



Village School

EMERGENCY MANAGEMENT PLAN (EMP)

VILLAGE SCHOOL (1836)

9 HOLLOWAY ROAD, NORTH CROYDON, VIC, 3136

BUSHFIRE STATUS:

Fire District: CENTRAL

Is the school on the Bushfire- At-Risk Register? Yes

DOCUMENT VERSION:

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Approved by:	Ashley Penny	Position:	Principal
Endorsed by:	School Board	Date:	11 th August, 2023

0.0 Distribution List

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All Village School staff			Via School staff E-mail distribution list and via hard copy
School Community			Displayed on the Village School website

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1 Introduction

1.1 Purpose

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

1.2 Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Village School. The Excursion Risk Register should be completed as part of the approval process for any off-site activity and consider the risk of bushfires in the activity's location.

1.3 Definition of an Emergency

An emergency is broadly defined as an event that arises which may adversely affect the safety of people, the school's buildings and/or the surrounding environment which requires an immediate response.

1.4 Priorities

The aim of this plan is to respond to emergencies promptly and efficiently in order to meet the following objectives:

- Preserve life and the safety of people.
- Minimise damage to property and the surrounding environment.
- Learn to prevent reoccurrence.

1.5 Four Phases of Emergency Management

This plan has been developed based on the four phases of emergency management; prevention, preparedness, response and recovery.



Prevention – actions taken in advance, sometimes referred to as mitigation. Strategies include risk and hazard assessments. Prevention activities should be happening all the time.

Preparedness – creating, testing and reviewing plans, training, educating and sharing plans to prepare the Village School community should any Emergency eventuate.

Response – a coordinated implementation of action plans, systems and processes, including issuing warnings, communications and deploying resources in a timely and effective manner.

Recovery- reconstruction and restoration of assets, systems and services to a position where activities at Village school can run safely. However, reconstruction and restoration of assets may continue for some time.

2 The Facility

2.1 Facility Profile





Village School Profile	
School Name:	Village School
Address:	9 Holloway Road, North Croydon, Victoria, 3136
Hours of Operation:	8.15AM – 4.30PM
Principal:	Ashley Penny
Telephone:	9726 4766
Website:	www.villageschool.vic.edu.au
After Hours Emergency Contact Details:	Ashley Penny - 0411 487 720
Number of Students:	Approximately 72
Number of Staff:	Approximately 20
Number of Buildings:	8
Total Fire Ban District:	Central
Is the school a designated Neighbourhood Safer Place?	No
Is Village School on 'Bushfire at Risk' register?	Yes

2.2 Site Description

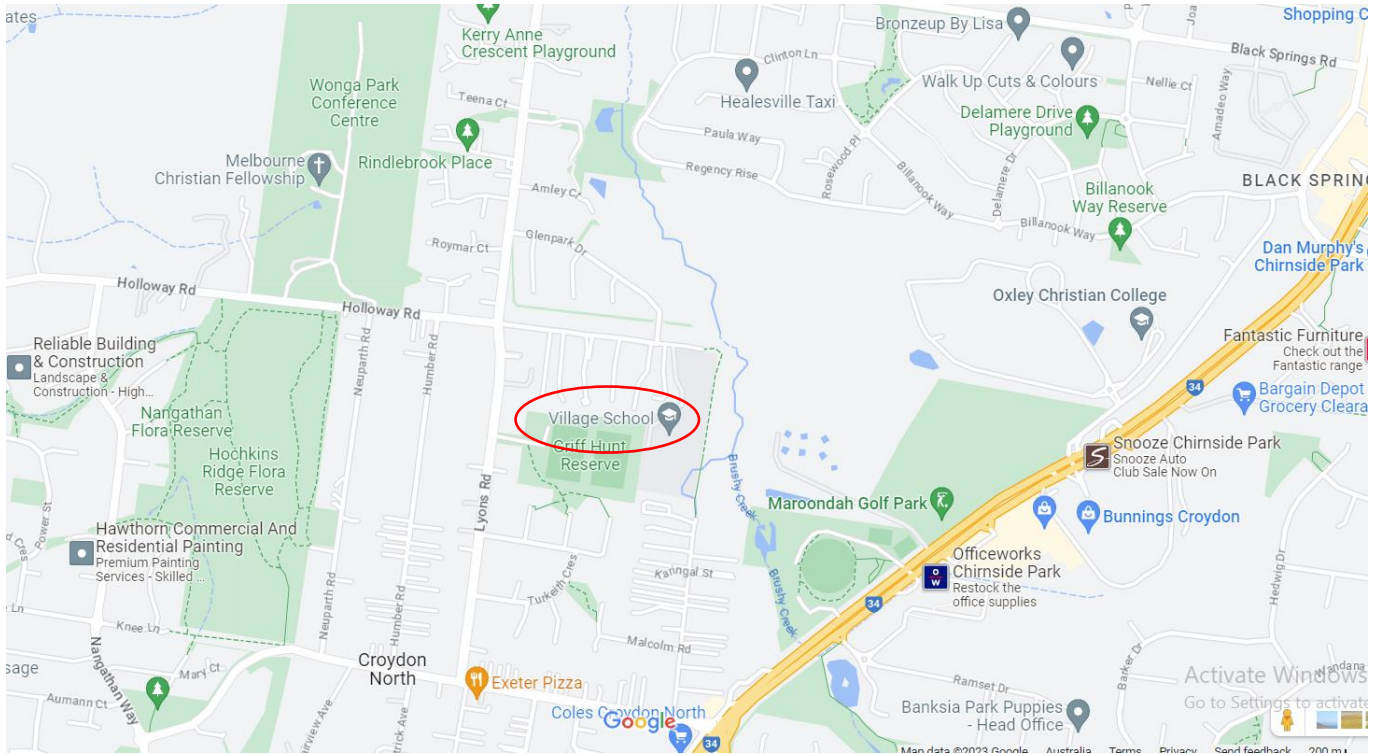
Village School’s designated primary Evacuation Assembly Area is the carpark located in the front of the main office (as illustrated below). Depending on weather conditions, location, nature and severity of the emergency situation, the Chief Warden has the authority to decide upon an alternative and more appropriate Evacuation Area, should the primary area be unsuitable. Throughout the Emergency Planning and Training process, other potential onsite Evacuation Areas have been considered and discussed with staff.



Legend:

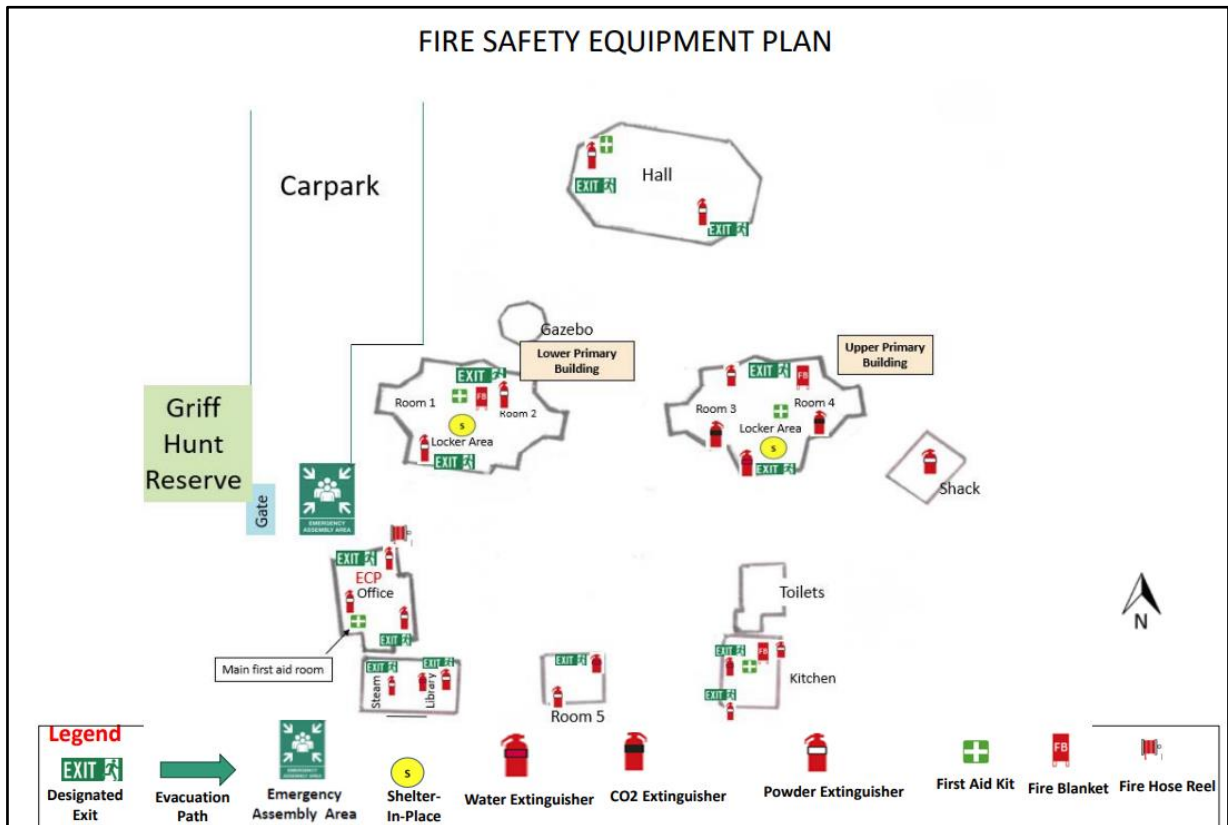
- Shelter in Place:  Emergency Services Access Point: 
- Evacuation Assembly Area:  Pedestrian Exit Points: 

2.3 Area Map



2.4 Fire Protection Systems and Equipment

The following diagram shows the location of the fire and building protection features of the school. The school is also equipped with smoke alarms that are connected to the school’s security system. Smoke alarms are located in each classroom and communal space, as well as in the locker areas in the upper and lower primary buildings. Maintenance requirements of these systems can be found in the Fire Equipment Register (See Appendix 1).



2.5 Communication Systems and Equipment

Type:	Location:	Number:	Notes:
Telephone	Office	4	All telephones have an internal paging system for whole school announcements.
Telephone	Classrooms (Rms 1 -5)	1 in each room (5)	
Telephone	Hall	1	
Telephone	Kitchen	1	
Telephone	Library	1	
Telephone	STEAM room	1	
Telephone	Head of Inclusive Ed (office)	1	
School Mobile	Office	1	Has all parent contact numbers saved
Megaphone/Siren	Office	1	

2.6 Building Security Systems

Type:	Location:	Monitoring Company:	Location of Shut Off Instructions:
Alarms	Every building	Advance Security (24-hour monitoring)	In Upper Primary building locker area, in Lower Primary building locker area, the hall, kitchen, office

2.7 Utilities and Building Services

When an emergency arises, there are times when it is best to be able to shut down some services from the mains. The following utilities are on-site and can be accessed using the methods described below.

Type:	Location of Access Point:	Company:	Shut Off:
Gas / Propane	East side of kitchen	ELGAS	Lever inside gas cage
Water	Inside the school grounds, near the front gate	YARRA WATER	Lever
Electricity	Metal green cupboard in the carpark outside the main office	ORIGIN	Main switch inside switchboard

2.8 Dangerous Goods

Dangerous goods are those that may initiate or influence an emergency if they are not used correctly or are exposed to an existing hazard. The following table shows the types of dangerous goods at Village School and their locations. Procedures to mitigate the effects of an Emergency can be found in the Risk Management table (See Appendix 2).

Material:	Location:
Fuel – petrol for machinery	The maintenance container, always locked. No access for students.
Oil based paints	The maintenance container, always locked. No access for students.
Methylated spirits	The maintenance container, always locked. No access for students. Locked STEAM storage cupboard.

3.0 Emergency Response

3.1 External Emergency Contact List

In an emergency requiring **Police, Ambulance or Fire Brigade** attendance call **000**.

Organisation:	Phone:
POLICE/FIRE/AMBULANCE 000	
Police Station Croydon	9724 0100
State Emergency Service (SES) (flood, wind, storm and earthquake)	13 2500
Vic Emergency Hotline (All Emergencies)	1800 226 226
ABC Radio	AM 774 (Broadcasts bushfire and emergency warnings)
Bushfire Information Line	1800 240 667
Independent School Victoria (ISV)	(03) 9825 7200
Advance Security	9735 2000
DEECD Security Services Unit (SSU)	9589 6266
Region's Manager Operations and Emergency Management – Therese Carroll	8904 2473 0448 284 749
Poisons Information Centre	13 1126
Hospital - Maroondah	9871 3333 or 1300 342 255
Wonga Park CFA	9722 1463
Maroondah Council	(03) 9298 4598 or 1300 88 22 33
Yarra Valley Water	13 2762
Gas - ELGAS	13 1161
Facility Electrician Shane Galloway	0416 627 266
Electricity - ORIGIN	1300 661 544
Victorian Work Cover Authority (formerly WorkSafe) Victoria)	13 2360

The school will contact the appropriate emergency professionals, listed above, and follow their professional advice at all times. One of the Emergency Services may assume legal responsibility for control and coordination of the response activity on arrival and will retain control until their services are no longer required.

3.2 Our School

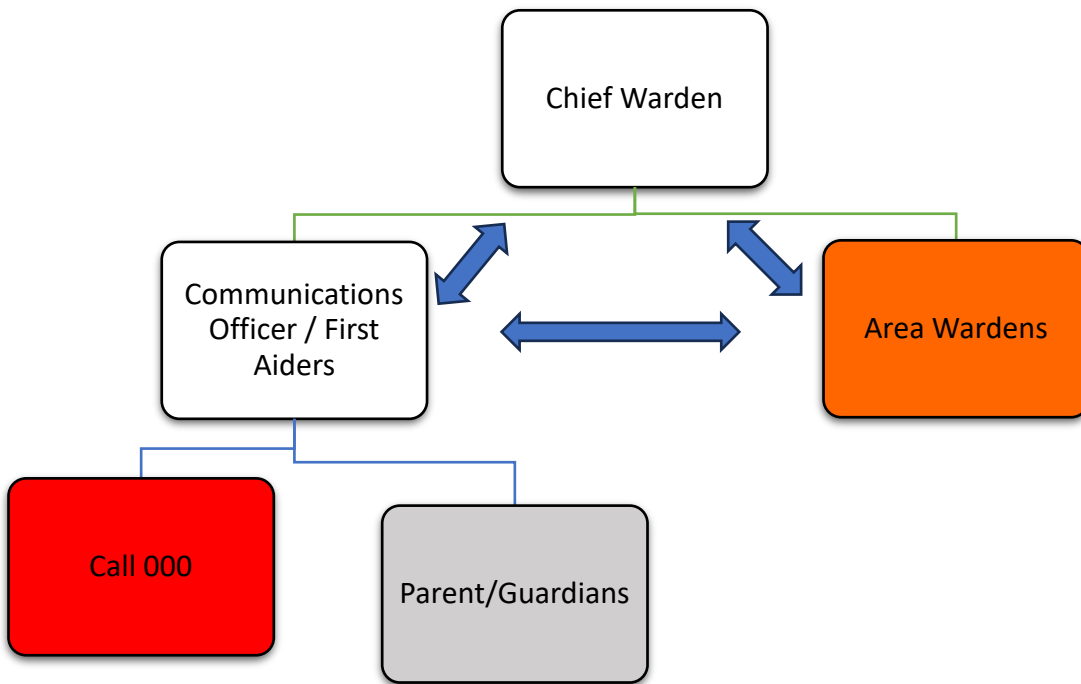
Key Roles:	Name:	Phone:	Mobile:
Principal	Ashley Penny	9726 4766	0411 487 720
OH&S Representatives	All teachers	9726 4766	
Bursar			

3.3 Emergency Management Team (EMT) Contact Details (Table blank for privacy purposes)

EMT Role/Activities	Primary Contact:		Back Up Contact:	
Chief Warden	Name:	Ashley Penny	Name:	
	Phone:	0411 487 720	Phone:	
Communication tasks and First Aid tasks will be performed by:	Name:		Phone/Mobile:	
Operations (Area Warden) tasks will be performed by:	Teaching Staff Names:		Mobile Numbers:	

Names and Phone Numbers have been removed for privacy purposes.

3.4 Communication Tree



3.5 Emergency Management Team (EMT) Main Duties for Each Day

TASK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CHIEF WARDEN	Ashley	Ashley	Ashley	Ashley	Ashley (back up Melissa)
COMMUNICATIONS AND FIRST AID	Trish (Megaphone /siren)	Trish (Megaphone/ siren)	Trish (Megaphone/ siren)	Trish (Megaphone/ siren)	Sally (Megaphone/ siren)
	Kieren (backup Sally)	Kieren (Backup Leanne)	Sally (Backup Leanne)	Sally (Backup Leanne)	Kieren
AREA WARDENS	ALL REMAINING STAFF				

4 Emergency Management Team Responsibilities

4.1 Chief Warden

Pre-Emergency

- Maintain current contact details of EMT members.
- Conduct regular exercises/drills, ensuring that all staff are trained in their specific roles and responsibilities in preparing for, monitoring and executing emergency bushfire procedures.

- Organising the training of staff in the effective operation of relevant emergency equipment every two years. The Fire Safety Workshop Training is conducted through Workplace Emergency Management.
- Ensure our emergency response procedures are kept up to date.
- Ensure staff on the EMT are aware of their responsibilities.
- Ensure Fire Equipment Register is up-to-date and checked in Term 1 and Term 4 every year (See Appendix 1).
- Ensure the Emergency Management Plan and the On-Site and Off-Site Evacuation diagrams are displayed in every room.

During Emergency

- Wear the correct Chief Warden identification and instruct the Communications Officer to sound the alarm.
- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our EMT as required.
- Initiate evacuation of affected areas
- Brief the incoming emergency services and respond to their requests.

Post- Emergency

- When the Emergency is rendered safe or the emergency services returns control, notify staff and students and return to normal operations.
- Organise debrief with the EMT and, where appropriate, with any attending emergency service (See Appendix 3 for Debrief Checklist).
- Compile a report for the EMT.
- Return any items ready for re-use.

4.2 Communications and First Aiders

Pre - Emergency

- Assist the Chief Warden.
- Knowing the evacuation procedure and the emergency plans.
- Maintaining competency by participating in Warden and First Aid Training and exercises.
- Being ready to offer First Aid assistance when required.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly areas and any site hazards.
- Wearing the correct identification and return items ready for re-use.
- Attend training in the use of the school's communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure Emergency Kit/First Aid bags have all the right contents (See Appendix for Emergency Kit Checklist).
- Ensure students/staff with special needs list is up to date (See Appendix 4).
- Ensure staff trained in first aid list is up to date (See Appendix 5).
- Ensure emergency and parent contact details are up to date.
- Participate in emergency exercises/drills.

During Emergency

From the main office, which is the Emergency Control Point (ECP)

- Print student attendance lists, staff and visitor lists
- Get first aid bags and all student medications.

- Get school mobile phone and the evacuation pack which contains student contact information.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate EMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Move to the Evacuation Assembly Area to act as directed by the Chief Warden

Post- Emergency

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

4.3 Area Wardens

Pre-Emergency

- Being prepared to take on the role and responsibilities of an Area Warden within the EMT.
- Knowing the evacuation procedure and the emergency plans.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.

During Emergency

- Wearing a high-vis orange vest.
- Accounting for students in their care.
- Acting under the direction of the Chief Warden and Emergency services.
- Being ready to take control of a designated area (eg. Conducting searches or making areas secure).
- Providing assistance and safe-guarding anyone in danger.
- Being able to operate the methods of communication used at the school.

Post – Emergency

- Participate in a post incident debrief with the EMT.
- Return any items used, ready for re-use.

5 Staff Trained in First Aid

All permanent staff at Village School are trained in First Aid (See Appendix 5).

6 Supervision of Students

Please refer to the Yard Duty and Supervision Policy for information regarding the supervision of students at school.

For all off-site activities, Village School conducts risk assessments that take into consideration:

- the experience, qualifications and skills of staff (including volunteers, instructors and so on)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion

- the activities to be undertaken
- known or anticipated weather conditions, monitoring emergency warnings provided through VicEmergency and weather conditions including fire danger ratings.
- emergency response planning
- any other relevant factors.

7 Emergency Response Procedures

The Emergency Procedures outline the roles and responsibilities for all trained persons expected to be involved in helping to safeguard all members of the school community. The emergency procedures are flexible to allow for the changing circumstances of an emergency situation, as well as for different staff who may be present on the day. The EMP is not designed to be used during the emergency.

People with a disability that may require additional support or assistance during emergency response procedures will have a Personal Emergency Evacuation Plan - PEEP (See Appendix 6).

Additional documents are available for guidance during the emergency including:

- Evacuation Pack containing student contact information (located in a clearly labelled red folder in the main office)
- Evacuation diagrams for On-Site and Off-Site Evacuations (see Appendix 7).

7.1 Off-site Evacuation Procedure

When hearing the emergency siren, the evacuation procedures listed below will be followed. The situations are variations of a standard evacuation requiring the selection of different evacuation areas (either on or off site as appropriate according to the conditions).

CHIEF WARDEN RESPONSIBILITIES:

- Consider the safety of the Evacuation Assembly Area and exit routes. Use alternatives if required.
- Instruct the Siren Operator to activate the Evacuate tone.
- Direct the Communications Officer in the Emergency Control Point (office) to contact the appropriate Emergency Services.
- Put on white helmet and direct Communications Officer to put on theirs.
- Instruct an Area Warden (either Learning Support, specialist teacher, or spare warden) to drive their car up to the front gate to meet Emergency Services and restrict other vehicles entering.
- Brief the Emergency Services, handover the situation and assist as directed.
- Regularly keep in contact with the Evacuation Assembly Area to give and receive information updates.
- When the Emergency Services declare the emergency over, give the 'All Clear' and control building re-entry.
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU).
- Hold a debriefing session with all Area Wardens and the Emergency Management Team to review the evacuation and identify any procedural changes that may be required.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid).
- Complete the Post Emergency Record.

COMMUNICATIONS AND FIRST AID OFFICERS:

From the Emergency Control Point (office)

- Put on white helmet.
- Print student attendance lists, staff and visitor lists

- Get first aid bags and all student medications.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Get school mobile phone and the evacuation pack which contains student contact information.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate EMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency.
- Move to the Evacuation Assembly Area to act as directed by the Chief Warden.
- Select the appropriate means of communicating to the parents from the Communications Table (See Appendix 8).

AREA WARDEN RESPONSIBILITIES:

As Village School is a small school all staff are trained as area wardens.

Homegroup Teachers:

- Ask the children to stop what they're doing. Put on shoes if safe to do so or instruct children to carry their shoes. Take the group roll and put on the identifying orange high-vis vest. Proceed in an orderly fashion, not running or talking, to the Evacuation Assembly Area in front of the gate to the Griff Hunt Reserve. At the Evacuation Assembly Area, if there are any discrepancies with your roll, compare with the Emergency Checklist provided by the Communications Officer and report any problems to the Communications Officer.
- Stay with your class group at the Evacuation Assembly Area.
- Follow the Chief Warden's instructions.
- Remain with your class group at all times.

Specialist Teachers:

- Ask the children to stop what they're doing. Put on shoes if safe to do so or instruct children to carry their shoes. Take the group roll. Proceed in an orderly fashion, not running or talking to the Evacuation Assembly Area in front of the gate to the Griff Hunt Reserve. At the Evacuation Assembly Area, if there are any discrepancies with your roll, compare with the Emergency Checklist provided by the Communications Officer and report any problems to the Communications Officer.
- Stay with that class until the homegroup teacher takes over.
- If the homegroup teacher is away or otherwise engaged, remain with that class for the duration of the evacuation.
- If you are relieved of your class, report to the Chief Warden for further instructions.
- A specialist teacher may be required to drive their car up to the front gate, to keep other cars out or to wait for emergency services to enter.

Learning Support Staff:

- Support the homegroup teacher or specialist teacher to make sure all children leave the room with the teacher. Do a sweep of the room after everyone has left to ensure no-one is left behind. Check the toilets outside the rooms. Close the doors behind them and mark with a 'Room Checked' post-it note.
- Do a sweep of other buildings which may not be occupied as follows:

NB: A learning support staff member may be required to drive their car to the front gate, blocking all entry except for emergency vehicles. This will be decided by the Chief Warden.

ROOM	LEARNING SUPPORT – AREAS TO CHECK
ROOM 1	<ol style="list-style-type: none"> 1. Cubby 2. Gazebo
ROOM 2	<ol style="list-style-type: none"> 1. Library 2. STEAM
ROOM 3	<ol style="list-style-type: none"> 1. Shack 2. Outside Toilet and Sports cupboard
ROOM 4	<ol style="list-style-type: none"> 3. Hall
ROOM 5	<ol style="list-style-type: none"> 1. Back Playground 2. Tunnels 3. Kitchen

Visiting music/education support teachers or volunteer parents:

- If working away from the classroom, proceed with the child you are teaching directly to the Evacuation Assembly Area in front of the gate to the Griff Hunt Reserve. If in the classroom, take directions from the teacher.
- Remain with that child’s class when they arrive for a roll check.
- Follow the instructions of the Chief Warden and stay with that child’s class until instructed to do otherwise.

7.2 On-Site Evacuation / Shelter-In-Place Procedure

If evacuation might reasonably expose people to a greater level of danger, emergency services or the Chief Warden may determine that the safest course of action is to keep students and staff inside a pre-determined designated building in the school. This pre-determined location is known as the ‘Shelter-in-Place’.

CHIEF WARDEN RESPONSIBILITIES:

- Instruct the Communications Officer to call 000 and inform emergency services of the nature of the emergency.
- The Chief Warden activates the Emergency Management Team, puts on their white helmet and instructs the Communications Officer to do the same.
- Notify Area Wardens using the paging system from the Emergency Control Point.
- The Chief Warden will advise Area Wardens to move all students, staff and visitors to the pre-determined shelter-in-place area that is safest to use, depending on the emergency. The Shelter-in-Place areas are identified on the On-Site Evacuation Plans displayed in all buildings (See Appendix 7).
- Meet and brief the Emergency Services, handover the situation and assist as required.
- If possible, make regular contact with the Area Wardens to give and receive updates.
- Instruct the Communications Officer to contact parents as required and provide notification if the shelter-in-place is to extend beyond the school day.
- When the Emergency Services declare the emergency over, give the ‘All Clear’ and control building re-entry.
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU).
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.

- Hold a debriefing session with all Area Wardens and the Emergency Management Team to review the evacuation and identify any procedural changes that may be required.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid).
- Complete the Post Emergency Record.

COMMUNICATIONS AND FIRST AID OFFICERS:

From the Emergency Control Point (office)

- Put on white helmet.
- Print student attendance lists, staff and visitor lists.
- Get first aid bags and all student medications.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Get school mobile phone and the evacuation pack which contains student contact information.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Ensure communications with emergency services is maintained.
- Notify appropriate EMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency of actions/decisions undertaken and times.
- Move to the Shelter-in-Place to act as directed by the Chief Warden.
- Select the appropriate means of communicating parents from the Communications Table (See Appendix 8).

AREA WARDEN RESPONSIBILITIES:

If students are outside during break times:

- Yard Duty Teachers direct students to their classrooms, an area nominated by the Chief Warden or the pre-determined Shelter-In-Place areas.
- Any children or adults outside and too far away from their classrooms should go to the nearest building immediately and if possible, notify the office by phone of their whereabouts.
- Teachers return to their classrooms or the pre-determined Shelter- In-Place area and account for students.
- Report student attendance to the Communications Officer.
- All other staff report to the Chief Warden for deployment.
- Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.

If students are inside during class time:

- Teachers in classrooms 1, 2, 3 and 4, will move the children into the central locker areas (the pre-determined Shelter-In-Place Areas), where they will sit on the floor. CRT teachers should follow the On-Site Evacuation procedures according to the room they are teaching in, as outlined in their CRT folder.
- Report student attendance to the Communications Officer.
- In students are in classroom 5, the kitchen, the STEAM room, the library or the hall, the Area Wardens will await instruction from the Chief Warden as to whether the children will stay in these rooms or move to the specified Shelter-in-Place. If they remain in these rooms (apart from the hall) they should be sitting on the floor, away from windows and entrances. If they are in the hall all teachers and students should assemble behind the stage.
- Lock all doors and windows, draw blinds / curtains and remain inside.
- Give students reassurance to help them remain quiet & calm throughout the incident.

- Wait for further instruction from the Chief Warden.

7.3 On-Site Evacuation Lockdown Procedure

In the case of a lockdown the Chief Warden will sound the school security alarm.

CHIEF WARDEN RESPONSIBILITIES:

- Instruct the Communications Officer to call 000 and inform emergency services of the nature of the emergency.
- The Chief Warden activates the Emergency Management Team, puts on their white helmet and instructs the Communications Officer to do the same.
- Notify Area Wardens using the paging system from the Emergency Control Point.
- The Chief Warden will advise Area Wardens to move all students, staff and visitors to the pre-determined shelter-in-place area that is safest to use, depending on the emergency. The shelter-in-place areas are identified on the On-Site Evacuation Plans displayed in all buildings (See Appendix 7).
- Meet and brief the Emergency Services, handover the situation and assist as required.
- If possible, make regular contact with the Area Wardens to give and receive updates.
- Instruct the Communications Officer to contact parents as required and provide notification if the shelter-in-place is to extend beyond the school day.
- When the Emergency Services declare the emergency over, give the 'All Clear' and control building re-entry.
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU) about the lockdown.
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.
- Determine if there is any specific information students, staff and visitors need to know (eg. areas of the facility to avoid).
- Hold a debriefing session with all Area Wardens and the Emergency Management Team to review the evacuation and identify any procedural changes that may be required.
- Complete the Post Emergency Record.

COMMUNICATIONS AND FIRST AID OFFICERS:

From the Emergency Control Point (office)

- Put on white helmet.
- Print student attendance lists, staff and visitor lists.
- Get first aid bags and all student medications.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Get school mobile phone and the evacuation pack which contains student contact information.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Ensure communications with emergency services is maintained.
- Notify appropriate EMT members.
- At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
- Keep a log of events that occurred during the emergency of actions/decisions undertaken and times.
- Move to the Shelter-in-Place to act as directed by the Chief Warden.
- Select the appropriate means of communicating parents from the Communications Table (See Appendix 8).

AREA WARDEN RESPONSIBILITIES:

Where possible teachers and learning support should use mobile phones for communication with the ECP (Enter school number in phone today: **9726 4766**).

If students are outside during break times:

- Upon hearing the alarm, Yard Duty Teachers will direct students to their classrooms if safe to do so, or an area nominated by the Chief Warden, or the pre-determined Shelter-In-Place areas.
- Any children or adults outside and too far away from their classrooms should go to the nearest building immediately and if possible, notify the ECP by phone of their whereabouts.
- Children using the outside toilets at the time, would be safest if they stayed locked in their cubicle, sitting on toilet with feet up. However, this could be incredibly hard for a child to do, so we will instruct them to get to their classroom as quickly as they could, if they were too afraid to adopt that strategy.
- Teachers return to their classrooms if safe to do so, or the pre-determined Shelter- In-Place area and account for students.
- Report student attendance to the Communications Officer.
- All other staff report to the Chief Warden for deployment.
- Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.

If students are inside during class time:

- Teachers in classrooms 1, 2, 3 and 4, will move the children into the central locker areas (the pre-determined Shelter-In-Place Areas), where they will sit on the floor. CRT teachers should follow the On-Site Evacuation procedures according to the room they are teaching in, as outlined in their CRT folder.
- In students are in classroom 5, the kitchen, the STEAM room, the library, the shack or the hall, the Area Wardens will await instruction from the Chief Warden as to whether the children will stay in these rooms or move to the specified Shelter-in-Place. If they are instructed to remain in these rooms (apart from the hall) they should be sitting on the floor, away from windows and entrances. If they are in the hall all teachers and students should assemble behind the stage.
- Lock all doors and windows, draw blinds / curtains and remain inside.
- Give students reassurance to help them remain quiet & calm throughout the incident.
- Stay in these locations and wait for further instruction from the Chief Warden.

8 Emergency Response Procedures for Specific Threats

8.1 Building Fire Procedure

Anyone discovering fire or smoke in a building should:

- Assist anyone in immediate danger if it is safe to do so.
- Close doors to prevent fire/smoke spread.
- Notify the ECP (9726 4766) and give details of the location and extent of the fire.
- Alert anyone in the immediate area about the fire.
- Commence evacuation to the closest safe site.

CHIEF WARDEN RESPONSIBILITIES:

- Direct the Communications Officer to call 000.
- Determine the location and extent of the fire.
- Convene the EMT if necessary.
- If appropriate follow the procedures for the Off-Site Evacuation.

- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU) about the building fire.
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.
- Hold a debriefing session with all Area Wardens and the Emergency Management Team.

AREA WARDEN RESPONSIBILITIES:

- Follow the instructions from the Chief Warden.
- Assist anyone in danger if it is safe to do so.
- Close doors to prevent fire/smoke spread.
- Commence firefighting duties if trained and it is safe to do so.
- If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation (See Off-Site Evacuation Procedure).

8.2 Bushfire/Grassfire Procedure

Whole School Closure: When the Victorian Emergency Management Commissioner declares a Catastrophic Fire Danger Rating that applies in the area of district in which the school is located, Village School must close and take pre-emptive actions for such closure.

In the event of a non-Catastrophic day (Moderate, High, Extreme) the school should remain vigilant and remain in a heightened state of readiness, while ensuring that there are open lines of communication with local emergency services. The school should also be prepared to implement the EMP at short notice and move students and staff to the predetermined Shelter-in-Place that is compliant with regulations or be prepared to evacuate using the **Off-Site Procedure**.

CHIEF WARDEN RESPONSIBILITIES:

If early evacuation advice is not issued or the fire is approaching the school, and it is **unsafe to evacuate**, everyone should as a last resort remain in the pre-determined shelter in place location after the following precautions are taken:

- Identify which buildings need to be evacuated and which Shelter-in-Place is the safest to use.
- Inform the Emergency Services operator (000 or 112 if calling from a mobile) of the Shelter-in-Place where the staff and students will be. Keep in contact as fire approaches so the Emergency Services operator can direct services as they become available. The primary responsibility of staff is the safety of students.
- Convene the EMT. Direct Area Wardens to assemble staff and students inside the designated Shelter-in-Place.
- Turn off power and gas.
- Once the threat has passed, direct Area Wardens to assess the buildings for spot fires, burning embers, casualties and report back. Designate trained, properly equipped teams (with firefighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so.
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU) about the bushfire/grassfire.
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.
- Hold a debriefing session with all Area Wardens and the Emergency Management Team.

AREA WARDEN RESPONSIBILITIES:

- Follow the directions of the Chief Warden.
- Wear orange high-vis vests.

- Check attendance against class rolls once assembled.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing). Fill gutters, all sinks and washbasins with water.
- Remain inside until the Emergency Services or Chief Warden has established that the fire has clearly passed; evacuate the building and remain in a safe area.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.

8.3 Flooding Procedure

Anyone discovering a flood:

- Assist anyone in immediate danger if it is safe to do so.
- Notify the ECP (9726 4766) and give details of the location and extent of the flood.
- Alert anyone in the immediate area.

CHIEF WARDEN RESPONSIBILITIES:

- If required direct the Communications Officer to call 000.
- Convene the EMT.
- Direct Area Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area.
- Determine the nature of the flood / water main / roof damage / sewerage and shut off the source or contact the relevant provider. See Section 3.1 for Emergency Contact List details.
- Depending on the nature of the flood, the Chief Warden will advise the EMT as to whether an on-site or off-site evacuation procedure will take place ([See On-Site or Off-Site Evacuation Procedure](#)).
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU) about the flooding.
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.
- If necessary, hold a debriefing session with all Area Wardens and the Emergency Management Team.

8.4 Severe Weather Procedure

Everyone:

- If outside, seek shelter.
- If indoors, move away from windows, mirrors, bookcases and items that may fall. Seek shelter under a desk or table.
- Sit down and protect your face and head with your arms.
- Try to remain calm.

CHIEF WARDEN RESPONSIBILITIES:

- If the threat is external, commence lockdown ([See On-Site Lockdown Procedure](#)).
- Assess any uncontrolled fires, gas leaks or structural damage that has occurred as a result of the storm.
- If any building damage or hazards are identified, convene the EMT and commence evacuation ([See On-Site or Off-Site Evacuation Procedure](#)).
- Listen to ABC local radio or TV.
- Hold a debriefing session with all Area Wardens and the Emergency Management Team.

AREA WARDEN RESPONSIBILITIES:

- Report any matter concerning the safety and well-being of students, staff and visitors to the Chief Warden.

8.5 Fallen Tree / Structural Failure Procedure

Anyone who discovers a fallen tree / structural failure:

- Assist anyone in immediate danger if safe to do so.
- Notify the office (9726 4766) and give details of the location of the hazard.

CHIEF WARDEN RESPONSIBILITIES:

- Deploy an Area Warden to assess for casualties, anyone trapped, building damage and hazards and report back to the Chief Warden.
- If anyone is trapped, then call 000 for assistance.
- Ensure First Aiders attend to any casualties.
- If a building is damaged or hazards are identified that threaten occupants inside the building, convene the EMT and then commence evacuation (See [On-Site or Off-Site Evacuation Procedure](#)).
- If necessary, hold a debriefing session with all Area Wardens and the Emergency Management Team.

8.6 Earthquake Procedure

Everyone:

- If indoors, move away from windows, mirrors, bookcases and items that may fall. Seek shelter under a desk or table. Sit down and protect your face and head with your arms.
- Try to remain calm.
- Help others if you can.
- If outdoors, move to an open space away from buildings, power lines and trees.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Await instructions from the Chief Warden.

CHIEF WARDEN RESPONSIBILITIES:

- Evaluate if there are uncontrolled fires, gas leaks or structural damage to school buildings and assess the need to evacuate.
- Convene the EMT if necessary.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse (See [On-Site or Off-Site Evacuation Procedure](#)).
- Arrange medical assistance where required.
- Tune in to ABC local radio if you can and follow any emergency instructions.
- If the school property is damaged and it is OK to do so, take notes and photographs for insurance purposes.
- If necessary, hold a debriefing session with all Area Wardens and the Emergency Management Team.

8.7 Bomb Threat Procedure

Anyone receiving a bomb threat by telephone:

- Take the threat seriously.
- Do not hang up.
- Refer to the bomb threat checklist (see Appendix 9).

Anyone receiving a bomb threat electronically or through the school's website:

- do not delete the message,
- contact police immediately.

Notify the ECP (9726 4766) and give details of the location of the hazard.

CHIEF WARDEN RESPONSIBILITIES:

- Call the police on 000.
- Ensure the person who receives the threat completes the bomb threat checklist.
- Convene the EMT if necessary.
- Consider selecting an Evacuation Assembly Area not publicly known, but known to all members of the EMT.
- Determine the safest route to the Evacuation Assembly Area.
- Ensure the path taken avoids any suspicious item, or area identified in the threat.
- Ensure the Evacuation Assembly Area is a safe distance away from the item, to avoid any flying debris.
- Direct the Communications Officer to sound the evacuation siren.
- Issue evacuation instructions to Area Wardens.
- Meet the Police on their arrival and handover the situation.
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU) about the flooding.
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.
- When Emergency Services declare the buildings safe, give the 'All Clear', allow re-entry into buildings in a safe and orderly manner.
- Hold a debriefing session with all Area Wardens and the Emergency Management Team.

8.8 Suspicious Mail or Package Procedure

Anyone receiving suspicious mail, or a suspicious package should consider the following points:

Does the mail/package have:

- an unusual postmark or has it come from an unknown source?
- poor spelling or handwriting on the label?
- an unusual size, weight, feel, sound or smell?
- excessive tape or postage?
- discolouration, stains or powdery deposits?
- perforations or protruding objects?

Or was the item found in an unusual location? Or the owner of the package cannot be found?

CHIEF WARDEN RESPONSIBILITIES:

Call 000 and ask for the police. Ensure immediate actions take place for the following situations. Decide whether the situation requires a full or part evacuation.

Suspected Explosive Device:

- Carefully place item on nearest level surface.
- Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, radios or flash photography within a 25m radius.
- Contact the police to confirm that a suspicious item has been found and give details of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area.

- Commence evacuation of the area to a previously determined not publicly known Evacuation Assembly Area.

Written/Recorded Threat:

- Put gloves on. Carefully place the item in a clear plastic bag. Avoid unnecessary handling to preserve evidence, such as fingerprints.
- Place all items in an envelope or container for assessment by police.

Biological/Chemical Hazard:

- Alert others and keep people away from the item but remain nearby.
- Ask the person who handled the item to place it inside an airtight plastic bag and then into another airtight bag.
- If opened, do not disturb any further nor clean up any spilled substance. Cover the item if possible without disturbing it.
- Ask the handler to remain calm and not to touch their face, anyone or anything else.
- Stop people from entering the immediate area.
- If able to without leaving the immediate area, have the handler wash their hands.
- If possible shut off ventilation system and fans and close doors and windows.
- If at any time there is a strong noxious smell, move to an adjoining room and close doors and windows.
- Record the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area.

Suspected Radiological Hazard:

- Limit exposure / shield yourself from the item.
- Do not handle the item.
- Evacuate the area.

8.9 Hazardous Materials / Gas Leak Procedure

Anyone discovering a hazardous material spill or gas leak:

- Assist anyone in immediate danger if it is safe to do so.
- Notify the office (9726 4766) and give details of the location and extent of the hazard.
- Alert anyone in the affected area.
- Remove sources of ignition.
- Commence evacuation via the closest illuminated safe exit (See On-Site Evacuation Diagram – Appendix 7)

CHIEF WARDEN RESPONSIBILITIES:

- Assess the type and quantity of the materials involved.
- If required, direct the Communications Officer to call 000 and ask for the Fire Brigade.
- Direct everyone to remove any sources of ignition.
- Investigate the source (in case of gas leak, shut off the supply if it is safe to do so).
- Direct Area Wardens to isolate anyone who may be covered in a hazardous material.
- Close all windows and doors.
- If the spill or gas leak is external, commence **Lockdown Procedure**.
- If the spill or gas leak is internal, commence the **Off-Site Evacuation Procedure**.

AREA WARDENS RESPONSIBILITIES:

- Follow the direct instructions of the Chief Warden.
- Assist anyone in immediate danger, if it is safe to do so.
- Isolate the affected area.
- Remove sources of ignition.
- DO NOT attempt to clean up, or confine the spill or leak, unless you have been appropriately trained.
- Isolate anyone who may be covered in a hazardous material.
- Await for advice from the Chief Warden as to whether to follow the [Lockdown Procedure](#) or the [Off-Site Evacuation Procedure](#).

8.10 Medical Emergency Procedure

In the event of an anaphylactic reaction, asthma attack or any medical emergency, the emergency response procedures must be followed, together with the Anaphylaxis Management Policy, the Asthma Policy, the First Aid Policy, and the students' individual Management Plans located in the First Aid room in the office, the students' Homerooms, the hall and the kitchen, as well as on the Village School database (uEducateUs).

Anyone discovering a medical emergency, raise the alarm by notifying the office. Commence First Aid if trained to do so.

ELECTRIC SHOCK PROCEDURE:

In the case of an electric shock, avoid direct contact with the affected person while they are in contact with the current. Alert the office or the Chief Warden. Immediately switch off or disconnect the power source.

Low Voltage – Immediate Actions (person discovering):

- Immediately switch off / disconnect power source.
- If unable to switch off current, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or leg.
- Ensure onlookers are kept away from the live / energised equipment.

High Voltage – Immediate Actions (person discovering):

- Immediately disconnect power source.
- Only permit first aid treatment after the current has been switched off (high voltage injuries can be very severe, even fatal, involving burns to skin and possibly to internal organs).
- Ensure onlookers are kept away from the live / energised equipment.

CHIEF WARDEN RESPONSIBILITIES:

- Deploy another First Aider and go to assist in the Emergency.
- If necessary, direct the Communications Officer to call 000 and ask for an ambulance and also contact the relevant parents/guardians.
- Direct an Area Warden to meet the ambulance on arrival and guide the paramedics to the casualty.

8.11 Threatening Behaviour Procedure

Anyone becoming aware of threatening behaviour:

- Should (if possible) raise the alarm by notifying the ECP (9726 4766) and give the location and details of the emergency.

- Act calm. Do not interrupt an agitated person. Allow them to have their say. Do not say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry into a building.

CHIEF WARDEN RESPONSIBILITIES:

- Call 000 and ask for the police.
- Direct staff and students not to confront the person.
- If the threat is external, commence **Lockdown Procedure**.
- If the threat is internal, commence **Off-Site Evacuation Procedure**.
- Direct an Area Warden to meet the police on arrival.

8.12-Armed Intrusion Procedure

Anyone involved in an armed intrusion:

- Act calm and obey instructions given by intruder/s.
- Do not make sudden movements and avoid eye contact.
- Be compliant and answer all questions asked by the intruder/s.
- Do not attempt to follow the intruder/s when they depart.
- If possible, raise the alarm by notifying the ECP (9726 4766) and give location and details of the emergency.

CHIEF WARDEN RESPONSIBILITIES:

- Call 000 and ask for the police.
- Direct staff and students not to confront the person.
- If the threat is external, commence **Lockdown Procedure**.
- If the threat is internal, commence **Off-Site Evacuation Procedure**.
- Direct an Area Warden to meet the police on arrival.
- After the intruder has fled, gather details using the Offender Checklist (See Appendix 10).
- Isolate the area and make sure no one disturbs the area.
- Prevent discussion between the witnesses.
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU) about the flooding.
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.
- Hold a debriefing session with all Area Wardens and the Emergency Management Team.

8.13 Active Armed Offender Procedure

Active armed offender events unfold rapidly and often without the opportunity to implement the EMT.

DEFINITION: An active armed offender is a person armed with a firearm(s) who is actively engaged in killing or attempting to cause serious harm to multiple people.

OBJECTIVES:

- Initiate immediate response activities.
- Minimise the offender's access to potential victims.
- Move people from danger.
- Prevent people from entering the scene.
- Help Police to locate and contain the Active Armed Offender.

There are three main options for teachers and students. In order of priority they are:

ESCAPE (to a safe offsite location)

- Try to confirm that the entire escape route is safe.
- Inform students of specific point to go to and path to take.
- Where possible, alert others nearby of the ability to escape.
- While escaping:
 - Lead the students from the front and move together quickly and quietly,
 - Remain as low as possible using available cover (use buildings, fences, trees etc. where available),
 - Avoid open spaces,
 - If initial escape location is no longer safe, continue moving until safe,
 - Where possible, call the Chief Warden with any available information about the Active Shooter and your location.

HIDE - Hide if Escape is not possible:

- Find a hiding place where the active shooter is less likely to find you. The hiding place should be out of the Active Shooter's view, provide protection if shots are fired in your direction (e.g. an area with a closed and locked door or heavy wall) and not trap you or restrict your options for further movement.
- Prevent an active shooter from entering your hiding place by locking the door and / or blockade the door with heavy furniture / items.
- If the active shooter is nearby:
 - Lock the door and silence mobile phones and / or pagers and turn off any source of noise (e.g. radios, televisions).
 - Hide behind large items (e.g. cabinets, desks)
 - teachers to continue to keep students quiet and calm.
 - Constantly reassess your option to escape or hide (including moving to another hiding location).
- Where possible, update the Chief Warden with any available information about the Active Shooter.

TAKE ACTION - if ESCAPE or HIDE is not possible:

- As a last resort and only when your life is in imminent danger, attempt to disrupt and / or incapacitate the active shooter by:
 - Acting as aggressively as possible against him / her.
 - Throwing items and using improvised weapons.
 - Yelling.
 - Committing to your actions.

As there may be little time to organise a coordinated response, in order to maintain the safety of the students under their supervision, **staff should be trained to independently decide** on the appropriate reaction. They must be able to choose **ESCAPE, HIDE** or **TAKE ACTION** and then conduct the correct procedures.

IF POLICE ARRIVE IN YOUR AREA

- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Behave calmly and follow officers' instructions.
- Put down any items in your hands (e.g. bags, jackets).

- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and / or yelling.
- Provide information regarding the Active Shooter (location / direction, number of shooters, weapons, description etc.)

Do not stop to ask officers for help or direction when escaping; just proceed in the direction from which officers are entering the area.

CHIEF WARDEN RESPONSIBILITIES:

- Delegate the nearest person to call the Police (000), remain on the phone and inform them of the:
 - exact location of the shooter
 - best point for Police to directly enter the school and find the Active Armed Offender (Police want access to the location of the Active Armed Offender, NOT the Chief Warden)
 - If possible, determine the location of the Active Armed Offender – information from notifier - (location / direction, number of shooters, weapons, physical description and number of casualties)
 - Notify occupants to undertake Active Armed Offender procedures by making the Active Shooter announcement –

“Active Shooter, Active Shooter ‘insert threat location’ (repeat as necessary)

- If the location / direction of the Active Armed Offender is known and it is possible to determine that specific areas of the school are safe to ESCAPE then staff at these locations should be directed to ESCAPE off-site (using closed communications methods). In areas close to the Active Armed Offender which are not safe to ESCAPE, then staff in these locations should be directed to HIDE (using closed communications methods).
- Continually broadcast updates to occupants about the location of the Active Armed Offender.
- Continually assess and re-contact specific areas and advise them to ESCAPE or HIDE.

WHEN POLICE ARRIVE

- Police will likely move straight to the location of the Active Armed Offender.
- Where available provide police with local two-way radio access for monitoring and live updates and offer ongoing information assistance
- Site information – maps, hazards, choke points, restricted access,
- Communication systems available
- Neighbouring facilities / local area insight
- Continue to provide information to 000, this will be distributed to the responding officers.

WHEN THE THREAT HAS BEEN DECLARED ALL CLEAR OR SAFE BY POLICE:

- Nominate a staff member to act as a police liaison,
- Direct witnesses to assist Police with details and observations of the offender(s). Observations may include details such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure,
- Communicate with offsite escape locations to ascertain those at the location and any issues.
- Prevent discussion between witnesses.
- Notify Independent Schools Victoria (ISV) and the DEECD Security Services Unit (SSU) about the bushfire/grassfire.
- Notify our region and seek advice from our regional Manager, Operations and Emergency Management if required.

- Hold a debriefing session with all Area Wardens and the Emergency Management Team.

8.14 Missing Person Procedure

Anyone discovering a missing person should contact the ECP in the first instance (97264766). Establish the missing person’s name, a clear description, any distinguishing features, location where last seen and any other critical and useful information.

CHIEF WARDEN RESPONSIBILITIES:

- Direct the Communications Officer to maintain contact with the missing person’s parents/guardians.
- Establish the missing person’s name, a clear description, any distinguishing features, location where last seen and any other critical and useful information. Use Missing Person’s Checklist to gather information (see Appendix 11).
- Alert all staff of the missing person’s name and description.
- Instruct all Area Wardens to perform a thorough search of the site for the missing person.
- Ensure front gates are closed.
- If necessary, call 000 and ask for Police. Direct an Area Warden to meet the police on arrival.

AREA WARDEN RESPONSIBILITIES:

- If requested by Chief Warden, search designated area for the missing person.
- Report to the Chief Warden following completion of your search.
- Follow any further instructions from the Chief Warden.

8.15 Animal Hazards Procedure

CHIEF WARDEN RESPONSIBILITIES:

- Activate and direct Area Wardens to keep students away from any immediate hazard posed by the animal.
- Try to identify the owner of the animal.
- In the absence of the owner, inform Maroondah Local Council or the relevant authority.
- Receive updates from Area Wardens.
- Determine whether or not the **Lockdown Procedure** is necessary.

8.16 Student Release Procedure

- Park in a safe location. Do not block gates or other cars.
- If the school is currently undertaking an emergency procedure, follow the direction of staff members.
- If the school has been evacuated parents/guardians will be notified by email and they will receive a notification through uEducateUs advising to pick up their child from the Off-Site Evacuation Assembly Area, which is the Lyons Road entrance to the Griff Hunt Reserve.
- Staff will only release a student to an authorised parent/guardian unless the school has been notified of an alternative arrangement.

8.17 Pandemic Actions Procedure

Our pandemic action response plan has been developed based on the Four Phases of Emergency Management (See Section 1.5).

PHASE	ACTIONS	COMMENTS
PREVENTION	<ul style="list-style-type: none"> • Promote basic hygiene measures. • Maintain stringent cleaning procedures. • Communicate the risk of a pandemic and how to identify possible cases, including influenza, Covid- 	

	19 (See Covid Policy), etc. based on the current up-to-date case definition by the Chief Health Officer.	
PREPAREDNESS	<ul style="list-style-type: none"> • Ensure Emergency Management Plans are up to date, including emergency numbers and key contacts. • Ensure contact lists of staff, students, families and local services are up to date. • Ensure your communication tree of key staff is circulated. • Identify minimum requirements and key staff needed for continued operations. • Consider providing information sessions for staff and parents about pandemic symptoms, preferred hygiene practices and vulnerable children. • Ensure there is a sufficient supply of Personal Protective Equipment (PPE). • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations etc. to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection) 	
RESPONSE	<ul style="list-style-type: none"> • Enact Emergency Management Plan when necessary. • Convene the EMT if applicable. • Identify a designated area to keep sick children, quarantined by others until they can be taken home by parents/guardians. • Follow the advice of the Victorian Health Department with regards to quarantine periods. • Follow the advice of the Victorian Health Department with regards to school closures and re-opening. Communicate plans for closure if applicable and advise staff, parents/guardians. • Encourage staff who develop symptoms during a pandemic to stay away until completely well. • If staff develop pandemic like illness at school, they should leave immediately and seek medical attention. 	
RECOVERY	<p>Develop a recovery plan for a return to normal operations which includes:</p> <ul style="list-style-type: none"> • Staff availability. • Procedures to reopen. • Provision of counselling if required. • Monitor cumulative effects of the pandemic and identify and supporting those who may need assistance. 	

	<p>Chief Warden to conduct a debrief.</p> <p>Review the effectiveness of the EMP and update as appropriate.</p> <p>Replenish PPE.</p> <p>Be aware that multiple waves of the virus may occur, and that review and revision of the plan may be required between waves.</p>	
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8.18 Off-site Emergency Procedure

CHIEF WARDEN RESPONSIBILITIES:

If Village School receives a report of an emergency in the area that is a threat to the school, the Chief Warden will commence [Lockdown Procedure](#).

- Direct the Communications Officer to tune in to ABC radio for updates or contact the relevant emergency services information line.
- Inform Staff of the emergency and update them with relevant information if required.
- Assess if it is safe for students to undertake outdoor activities.

If a report of an emergency is received while students are on an excursion/camp, the Chief Warden will:

- Remain in contact with staff at the emergency to receive information about the emergency if possible.
- Instruct them to follow the site’s emergency procedures.
- Check that a staff member has informed emergency services.
- Consider sending staff to assist, if available and safe to do so.
- Notify ISV of the incident to ensure critical incident management processes begin.

EMERGENCY PREPAREDNESS

9 Bushfire/Grassfire

Bushfire preparedness is not just a concern of rural and regional schools. Metropolitan schools may be at risk from site-specific factors (e.g. located in a leafy area) or because their students may attend activities or camps in bushfire-prone areas.

Village School is responsible for its vegetation management. Maintenance requirements include the trimming and thinning of vegetation and the clearing of flammable elements from school areas. This is included in the Risk Assessment table (See Appendix 2).

During the summer months, the Principal and the Leadership Team should check the CFA website regularly for fire danger ratings.

Village School does not operate on any day that the Victorian Emergency Management Commissioner declares as having a Catastrophic Fire Danger Rating that applies to the area or district in which Village School is located. Once notified of a Catastrophic day, the team must meet to confirm actions and ensure that all staff, students and families are advised.

On days of High or Extreme fire danger days, the Principal and the Leadership Team should meet to pre-plan actions for the day.

9.1 Fire Danger Rating Table



The table below outlines recommended actions in fire prone areas given each classification of fire risk.

MODERATE	HIGH	EXTREME	CATASTROPHIC
<p>Plan and prepare.</p> <p>Most fires can be controlled.</p>	<p>Be ready to act.</p> <p>Fires can be dangerous.</p>	<p>Take action now to protect your life and property.</p> <p>Fires will spread quickly and be extremely dangerous.</p>	<p>For your survival, leave bushfire risk areas</p> <p>If a fire starts and takes hold, lives are likely to be lost.</p>
<p>Stay up to date and be ready to act if there is a fire</p>	<p>There's a heightened risk. Be alert for fires in your area.</p> <p>Decide what you will do if a fire starts.</p> <p>If a fire starts, your life and property may be at risk. The safest option is to avoid bushfire risk areas.</p>	<p>These are dangerous fire conditions.</p> <p>Check your bushfire plan and ensure that your property is fire ready.</p> <p>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.</p> <p>Reconsider travel through bushfire risk areas.</p>	<p>These are the most dangerous conditions for a fire.</p> <p>Your life may depend on the decisions you make, even before there is a fire.</p> <p>Stay safe by going to a safer location early in the morning or the night before.</p> <p>Homes cannot withstand fires in these conditions. You may not be able to leave, and help may not be available.</p>

9.2 Off-Site Bushfire Planning and Preparedness

External activities and excursions conducted offsite are required to go through risk assessments and specific planning by Village School. Considerations need to be made for bushfire risk management, planning and emergency response protocols for each specific site that is being visited, time of year and safety precautions.

9.3 Bushfire Preparedness Checklist

See Appendix 13.

9.4 Communication

In the event of a bushfire, the prime consideration is the safety of students, teachers, staff, parents and guardians.

During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted. Schools must make sure that all parents, guardians and other school community members are aware of these procedures. Ask parents, guardians and staff to familiarise themselves with these procedures and to discuss them with students.

9.5 Emergency Response Drills Schedule

Emergency Management Plans need to be reviewed 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. Our Emergency Response Drills Record can be found in Appendix 14.

RELATED POLICIES / GUIDELINES

- Child Safe Policy
- Code of Conduct
- Anaphylaxis Policy
- Asthma Policy
- First Aid Policy
- Occupational Health and Safety Policy
- VS Child Safe Standards Risk Register
- Student Welfare Policy
- Yard Duty and Supervision Policy

