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1.1 RESPONSE ARRANGEMENTS

1.2 CONTROL AGENCIES

The following agencies have the authority to take control of an emergency, major incident or critical incident:

Emergency Type	Control Agency
Bomb Threat/Suspicious Package	VICTORIA POLICE
Building Fire/Bushfire/Grassfire	VICTORIA POLICE/SES/CFA/FRV
Camp Cancellation or Discontinuance	SES/VICTORIA POLICE/CFFA/FRV
Chemical Spill/Gas, Sewerage or Water Leak	VICTORIA POLICE
Civil Disturbance	VICTORIA POLICE
Cyber Security Breach	AUSTRALIAN CYBER SECURITY CENTRE
Electrical Failure	SES
Entanglement	CFA/FRV/SES OR WORKSAFE VICTORIA
Explosion	CFA/FRV
External Emergency	CFA/FRV
Infection Control/Pandemic	DHHS
Intruder (onsite)	VICTORIA POLICE
Lost/Missing Person/Group	VICTORIA POLICE
Medical Emergency	AMBULANCE VICTORIA
Near Drowning	AMBULANCE VICTORIA
Overseas Group/Individual Evacuation	DEPT OF FOREIGN AFFAIRS & TRADE (DFAT)
Sever Weather/Storm or Air Pollution Event	SES/CFA/FRV/EPA/DHHS
Sharps (needle) and Biohazard Event	AMBULANCE VICTORIA/CFA/DHHS
Structural Damage	CFA/FRV/SES
Vehicle Collision (on route)	VICTORIA POLICE/CFA/FRV
Water or Food Contamination	DHHS

1.3 SHELTER-IN-PLACE OR EVACUATE (STAY OR GO)

The two (2) primary emergency response options available to the Chief Warden and Emergency Control Organisation (ECO) members are to shelter-in-place or to evacuate. In other words, Stay or Go.

The Chief Warden should instruct the ECO members (Deputy Chief Warden, Area Warden, Assembly Warden and Communication Officer) to meet at the designated Emergency Control Point (ECP) to decide on whether to Stay or Go and when to initiate the agreed action.

1.4 MOBILITY IMPAIRED PERSONS

During an evacuation all fully ambulant persons should be evacuated before any mobility impaired persons. Mobility impaired persons should then be assembled in the closest safe holding area and a staff member with a mobile phone appointed to wait with them. The location of all mobility impaired persons should be reported to the Deputy/Chief Warden so Emergency Services can be notified upon arrival and make arrangements to assist with their safe evacuation.

1.5 ASSEMBLY AREA CONTROL

Assembly Wardens will manage the assembly area and prioritise the safety and security of the evacuees.

All Assembly Wardens will report back to one designated Assembly Warden who will be responsible for completing the head count and reporting back to the Deputy/Chief Warden.

1.6 FIRST AID AND MEDICAL FACILITIES

First Aid posts will be strategically positioned, to be easily accessed by Emergency Service vehicles and signposted to be obvious to visitors or contractors onsite during the incident. The posts will be set up at the Emergency Assembly Points by First Aid trained staff. Assembly Wardens will guide Emergency Services to the nearest entry/exit in an emergency.

1.7 RECOVERY ARRANGEMENTS

1.7.1 POST TRAUMA COUNSELLING

Being involved in emergencies, particularly those resulting in serious injuries may have both short term and long term impact for staff, students and parents/carers. A school psychologist or a member of the DOBCEL Wellbeing Team may be engaged to assess the impact of the emergency on those involved and identify any support needs.

Staff requiring support may contact [Converge International](#) via the website or by calling 1300 687 327.

1.7.2 WELFARE

The welfare of students, staff, parents/carers, volunteers and visitors is an important issue, especially if the emergency/incident becomes protracted. The Chief Warden should liaise with the Wellbeing Team to assess the impact of the incident on persons involved. Consideration should be given to the following as early as possible:

- Shelter
- Medical treatment
- Counselling
- Provision of public information
- Transport
- Incident investigation

The Chief Warden together with the Education Consultant and ECO members will be responsible for ensuring there are contingency plans for establishing the above services in relation to any emergency or major incident, if required.

1.7.3 RETURN

Generally speaking, when a full evacuation of the workplace has occurred, parent/carer pick up of the students will be arranged.

Site access controls will be reviewed and re-established prior to the return of any staff and students.

1.7.4 BUSINESS CONTINUITY

In the event of an emergency or major incident, it may take some time to return to an acceptable post incident level of operations. Consideration should be given to:

- the operational effectiveness of the workplace following an emergency
- how the expected recovery time will be communicated to the staff, students, parents/carers, and others in the community

The person responsible for business continuity messaging in relation to an emergency or major incident will be the school or office location Business Manager/Finance Manager, in consultation with the Principal and/or Education Consultants and Wellbeing Team.

The DOBCEL Communications Coordinator will be responsible for assisting a school Principal or office location Chief Warden to manage all critical incident communications. Consideration should be given to:

- the operational effectiveness of the workplace following an incident or emergency
- advising the DOBCEL solicitors about the incident with a view to pre-determining:
 - Liability for injuries
 - Liability for acts and omissions
 - Liability for financial obligations incurred

1.8 RESPONSE GUIDES

Nothing in the following section removes the requirement for the first available person to seek assistance from the Emergency Services. The following guides are intended to assist with decision-making in an emergency. A blank Emergency Response Guide template has been provided (see 1.8.22) if an additional guide is required.

Refer to the Emergency Management page on DOBCEL website for the for latest version.

1.8.1 BOMB THREAT / SUSPICIOUS PACKAGE (CODE PURPLE) RESPONSE GUIDE

Threat – People may be injured and the possibility of property damage occurring.

WARNING – IF SUSPICIOUS PARCEL IS DISCOVERED DO NOT TOUCH, TILT OR TAMPER

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>First Staff Aware / Person receiving call</i>	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – DO NOT USE MOBILE PHONE WITHIN 300M RADIUS – Notify the Chief Warden / Area Warden and try to keep caller talking – Establish location of the bomb/package exclusion zone – Fill out the Bomb Threat Telephone Checklist and remain at telephone until relieved. Do not hang up the telephone 	
2.	<i>Area Warden</i>	<ul style="list-style-type: none"> – Quickly check and verify the bomb/package location – Set up a 300m exclusion zone around any bomb/package location and then notify Chief Warden of situation and call “000” 	
3.	<i>Assembly Warden</i>	<ul style="list-style-type: none"> – Instruct students to remain calm and await further advice – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report – Instruct evacuees to leave doors and windows open and instruct evacuees to take all personal bags with them 	
4.	<i>Chief Warden</i>	<ul style="list-style-type: none"> – Determine situation and bomb/package location in consultation with Area Warden and ECO members – Confirm Emergency Service contacted and dispatched and establish an Emergency Control Point >300m from incident – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go); and the best Emergency Assembly Area (internal, external or off site) – Nominate the Assembly Warden Coordinator (staff member in charge at the Assembly Area) and any requirement to stage the movement/evacuation of students e.g., by Year level to bus pickup – USING THE PA system or other means to instruct everyone to turn off mobile phones within the 300m exclusion zone – If evacuating the site, arrange for buses to transport everyone to the nearest safe place. Inform Wardens of the plan and nominated Assembly Area as well as any staged movement – Notify parents/carers and neighbours of situation and any changes to pick up arrangements for students – Have Area Wardens complete a search of the evacuation route and assembly area, before marshalling everyone to move – Instruct Assembly Wardens to move evacuees to Assembly Area – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and with Converge International to assess the impacts on staff and to identify support needs, if required 	

Refer to the Emergency Management page on DOBCEL website for the for latest version.

1.8.2 BUILDING FIRE / BUSHFIRE / GRASSFIRE (CODE RED) RESPONSE GUIDE

Threat – People may be injured and/or asset/property damage has occurred as a result of fire.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First Staff on scene	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – Call Emergency Services on “000”. Advise Operator of any injuries; fire type; suspected cause and location – Raise the alarm by sending runners to Area Warden – Establish perimeter and withdraw when instructed 	
2.	Area Warden	<ul style="list-style-type: none"> – Quickly assess the situation and confirm “000” called – If safe to do so, use firefighting equipment to attack any fire – Notify Chief Warden of situation and advise on whether to shelter-in-place or evacuate (Stay or Go) 	
3.	Assembly Warden	<ul style="list-style-type: none"> – Advise students to remain calm and await further instructions – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report 	
4.	Chief Warden	<ul style="list-style-type: none"> – Determine situation in consultation with ECO members – Confirm Emergency Services contacted and dispatched – Establish an Emergency Control Point (ECP), if safe to do so – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Nominate a staff member to be in charge at the Assembly Area and confirm any requirement to stage the movement/evacuation of students e.g., by Year level to bus pick up point – If evacuating the site, arrange for buses to transport everyone – Inform Wardens of the plan and the nominated Assembly Area – Notify parents/carers of any changes to pick-up arrangements and instruct Wardens to move the students to the Assembly Area – Notify the First Aid Officer of any injured person – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

Municipal Safety and Emergency Management Plans will override this plan if the emergency is external.

1.8.3 CAMP CANCELLATION OR DISCONTINUANCE (CODE BROWN) RESPONSE GUIDE

Threat – Cancellation or discontinuance of a camp, tour or excursion may be caused by a security alert or other circumstances beyond the School’s control. For example, a ‘Code Red’ Day forecast. People may become extremely anxious and display inappropriate behaviours.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	Teacher in Charge on scene	<ul style="list-style-type: none"> – Quickly assess the situation and confirm if Emergency Services are required to assist with the evacuation and if so, contacted to make the necessary arrangements – Notify Chief Warden of situation and advise on whether to cancel or discontinue the camp 	
2.	Assembly Warden	<ul style="list-style-type: none"> – Advise students to remain calm and to prepare for evacuation (pack up belongings) – ‘buddy up’ students to evacuate in pairs and ask them to notify a teacher immediately if their buddy is missing – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to evacuate to the nominated Assembly Area/Bus Departure Point – If moving to a nominated Assembly Area/Bus Departure Point, complete a second head count upon arrival and after boarding the bus to verify no students left behind 	
3.	Chief Warden	<ul style="list-style-type: none"> – Determine situation in consultation with Area Warden – Confirm if Emergency Service are assisting with evacuation and if so, what are the arrangements – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (stay or go) and the nominated Assembly Area (internal, external or off site) – Nominate an Assembly Warden Coordinator (staff member in charge at the Assembly Area) – any requirement to stage the movement/evacuation of students e.g., by Year level to bus pick up point – Provide Emergency Services with update on the situation and evacuation plan as well as site access – Arrange for buses to transport everyone to the nearest safe place and the safest route – Inform Wardens of the evacuation plan and route and any staged movement to the Assembly Area – Notify parents/carers of emergency and any changes to pick up arrangements – Instruct Assembly Wardens to move the students to the Assembly Area in a calm, orderly manner – Identify injured persons and notify the First Aid Officer – Complete incident notification using HINT – Coordinate a debriefing by the wellbeing team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

1.8.4 CHEMICAL SPILL / GAS, SEWERAGE OR WATER LEAK (CODE YELLOW) RESPONSE GUIDE

Threat – People may be injured and/or asset/property damage has occurred as a result of the spill or leak.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First Staff on scene	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – Call Emergency Services on “000”. Advise Operator of any injuries; fire type; suspected cause and location – Raise the alarm by sending runners to Area Warden – Establish perimeter and withdraw when instructed 	
2.	Area Warden	<ul style="list-style-type: none"> – Quickly assess the situation and confirm “000” called – Do not enter affected area. Particularly if it is a chemical spill or a confined space. This will minimise the risk of asphyxiation – If safe to do so, shut off main supply of affected utility – Notify Chief Warden of situation and advise on whether to shelter-in-place or evacuate (Stay or Go) 	
3.	Assembly Warden	<ul style="list-style-type: none"> – Advise students to remain calm and await further instructions – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report 	
4.	Chief Warden	<ul style="list-style-type: none"> – Determine situation in consultation with ECO members – Confirm Emergency Services contacted and dispatched – Establish an Emergency Control Point (ECP), if safe to do so – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Nominate a staff member to be in charge at the Assembly Area and confirm any requirement to stage the movement/evacuation of students e.g., by Year level to bus pick up point – If required, marshal staff and students away from affected area – If evacuating the site, arrange for buses to transport everyone – Inform Wardens of the plan and the nominated Assembly Area – Notify parents/carers and neighbours of situation and any changes to pick up arrangements for students – Instruct Wardens to move the students to the Assembly Area – Notify the First Aid Officer of any injured person – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area. In some instances, rescuers must wear specialized protective clothing. (Seek advice from attending Emergency Services). Rescue may have to be performed by Emergency Services.

Municipal Safety and Emergency Management Plans will override this plan if the emergency is external.

1.8.5 CIVIL DISTURBANCE / UNREST (CODE BROWN) RESPONSE GUIDE

Threat – People at the school or a group on tour/excursion may be directly impacted by civil unrest or conflict (e.g., aggressive protesting or an overseas tour during a military coup).

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>Any staff directly involved or aware</i>	<ul style="list-style-type: none"> – Inform Chief Warden of the disturbance, so they can notify the Victoria Police – Remain calm, attempt to redirect staff, students and parents/carers to use an alternative access point, away from the disturbance – Avoid interacting with or provoking the group in any way 	
2.	<i>Assembly Warden</i>	<ul style="list-style-type: none"> – Advise students to remain calm and to prepare for evacuation (pack up belongings) – ‘buddy up’ students with to evacuate in pairs and ask them to notify a teacher immediately if their buddy is missing – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to evacuate to the nominated Assembly Area/Bus Departure Point – If moving to a nominated Assembly Area/Bus Departure Point, complete a second head count upon arrival and after boarding the bus to verify no students left behind 	
3.	<i>Chief Warden</i>	<ul style="list-style-type: none"> – Consult staff directly involved or aware to determine situation – Seek co-operation from protest leaders and negotiate to de-escalate the situation. If required, call “000” and advise Police of the situation e.g., how many, position, actions – Establish an Emergency Control Point, if safe to do so – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Marshal staff and students away from affected area, if possible – If evacuating the site, arrange for buses to transport everyone to the nearest safe place and inform Wardens of the plan and the nominated Assembly Area. Notify parents/carers of any changes to travel or pick up arrangements – Instruct Assembly Wardens to move the students to the Assembly Area in a calm, orderly manner. Notify the First Aid Officer of any injured persons – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

1.8.6 CYBER SECURITY BREACH (CODE YELLOW) RESPONSE GUIDE

Threat – Information Processes, technology significantly damaged and/or information stolen as a result of a major cyber breach.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>Any staff directly involved or aware</i>	<ul style="list-style-type: none"> – Notify the Principal or Chief Warden and IT services immediately using a different device. If possible, disconnect the device from the network 	
2.	<i>IT Services</i>	<ul style="list-style-type: none"> – Seek to answer the following questions: – Who has attacked us? – What is the scope and extent of the attack? – When did the attack occur? – What did the attackers take from us? – Why did they do it? 	
3.	<i>Chief Warden</i>	<ul style="list-style-type: none"> – Consult staff and IT service personnel directly involved or aware to determine the type and extent of the cyber breach – Liaise with Education Consultant and ECO members to determine the emergency response plan (continue normal operations or not). Consider the need to temporarily suspend all or part of the IT control system whilst the investigation is undertaken – Advise staff and students of situation and whether to disconnect all devices from the network, if possible – Notify all persons affected by the breach and report the breach to the Australian Cyber Security Centre – If discontinuing normal operations notify parents/carers of any changes to travel or pick up arrangements – Complete incident notification using HINT – Where possible, ensure the potential for any reputational damage is monitored, contained and controlled – If required, coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – If required, arrange for Converge International to assess the impacts on staff and to identify support needs 	

1.8.7 ELECTRICAL FAILURE (CODE YELLOW) RESPONSE GUIDE

Threat – Power to the school/workplace has been disrupted.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First Staff Aware	<ul style="list-style-type: none"> – Check Main switchboard/Distribution board to investigate whether the safety switches tripped and if power can be reinstated – If not, raise alarm by sending a runner to Area Warden – Turn off all non-essential electrical appliances, if practicable 	
2.	Area Warden	<ul style="list-style-type: none"> – Quickly assess the situation and confirm whether it appears to be an internal or external outage – Notify Chief Warden of situation 	
3.	Assembly Warden	<ul style="list-style-type: none"> – Advise students to remain calm and await further instructions – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report 	
4.	Chief Warden	<ul style="list-style-type: none"> – Determine situation and bomb/package location in consultation with Area Warden and ECO members – If external outage, contact Power Company to confirm failure and reinstatement priority – If internal outage, contact licensed Electrician to arrange for power supply to be reinstated/fault testing – Arrange alternative power supply if outage is expected to be >8hrs – Establish an Emergency Control Point (ECP), if safe to do so – Arrange for staff to meet Power Company or Electrician and to direct them to the ECP on arrival – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Nominate a staff member in charge at the Assembly Area and confirm any requirement to stage the movement/evacuation of students e.g., by Year level to bus pick up point – If evacuating the site, arrange for buses to transport everyone – Inform Wardens of the plan and the nominated Assembly Area – Notify parents/carers of any changes to pick up arrangements and instruct Wardens to move the students to the Assembly Area – Notify the First Aid Officer of any injured person – Arrange for staff to meet and assist Power Company or Electrician on arrival and complete incident notification in HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

Turn off all non-essential electrical equipment and lighting to minimise the risk of overloading the switchboards when power is reinstated.

1.8.8 ENTANGLEMENT (CODE BLUE) RESPONSE GUIDE

Threat – A staff member or student becomes entangled in a machine.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First staff on the scene	<ul style="list-style-type: none"> – Turn off machine and remove person from danger, if practicable and safe to do so – Raise the alarm by sending runners to collect First Aid trained staff and a First Aid kit/Defibrillator – Call Emergency Services on “000” and request an Ambulance, if required. Advise the Operator of: <ul style="list-style-type: none"> – the nature of injury; their state of consciousness; breathing; their approximate age – the exact location of injured patient; the workplace address and near vehicle access point and your contact details – Render assistance to patient if able, until First Aid arrives 	
2.	First Aid Officer	<ul style="list-style-type: none"> – Assess the situation – Notify the Chief Warden and request additional staff to help with: <ul style="list-style-type: none"> – clearing the area of other students – setting up privacy screening around the injured person – sending someone to meet the ambulance upon arrival – Confirm “000” has been called, if Emergency Services required 	
3.	Chief Warden	<ul style="list-style-type: none"> – Confirm Emergency Service contacted and dispatched – Establish an Emergency Control Point, if necessary – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine if it is a life-threatening incident. If not, manage in accordance with this plan. If so, ‘activate’ the <i>Critical Incident Management Team (CIMT)</i> for support by calling the Operations Coordinator on 0436 460 275 or emailing: critical.incident@dobcel.edu.au. – Notify the Wardens of the plan and if possible, provide Emergency Services with access to the injured persons medical records and Emergency Contact details – Arrange for staff to meet and assist Emergency Services – Ensure that a staff member with mobile phone travels with the injured person to hospital. Confirm which hospital they intend to travel to and notify the Emergency Contact(s) of situation – Complete incident notification using HINT in SIMON – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

Do not enter a confined space without appropriate Personal Protective Equipment (PPE) and only then if properly trained in confined space entry procedures.

1.8.9 EXPLOSION (CODE YELLOW) RESPONSE GUIDE

Threat – An explosion has occurred that involves only minor disruption to operations. It does not involve life-threatening injuries or significant damage to assets, property or the environment.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First Staff on scene	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – Call Emergency Services on “000”. Advise Operator of any injuries; explosion cause and location – Raise the alarm by sending runners to Area Warden – Turn off gas and electricity, if practicable – Establish perimeter and withdraw when instructed 	
2.	Area Warden	<ul style="list-style-type: none"> – Quickly assess the situation and confirm “000” called – If safe to do so, use firefighting equipment to attack any fire – Notify Chief Warden of situation and advise on whether to shelter-in-place or evacuate (Stay or Go) 	
3.	Assembly Warden	<ul style="list-style-type: none"> – Advise students to remain calm and await further instructions – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report 	
4.	Chief Warden	<ul style="list-style-type: none"> – Determine situation in consultation with ECO members – Confirm Emergency Services contacted and dispatched – Establish an Emergency Control Point (ECP), if safe to do so – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Nominate a staff member in charge at the Assembly Area and confirm any requirement to stage the movement/evacuation of students e.g., by Year level to bus pick up point – If evacuating the site, arrange for buses to transport everyone – Inform Wardens of the plan and the nominated Assembly Area – Notify parents/carers of any changes to pick up arrangements and instruct Wardens to move the students to the Assembly Area – Notify the First Aid Officer of any injured person – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

Do not attempt to remove debris from electrical equipment. If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area.

Municipal Safety and Emergency Management Plans will override this plan if the emergency is external.

1.8.10 EXTERNAL EMERGENCY (CODE BROWN) RESPONSE GUIDE

Threat – An incident unfolds outside the school/workplace. Initial reports indicate the incident may have resulted in injuries and/or property damage. This type of incident involves any emergency occurring outside the workplace. For example, a disruption to mains water supply.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>Person receiving notification / first person aware</i>	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – Notify the Chief Warden – Establish perimeter and withdraw when instructed 	
2.	<i>Area Warden</i>	<ul style="list-style-type: none"> – Assist the Chief Warden to quickly assess the situation and confirm the local Authority or Municipality has been informed and is responding 	
3.	<i>Assembly Warden</i>	<ul style="list-style-type: none"> – Advise students to remain calm and await further instructions – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report 	
4.	<i>Chief Warden</i>	<ul style="list-style-type: none"> – Determine situation in consultation with ECO members – Check that there is no immediate danger to people, assets or property. If any, call “000” and Instruct Assembly Wardens to marshal everyone away from the hazard – If no immediate danger, contact the local Authority/Municipality/CFA/ FRV or SES and seek advice on the expected timeframe for the emergency to be resolved – If necessary, Establish an Emergency Control Point (ECP) – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Nominate a staff member to be in charge at the Assembly Area and confirm any requirement to stage the movement/evacuation of students e.g., by Year level to bus pick up point – If evacuating the site, arrange for buses to transport everyone – Inform Wardens of the plan and the nominated Assembly Area – Notify parents/carers of any changes to pick up arrangements and instruct Wardens to move the students to the Assembly Area – Notify the First Aid Officer of any injured person – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

Municipal Safety and Emergency Management Plans will override this plan if the emergency is external. In most cases the local Authority or Municipality will activate their Safety and Emergency Management Plan and provide the Chief Warden will be advice and guidance on the emergency response.

1.8.11 INFECTION CONTROL / PANDEMIC (CODE BLUE) RESPONSE GUIDE

Threat – A suspected infection control issue or an outbreak resulting in people becoming ill or injured.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First staff on the scene	<ul style="list-style-type: none"> - Remove any persons in immediate danger, if safe to do so - Isolate the person and clearing the area of other students/staff - Wear appropriate PPE and assess the patient medical condition - Notify the Chief Warden and First Aid Officer of situation - Render assistance to patient if able, until First Aid arrives 	
2.	First Aid Officer	<ul style="list-style-type: none"> - Assess the situation - Notify Emergency Contacts and arrange for person to be collected and transported to nearest hospital or medical centre for testing and further treatment, as required - Notify the Chief Warden 	
3.	Chief Warden	<ul style="list-style-type: none"> - Liaise with Education Consultant and ECO members to review Covid Safe Plan and determine the response - Inform Wardens and school staff of the plan - Prepare a copy of the attendance records (staff, students, parents/carers, volunteers, contractors & visitors) for DHHS - Notify DHHS via the website or by calling 1300 651 160 - Instruct First Aid staff and Wardens supporting the infected person to wear appropriate personal protective clothing when in close proximity (e.g. examining or conducting observations) - Arrange for person to be transported to nearest medical centre or outpatient service for assessment - Instruct the infected person to self-isolate until diagnosis confirmed - Call emergency contact(s) to advise them of the situation - Arrange for closure of school/office for complete disinfectant clean, before allowing students and staff to return - Complete incident notification using HINT - Instruct staff to closely monitor each other and all students for sign of the infection spreading - Use approved bio waste and spill clean-up kits for vomit and blood - Immediately self-isolate if anyone is showing flu or cold symptoms 	

SPECIAL CONSIDERATIONS:

Employees involved in handling bio waste should ensure they make use of Personal Protective Equipment (PPE) such as rubber gloves and facemasks and follow bio waste disposal procedures.

1.8.12 INTRUDER ONSITE (CODE BLACK) RESPONSE GUIDE

Threat – An unknown person enters school grounds behaving in an abnormal or suspicious manner.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First Staff Aware / Person receiving call	<ul style="list-style-type: none"> - If you believe it is safe to do so, attempt to engage the intruder to confirm their identify and reason for being at the school - Alternatively, notify the Area Warden and avoid confronting / engaging the intruder and try to secure doors and windows between you and the intruder - If armed or dangerous, be reasonably slow in handling over keys, money or info and download and use the Intruder Checklist as a guide to collecting intruder information 	
2.	Area Warden	<ul style="list-style-type: none"> - Quickly and quietly attempt to verify the level of threat and the location. If intruder does not appear to be armed or dangerous, attempt to engage and ascertain reason for being on site - If intruder appears to be armed or dangerous, try not to engage and secure doors and windows. Notify the Chief Warden - If safe to do so, attempt to monitor and report back to Chief Warden the intruders location until Emergency Services arrives 	
3.	Assembly Warden	<ul style="list-style-type: none"> - If 'Code Black' announcement made, advise students to: <ul style="list-style-type: none"> - remain calm and quiet. Secure all doors and windows - Turn off all lights and move out of sight - switch phones to silent/vibrate and wait for further instructions or advice - Complete a head count to ensure all students are present - Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to a nominated Assembly Area 	
4.	Chief Warden	<ul style="list-style-type: none"> - If armed or dangerous intruder, initiate 'Code Black' (lockdown) announcement. 'Code Black' should prompt all staff to secure their buildings, rooms and place their mobile phones on silent/vibrate to receive further instructions by SMS - Confirm Emergency Service contacted and dispatched. If safe to do so, establish an Emergency Control Point near PA system - Liaise with Education Consultant/ECO members and Emergency Services to determine safest emergency response plan - Once site has been secured by Emergency Services, notify all Warden and Instruct Assembly Wardens to move the students to the Assembly Area in a calm, orderly manner - Notify parents/carers of pick up arrangements and complete incident notification using HINT - If required, coordinate a debriefing by the Wellbeing Team to assess the impacts on students and arrange for Converge International to assess the impacts on staff 	

1.8.13 LOST / MISSING PERSON / GROUP (CODE BROWN) RESPONSE GUIDE

Threat – An individual or group of students and/or staff on tour/excursion are lost/missing.

Response

Refer to the Emergency Management page on DOBCEL website for the for latest version.

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>First person aware</i>	<ul style="list-style-type: none"> - Download the Lost Person or Group Checklist and fill in - Inform Chief Warden of situation immediately - Attempt to contact lost/missing person/group 	
2.	<i>Teacher in Charge</i>	<ul style="list-style-type: none"> - Attempt to contact missing person/group - Attempt to use GPS tracker App on mobile phone to locate missing person/group - Provide update to the Chief Warden on attempts made to contact the missing person/group and complete the Lost Person Checklist 	
3.	<i>Chief Warden</i>	<ul style="list-style-type: none"> - Consult staff directly involved or aware to determine situation - If required, establish an Emergency Control Point - Consider the time of the day and the forecast weather conditions - Liaise with Education Consultant and ECO members to determine the safest emergency response plan (wait for contact or call '000' to request Emergency Services assist with search) - If Emergency Services called, arrange for staff to meet them and direct them to the Emergency Control Point - If evacuating other members of the group, arrange for buses to transport everyone to the nearest safe place - Notify parents/carers of any changes to travel or pick up arrangements - Complete incident notification using HINT - If required, coordinate a debriefing by the Wellbeing Team to assess the impacts on students and arrange for Converge International to assess the impacts on staff 	

1.8.14 MEDICAL EMERGENCY (CODE BLUE) RESPONSE GUIDE

Threat – People may be injured/ill and require medical assistance.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First staff on the scene	<ul style="list-style-type: none"> - Remove any persons in immediate danger, if safe to do so - Call Emergency Services on “000” and request an Ambulance, if required. Advise the Operator of: <ul style="list-style-type: none"> - the nature of injury/illness; their state of consciousness; breathing; their approximate age - the exact location of injured patient; the workplace address and near vehicle access point and your contact details - Render assistance to patient if able, until First Aid arrives 	
2.	First Aid Officer	<ul style="list-style-type: none"> - Assess the situation and notify the Chief Warden and request additional staff to help with: <ul style="list-style-type: none"> - clearing the area of other students - setting up privacy screening around the injured person - sending someone to meet the ambulance upon arrival - Confirm “000” has been called, if Emergency Services required 	
3.	Chief Warden	<ul style="list-style-type: none"> - Confirm Emergency Service contacted and dispatched - Establish an Emergency Control Point, if necessary - Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival - Liaise with Education Consultant and ECO members to determine if it is a life-threatening incident. If not, manage in accordance with this plan. If so, ‘activate’ the <i>Critical Incident Management Team (CIMT)</i> for support by calling the Operations Coordinator on 0436 460 275 or emailing: critical.incident@dobcel.edu.au. - Provide Emergency Services with access to the injured persons medical records and Emergency Contact details - Arrange for staff to meet and assist Emergency Services - Ensure that a staff member with mobile phone travels with the injured person to hospital. Confirm which hospital they intend to travel to and notify the Emergency Contact(s) of situation - Notify the parents/carers of the situation and the contact details for the staff member travelling with the student - Complete incident notification using HINT - If required, coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs - If required, arrange for Converge International to assess the impacts on staff and to identify support needs 	

SPECIAL CONSIDERATIONS:

Employees involved in handling bio waste should ensure they make use of Personal Protective Equipment (PPE) such as rubber gloves and facemasks and follow bio waste disposal procedures.

1.8.15 OVERSEAS GROUP / INDIVIDUAL EVACUATION (CODE BROWN) RESPONSE GUIDE

Threat – An individual or group overseas requires emergency evacuation back to Australia.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	Staff member in Charge of Tour	<ul style="list-style-type: none"> – Quickly assess the situation and confirm if Emergency Services or the Department of Foreign Affairs and Trade (DFAT) are required to assist with the evacuation. If so, contacted to make the necessary arrangements – Notify the Chief Warden of situation and proposed plan – Make alternative transport and flight bookings arrangements in consultation with DFAT to get the individual or group to airport and back to Australia – Explain situation to staff and students and the reunification plan. Ask them to remain calm and to assist with the evacuation by locking after each other and having their belongings packed and ready to go – Complete a head count at each staging point to ensure all persons accounted for during the evacuation 	
2.	First Aid Officer	<ul style="list-style-type: none"> – Assess the situation and advise the staff member in charge of tour and the Chief Warden of medical assistance required <ul style="list-style-type: none"> – clearing the area of other students and setting up privacy screening around the injured person – sending someone to meet the ambulance upon arrival and confirm Emergency Services has been called, if required – Accompany injured person to hospital and remain with them throughout the reunification process 	
3.	Chief Warden	<ul style="list-style-type: none"> – Determine situation in consultation with the staff member in charge of the tour and Education Consultant. Review the situation, evacuation plan and incident classification – Confirm if Emergency Service or DFAT are assisting with evacuation and what is the plan and whether the incident involves a life-threatening situation. If so, 'activate' the <i>Critical Incident Management Team (CIMT)</i> for support by calling the Operations Coordinator on 0436 460 275 or emailing: critical.incident@dobcel.edu.au. If not, continue to manage with the Education Consultant and staff member in charge of tour – Verify the alternative transport arrangements are using the nearest and safest routes – Confirm any medical needs and alternative flight bookings required to transport the individual or group home – Prepare a contingency plan in case the individual or group is unable to arrive at the airport for the scheduled departure flight – Notify parents/carers of emergency and changed reunification arrangements – Complete an incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

1.8.16 NEAR DROWNING (CODE BLUE) RESPONSE GUIDE

Threat – A staff member or student has been submerged in water and is now experiencing difficulty breathing.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First staff on the scene	<ul style="list-style-type: none"> – Move the patient out of water, if safe to do so – Place in recovery position and monitor vital signs, if conscious. If patient stops breathing, commence providing CPR – Send someone to collect nearest defibrillator and instruct someone to call “000”. Put the Operator on speaker so they can provide medical advice and keep a record your actions 	
2.	First Aid Officer	<ul style="list-style-type: none"> – Assess the situation. Notify the Chief Warden and request additional staff to help with: <ul style="list-style-type: none"> – clearing the area of other students – setting up privacy screening around the injured person – sending someone to meet the ambulance upon arrival 	
3.	Chief Warden	<ul style="list-style-type: none"> – Confirm Emergency Service contacted and dispatch priority – Establish an Emergency Control Point, if necessary – Arrange for staff to meet Emergency Services and to direct them to the Emergency Control Point on arrival – Liaise with Education Consultant and ECO members to determine if it is a life-threatening incident. If not, manage in accordance with this plan – If life-threatening, ‘activate’ the <i>Critical Incident Management Team (CIMT)</i> for support by calling the Operations Coordinator on 0436 460 275 or emailing: critical.incident@dobcel.edu.au – Provide Emergency Services with access to the injured persons medical records and notify the Emergency Contact(s) – Arrange for staff to meet and assist Emergency Services – Ensure that a staff member with mobile phone travels with the injured person to hospital. Confirm which hospital they intend to travel to – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

Employees involved in treating the injured should ensure they make use of Personal Protective Equipment (PPE) such as rubber gloves, facemasks and should only treat if trained in such treatment.

1.8.17 SEVERE WEATHER / STORM OR AIR POLLUTION EVENT RESPONSE GUIDE

Threat – Flooding, storm damage or some other natural disaster has affected the school, camp, or workplace operations.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>Person receiving notification / first person aware</i>	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – Notify the Chief Warden – Establish perimeter and withdraw when instructed 	
2.	<i>Area Warden</i>	<ul style="list-style-type: none"> – Assist the Chief Warden to quickly assess the situation and advise whether the State Emergency Service (SES) should be contacted 	
3.	<i>Assembly Warden</i>	<ul style="list-style-type: none"> – Advise students to remain calm and await further instructions – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report 	
4.	<i>Chief Warden</i>	<ul style="list-style-type: none"> – Determine situation in consultation with ECO members – Check that there is no immediate danger to people, assets or property. If any, call “000” and Instruct Assembly Wardens to marshal everyone away from the hazard – If no immediate danger, contact the CFA/ FRV or SES and seek advice on the expected timeframe for the event to pass – If necessary, establish an Emergency Control Point (ECP) – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Check that all vulnerable structures and equipment evacuated – Nominate a staff member to be in charge at the Assembly Area and confirm any requirements to stage the movement/evacuation of students e.g., by Year level to bus pickup – If evacuating the site, arrange for buses to transport everyone – Inform Wardens of the plan and the nominated Assembly Area – Notify parents/carers of any changes to pick up arrangements and instruct Wardens to move the students to the Assembly Area – Notify the First Aid Officer of any injured person – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

Severe Storm advice to staff and students

We are expecting a severe storm to pass over the school very soon. Staff, please conduct a head count of all students in your care. Then as a group, please move to the nominated indoor Assembly Area (e.g. Library or Sports Hall) and sit together in year levels as we shelter-in-place and wait for the storm to pass. Please check all loose items are put away in the classrooms before departing and doors/windows closed. If students are passing by their lockers, please have them collect their bags and take them to the Hall. Beware of flying objects in high winds and remain indoors. Stay away from all glass doors and windows. We will continue to monitor the situation and advise you about transport and pick-ups arrangement, once the storm has passed. Please remain calm and stay together.

1.8.18 SHARPS (NEEDLES) AND BIOHAZARD (CODE BLUE) RESPONSE GUIDE

Threat – People may be injured or become ill and require medical assistance.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>First staff on the scene</i>	<ul style="list-style-type: none"> - Remove any persons in immediate danger, if safe to do so - Isolate the person and clearing the area of other students/staff - Wear appropriate PPE and assess the patient medical condition - Notify the Chief Warden and First Aid Officer of situation - Render assistance to patient if able, until First Aid arrives 	
2.	<i>First Aid Officer</i>	<ul style="list-style-type: none"> - Assess the situation - Notify Emergency Contacts and arrange for person to be collected and transported to nearest hospital or medical centre for testing and further treatment, as required - Notify the Chief Warden 	
3.	<i>Chief Warden</i>	<ul style="list-style-type: none"> - Liaise with Education Consultant and ECO members to determine the response plan and support needs - Check that First Aid staff supporting the infected person are wearing appropriate personal protective equipment when in close proximity (e.g. examining or conducting observations) - Arrange for person to be transported to nearest medical centre or outpatient service for assessment - Instruct the infected person to follow the medical advice regarding isolating until the diagnosis confirmed - Call emergency contact(s) to advise them of the situation - Arrange for a complete disinfectant clean if the incident involves a biohazard, before allowing students and staff to return - Complete incident notification using HINT - Instruct staff to closely monitor each other and all students for sign or symptoms of any infection spreading - Use approved bio waste and spill clean-up kits for vomit and blood 	

SPECIAL CONSIDERATIONS:

Employees involved in handling bio waste should ensure they make use of Personal Protective Equipment (PPE) such as rubber gloves and facemasks and follow bio waste disposal procedures.

1.8.19 STRUCTURE DAMAGE (CODE YELLOW) RESPONSE GUIDE

Threat – damage to school, camp or workplace buildings or infrastructure affecting operations.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>Person receiving notification / first person aware</i>	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – Notify the Area Warden – Do not enter affected area or building – Establish perimeter and withdraw when instructed 	
2.	<i>Area Warden</i>	<ul style="list-style-type: none"> – Quickly assess the situation and if required, call Emergency Services on “000”. Advise the Operator of any injuries and structural damage – Do not enter affected area. Particularly if it is a confined space to minimise the risk of asphyxiation – Notify Chief Warden of situation and advise on whether to shelter-in-place or evacuate (Stay or Go) – Ensure Emergency Services are updated on situation upon arrival 	
3.	<i>Assembly Warden</i>	<ul style="list-style-type: none"> – Advise students to remain calm and await further instructions – Complete a head count to ensure all students are present – Follow the Chief Wardens instructions to either shelter-in-place or evacuate (Stay or Go) to the nominated Assembly Area – If moving to a nominated Assembly Area, complete a second head count upon arrival and report 	
4.	<i>Chief Warden</i>	<ul style="list-style-type: none"> – Determine situation in consultation with ECO members – Check that there is no immediate danger to people, assets or property. If any, ensure “000” has been called and dispatched – Instruct Assembly Wardens to marshal everyone safely away – If no immediate danger, contact the CFA/FRV or SES and seek advice on making any damaged structure safe – If necessary, Establish an Emergency Control Point (ECP) – Liaise with Education Consultant and ECO members to determine the safest emergency response plan (Stay or Go) and the nominated Assembly Area (internal, external/off site) – Check that all vulnerable structures and equipment evacuated – Nominate a staff member to be in charge at the Assembly Area and confirm any requirement to stage the movement/evacuation of students e.g., by Year level to bus pick up point – If evacuating the site, arrange for buses to transport everyone – Inform Wardens of the plan and the nominated Assembly Area – Notify parents/carers of any changes to pick up arrangements and instruct Wardens to move the students to the Assembly Area – Notify the First Aid Officer of any injured person – Complete incident notification using HINT – Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs – Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

If irritating or noxious vapours are present, withdraw immediately and stop all persons from entering the area. Municipal Safety and Emergency Management Plans will override this plan if warranted.

1.8.20 VEHICLE COLLISION ON ROUTE (CODE BROWN) RESPONSE GUIDE

Threat – damage to school, camp or workplace buildings or infrastructure affecting operations.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	<i>Person receiving notification / first person aware</i>	<ul style="list-style-type: none"> - Quickly assess the situation, check for anyone trapped in vehicle - Remove any persons in immediate danger, if safe to do so - Call Emergency Services on “000” and request Ambulance and Police, if required. Advise the Operator of: <ul style="list-style-type: none"> - the nature of injury; their state of consciousness; breathing; their approximate age - the exact location of injured patient; the address and near vehicle access point and your contact details - Render assistance to any injured person if able, until First Aid arrives - Appoint someone to establish an Assembly Area away from collision scene - Turn off vehicle engine, check for fuel leaks, ensure vehicle brake applied - Appoint someone to remove firefighting equipment and the first aid kit from the vehicle - If collision involves another vehicle, check that occupants are ok and then ask a staff member to take pictures of the damage and the other vehicle’s registration number, using a mobile phone - Collect insurance details from other party to provide to Victoria Police - Call the Chief Warden to notify them of situation 	
2.	<i>Chief Warden</i>	<ul style="list-style-type: none"> - Determine situation in consultation with ECO members - Check that there is no immediate danger to people, assets or property. If any, ensure “000” has been called and dispatched - Confirm staff have marshalled everyone away from the hazard - If no immediate danger, confirm Roadside Assist has been contacted, if required - If necessary, Establish an Emergency Control Point (ECP) - Liaise with Education Consultant and ECO members to determine whether the group or individual should continue travelling onto their destination or return - If returning, arrange suitable transport for everyone - Notify parents/carers of any changes to pick up arrangements and arrange for student/parent reunification - Notify the First Aid Officer of any injured person - Complete incident notification using HINT - Coordinate a debriefing by the Wellbeing Team to assess the impacts on students and to identify support needs - Arrange for Converge International to assess the impacts on staff and to identify support needs, if required 	

SPECIAL CONSIDERATIONS:

Employees involved in handling bio waste should ensure they make use of Personal Protective Equipment (PPE) such as rubber gloves and facemasks and follow bio waste disposal procedures.

1.8.21 WATER OR FOOD CONTAMINATION RESPONSE GUIDE

Threat – People may be injured or become ill and require medical assistance.

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.	First staff on the scene	<ul style="list-style-type: none"> – Remove any persons in immediate danger, if safe to do so – Isolate the source of the contamination and clear the area of other students/staff – Wear appropriate PPE and assess any affected persons – Notify the Chief Warden and First Aid Officer of situation – Render assistance to any patients until First Aid arrives 	
2.	First Aid Officer	<ul style="list-style-type: none"> – Assess the situation – Notify Emergency Contacts and arrange for any affected persons to be collected and transported to nearest hospital or medical centre for testing and further treatment, as required – Notify the Chief Warden 	
3.	Chief Warden	<ul style="list-style-type: none"> – Liaise with Education Consultant and ECO members to review the cause of the contaminations and determine the response plan – Inform Wardens and school staff of the plan – Prepare a copy of the attendance records (staff, students, parents/carers, volunteers, contractors, and visitors) for DHHS – Notify DHHS via the website or by calling 1300 651 160, if required – Instruct First Aid staff and Wardens supporting the affected persons and to wear appropriate personal protective equipment when in close proximity (e.g., examining or conducting observations) – Arrange for person to be transported to nearest medical centre or outpatient service for assessment – Confirm emergency contact(s) called – Arrange for complete clean of contaminated area, before allowing students and staff to return – Complete incident notification using HINT – Instruct staff to closely monitor each other and all students for sign of the contamination – Use approved bio waste and spill clean-up kits for vomit and blood – Immediately isolate anyone showing signs or symptoms of contamination 	

SPECIAL CONSIDERATIONS:

Employees involved in handling bio waste should ensure they make use of Personal Protective Equipment (PPE) such as rubber gloves and facemasks and follow bio waste disposal procedures.

1.8.22 EMERGENCY RESPONSE GUIDE TEMPLATE

Threat –

Response

REMEMBER SAFETY FIRST			
STEP	RESPONSIBILITY	TASK	DONE
1.		-	
2.		-	
3.		-	
4.		-	
5.		-	

SPECIAL CONSIDERATIONS: