



Emergency Management Plan

School #	1930
Principal Approving our Plan	Andrea Parsons
Physical Address	4 Birchwood Drive, MOOROOLBARK VIC 3138
DET Region	North Eastern Victoria Region (Outer Eastern Melbourne)
Fire District	Central
Is the school on the Bushfire- At-Risk Register?	No
Date Approved	November 2024
Date Approved by Governing Board	November 2024
Next Review Date	November 2025



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 972 73032

Email: admissions@mooroolbarkgrammar.vic.edu.au

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Emergency Management Plan

1. Purpose

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

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Mooroolbark Grammar.

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Andrea Parsons	Principal & Chief Warden		andrea@mooroolbarkgrammar.vic.edu.au
Dianne (Dot) Ainsworth	First Aid & Logistics Officer		dianne@mooroolbarkgrammar.vic.edu.au
Christine Bauer	Office Administration		admin@mooroolbarkgrammar.vic.edu.au
Dianne (Dot) Ainsworth	ESO		dianne@mooroolbarkgrammar.vic.edu.au
John Ford	Teacher		john@mooroolbarkgrammar.vic.edu.au
Kristy Nicolaou	Teacher		kristy@mooroolbarkgrammar.vic.edu.au
Ema Ashmore	Teacher		ema@mooroolbarkgrammar.vic.edu.au
Stella Ting	Teacher		stella@mooroolbarkgrammar.vic.edu.au
Sonya Morales	Committee of Management President		Sonya.elizabeth21@gmail.com
Jo Reid	Committee of Management Treasurer		jo@lifesolutions.com.au
Tanya Laube	Class Assistant & Bus Driver		tanya@mooroolbarkgrammar.vic.edu.au

PART 1– EMERGENCY RESPONSE

4. In case of emergency

In an Emergency	
<i>Call</i> Police, Ambulance, Fire Services	<i>000</i>
<i>For Advice call your Principal & Approved Provider</i>	<i>Andrea Parsons Mobile 0407 200 833</i>
<i>Convene your</i> Incident Management Team	

5. Emergency contacts

5.1 Emergency services

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

5.2 Our School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Andrea Parsons	9727 3032		0407 200 833
Business Manager		9727 3032		
School Bus Coordinator	Christine Bauer	9727 3032		0458 017 064
First Aid Officer	Dot Ainsworth	9727 3032		0414 594 836
School Welfare Officer	Sonya Morales	9727 3032		0430 216 363
OH&S Representative	Christel Duffy	9727 3032		0427 779 516
School Chaplain		9727 3032		
School Board President	Sonya Morales	9727 3032		0430 216 363

5.3 Key Organisational/regional contacts

	Name	Phone	Mobile
DET Region	North Eastern Victoria Region	8392 9300	N/A
Regional Manager, Operations and Emergency Management	North Eastern: Stuart Brain	8392 9579	0427 895 398
Independent Schools Victoria	Director School Services - Sarah Dunn	9825 7200	N/A

5.4 Local/other organisations contacts

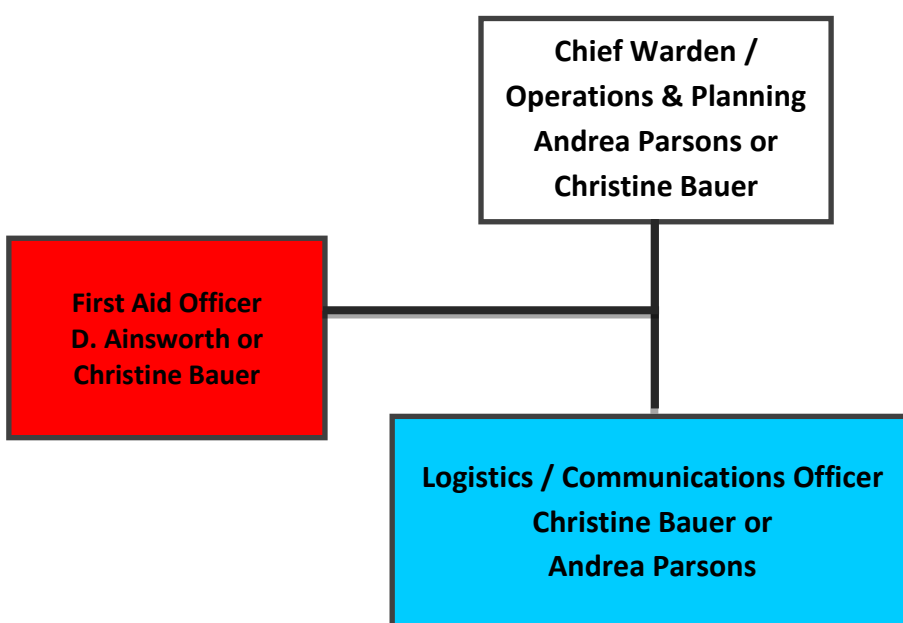
	Phone
Police Station	Lilydale Police Station – 9739 2300
Hospital/s	Eastern Health Maroondah Hospital – 9871 3333
Gas Provider	Energy Australia – Emergencies – 13 26 91
Electricity Provider	ERM Business Energy – AusNet Services – 13 17 99
Water Corporation	Yarra Valley Water – 13 27 62
Urgent Works Provider	N/A
School Plumber	N/A
School Electrician	N/A
Local Government	Yarra Ranges Shire Council – 1300 368 333
SES (flood, storm and earthquake)	13 25 00
Victorian WorkCover Authority	Emergency Response Line - 13 23 60
Victoria Poisons Information Centre	13 11 26

5.5 School bus emergency contacts

School bus emergency contacts		
Bus Route	Contact Name	Mobile Number
Ascot Vale Run	George Inzua	0408 722 733
Point Cook Run	Tanya Laube	0400 139 568

6. Incident Management Team

6.1 Incident Management Team structure



Please note: at the time of the Emergency Response, the Chief Warden may allocate additional roles depending on the incident. For example: Media Officer and Transport & Parking Officer.

6.2 Incident Management Team (IMT) contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Andrea Parsons	Name	Christine Bauer
	Phone/Mobile	0407 200 833	Phone/Mobile	0458 017 064
Logistics (Warden) tasks will be performed by:	Name	Christine Bauer	Name	Andrea Parsons
	Phone/Mobile	0458 017 064	Phone/Mobile	0407 200 833
First Aid tasks will be performed by:	Name	D. Ainsworth	Name	Christine Bauer
	Phone/Mobile	0414 594 836	Phone/Mobile	0458 017 064

7. Incident Management Team responsibilities

Chief Warden

Pre-emergency

- Maintain current contact details of IMT members.
- Conduct regular exercises/drills.
- Regularly check and identify on deficiencies of emergency equipment and kits and resources required.
- Ensure students/staff with special needs list and staff trained in first aid list are up to date.
- Coordinate safety practices (for example clear egress (exit) paths, access to first attack equipment such as, fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the IMT are aware of their responsibilities.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.
- Direct the Logistics Officer to check the floor or area for any abnormal situation.
- Control the movement of people.
- Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency.
- Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
- Confirm that the Logistics Officer's activities have been completed.

Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).
- Complete the Post Emergency Record.

Logistics / Communications Officer

Pre-emergency

Assist the Chief Warden

- Ensure staff and students are aware of the emergency response procedures.
- Carry out safety practices (for example, clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Regularly check and identify on deficiencies of emergency equipment and kits and resources required.
- Attend training in the use of the school's communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills.

During emergency

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

Persons selected to perform as Logistics Officer will carry out activities as set out in the emergency response procedures and as directed by the Chief Warden.

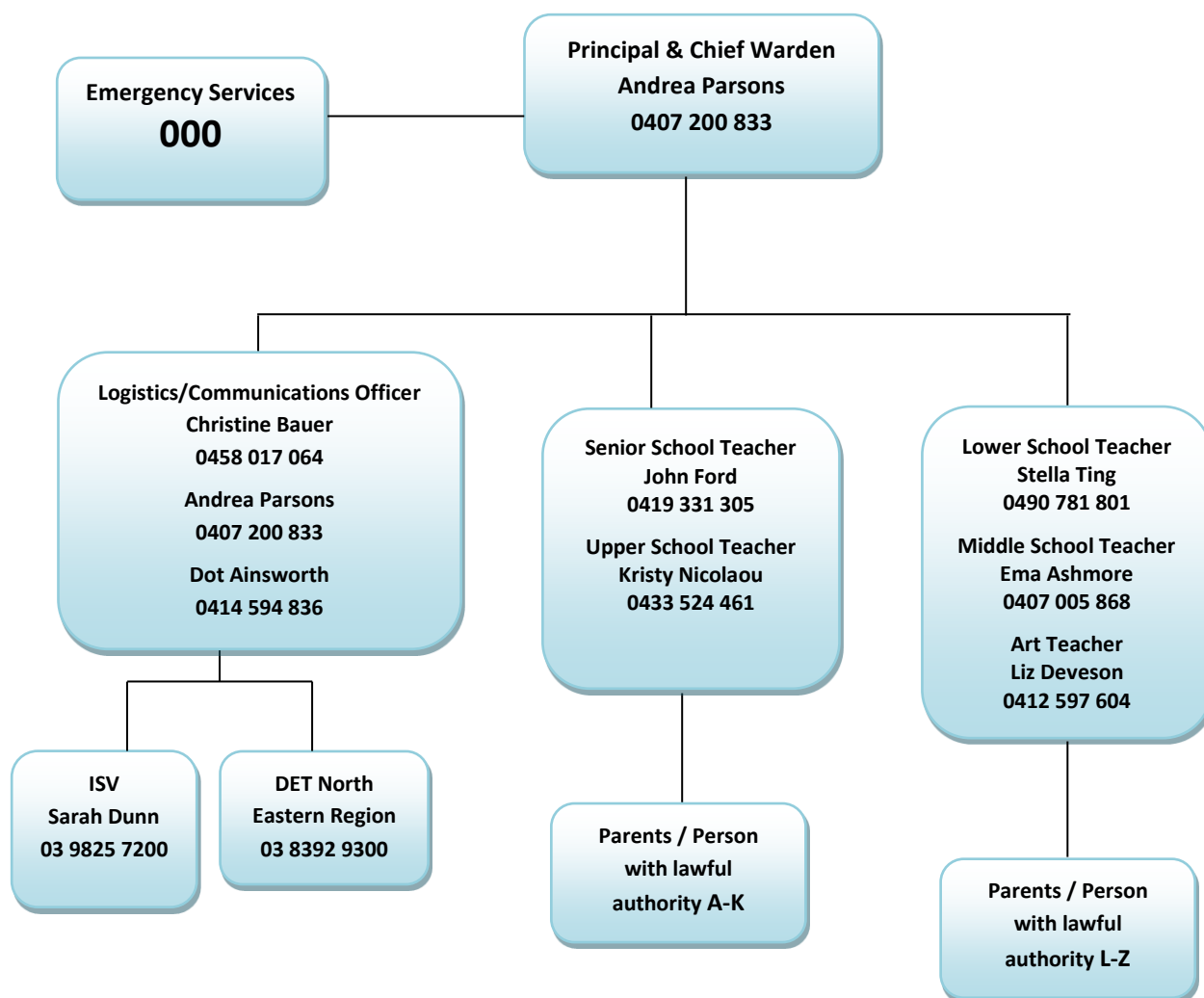
Activities may include the following:

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

Post- emergency

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

8. Communication Tree



9. Staff trained in first aid

Staff Member	Training	Date expiring
Andrea Parsons	First Aid, CPR, Asthma & Anaphylaxis	21/09/2024
Christine Bauer	First Aid, CPR,	21/09/2024
Christel Duffy	First Aid, CPR, Asthma & Anaphylaxis	21/09/2024
Dianne Ainsworth	First Aid, CPR, Asthma & Anaphylaxis	21/09/2024
Megan Bain	First Aid, CPR, Asthma & Anaphylaxis	21/09/2024
John Ford	First Aid, CPR, Asthma & Anaphylaxis	21/09/2024
Stella Ting	First Aid, CPR, Asthma & Anaphylaxis	14/03/2026
Kristy Nicolaou	First Aid, CPR, Asthma & Anaphylaxis	21/09/2024

10. Emergency response procedures

10.1 On-site evacuation / relocation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which of the facility's pre-identified on-site evacuation points is most appropriate to use.
- Evacuate students, staff and visitors to your onsite evacuation point at:
 - A) basketball corner, far corner closest to the main gate or;
 - B) car park at Gate 2 - the far corner of school towards the end of Birchwood Drive
- Take your:
 - A) Emergency kit & bag
 - B) First aid kit
 - C) Any individual medication – Anaphylaxis, Asthma, etc
 - D) Device that logs into Compass (for student attendance)
 - E) Visitors Sign In/Out Book
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).

Actions after on-site evacuation/relocation procedure

- Formal notification to parents of incident.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 – Post Emergency Record).

10.2 Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to your offsite evacuation point:
 - A) Rolling Hills Primary School
- Take your:
 - A) Emergency kit & bag
 - B) First aid kit
 - C) Any individual medication – Anaphylaxis, Asthma, etc
 - D) Device that logs into Compass (for student attendance)
 - E) Visitors Sign In/Out Book
- Once at the offsite evacuation point, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).

Actions after off-site evacuation procedure

- Formal notification to parents of incident.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 – Post Emergency Record).

10.3 Lock-down procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- As appropriate, ascertain that all students, staff and visitors are accounted for.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).

Actions after lock-down procedure

- Formal notification to parents of incident.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 – Post Emergency Record).

10.4 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area:
 - A) Centre vinyl area behind reception
- Take your:
 - A) Emergency kit & bag
 - B) First aid kit
 - C) Any individual medication – Anaphylaxis, Asthma, etc
 - D) Device that logs into Compass (for student attendance)
 - E) Visitors Sign In/Out Book
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).

Actions after shelter-in-place procedure

- Formal notification to parents of incident.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 – Post Emergency Record).

11. Response procedures for specific emergencies

11.1 Building fire

- **Call 000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (**only if safe to do so**).
- Evacuate students, staff and visitors to your onsite evacuation point at, closing all doors and windows:
 - A) basketball corner, far corner closest to the main gate or;
 - B) car park at Gate 2 - the far corner of school towards the end of Birchwood Drive
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.

11.2 Bushfire

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
 - Make sure you close all doors and windows
 - Turn off power and gas.
- Check that all students, staff, visitors and contractors are accounted for.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.

11.3 Major external emissions/spill (includes gas leaks)

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and contractors to:
 - A) basketball corner, far corner closest to the main gate or;
 - B) car park at Gate 2 - the far corner of school towards the end of Birchwood Drive
 - C) Rolling Hills Primary School
- Check students, staff and visitors are accounted for.
- Seek advice from your organisation/auspice body if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Contact parents as required.

11.4 Intruder

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.

11.5 Bomb/substance threat

- **Call 000** for emergency services and seek and follow advice.
- Report the threat to the Chief Warden.
- Ensure the school's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered:
 - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of students and staff
 - Ensure students and staff are not directed past the object
 - Ensure students and staff that have been evacuated are moved to a safe, designated location
- Seek advice from your organisational/auspice body if required.
- Contact parents as required.

If a bomb/substance threat is received by telephone:

- **Do not** hang up
- If possible fill out the bomb threat checklist while you are on the phone to the caller
- Keep the person talking for as long as possible and obtain as much information as possible
- Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Chief Warden
- Listen carefully for a full description:
 - Sex of caller
 - Age of caller
 - Accents and speech impediments
 - Background noises
 - Key phrases used by the caller
- Ask the caller:
 - What is the threat?
 - When is the threat to be carried out?
 - Where the threat may be located?
 - Why the threat is being made?
 - Where are you? Where do you live?
 - What is your name?

Once a call is finished:

- DO NOT HANG UP – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up
- Ensure all information has been written down
- Inform management and report threat to emergency services immediately – use a separate telephone line or mobile phone (in case the caller rings again)
- Do not touch, tilt or tamper with the object
- Follow any instructions given by emergency services

If a bomb/substance threat is received by mail:

- Place the letter in a clear bag or sleeve
- Avoid any further handling of the letter or envelope or object
- Call 000 for emergency services and seek and follow advice
- Notify the Chief Warden

If a bomb/substance threat is received electronically or through the school's website:

- Do not delete the message
- Call 000 for emergency services and seek and follow advice
- Notify the Chief Warden

Bomb/Substance Phone Threat Checklist

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

CALL TAKER		CALL TAKEN	
Name:	Phone No.	Date of Call:	Call Start/End Time:
Signature:		Number Called:	Was call Local or STD:

BOMB THREAT QUESTIONS	
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is in the bomb?	
When did you put it there?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	
SUBSTANCE THREAT QUESTIONS	
What kind of substance is in it?	
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	

CALLER'S VOICE		
Sex of caller		Estimated age
Accent (specify)		
Speech impediments (specify)		
Voice (loud, soft, and so on)		
Speech (fast, slow and so on)		
Dictation (clear, muffled, and so on)		
Manner (calm, emotional, and so on)		
Did you recognise the voice?		If so, who do you think it was?
Was the caller familiar with the area?		

THREAT LANGUAGE	BACKGROUND NOISE
Well spoken	Street noises
Incoherent	House noises
Irrational	Aircraft
Taped	Voices
Message read by caller	Music
Abusive	Machinery
Other:	Other:

EXACT WORDING OF THREAT

ACTIONS			
Report call immediately to:		Phone Number	
Notes/Actions taken:			

11.6 Internal emission/spill

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.
- Notify the Victorian WorkCover Authority if required.

11.7 Severe weather event

- Call **000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Seek advice from your organisation/auspice body if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Contact parents as required.

11.8 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Seek advice from your organisation/auspice body if required.

If outside

Instruct staff and students to:

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

If inside

Instruct staff and students to:

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

After the earthquake

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

11.9 Influenza pandemic

For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to: [Human Influenza Pandemic Response Procedures](#)

If you have any queries about pandemic response, contact the Manager, Operations and Emergency Management in your region.

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<ul style="list-style-type: none">Review your Emergency Management Plans (EMP), including:<ul style="list-style-type: none">pandemic planning arrangementscontact lists of staff, students, families, local services and DHHS Emergency Management coordinatorscommunication tree of key staff.	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered.</p> <p>Regularly review, exercise and update plans.</p> <p>Communicate pandemic plans with staff.</p>
Influenza prevention	<ul style="list-style-type: none">Promote basic hygiene measures within schools by:<ul style="list-style-type: none">providing students and staff with information about the importance of hand hygiene (more information is available at Better Health)providing convenient access to water and liquid soap and alcohol-based hand sanitisereducating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germsensuring careful disposal of used tissues.Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.Encourage staff to seek immunisation for seasonal influenza.	
Communications	<ul style="list-style-type: none">Communicate personal hygiene messages to staff and students.Convey seasonal influenza messages as directed by DET.	
Travel advisories	<ul style="list-style-type: none">Encourage staff and parents/carers to access the smartraveller website prior to international travel.	
Business continuity	<ul style="list-style-type: none">Ensure currency of business continuity plan which:<ul style="list-style-type: none">identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal)considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.	

RESPONSE STAGE - STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none">At the time of the overseas detection:<ul style="list-style-type: none">ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are includedensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to dateensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply	Apply	Apply
Incident response	<ul style="list-style-type: none">At the time of the overseas detection:<ul style="list-style-type: none">prepare to enact pandemic response section of your EMP with stakeholdersprepare to activate Incident Management Team.	Apply	Apply	Apply
		Not suggested	Not suggested	Apply
Hygiene measures	<ul style="list-style-type: none">Continue to reinforce basic personal hygiene measures within schools including:<ul style="list-style-type: none">provide students and staff with information about the importance of hand hygiene (more information is available at Better Health)provide convenient access to water and liquid soap and alcohol-based hand sanitisereducate staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germscareful disposal of used tissues.Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	Apply	Apply	Apply
		As required	Recommended	Recommended
Communications	<ul style="list-style-type: none">At the time of the overseas detection, ensure hygiene information/posters are communicated/ displayed.At the time of the overseas detection, consider providing information sessions for staff and parents/carers about:<ul style="list-style-type: none">the local statusthe risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHSbest practice hygiene practicesvulnerable children.Access and follow Chief Health Officer, DHHS/Chief Medical Officer, Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).School nurses (or equivalent) may assist with information dissemination (provided by the DHHS).Prepare sample letters for parents/carers for next stage (if required).	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		As required	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country. For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc. 	Apply Not suggested Not suggested	Apply Apply Apply	Apply Apply Apply
Business continuity	<ul style="list-style-type: none"> Ensure currency of business continuity plan which: <ul style="list-style-type: none"> identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal) considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce. 	Apply	Apply	Apply

RESPONSE STAGE – INITIAL ACTION		Clinical severity		
Description – Cases detected in Australia – information about the disease is scarce				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none"> At the time of the overseas detection: <ul style="list-style-type: none"> ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date. Ensure communication tree of key staff is circulated to nominated school Incident Management Team members. 	Apply Apply	Apply Apply	Apply Apply
Incident response	<ul style="list-style-type: none"> Enact your EMP. Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from DET. Ensure staff who develop influenza-like illness at school to leave immediately and ensure that students are collected from school immediately to seek medical attention. Encourage staff and students who develop flu-like symptoms during a pandemic to stay away from school until completely well. 	Seek advice Not suggested Apply Apply	Seek advice Not suggested Apply Apply	Apply Seek advice Apply Apply

Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones. 	Apply As required	Apply Recommended	Apply Recommended
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the local status personal hygiene measures containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS. School nurses (or equivalent) may assist with information dissemination as directed. 	Apply Apply Not required	Apply Apply Apply	Apply Apply Apply
Containment strategies	<ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: <ul style="list-style-type: none"> inform teachers of their obligations during school closures for students at home, provide access to educational materials including online learning. Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers. 	Not suggested Apply N/A Apply	Seek advice Apply Apply Apply	Apply Apply Apply Apply
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver education implementing contingency strategy, which may include employing replacement staff and/or modifying programs. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> Report confirmed incidents of influenza. You will be advised of any additional reporting requirements by DHHS. 	Apply	Apply	Apply

RESPONSE STAGE – TARGETTED ACTION		Clinical severity		
Description – Cases detected in Australia – enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact your EMP. Activate your school Incident Management Team to implement the organisation's response as appropriate to advice from DET. 	Not suggested Apply	Apply Apply	Apply Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply As required	Apply Recommended	Apply Recommended
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the local status personal hygiene measures containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS. School nurses (or equivalent) may assist with information dissemination as directed. 	Apply Apply Apply	Apply Apply Apply	Apply Apply Apply
Containment strategies	<ul style="list-style-type: none"> Encourage staff and students who develop flu-like symptoms during a pandemic to: <ul style="list-style-type: none"> leave school immediately and seek medical attention stay away from school until completely well. Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases. Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes. If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers. If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: <ul style="list-style-type: none"> inform teachers of their obligations during school closures for students at home, provide access to educational materials including online learning. 	Apply Apply Not suggested Apply N/A	Apply Apply Apply Seek advice	Apply Apply Apply Apply

Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country. For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc. 	Apply Not suggested Not suggested	Apply Apply Apply	Apply Apply Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver education implementing contingency strategy, which may include employing replacement staff and/or modifying programs. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> Report confirmed incidents of influenza. You will be advised of any additional reporting requirements by the DHHS. 	Apply As required	Apply As required	Apply As required

RESPONSE STAGE – STAND DOWN		Clinical severity		
Description – The public health threat can be managed within normal arrangements and monitoring for change is in place				
Category	Key Actions	Low	Med	High
Containment strategies	<ul style="list-style-type: none"> Be aware that multiple waves of the virus may occur. Replenish PPE (if required). 	N/A N/A	Apply As required	Apply As required
Business continuity	<ul style="list-style-type: none"> Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> restoring workforce capacity following procedures for re-opening of service (if applicable) providing supports, including counselling (if required) monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s). Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available. Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur. 	N/A N/A As applicable Apply	Apply Apply Apply Apply	Apply Apply Apply Apply
Communications	<ul style="list-style-type: none"> Communicate the updated status of situation to staff and parents/carers including supports that may be available. 	Apply	Apply	Apply

Travel	<ul style="list-style-type: none"> Continue to encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
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12. Area map

Date Area Map Validated: September 2016



LEGEND	
On-site assembly points	
Primary off-site assembly point Approx Time to reach assembly point – 15 minutes Distance to assembly point – 500 metres	

Route to off-site assembly point		
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13. Evacuation diagram

Building Name:	Mooroolbark Grammar	Date Evacuation Diagram Validated:	September 2016
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Building works currently in progress – will be made available in 2025.

<Insert a detailed evacuation diagram here. Refer to the Evacuation diagram section of the Guide for assistance. To access an online tutorial on how to create your evacuation diagram go to www.education.vic.gov.au/about/programs/health/Pages/emptu

Legend

	Fire Blanket		Hazardous Chemicals		Exit Point		Fire Extinguisher		First Aid Kit		Evacuation Route		Evacuation Route To secondary Assembly point		Fire Hose Reel		Shelter-in-place Area
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Evacuation Procedure

- Collect:
 - Sign In Book / Roll Book
 - Evacuation Bag
 - First Aid Kit
 - Any Medication – Anaphylaxis/Asthma, etc
- Close doors and windows (if safe to do so)
- Calmly gather children at the appropriate exit
- Ensure all children are present
- Assist children to connect to the evacuation rope
- Calmly lead the children to evacuation assembly area
- Ensure all children are present and accounted for, notify Logistics/Communications Officer
- Wait at the evacuation point until advised otherwise by the Principal or Logistics/Communications Officer

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Chief Warden, call 000.



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



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



Emergency Management Plan

14. Parent / family contact information

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove this section before distributing copies of your EMP to organisations or individuals outside your workplace.

Student Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact

15. Students and staff with special needs

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove student and staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

Students				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?

Special Needs Summary		
Special Needs Category	Number of Students	Number of Staff

PART 2 – EMERGENCY PREPAREDNESS

16. School facility profile

16.1 General Information

School/Campus Name	Mooroolbark Grammar
Physical Address	4 Birchwood Drive Mooroolbark Vic 3138
Operating Hours	8am – 4pm
Phone	9727 3032
Email	admin@mooroolbarkgrammar.vic.edu.au
Number of buildings	1
Is the School a designated Neighbourhood Safer Place?	no
Shelter-In-Place Location	Behind reception
Number of Students	39
Total Number of Staff	13
Methods used for communications to school community	Compass and mobile phones

16.2 Other services / users of site

Service / User Name	Little Scribblers
Location	4 Birchwood Drive Mooroolbark Vic 3138
Student/Visitor Numbers	TBA 2025
Operating Hours/Days	TBA 2025
Emergency Contact Name	TBA 2025
Phone Number	TBA 2025
Mobile Number	TBA 2025

16.3 Building information summary

Telephones (Landlines):			
Location	Number	Location	Number
Reception	9727 3032		
Principal's Office	9727 3032		

Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:		Advance Security	9735 2000
Intrusion:		Advance Security	9735 2000
Other:			

Utilities	Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:			Front of school
Water:			Front of school
Electricity:			Front of school

Building and Site Hazards	
Hazard Description	Location
Construction zone 2024	4 Birchwood Drive, Mooroolbark

17. Risk assessment

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

1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our School	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our school to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Construction zone	Physical safety	Temporary fencing	Children accessing work site	M	H	Yard duty supervision of children at break times or when class outside building, regular check to see fencing is in place,		M	M



Emergency Management Plan

18. Emergency response drills schedule

	Type of Drill	Person Responsible	Target Date & Date Drill was Performed	Observer's Record Completed* ✓
Term 1				
Term 2				
Term 3				
Term 4				

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

19. Emergency kit checklist

The Emergency Kit Contains:	✓
Student data and parent contact information (contained in EMP)	
Student and staff with special needs list (contained in EMP) including any student medications	
Staff contact information	
Student Consent Forms/sign out book	
List of staff on the Incident Management Team (IMT)	
Traffic/emergency safety vests	
Rope for guiding children	
Standard portable First Aid Kit. Asthma Pump and spacers	
A charged mobile phone and charger/s (Staff to have their phone)	
Torch with replacement batteries (or wind up torch)	
Whistle	
Plastic cups	
Water bottles	
Copy of facility site plan and EMP including evacuation routes	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies (tissues, wipes, sanitary pads)	
Other	

Date Emergency Kit Checked:	
Next Check Date:	

20. Emergency Management Plan completion checklist

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

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

Final Check Completed by:

Date:

Component	✓ x	Action Required
Cover page		
Principal name, school/service address, EMP issue date, EMP review date, BARR status, fire district have been specified.		
Distribution list		
Distribution list has been completed.		
Contact numbers and communications tree		
Appropriate key local community contact numbers have been added, for example, Fire, Ambulance, Police, local government, nearest hospital.		
Key contact numbers for internal staff have been added.		
DET central and regional contact numbers have been included.		
Communications Tree detailing process for contacting emergency services, DET Region, staff and parents included.	✓	
Incident management team		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the school processes have been completed for:		
• Evacuation onsite		
• Evacuation offsite		
• Lockdown		
• Lockout		
• Shelter-in-place		
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
Staff trained in first aid		
Staff trained in first aid list is included.	✓	
Area map and evacuation diagram		
The area map is clear and easy to follow.		
The area map has:		

• two evacuation assembly areas on site		
• external evacuation routes		
• surrounding streets and safe exit points marked		
• emergency services access points marked		
Evacuation diagram		
The evacuation diagram is clear and easy to follow		
The evacuation diagram has:		
• a pictorial diagram of the floor or area (at least 200mm X 150mm in size, A3)		
• a title, for example EVACUATION DIAGRAM		
• the 'YOU ARE HERE' location		
• the designated exits, which shall be in green		
• hose reels, marked in red		
• hydrants, marked in red		
• extinguishers, marked in red		
• designated shelter-in-place location		
• date diagram was validated		
• location of primary and secondary assembly areas		
• a legend.		
Parent contact information		
Parent contact information has been obtained and is up-to-date.		
Students and staff with special needs list		
Students and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.		
Profile		
Profile has been populated and reflects the school buildings, utilities and so on		
Risk assessment		
Potential local hazards have been identified.		
Risks have been rated and risk assessments included.		
Local mitigations/controls have been specified.		
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies		
Emergency kit checklist		
Emergency Kit Checklist has been developed with school requirements.		