6.7   WARDENS AND OTHER EMERGENCY CONTACT ARRANGEMENTS

6.7.1   WORKPLACE EMERGENCY CONTACT LIST

Emergency Control Organization (ECO) / Emergency Planning Committee (EPC) members

Duty	Name	Title	Mobile	Radio
EPC Chairperson	Justin Marson	Business Manager	0409405324	-
Chief Warden	Chris Grant	Deputy Principal	0408315601	-
Deputy Chief Warden	Catherine Newman	Compliance & Risk Officer	0422822323	-
Communication Officer	Sarah Boswell	Leader of Marketing	0447594543	-
Communication Officer	Dan Cook	Admin Manager	0422987204	-
First Aid Officer	Michelle Jans	First Aid Officer	0413309228	-

First Aid Officers

First Aiders	Mobile
Michelle Jans	0413 309 228
All staff are first aid and Anaphylaxis trained	

6.7.2 OTHER EMERGENCY CONTACTS

	Name	Phone
DOBCEL Education Consultant:	Tim O'Farrell - Secondary	Tim: 0457 808 134
Regional (DET) Manager, Operations and Emergency Mgmt.	Andrea Cox - Sth Western Region	1300 333 232
Local Police Station	Ballarat Police Station	03 5336 6000
Vic Emergency Warnings	VIC Emergency	1800 226 226
Country Fire Authority (CFA) or Fire Rescue Victoria (FRV)	CFA or FRV	"000"
SES (flood, storm, and earthquake)	SES VIC	13 25 00
Poisons Information Centre	VPIC	13 11 26
Depart of Health and Human Services (DHHS)	DHHS	1300 650 172
Nearest Hospital	Ballarat Base Hospital	03. 5320 4000
	St John of God Hospital	03. 5320 2111
Local Government	City Of Ballarat	5320 5500
ABC Radio	Emergency Warnings	AM 774
VIC Bushfire Information Line	n/a	1800 240 667
Bureau of Meteorology (BOM)	BOM	(03) 9669 4965
DFFH – Child Protection	West Division	1800 075 599
EPA Victoria	EPA VIC	1300 372 842
WorkSafe Victoria	WorkSafe	13 23 60
Gas Provider	Energy Australia	133 466
Electricity provider	Powercor	13 24 12
Water Corporation	Central Highlands Water	1800 061 514
Telecom Service Provider	Telstra	13 22 00
Bus line – General number	CDC Ballarat	03. 5331 7777
Bus line – (emergency)	CDC Ballarat	As above
Nearest Medical Centre	Ballarat Base Hospital	03. 5320 4000
Facility Plumber	Mayne Plumbing	Andrew Mayne 0417 031 696
Facility Electrician	GT Electrical	Garry Tuppen 0437 667 334
Glazier	Crosier Glass	Rob Crosier 03. 53361244
Building Contractor	PFB Building	Peter Broadhead 0438 342 409
Facilities Cleaning	McCleans Cleaning	Andrew Ensor 0499 303 009
Fire Equipment Service Provider	Fire Logic	Jason Cox 0458 501 118
Fire / Alarm Provider	NIL	NIL
Security System Monitor	Sectrol Security	Call Centre 5329 0800

6.7.3 NEIGHBOURS

Name	Phone
Olivia Haywood- Leckie Grove	0417 130 641
Jessika Hall – 3 Jones Avenue	Harcourts 53331144
Michelle Heenan- 1 Jones Avenue	Harcourts 53331144
Sr Veronica Lawson- 1410 Geelong Rd	

6.7.4 CRITICAL INCIDENT MANAGEMENT TEAM (CIMT) CONTACTS

To make record to the DOBCEL Critical Incident Management Team (CIMT) of a major incident use **HINT**. To activate the DOBCEL CIMT in relation to a major or critical incident call 0436 460 275 *(HR Manager)* **and** Email: emergencymanagement@dobcel.catholic.edu.au

6.7.5 STAFF, STUDENT AND PARENT/CARER EMERGENCY CONTACT INFORMATION

Staff contact information can be accessed in the Main Administration Office. This information is not replicated in this plan to better manage privacy, currency, and accuracy requirements.

Student and parent/carer information can be accessed in the Main Administration Office. This information is not replicated in this plan to better manage privacy, currency, and accuracy requirements.

6.7.6   STAFF AND STUDENTS WITH SPECIAL NEEDS

The total number of staff and students with special needs is 250. This includes individuals with disabilities and/or medical conditions that may require additional support during an emergency. For example, a staff member with acute asthma which could be triggered by smoke from a fire or a student in a wheel-chair unable to move between floors in a building emergency.

This information can be accessed in the Main Administration Office. It is not replicated in this plan to better manage privacy, currency, and accuracy requirements.

Students with special needs and their medical requirements are recorded in the student profiles in Simon.
These records will be reviewed each semester and updated as required.

6.7.7 COMMUNICATION TREE

A communication tree or telephone tree allows you to easily identify who will be in contact with whom during an emergency. You will need to develop your own tree based on your particular needs. Make sure to specify which roles will be responsible for contacting parents and ensure that consideration is given to call recipients with languages other than English.
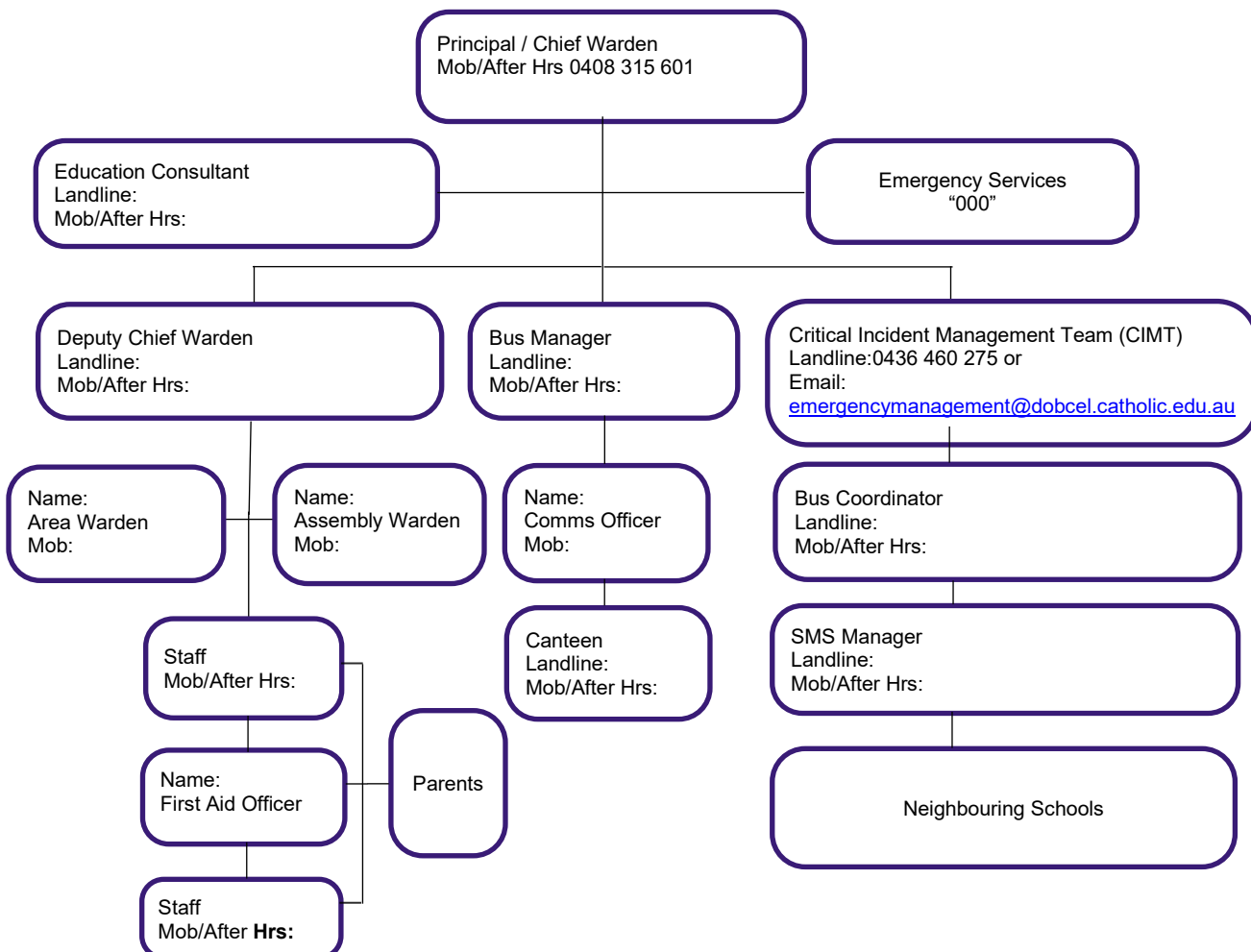
7   BUILDING SAFETY

7.1   WORKPLACE DESCRIPTION

Particular	Description	
Operating days:	Monday – Friday during school Term dates	
Operating hours:	8.30am – 4.00pm	
Business hours telephone:	5337 2222	
After hours telephone:	Steven Mifsud 0417 473 664	
Email:	s.mifsud@damascus.vic.edu.au	
Website:	https://www.damascus.vic.edu.au	
School profile: site physical description of grounds	Number of Buildings:	11
	Number of floors:	4
	No. Classrooms:	76
	Age level of students:	12-18
	Grades / Years:	7-12
	No. of playgrounds:	1
	Other information:	Oval, Gymnasium, SRT shed, mudbrick building, event centre, multipurpose sports courts
Total number of students:	1100	
Total number of staff:	160	
Emergency Control Point:	Front Office	

7.2   DANGEROUS GOODS AND OTHER SITE HAZARDS

Dangerous goods are those that may initiate or influence an emergency if used improperly or exposed to an existing hazard. The table below indicates the types of dangerous goods and storage locations. For all goods a Material Safety Data Sheet log should be kept up to date and accessible to relevant staff.

Product / Material	Location	Quantity
Various chemicals	Science rooms and store	Various
Paints, Aerosols, etc	St Pauls Art and Technology Wing	Various
Petrol, Paint etc	Rear of sacred heart wing in portables and storeroom	Various
Various cleaning chemicals	Cleaners stores, B4,B7,B10	Various
Various cleaning chemicals	Staff rooms, kitchenettes	Various
Pesticides, fuels, horticultural chemicals	Maintenance shed	Various

7.3   OTHER SITE HAZARDS

The following table lists other site hazards that may impact the occurrence or management of an emergency.

Product / Material	Location	Quantity
LPG Gas cylinder	Outside uniform store	
Welder gas cylinders	SRT shed	

7.4   UTILITY SUPPLY LOCATIONS

Utility Supply	Shut off location	Shut off instructions
Gas/Propane supply:	In the cage behind Building 7	Contact Maintenance or Business Manager
Water supply:	Located near the main entrance to the school	Contact Maintenance or Business Manager
Air Conditioning:		
– Heating	SEC front of building 5	Contact Maintenance or Business Manager
– Cooling	SEC front of building 5	Contact Maintenance or Business Manager
Electricity Main switchboard	Outside B5, near skip bins	Contact Maintenance or Business Manager
Electricity Distribution switchboard		Contact Maintenance or Business Manager
Emergency (Backup) power supply	N/A	Contact Maintenance or Business Manager

Warning: No persons should commence firefighting operations using water until electricity has been isolated. Access to the water and gas mains / valves is usually restricted – keys can be obtained from the office.

7.5   FIRE SERVICES & EMERGENCY COMMUNICATIONS SYSTEMS CHECKLIST

Please conduct an inspection of the fixed and portable fire and building protection features with the school fire safety service provider. Please tick the relevant boxes in the checklist below and confirm the maintenance inspection program.

School Fire Safety Service Provider	Contact Person	Contact Number
Fire Logic	Jason Cox	0458501118

	Item	Last maintenance inspection/test date/n/a
☐	Fire detection and alarm system	Click or tap to enter a date.
☐	Fire indicator panel	Click or tap to enter a date.
☐	Automatic fire sprinkler system	Click or tap to enter a date.
☐	Fire suppression trigger	Click or tap to enter a date.
☐	Fire pump sets	Click or tap to enter a date.
☐	Fire hydrant system	Click or tap to enter a date.
☐	Water storage tanks for fire protection system	Click or tap to enter a date.
☐	Fire and smoke control features of mechanical services	Click or tap to enter a date.
☐	Passive fire and smoke system	Click or tap to enter a date.
☐	Delivery lay flat fire hose reel	Click or tap to enter a date.
☐	Fire hose reels	Click or tap to enter a date.
☐	Portable and wheeled fire extinguishers	Click or tap to enter a date.
☐	Smoke doors	Click or tap to enter a date.
☐	Fire isolated stairwells	Click or tap to enter a date.
☐	Fire approved lifts	Click or tap to enter a date.
☐	Sprinklers stop valve	Click or tap to enter a date.
☐	Fire blankets	Click or tap to enter a date.

☐	Manual call point break glass alarms	Click or tap to enter a date.
☐	Emergency Warning Systems (EWS)	Click or tap to enter a date.
☐	Emergency Warning and Intercommunication Systems (EWIS)	Click or tap to enter a date.
☐	Warden Intercom points (WIP)	Click or tap to enter a date.
☐	Public Address System (PA)	Click or tap to enter a date.
☐	Evacuation Tone	Click or tap to enter a date.
☐	Loudhailers	Click or tap to enter a date.
☐	Portable Radios	Click or tap to enter a date.
☐	Mobile Phones	Click or tap to enter a date.
☐	Fixed and Portable Phones with internal system	Click or tap to enter a date.
☐	Duress Alarms	Click or tap to enter a date.

Recommendations from Fire Service Provider	Date
	Click or tap to enter a date.

Fire Safety Service Provider Signature	Date
	Click or tap to enter a date.

7.6 BUILDING SAFETY FEATURES

Please update the building safety features in the following table once the checklist above has been completed.

Fire Safety Feature	Tick Box	Control location (including shut off / turn on instructions)		External Monitoring
Fire detection and alarms	☐	N/A no fire alarms		☐
Fire indication panel	☐	N/A		☐
Mimic fire panel(s)	☐	N/A		☐
Emergency communications	☐	Public Address (PA) system, alert & evacuation tones, megaphone/hailer, two-way radios, internal phone system		☐
Security / intrusion alarms	☐	Main Foyer near Reception, Foyer of Multipurpose Hall		☐
Lockdown / duress alarm	☐	Reception		☐
Auto sprinkler system	☐	DEC		☐
Sprinkler stop valve	☐	N/A		☐
Fire hydrant system	☐	6 monthly inspections	Annual flow rate	☐
Boiler room	☐	Bottom of building 3		☐
Roof access	☐	All buildings		☐
Emergency power system	☐	N/A		☐
Water storage tanks	☐	N/A		☐
Smoke doors	☐	Building 2		☐
Emergency equipment	☐	Fire Extinguishers (portable and wheeled) , Fire hose reels, Fire hydrants, fire blankets, first aid kits, emergency procedure folders with ECO contacts,		☐
Recovery room location	☐	[Insert details]		☐

7.7 EMERGENCY ASSEMBLY AND SHELTER-IN-PLACE LOCATIONS (SITE DRAWINGS SHOULD REFLECT THIS)

	Primary location	Secondary location
Assembly Area:	College Oval	Grassed area outside of building 4

Shelter-in-place:	Building 5- St Martins & McAuley DEC- Xavier & Rice	To be determined based on location of threat

The Chief Warden will consider the location and type of emergency, the number of people on site and the wind direction before selecting which emergency assembly area is to be used and informing the *Assembly Wardens.*

7.8   ACTIVITIES WITH EMERGENCY MANAGEMENT ELEMENTS

Event	Hazard(s)	Risk Controls	Responsible Person
After hours Sports	Multiple including physical Injuries	Refer to the school EMP Risk Assessment	Principal (or nominee)
After hours Community events	Multiple – including slips, trips, falls	Refer to the school EMP Risk Assessment	Principal (or nominee)
School Program	Multiple including extreme weather events	Refer to the school EMP Risk Assessment	Principal (or nominee)
Outdoor Education / Camps	Multiple – including bushfires / grassfires	Refer to the school EMP Risk Assessment	Principal (or nominee)

7.9   EMERGENCY DIAGRAM REQUIREMENTS

Emergency diagrams must be updated in accordance with the Australian Standards, every three (3) years or when changes are made to any of the school buildings, to ensure that the content remains current. Check in Term 3.

Item	Yes – If No arrange update
Do all school buildings have a current emergency diagram in place?	YES
Do the diagrams include all significant structural changes to buildings?	YES
Do emergency diagrams detail the locations of: • Fire safety equipment; first aid kits and defibrillators? • Emergency exits and assembly areas (including shelter-in-place arrangements)? • Emergency contact details and evacuation routes?	YES YES YES
Evacuation Diagram Service Provider Name	**Last Service Date**	**Next Service Date**
Dynamiq	31/01/2022	6/02/2023

7.10 SITE EMERGENCY DIAGRAMS

Evacuation diagrams for Damascus College have been developed in line with the requirements set out in the DOBCEL Emergency & Critical Incident Management Policy, Procedure and Guides and the Australian Standard AS3745 – 2010.
A sample of the diagrams are provided below for illustrative purposes.

EVACUATION DIAGRAM

Building 1 - St Martin's Resource Centre
Level 1

1412 Geelong Road
Mount Clear, VIC 3350

EMERGENCY PROCEDURES

| ASSIST ANY PERSON IN DANGER **IF SAFE TO DO SO** | TURN OFF HAZARDOUS EQUIPMENT MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR | RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND ADMINISTRATION **EXT 222 OR (03) 5337222 AFTER HOURS: 000** | MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER |

EVACUATION ASSEMBLY AREA

EVACUATION ASSEMBLY AREA

EMERGENCY TONES

ALERT TONE
(BEEP... BEEP... BEEP...)
STANDBY FOR FURTHER ANNOUNCEMENTS
AFTER HOURS COMMENCE EVACUATION

EVACUATION TONE
(WHOOP.. WHOOP.. WHOOP..)
COMMENCE EVACUATION

LEGEND

Emergency Exit
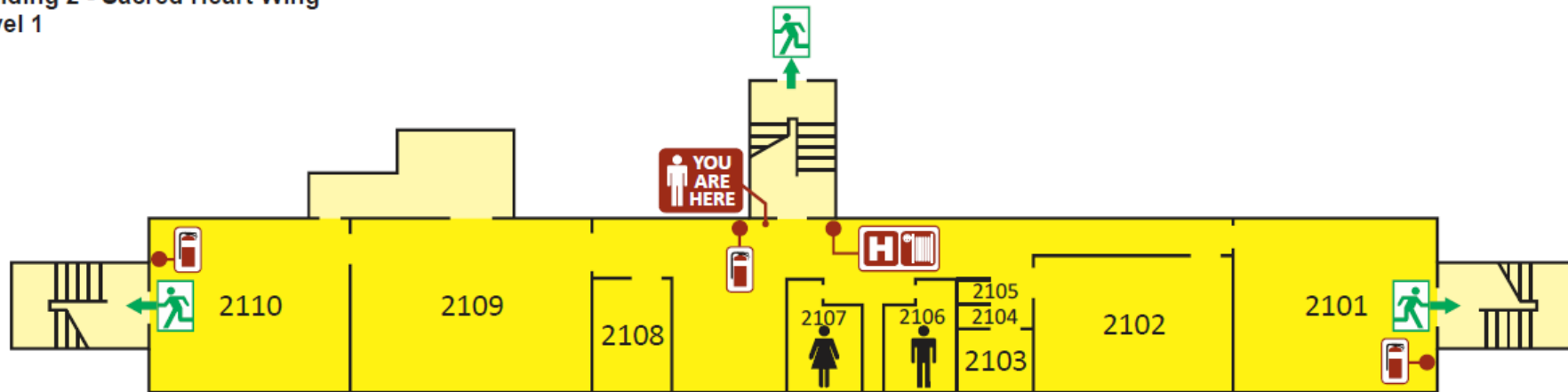
Dry Chemical Extinguisher

Hose Reel

EVACUATION DIAGRAM

1412 Geelong Road
Mount Clear VIC 3350

**Building 2 - Sacred Heart Wing
Level 1**



EVACUATION ASSEMBLY AREA

EMERGENCY PROCEDURES

REMOVE YOURSELF AND OTHERS FROM DANGER

MAKE A FINAL CHECK OF THE AREA AND SHUT THE DOOR

RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND ADMINISTRATION
EXT 222 OR (03) 5337222
AFTER HOURS: 000

MOVE TO REMAIN AT THE **EVACUATION ASSEMBLY AREA** ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER
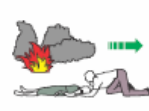
EMERGENCY TONES

ALERT TONE (BEEP... BEEP... BEEP...) STANDBY FOR FURTHER ANNOUNCEMENTS AFTER HOURS COMMENCE EVACUATION

EVACUATION TONE (WHOOP... WHOOP... WHOOP...) COMMENCE EVACUATION FOLLOW INSTRUCTION OF WARDENS

LEGEND

- Emergency Exit
- Hose Reel
- H Hydrant
- Dry Chemical Extinguisher

Dynamiq
Trusted Emergency Management

EVACUATION DIAGRAM

Building 3 - Genevieve McDonald Science Wing & Valda Ward Auditorium
Level 2

DAMASCUS COLLEGE
To Live By The Light of Christ

1412 Geelong Road
Mount Clear, VIC 3350

EMERGENCY PROCEDURES

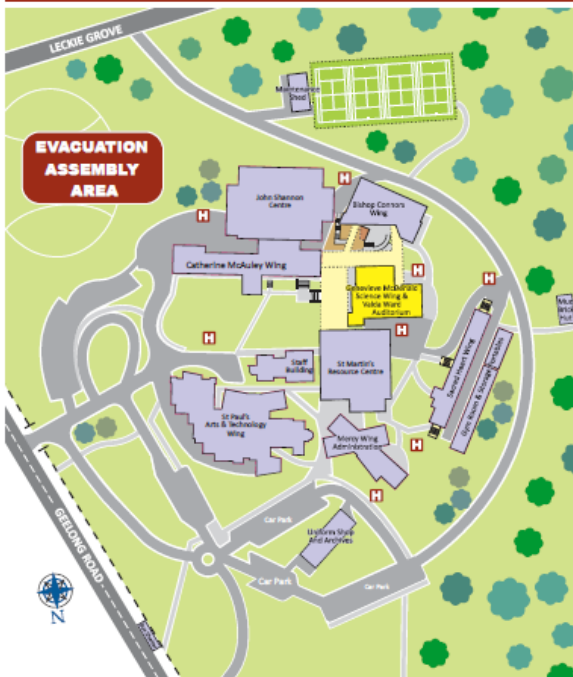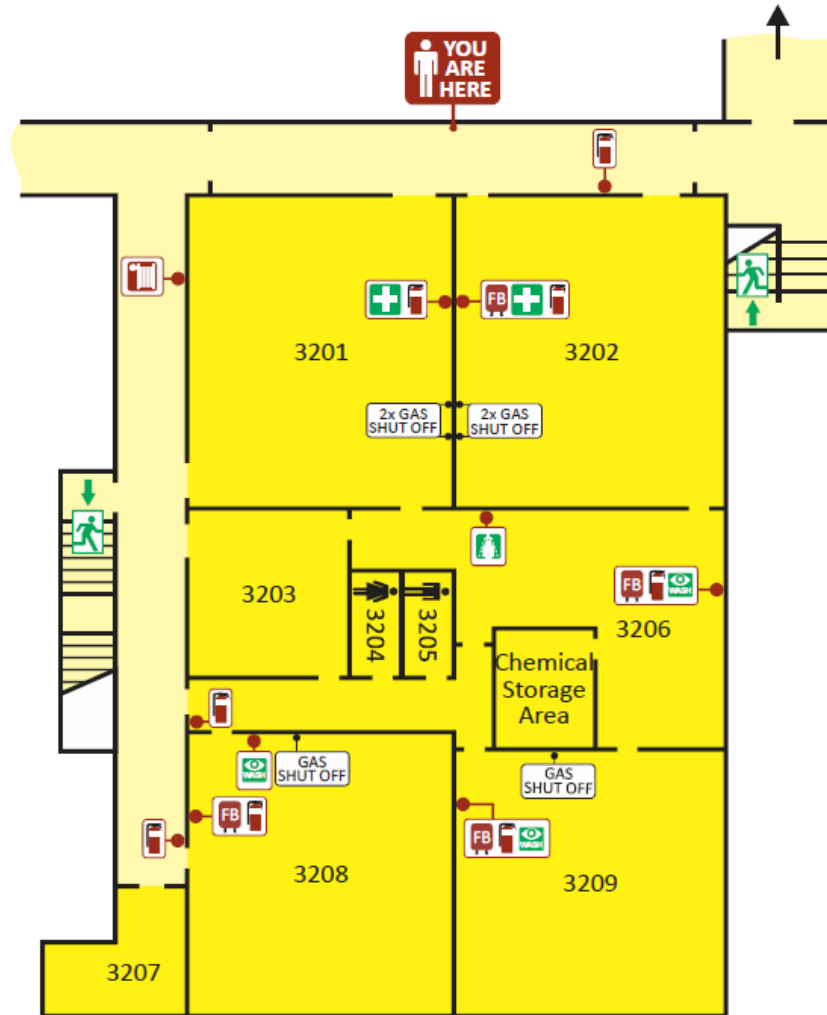| ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO	TURN OFF HAZARDOUS EQUIPMENT MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR	RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND ADMINISTRATION EXT 222 OR (03) 5337222 AFTER HOURS: 000	MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER

EVACUATION ASSEMBLY AREA

EMERGENCY TONES

ALERT TONE
(BEEP... BEEP... BEEP...)
STANDBY FOR FURTHER ANNOUNCEMENTS
AFTER HOURS COMMENCE EVACUATION

EVACUATION TONE
(WHOOP.. WHOOP.. WHOOP..)
COMMENCE EVACUATION

LEGEND

- Emergency Exit
- Dry Chemical Extinguisher
- Hose Reel
- Fire Blanket
- First Aid Kit
- Emergency Eye Wash
- Chemical Shower

YOU ARE HERE

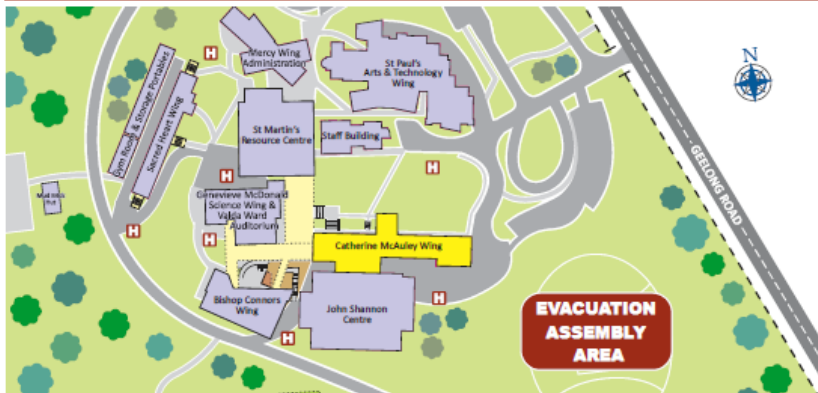To Building 7
Bishop Connors Wing

3201

3202

2x GAS SHUT OFF   2x GAS SHUT OFF

3203

3204

3205

3206

Chemical Storage Area

GAS SHUT OFF

GAS SHUT OFF

3208

3209

3207

Dynamiq
Trusted Emergency Management

EVACUATION DIAGRAM

DAMASCUS COLLEGE
To Live By The Light of Christ

Building 4 - Catherine McAuley Wing
Level 2

Lift	X	4201	4202	4203	YOU ARE HERE	4207	4208	4209	4210

4204 4205 4206 4211

EVACUATION ASSEMBLY AREA

N

EVACUATION ASSEMBLY AREA

EMERGENCY PROCEDURES

REMOVE YOURSELF AND OTHERS FROM DANGER	MAKE A FINAL CHECK OF THE AREA AND SHUT THE DOOR	RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND ADMINISTRATION EXT 222 OR (03) 5337222 AFTER HOURS: 000	MOVE TO REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER

EMERGENCY TONES

ALERT TONE (BEEP... BEEP... BEEP...) STANDBY FOR FURTHER ANNOUNCEMENTS AFTER HOURS COMMENCE EVACUATION	EVACUATION TONE (WHOOP... WHOOP... WHOOP...) COMMENCE EVACUATION FOLLOW INSTRUCTION OF WARDENS DO NOT USE LIFTS

LEGEND

Emergency Exit	
H	Hydrant
Dry Chemical Extinguisher	

Dynamiq
Trusted Emergency Management

EVACUATION DIAGRAM

Building 5 - St Paul's Arts & Technology Wing

Damascus College
1412 Geelong Road
Mount Clear VIC 3350

EMERGENCY PROCEDURES

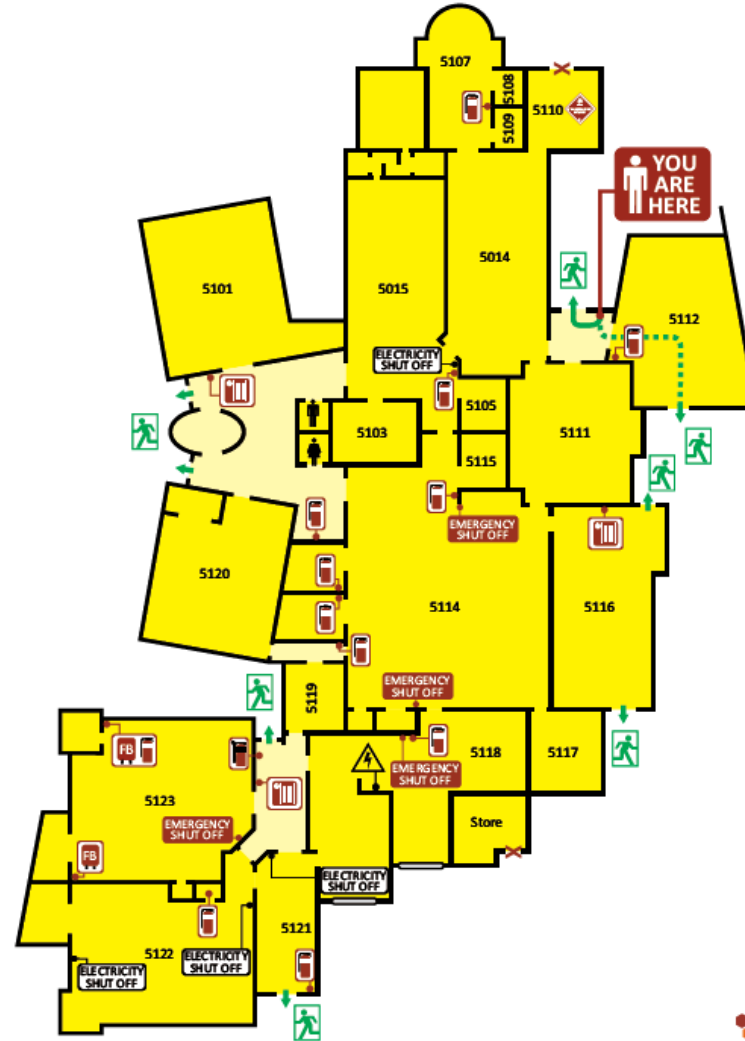| ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO	TURN OFF HAZARDOUS EQUIPMENT MAKE A FINAL CHECK OF THE ROOM AND SHUT THE DOOR	RAISE THE ALARM NOTIFY NEARBY OCCUPANTS AND RECEPTION EXT 222 OR (03) 5337 2222 AFTER HOURS: 000	MOVE TO AND REMAIN AT THE EVACUATION ASSEMBLY AREA ACCOUNT FOR YOUR CURRENT CLASS GROUP AND REPORT ANY PROBLEMS TO THE COMMUNICATIONS OFFICER

EVACUATION ASSEMBLY AREA

EMERGENCY TONES

ALERT TONE
(BEEP... BEEP... BEEP...)
STANDBY FOR FURTHER
ANNOUNCEMENTS

EVACUATION TONE
(WHOOP.. WHOOP..
WHOOP..)
COMMENCE
EVACUATION

LEGEND

	Emergency Exit
H	Hydrant
	Hose Reel
	Dry Chemical Extinguisher
	Carbon Dioxide Extinguisher
	Flammable Liquid
FB	Fire Blanket
	Switchboard
	Primary Egress Route
	Secondary Egress Route

DCB8R-VIC - W01 - REV A - Valid NOV 2021 to NOV 2026

1800 811 543 - ECO@dynamiqglobal.com - www.dynamiqglobal.com
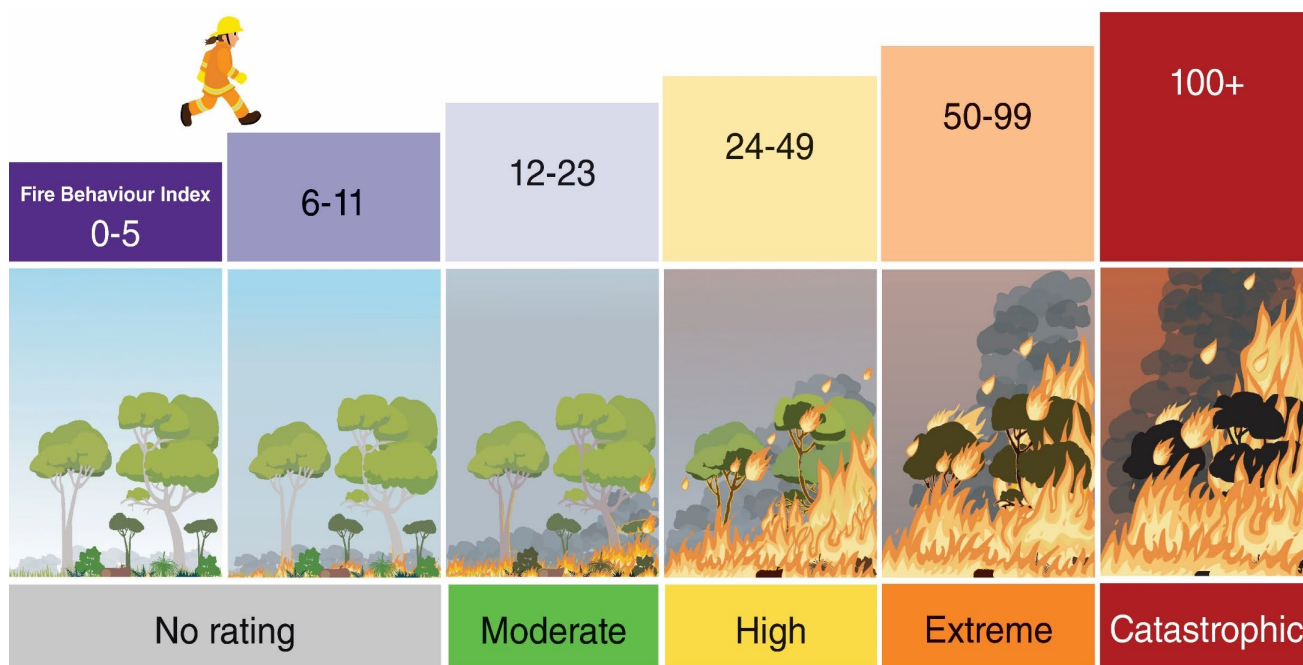
APPENDIX A

FIRE BEHAVIOUR INDEX

What is the Fire Behaviour Index (FBI)?

The Fire Behaviour Index (FBI) is a simple numerical scale that can be used consistently across Australia, allowing users to make decisions that require finer detail than the four Fire Danger Rating categories allow. The FBI runs from 0 to 100 and beyond, with increasingly high values indicating increasingly dangerous fire behaviour and therefore fire danger risk.

The FBI is split into step-up categories to support decision making for fire operations. Each step represents a transition in fire behaviour, such as a significant change in potential fire spread, suppression difficulty or the expected scale of impact to life and property (see figure below).
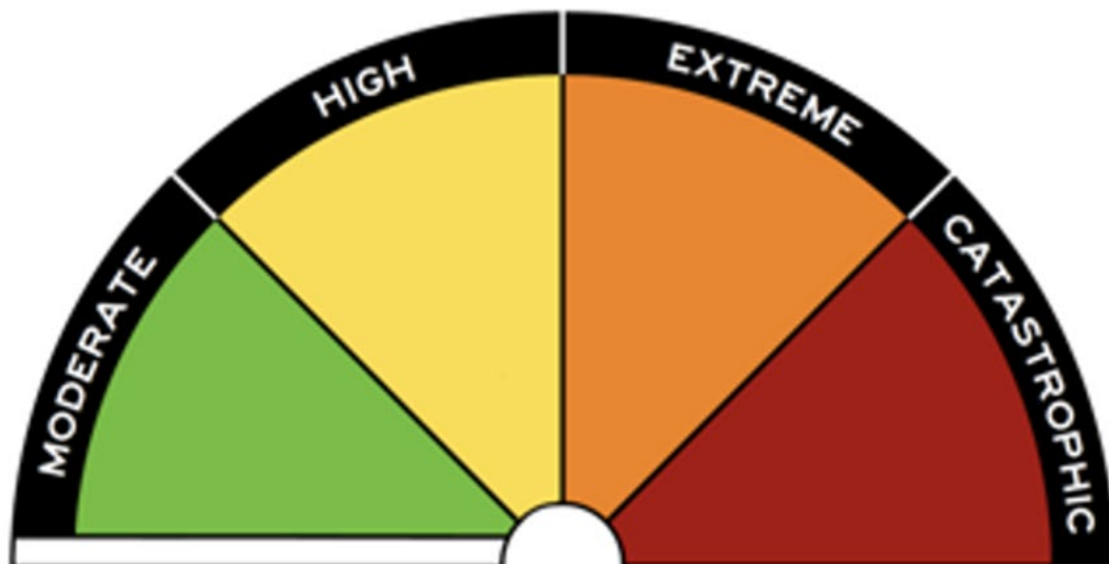

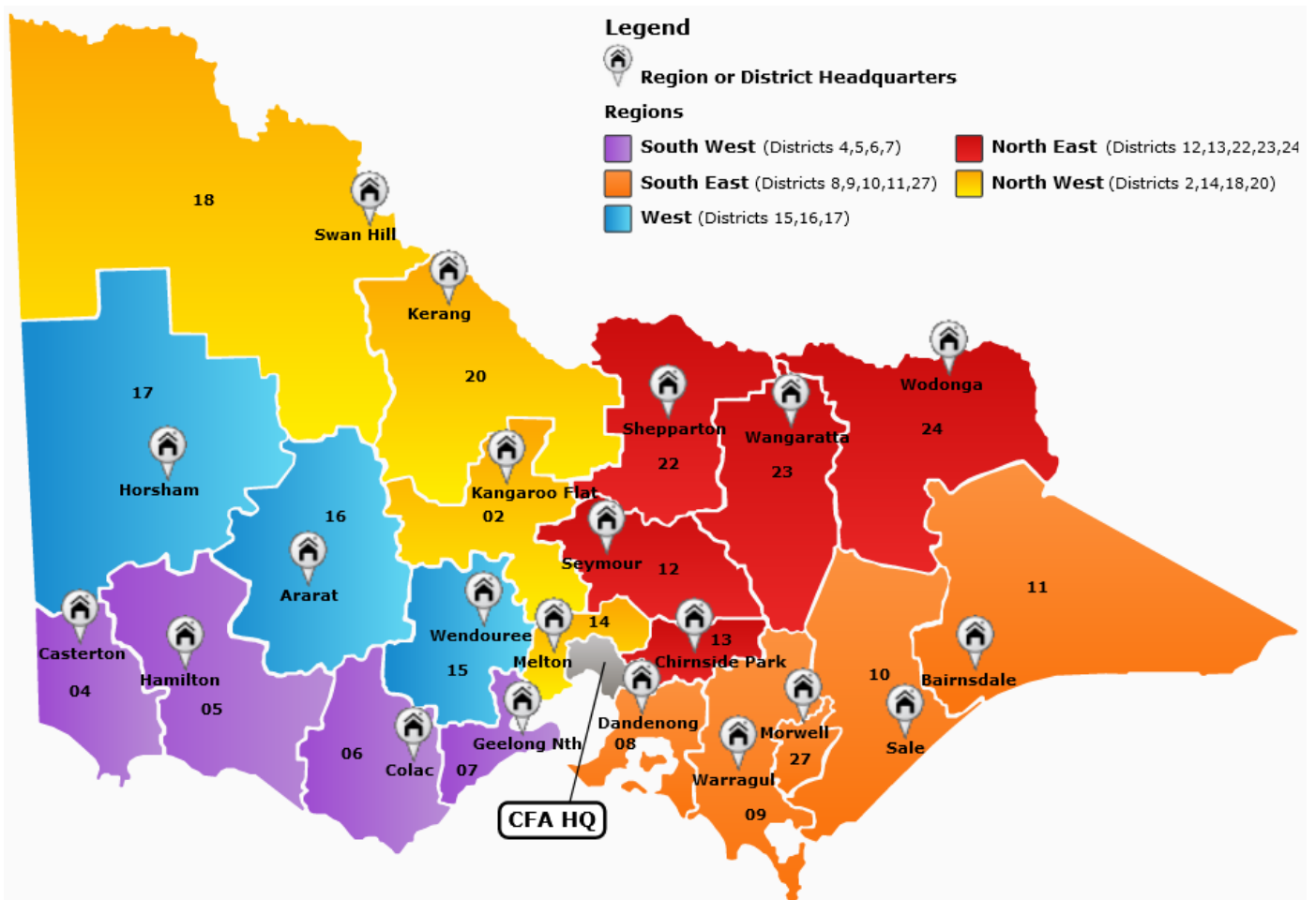**Previously referred to as the FDI (Fire Danger Index)**

APPENDIX B

FIRE DANGER RATINGS

Fire danger rating	MODERATE Plan and prepare	HIGH Be ready to act	EXTREME Take action now to protect your life and property	CATASTROPHIC For your survival, leave bushfire risk areas
Fire behaviour	Most fires can be controlled.	Fires can be dangerous.	Fires will spread quickly and be extremely dangerous.	If a fire starts and takes hold, lives are likely to be lost.
Actions	• Stay up to date and be ready to act if there is a fire.	• There is a heightened risk. Be alert for fires in your area. • Decide what you will do if a fire starts. • If a fire starts, your life and property may be at risk. The safest option is to avoid bushfire risk areas.	• These are dangerous fire conditions. • Check your bushfire plan and that your property is fire ready. • If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. • Reconsider travel through bushfire risk areas. • Expect hot, dry and windy conditions. • Leaving bushfire risk areas early in the day is your safest option.	• These are the most dangerous conditions for a fire. • Your life may depend on the decisions on you make, even before there is a fire. • For your survival, do not be in bushfire risk areas. • Stay safe by going to a safer location early in the morning or the night before. • If a fire starts and takes hold, lives and properties are likely to be lost. • Homes cannot withstand fires in these conditions. You may not be able to leave and help may not be available.

- Monitor conditions and official sources for warnings.
- Adhere to local regulations governing fire activity.
- Ensure any industrial or agricultural activities adhere to relevant industry guidelines.
- If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.

APPENDIX C

CFA REGIONS & DISTRICTS

DIOCESAN SCHOOL ZONES

Diocese of Ballarat Zones

To view or download an editable version of this EMP template, access Section A: 4.4 within the Remote Resources of eSORT

UPDATING THE TABLE OF CONTENTS

Once you have updated and feel your EMP is complete and ready for submission to the Diocese of Ballarat Catholic Education Office, please perform the following steps:-

1- Within the main task bar of your Word document, (above your activity /task ribbon) click on "References"
2- Then click on "Update Table"
3- Then select "Update Entire Table"
4- Then click "OK"