

Emergency Management Plan 2022



244 Moss Avenue

(Corner Midland Highway and Moss Ave)

Mt Helen. 3350

BUSHFIRE AT RISK REGISTERED SCHOOL & KINDERGARTEN

SOUTH WEST - GRAMPIANS DET REGION

BUNINYONG FIRE DISTRICT

Phone: (03) 5341 8188

School Mobile: 0400 059 746

Kindergarten Mobile: 0407 687 188

Email: welcome@ballaratsteinerschool.com.au

BAL 12.5



Developed Date: December 6, 2012

Latest Review Date: February 28

VRQA and BARR Audit 2016

External Emergency Telephone Numbers

All emergency services		000
Police	Buninyong Police Ballarat Police Emergency No.	5341 3431 5337 7222
Ambulance	Emergency If Ringing from a mobile Non-Emergency Transport	000 112 133 009
Ballarat Base Hospital St John Of God Hospital	1 Drummond Street North 101 Drummond Street North	03 5320 4000 03 5320 2111
Victorian Bushfire Information Line		1800 240 667
DET Security Services Unit	24-hour Emergency & Security Management Branch	9589 6266
DET Region Office	Ballarat	5330 8604
DET South Western Region Manager	Andrea Cox Brett Sinclair	5337 8429 0407 861 841 5330 8634
Buninyong UFS		5341 1212
Nurse on Call		1300 60 60 24
Poisons		131 126
SES – Victoria		132 500
Work Safe		132 360
Snake Handler	Jules Brad Pest Control Damien Pollock Jesse Farquhar	0439 242 889 0414 567 977 0428 945 473 0408 308 680
Environmental Protection Authority		1300 130 372
Buninyong Fire Tower		5341 3833
Buninyong Fire Station		5341 3661
Community Safety Information		5329 5510
Independent Schools Victoria		9825 7200
Ballarat District Fire Protection		5345 1227 0409 348 618
Vic Emergency Hotline - CFA		1800 226 226
Chris Williams	Builder	0428 518 471
Plumber:	Andrew Dixon	0418 508 070
Electrician:	Matt Albin	5341 3156 0418 310 749
Locksmith:	Les Rodd	5331 2244
Glazier:	Brown Hill Glass	0409 772 439
Septic Tank:	Bill Den Ouden	5342 0857
Ballarat Coach lines	Sebastopol	5335 5300
Gold Bus Ballarat	Delacombe	5335 5005
Davis Bus Lines	Wendouree	5331 7777

Internal Emergency Telephone Numbers

Incident Controller	Louise Cheslett. If Louise is not present at the school, Julianne Iddles becomes the Incident Controller.	Louise = 0402 037 046 Julianne = 0418 596 581
College of Teachers	Svantje Mertens, Donna Pond, Lisa Peters-Roose, John Goble, Angela Ambika Bone, Cathy Roberts, Bess Burgess	
Child Safety Officer	Svantje Mertens	Svantje = 0423 287 068
Management Group	John Goble, Svantje Mertens, Donna Pond and Louise Cheslett	John= 0432 540 570 Svantje = 0423 287 068 Louise = 0402 037 046 Donna = 0417 407 134
School Mobile Number		0400 959 746
Anaphylaxis Supervisors	Louise Cheslett & Teegan Tolliday	Louise = 0402 037 046
Kindergarten Mobile Number	Ambika Bone - Educational Leader. Louise Cheslett - Approved Provider	0498 339 265

Key Roles	Name	Mobile
Incident Controller	Louise Cheslett	0402 037 046
Parent Liaison	Julianne Iddles	0418 596 581
Early Childhood Educator	Ambika Bone	0498 339 265
Approved Provider	Louise Cheslett	0402 037 046
Committee Chair	Tony Hood	0409 357 669

Ballarat Steiner School is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Ballarat Steiner School and Kindergarten.
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises.
- ensuring effective procedures are in place to manage emergency incidents at the school and/or kindergarten.
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service.

❖ Scope

- This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Ballarat Steiner School and Kindergarten, including during offsite excursions and activities.

EMERGENCY MANAGEMENT PLAN CONTENTS

External Emergency telephone numbers	Page 2
Internal Emergency telephone numbers and policy scope	3
Purpose of the plan and legislation	5
Definitions	6
About the school and kindergarten and legal responsibilities	10
Identifying the Risk and Risk Assessment	12
Emergency Response/s	13
Communication Tree	14
Incident Management Team Structure	15
Incident Management Team Roles and Responsibilities	16
Staff Trained in First Aid	18
Emergency Responses and Procedures	
• <i>Off Site Evacuation Procedure</i>	20
• <i>On Site Evacuation Procedure</i>	21
• <i>Lock Down Procedure</i>	22
• <i>Lock Out Procedure</i>	23
Emergency Responses for Specific Threats	
• Bushfire preparedness	25
• Code Red Day Procedure	27
• Fatality	28
• Serious Injury or illness	28
• Abduction	28
• Intruder or Personal Threat	29
• School vehicle involved in a collision	29
• Bomb (Substance) Threat	30
• Bomb (Substance) Threat Check list	30
• Poison	31
• Snake Alert and First Aid for Bites	31
• Earthquakes	32
• Hazardous Substance Release	32
• Severe Weather / Storms and Flooding	33
• Influenza Pandemic and Communicable Diseases	34
Evaluation	36
Emergency Kit Checklist	36
Emergency Drill and Training Schedule	38
Bushfire Drill Checklist	39
Lock down / Lockout Drill Checklist	40
On Site/Off Site Evacuation Drill Checklist	41
Post Emergency Record	42
Term Dates	43
Emergency Management Plan Distribution List	44
Emergency Management Plan Completion Checklist	45
Emergency Management Plan Evacuation Procedures summary	47
Code Red Day Parent letters and information	50

Fire Drill Parent letters and information	58
Hazchem Register, Room and Site Maps - attached	

PURPOSE OF THE PLAN

In line with our Student Welfare Policy, Ballarat Steiner School and Kindergarten (BSS&K) recognises the importance of being prepared and accepting responsibility for the welfare of students and visitors in the unlikely event of an emergency occurring during school hours. We acknowledge that we must ensure that the care, safety and welfare of our students is in accordance with any applicable State and Commonwealth laws and that staff are advised of their obligations under those laws.

While emergency events are unlikely, they are still possible at any time with grave consequences to student welfare if staff responses are not known and rehearsed.

In any such incident, it is very important that everyone keeps as calm as possible and students, staff and visitors IMMEDIATELY follow procedures and instructions of the Incident Controller and class teachers in order to ensure the best possible level of safety and welfare for everyone. Likewise, all staff must remain calm, have maturity of judgement and command authority from students and others in their care.

BSS&K Emergency Management Policy and Action Plan will be consistent with advice provided by the Department of Education, Employment and Training's 'Managing School Emergencies' publication and the Bushfire Preparedness Notice and Guidelines for schools resulting from the Report of the Bushfire Royal Commission.

All emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department of Education's 24-hour Emergency and Security Management Branch on 95896266.

Incidents which occur during or between school hours, during camps, excursions, involve the media or issues for potential negligence or legal liability must also be reported. All staff will be notified of these incidents via the school communication tree.

A copy of this Emergency Management Plan will be left in the mailbox in a tube to aid emergency services determine evacuation points. This will also assist if an emergency occurs outside of school hours. A map showing all evacuation points and water tanks will also be in the tube.

❖ Background and legislation

Background

The *Education and Care Services National Regulations 2011* define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g. flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery.

Services are required to have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Early childhood services have a duty of care to the children, staff, volunteers, students, visitors and all attending the facility. It is also a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

All services in Victoria are required to have an *Emergency Management Plan* (EMP) as part of their everyday 'best practice' operations. All education and care services listed on the Department of Education and Early Childhood Development's Bushfire At-Risk Register (BARR) are required as a condition of their service approval to submit their EMP to their regional office. The Department provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template to assist services develop and review their EMP (refer to *Sources* below for the link). All services must complete the required sections of the plan and lodge it with the relevant DET regional office. A copy should also be attached to this policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*

- *Education and Care Services National Regulations 2011*: Regulations 97, 98, 168(2)(e)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.3: Each child is protected
 - Element 2.3.3 – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- *Occupational Health and Safety Act 2004*

❖ Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Attendance record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Country Fire Authority (CFA): CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

- fire safety building inspections
- delivering community awareness, education and safety programs
- post-incident analysis and fire investigation
- fire prevention planning and land use planning at a municipal level.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

Emergency: Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 5).

Emergency Management Plan (EMP): A written set of instructions to assist the Approved Provider, Nominated Supervisor, educators and staff to deal with incidents or situations that could pose a threat to life, health or property. *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template are available on the DET website (refer to *Sources* below).

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided, or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

Mandatory closure: When services identified as being at high bushfire risk are directed by DET to close on days declared a Code Red Fire Danger Rating day.

Metropolitan Fire Brigade (MFB): provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including:

- fire safety building inspections, and checking firefighting equipment
- delivering community awareness, education and safety programs.

Notifiable incident: An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: www.worksafe.vic.gov.au

Risk management: A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.

Serious incident: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

State Emergency Service (SES): Volunteer-based organisation responding to emergencies and working to ensure the safety of communities around Victoria.

State of emergency: A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.

WorkSafe Victoria: The manager of Victoria's workplace safety system. WorkSafe Victoria's responsibilities are to:

- help avoid workplace injuries occurring
- enforce Victoria's occupational health and safety laws
- provide reasonably priced workplace injury insurance for employers.

❖ Sources

- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)
- Department of Education and Early Childhood Development, *Emergency Management Plan Guidelines and Emergency Management Plan*: <http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>
- Metropolitan Fire Brigade: www.mfb.vic.gov.au
- Country Fire Authority: www.cfa.vic.gov.au
- State Emergency Service: www.ses.vic.gov.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

What's in the Plan?

PPRR Framework – A Comprehensive Approach

Emergency management plans document the actions to be taken when responding to an emergency as well as how to recover following an incident. The planning stage is vital as this will have the respondents prepared for the event; they will have rehearsed actions within the plan to be better prepared for emergency situations.

There are typically four stages of Emergency Management that exist, which are continuous and evolving. The four stages are Prevention, Preparedness, Response, and Recovery they are typically referred to as PPRR. Consideration should be given to all of these stages not one in isolation. Emergency Management Planning is a continuous process in which all phases of the plans are regularly reviewed and revised.

These four stages are illustrated in the 'PPRR' diagram below

❖ Prevention

Prevention is the key to emergency management. It is widely accepted that it is better to prevent the event rather than to manage its impact on our children, young people, staff, communities and facilities. The development of Emergency Management Plans and the instigation of policies and procedures go a long way to reducing the immediate and long-term impact of such events.



Prevention requires taking an inventory of the hazards and risks to the facility and community and identifying what actions need to be taken to prevent and reduce their impacts on our children, young people, staff, communities and property. To do this effectively the role of the Emergency Management Planning Team becomes a vital component. The use of risk identification tools such as the Risk Assessment Matrix can make this process much less demanding and more thorough.

❖ Preparedness

Although facilities may have little control over some of the hazards that may have an impact on them, they can be prepared by developing proactive measures to mitigate the impact or to respond to such events.

Planning should also consider how and where the facility will operate during an emergency, and who should do what and when. These may seem like obvious steps, however when faced with an emergency, logic does not always prevail.

❖ Response

Schools should notify the appropriate emergency service (dial 000), DET Emergency & Security Management Unit (ESMU (03) 9589 6266) and their DET regional office regarding the nature of the emergency.

Licensed children's services should notify the appropriate emergency service (dial 000) and their DET regional office.

One common mistake is to delay calling emergency services, as people believe the situation can be handled in-house. Early notification of emergency services can potentially prevent considerable loss and damage. It is better to have emergency services on hand early than have them arrive too late risking further injury or damage.

During an emergency, leaders need to project a calm and confident demeanour to reassure all stakeholders that the situation is under control and of the wisdom of the directions being given.

❖ Recovery

As the final part of the PPRR framework and the planning process, recovery is about returning and restoring the facility back to normal as quickly as possible. It is important to plan for recovery in the preparedness phase. The focus should always be on our children, young people, staff and communities, then our facilities and infrastructure. One of the major goals of recovery is to provide a caring and supportive environment. History has shown that the recovery time for an individual may relate to past and present experiences, the thoughts and actions that contribute to these experiences, and an individual's own coping strategies.

Good communication is vital. Everyone affected by the emergency needs to be kept fully informed of the recovery program and progress. It is important to consult with DET before major decisions or public statements are made.

If you're unsure of the appropriate response don't make it up, refer to your Regional Office, for clarification prior to responding. Parents and caregivers should be informed when their children and young people are able to return to the facility. This can be through the media (e.g. community radio), by telephone, or by other predetermined means.

*Recovery may seem like the end, but in fact it can be the beginning. You must complete the cycle by capturing the lessons learnt from the experience. This is where you evaluate what worked and what didn't and on how the planning process, preparation, prevention, response and recovery can be improved. Take what has been learnt and start to update your response plan accordingly as this will strengthen your plan and your Emergency Management Team for any further events. **DET***

The plan describes the school and its environment, the potential hazards to which it is likely to be exposed, and the manner in which the emergencies will be managed by the school. It assumes that staff and students will be familiar with its contents and will be regularly drilled in the procedures to be adopted during an emergency. It assumes that preventative measures will have been implemented to reduce the impact of an emergency which occurs.

An emergency includes the following:

- Fire
- Fatality
- serious injury or illness
- abduction of student
- Intruder or Personal Threat
- School vehicle involved in a collision
- Poison
- bomb (substance) threat
- Snake Bite
- Earthquakes
- Hazardous Substance Release
- Severe weather / Storms and Flooding
- Influenza Pandemic and Communicable Diseases

The plan is intended to be flexible. Procedures have been developed which should assist the school to manage emergencies ranging in nature and intensity from small-scale localised incidents to those which require external assistance, and which may last for several days. It identifies roles and responsibilities of staff, students and visitors during an emergency. It describes actions to be followed in the case of specific types of emergencies.

All incidents likely to affect the safety and wellbeing of students, teachers or visitors are to be reported immediately and responded to as soon as possible. The safety and wellbeing of all people exposed to the emergency are to be considered at all stages of the emergency.

An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The school recognises that in addition to implementing procedures to resolve the emergency quickly, the school may require support to assist the school community to return to normal functioning. In events where necessary, Students and staff will be offered counselling.

The plan is to be reviewed annually by the College of Teachers and the Management Team and ratified by the Committee of Management. In the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine whether procedures in the plan were followed and whether they were adequate.

A copy of the plan is to be sent to local police and fire authorities to ensure that safe and correct procedures have been identified for use during emergencies. A copy is also to be sent to the DET.

About the School and Kindergarten

The school is situated about 3kms from the township of Buninyong, which is about 11kms south of Ballarat. It draws its students from Ballarat and surrounding districts. The school building, a former gallery, is constructed of timber with sandstone cladding and houses classrooms, administration area and kitchen. The original building, as of 2011, is two storeys. There is also second building as of 2011, adjacent to the original building, made of the same material, and also two storeys. These are also classrooms. The school is currently building a hall built with mud bricks and a tin roof. The hard craft area, playgroup and kindergarten buildings are located to the right of the school in three separate standalone weather board buildings and have their own environs. The property is a ten-acre block of land. The school is flanked by neighbours on two sides. Adjacent to the school building is a large grassed playground. There is a dam located on the property. The school is flanked by the Midland Highway and Moss Avenue. The school has 950 students, the kindergarten has combined first year and second year program with 32 students. School operates Monday to Friday 9.00am to 3.30pm on all term days, Kindergarten operates 9.15am – 3.15pm on Monday, Tuesday, Wednesday and Thursday. Playgroup operates from 9.30am – 11.30am Tuesday, Wednesday and Thursday. Playgroup and Kindergarten operate during school term weeks. The term dates are attached.

Legal Responsibilities:

The Approved Provider is responsible for:

- completing the DET *Emergency Management Plan* lodging this with the relevant DET regional office and attaching a copy to the what is needed in an EMP policy
- conducting a risk assessment to identify potential emergencies that the service may encounter (Regulation 97(2))
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a))
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency
- developing an emergency and evacuation floor plan (Regulation 97(1)(b))
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b))
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))
- ensuring that those working at, or attending the service, have access to a phone or similar for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed
- identifying potential onsite hazards and taking action to manage and minimise risk
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted

- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems
- providing a fully equipped portable first aid kit (refer to *Administration of First Aid Policy*)
- developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g. first aid, emergency management and OHS training
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- developing procedures to debrief staff following emergency incidents
- conducting spot checks of documentation and practices to ensure all requirements of this policy are being complied with
- notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*)
- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) where required
- notifying DET within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (National Law: Section 174(2)(c); Regulations: 175(2)(b)&(c), 176)
- reporting notifiable incidents (refer to *Definitions*) in the workplace to WorkSafe Victoria
- engaging with the Metropolitan Fire Brigade and/or Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- identifying staff and children requiring additional assistance in the event of an emergency
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- ensuring that an attendance record (refer to *Definitions*) is maintained to account for all children attending the service
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
- developing procedures to deal with loss of critical functions, such as power/water shut off.

The Nominated Supervisor is responsible for:

- ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contract staff and relief staff are briefed and aware of the procedures
- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
- ensuring that the *Emergency Management Plan* (attached) is followed in the event of an emergency
- testing alarms and communication systems regularly, such as on a monthly basis
- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

Certified Supervisors and other educators are responsible for:

- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (attached)
- supervising the children in their care and protecting them from hazards and harm (refer to *Supervision of Children Policy*)
- providing support to children before, during and after emergencies
- checking that the attendance record (refer to *Definitions*) is completed at the beginning and end of each session

- checking that the emergency evacuation procedure is displayed in prominent positions and that all attending the service are made aware of these (refer to attached *Emergency Management Plan*)
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to attached *Emergency Management Plan*)
- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the *Incident, Injury, Trauma and Illness Record*, as required
- informing the Approved Provider about any serious incidents or notifiable incidents (refer to *Definitions*) at the service
- attending first aid, emergency management and OHS training, as required
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

Parents/guardians are responsible for:

- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan* (attached)
- ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to *Delivery and Collection of Children Policy*)
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Identifying the Risks and Risk Assessment

Fire: The school is at risk each year during the bushfire season. It is particularly vulnerable to bush and grass fires. Ballarat Steiner School has been advised by the Department of Education and Early Childhood Development (DET) that our school and kindergarten have been placed on the Bushfire At-Risk Register.

Snakes: Due to the rural location, students and staff are at risk of snake and spider bites.

Camps: The school intends to conduct some camps and excursions to locations which may be a considerable distance from local emergency services. Camps are not conducted in high risk areas. Mobile telephones and first aid kits are taken on all excursions, and properly qualified staff are employed to facilitate these events i.e. outdoor education staff for specific activities. Risk Assessments are taken for all camp locations and activities. Adult/student ratio requirements are adhered to at all times while outside the school grounds. Emergency procedures pertaining to campsites should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to familiarise staff and students with emergency evacuation protocols and ensure the procedures are appropriate.

On days of extreme fire danger, camps and excursions may need to be cancelled at short notice. Where excursions are not cancelled, special fire safety precautions will be required. Relevant details about approved excursions must be entered into the Student Activity Locator database using the online notification form (edumail password required) available at: www.eduweb.vic.gov.au/forms/school/sal

This will allow the school and other DET or emergency staff to quickly locate and identify the numbers of staff, chaperones and students potentially affected and take action to ensure their safety if required. The database should be updated at least three weeks prior to the activity. Adherence to the Day Excursions Policy and procedures must be followed in all instances. Refer to this policy for details.

Distance: Emergency medical treatment - fire brigade and police, will come from Buninyong, whilst the ambulance must come from Ballarat, which is likely to result in a minimum attendance time of 15 minutes.

Disappearance or unauthorised removal of a student: Staff are always present during recess and lunch in the grounds. Parents are required to advise of any legal restraints in collection of students. Families

must advise teachers of any changes in picking up and dropping off arrangements for the children. Before and after school, students are required to wait in the teacher supervised play area until school starts or until collected by their parent/guardian.

Emergency Response/s

Reporting of Emergency

Students are to report any emergency to a teacher or the office staff. Teachers are to report ALL emergencies immediately to the office staff, who will initiate the necessary emergency procedures. If the teacher is not able to leave the scene, he or she must send a student with the 'urgent assistance required' sign to the office immediately. This sign ensures the office person understands it is an emergency and will take the phone to the scene in case essential services need to be called.

Camp Emergency

Staff in charge at the camp will assume control of the emergency. They will advise the school immediately, and of action being taken. Depending on the type of emergency, the office will advise parents via the Phone Tree together with SMS Messaging and / or email.

Alerting the School, Kindergarten and Playgroup

Students and staff will be notified of an extreme emergency by means of the air horn siren. One is kept in the kitchen, in the cupboard marked "Airhorn in here" and one is kept in the administration office, on top of the pigeonhole cupboard. Prep, kindergarten and playgroup will also be informed by office staff. The emergency is to be coordinated from the office by the Incident Controller.

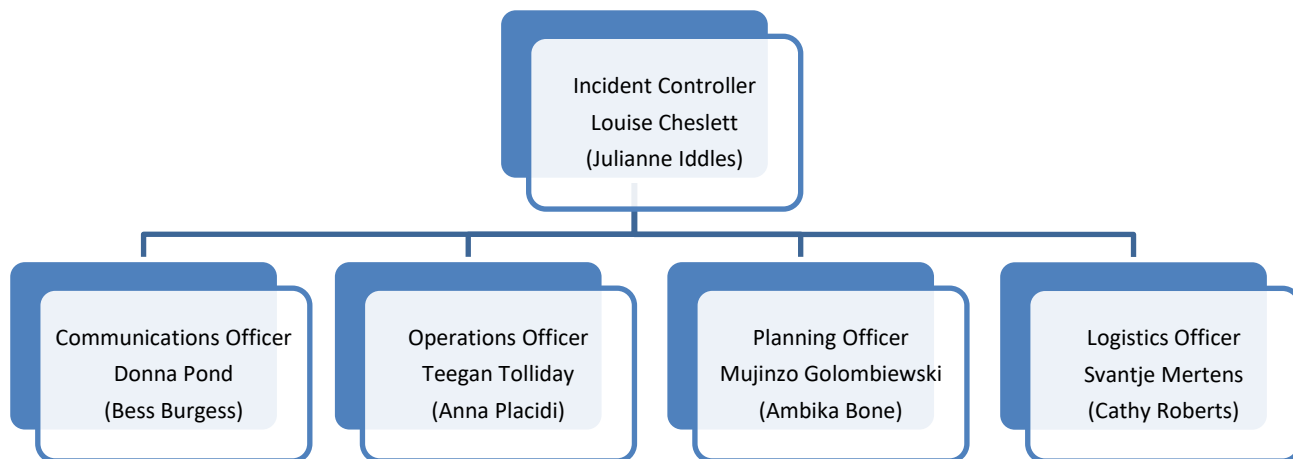
PRIORITY	HAZARD SPECIFIC RISK
Very high	
High	Traffic issues – during student drop off and collection, collection and beyond boundaries,
Moderate	Bushfire, vehicle incident, internal fire and smoke, student health, pandemics, offside facility emergency, severe flooding
Low	Manual Handling, staff welfare, student welfare, security, child abuse, pandemics, offside facility emergency, severe flooding

Likelihood	Almost Certain				
	Likely	Manual Handling Staff and Student Welfare	Student health i.e. Asthma and Anaphylaxis		
	Unlikely	Security	Pandemics and Communicable Diseases Offsite Facility Emergency Bushfire	Traffic Issues – during Child Collection and beyond our boundaries	Vehicle Incident Internal Fire and smoke Incidents

Rare		Severe Storms and Flooding	Intruders Criminal Incidents Earthquake Bomb Threat	Hazardous substance release Plant and Equipment
	Low	Moderate	High	Very High
Impact				

This next two pages are purposefully left to enter the Communication tree.

Incident Management Team Structure:



Incident Controller: In Charge of overall management of the emergency situation

Communications Officer: Responsible for handling media requests, outside information management. Position will be supported by regional/DET media unit.

Operations Officer: Student Care as it relates to school protocols and procedures, responsible for securing materials, resources, services and additional staff. Ensures all materials in Emergency Kit are complete and up to date

Planning Officer: Collects and evaluates information related to development of incident/status of resources

Logistics Officer: Ensures all actions maintain and are conducted with a student safety focus. Assists with outside agencies request for information and updates

Role/Activities		Primary Contact		Back Up Contact
Incident Controller	Name	Louise Cheslett	Name	Julianne Iddles
	Phone/Mobile	0402 037 046	Phone/Mobile	0418 596 581
Planning tasks will be performed by:	Name	Mujinzo Golombiewski	Name	Ambika Bone
	Phone/Mobile	0499 728 066	Phone/Mobile	0498 339 265
Operations tasks will be performed by:	Name	Teegan Tolliday	Name	Anna Placidi
	Phone/Mobile	0474 767 529	Phone/Mobile	0406 488 130
Communication s tasks will be performed by:	Name	Donna Pond	Name	Bess Burgess
	Phone/Mobile	0417 407 134	Phone/Mobile	0499 768 877
Logistics tasks will be performed by:	Name	Svantje Mertens	Name	Cathy Arnott
	Phone/Mobile	0423 287 068	Phone/Mobile	0411 236 676
First Aid tasks will be performed by:	Name	Teegan Tolliday	Name	Anna Placidi
	Phone/Mobile	0474 767 529	Phone/Mobile	0406 488 130

INCIDENT MANAGEMENT TEAM ROLES AND RESPONSIBILITIES.

- *In the case of an emergency, Incident Controller will coordinate all activities and will delegate any necessary actions.*
- *Staff will be directed by the Incident Controller during the emergency. Nobody should undertake any action without prior approval from the Incident Controller. This does not prevent staff from using firefighting equipment or rendering first aid. Staff must advise Incident Controller when an allotted task has been completed.*
- *Teaching staff are responsible for the safe and orderly evacuation of students and visitors when instructed by the Incident Controller to do so. Teachers are to ensure that ALL students are accounted for and will check storerooms and toilets. The attendance rolls are to be taken to the evacuation area and marked off. Students with special medical needs must have their appropriate medication taken. All first aid kits just be taken*
- *Teachers/assistants and staff to turn off all appliances if time permits. This includes heaters, light switches and power points. Doors and windows are to be closed upon leaving the room. Toilets to be checked*
- *Teachers must supervise students at all times during the emergency. If requested by the Incident Controller to undertake an alternative task during the emergency, they must arrange alternative supervision when leaving the students and undertaking the new task. Early Childhood staff to remain with their children.*

Incident Controller

Pre-Emergency

- Maintain current contact details of IMT members.
- Ensure children/staff with special needs list and staff trained in first aid list are up to date.
- Conduct regular exercises/drills.
- Ensure our emergency response procedures are kept up-to-date.
- Ensure staff on the IMT are aware of their responsibilities.

During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene the IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Notify the required emergency services
- Brief the incoming emergency services and respond to their requests
- Ensure staff and students are safe from injury or harm
- Manage information (phone calls to parents/guardians)
- Ensure Emergency Kit is taken on Evacuation, with student first aid supplies and illness record.
- Inform parents who arrive at the school
- Notify teachers and ancillary staff about the emergency
- Establish a recovery room for affected students, ensuring supervision
- Establish a waiting room/area for parents
- Inform students within the school
- Co-ordinate media requests for information
- Actively seek information from the Department of Education, Police, hospital or other relevant organisation on the emergency situation

Post- Emergency

- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements. Service agreements require approved providers or licensees to notify DET in the event of a serious incident:
- Inform School Committee members
- Inform the school community via letter or newsletter

- Monitor School community reactions and support those in care-giving roles
- Liaise with outside agencies as required, including the emergency services
- Brief key personnel and review responses
- Set up debriefing with appropriate counsellors for staff involved in crisis
- Set up debriefing with appropriate counsellors for students involved in crisis
- Identify need and organise supportive therapy for those affected by the crisis, individually and collectively
- Develop strategies to minimise/eliminate recurrence
- Evaluate the Emergency Management plan

Communication Officer Responsibilities.

- A warning air horn siren will be sounded when there is an extreme emergency to alert the school, prep, kindergarten and playgroup. A telephone call to the kindergarten will ensure kindergarten staff are informed. Delegated staff will go to different areas advising teachers, if deemed necessary.
- The general office telephone is to be used for emergency communications. Under no circumstances must this line be used for purposes other than those allocated by the Incident Controller. The school mobile phone may be used, and if absolutely necessary, line 2 of the school phone may be used. The relative emergency services are to be advised immediately about an emergency as well as DET and ISV. Other communications by telephone are to be restricted and kept brief. If the power is off, the school and kindergarten mobile phones are to be used. These mobile phones must be kept charged at all times. There is also a phone in the bottom draw of the filing cabinet in the office which may be plugged in if no power.
- An information centre will be established to communicate with parents. The site and staffing will be decided by the Incident Controller. The school and kindergarten mobile phones should be taken together with the school laptop/s.
- Should media attend, they should be sent to the Incident Controller. Before any statement is made, the Incident Controller should confer with DET

Pre- Emergency

- Assist the Incident Controller.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills

During Emergency

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

Post- Emergency

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

Operations Officer Responsibilities

Pre- Emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate Safety practices (e.g. clear access paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by the incident team throughout their areas.
- Participate in emergency exercises/drills.

During Emergency

On hearing alarm or becoming aware of an emergency, the Operations Officer will:

- Attend the emergency control point.
- Communicate with the Incident Controller by whatever means available and act on instructions.

- Implement the emergency response procedure relevant to the floor or area and ensure that the Incident Controller is notified.
- Direct logistics officer to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist a logistics officer during an emergency.
- Confirm that the logistics officer's activities have been completed and report this to the Incident Controller or a senior officer of the attending emergency services if the Incident Controller is not contactable.

Post Emergency

- Compile report of the actions taken during the emergency for the debrief.

Logistics Officer's Responsibilities

Pre- Emergency

- Ensure staff are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear access paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

During Emergency

- Persons selected to perform as Logistics will carry out activities as set out in the emergency response procedures and as directed by the Operations

Activities may include the following:

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

Post- Emergency

- Compile report of the actions taken during the emergency for the debrief.

Staff Trained in First Aid

Staff Member	Training
<i>Julianne Iddles</i>	<i>First Aid and Asthma</i>
<i>Louise Cheslett</i>	<i>First Aid, Anaphylaxis and Asthma</i>
<i>Ambika Bone</i>	<i>First Aid and Asthma</i>
<i>Svantje Mertens</i>	<i>First Aid</i>
<i>Janine Pigdon</i>	<i>First Aid and Asthma</i>
<i>Jacinta Kitson</i>	<i>First Aid and Asthma</i>
<i>John Goble</i>	<i>First Aid and Asthma</i>
<i>Tracy James</i>	<i>First Aid and Asthma</i>
<i>Donna Pond</i>	<i>First Aid</i>
<i>Bess Burgess</i>	
<i>Cathy Arnott</i>	

Emergency Response Procedures;

- **Evacuation** –Off Site (External) or Onsite (Internal) - procedures keep everyone safe by removing them from immediate danger.
- **Lockdown** procedures maximise safety by keeping everyone inside away from danger, such as intruders, earthquakes etc.
- **Lockout** procedures maximise safety by keeping students and staff as safe as possible from internal threats such as spills or contamination

EVACUATION

Off Site Evacuation – *evacuation away from the school grounds.*

On Site Evacuation – *evacuation within the school grounds – may be outside or inside*

This will be signalled by **long rings** of the air horn siren with intermittent short breaks, along with repeated verbal instructions. In this emergency situation, the aim is to get everyone out of the school buildings and to an assembly point. Our evacuation assembly points are:

1. - in the car park at the front of the playgroup –
2. - in the playground near the hard-court area -
3. - or the main hall.

From there the children may be evacuated off the property to the Ballarat Botanical Gardens which are situated between Gillies Street and Wendouree Parade. We will have the central rotunda as our meeting point for parents to collect their children.

All assembly points are clearly signposted.

The Incident Control Officer will determine and announce which assembly point to use. Classes situated closest to the danger area will be evacuated first, followed by other classes further away from the area. When evacuating, students must be moved away from the danger area, and not towards or through it.

The Incident Controller will take advice from the emergency services but will remain in control at all times and will be the person to decide whether students, staff and visitors should remain on site or evacuate the school property completely.

Off Site Evacuations or External Evacuations may occur when:

- ❖ If the emergency effects the whole school, such as a bushfire or a bomb threat. Emergency Assembly point three is the area where we will wait for the bus to take us off site. We will then evacuate the students and staff to the Ballarat Botanical Gardens between Gillies street and Wendouree Parade

On Site Evacuations may occur when:

1. Only one room is affected.
2. Evacuation to another building may occur when the danger is confined to a separate freestanding building i.e. the Hard craft, playgroup room or the kindergarten.
3. Evacuation within the school ground may occur if the danger area extends to all school buildings, but not to open areas elsewhere in the school.

IT IS THE SCHOOLS POLICY THAT WE WILL EVACUATE THE SCHOOL AND KINDERGARTEN STUDENTS TO THE BALLARAT NORTHERN GARDENS, LAKE WENDOUREE IN THE EVENT OF A BUSHFIRE THREAT.

❖ OFF SITE EVACUATION PROCEDURE

In the event, that within a 50 km radius, a bushfire may impact on the Ballarat Steiner School and Kindergarten property, the Incident Controller will make the decision to activate the Incident Management Team and evacuate the students and staff off site.

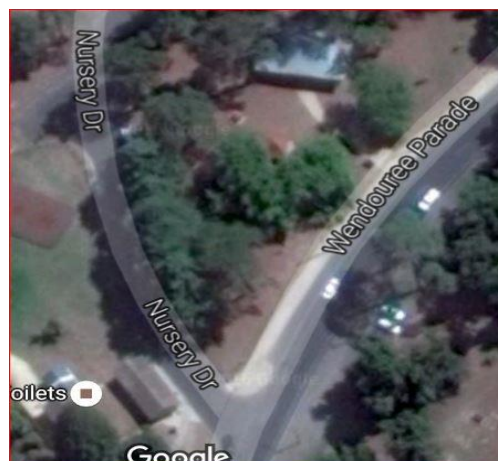
The school and Kindergarten parents will be informed of this plan regularly in the fire season via the newsletter and formally, via a letter at the beginning of each year.

Each December, the school and kindergarten will have a drill where we will all go to the Ballarat Northern Gardens, under drill like circumstances, and have a picnic. As it is to be a true drill, the bus is to be called on the day rather than pre-arranged.

- During the Bushfire season, admin staff must tally how many people are on the property each morning, by 9.30am and each afternoon after 12.30pm. We must take into account:
 - a) Kindergarten children, morning session and then afternoon session
 - b) School children
 - c) Absentees
 - d) Staff
 - e) Visitors
- **Playgroup numbers are not to be taken into the tally, but if at the last resorts, parents may have some available seats in their cars.**
- **Playgroup parents and children must move off the property with the school and kindergarten children to ensure there is no confusion.**
- **All cars and buses must move off the property in convoy and travel the same way. No deviations from the route being led is supported.**
- The Administrative team will monitor the DET website (www.education.vic.gov.au/bushfires) to get up-to-date information about potential fire risks to the school, or alternatively the emergency website www.emergency.vic.gov.au. In addition to this the Incident Controller will monitor the CFA fire ready and DSE websites and ABC radio 774.
- If there is a fire within the 50km region, the Incident Controller must be informed.
- The Incident Controller will contact the Victorian Bushfire Information Line [VBIL] on 1800 240 667 for the latest advice and information about the likely threat of bushfire to the school
- The incident controller is to ring the Buninyong Fire brigade for advice.
- When the fire is within a 50km radius of the school and kindergarten, the students are to be evacuated. The incident controller is to make the decision.
- Once the decision is made, the incident controller is to call 000 and inform them of the school's decision.
- The Admin person is to ring for a bus and book enough seats to cater for all the children and staff. There are three bus companies in Ballarat, and they are to be rung in the order they are listed in the important numbers. They are listed in relation to proximity. When booking a bus/s, it is good to remember that staff cars can be – and should be utilised in the transportation of children and / staff. Staff need to be informed that cars left on the property may receive fire damage
- Seek advice from your DET regional Manager, Operations and Emergency Management if required.
- Our off-site evacuation site is the Ballarat Botanical Gardens between Gillies street and Wendouree parade.
- Administration will bring the evacuation pack which has the staff attendance list, Emergency Kit, First Aid kit and a copy of this Plan.
- Administration will bring the children absentee list, staff attendance list, emergency kit, first aid kit and this plan.
- Administration will bring the school mobile phone and the general use EpiPen
- If time, a whole school community and kindergarten email is to be sent informing parents of the evacuation and the destination.
- Class teachers will ensure all children with special medical needs management plans and devices are included
- Class teachers will bring the roll
- Once at assembly point 3, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents. This can be done from the Botanical Gardens via mobile phones.
- All children are to be collected at the Botanical Gardens even if the fire threat has passed.
- Confirm with emergency service personnel that it is safe to return to the school grounds.

The spot where we will be meeting is on Nursery Drive in and at the back of the rotunda. The Rotunda is shown on the map below as the white square. Nursery Drive is directly opposite the Fairyland sign, which is on the lake side of Wendouree Parade. There is availability for short term parking on Nursery Drive.

- The kindergarten mobile will be on - 0407 687 188
- The school's mobile will be on - 0400 959 746



Actions after Off-Site Evacuation Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the school property to avoid).
- An email will be sent home to inform parents in detail of the events on the day or as close to the day as possible. This is the responsibility of the Incident Controller.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident

ON SITE EVACUATION PROCEDURE

- Incident Controller to direct admin staff to call 000 and notify them of the emergency, and if necessary direct a staff member to the school entrance to direct essential services unit/s to the site of emergency. Ensure time of call is noted.
- Seek advice from your DET regional Manager, Operations and Emergency Management if required.
- Incident Controller to take the emergency supply kit to the evacuation assembly point and check bathrooms.
- Students must follow teacher's instructions and remain calm.
- All bags to be left in the classroom. Shoes, hats and water bottles to be taken
- Teacher to take student roll book, medical management plans and devices, first aid kits and ensure students remain calm.
- Class teacher to close all doors and windows and turn off lights, air conditioning and heating if time permits.
- All rooms are to be evacuated in an orderly fashion and children to gather in the designated assembly area in class circles and sit down.
- Specialist teachers are to act as class teachers and follow correct procedure.
- Kindergarten assistant to check kindergarten bathrooms.
- If any children are missing this must be reported to the Incident Controller immediately. The Incident Controller will report this to the officer in charge of emergency services, who will then secure the area. If emergency services have not arrived, the Incident Controller will direct an admin person to look for the missing child, if it is safe to do so.

- The Incident Controller is to check or delegate someone to check all toilets, multipurpose room, and kitchen for children, staff, visitors and workers.
- The Incident Controller is to check the visitors register and account for all visitors/workers, and report any person missing to the person in charge of the emergency services.
- The teacher must stay with the class they have evacuated.
- Children must not leave their class groups unless the officer in charge of emergency services considers it safe to do so.
- Children are not to be released to parents until the teacher has confirmed all children marked present on the roll have been accounted for, and the Incident Controller has been informed.
- Parents must initial the roll in the presence of the class teacher before collecting their child.

Actions after On – Site Evacuation Procedure.

- The Incident Controller will seek counselling and trauma support for students and staff following any serious emergency situation.
- After an emergency situation staff will debrief with the Incident Controller to review the effectiveness of the emergency management procedures. Incident Controller to write report and arrange for any procedure improvements necessary.
- A letter will be sent home to inform parents in detail of the events on the day or as close to the day as possible. This is the responsibility of the Incident Controller.
- Complete your Post Emergency Record form (refer to Appendix 4).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.
- Two emergency drills will be held at random times during the school year in addition to the bushfire emergency drills so that everyone knows, understands and practices the correct procedures should an emergency arise at the school. These drills will be recorded by the Incident Controller along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded. This record will be kept in the Emergency Management Register with the incident Controller.

LOCK DOWN PROCEDURE

Lockdown refers to a situation when students and staff are locked inside the building/classroom due to a threat such as earthquake, chemical spill or other environmental threat. It also refers to a threat that needs to be locked out of the room such as a civil disturbance, stranger on school grounds where there is a threat to staff or student's personal safety.

- This will be signalled by continuously repeated short rings of the air horn siren along with repeated verbal instructions via the megaphone to lockdown the classrooms. In this emergency situation, the aim is for everyone to remain inside the school buildings.
- Incident Controller to call 000 and notify emergency services of the details of the emergency and that the school is in lockdown.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required
- Ensure a telephone line is kept free
- Keep main entrance as the only entry point. It must be constantly monitored, and no unauthorised people allowed access
- If it is safe to do so have a delegated staff member wait at the main entry to the facility to guide emergency services personnel
- Students outside of school buildings must immediately return to their classroom.
- If the lockdown air horn siren goes before or after school students are to return to their classroom with the class teacher.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out
- Ascertain that all children, staff and visitors are accounted for
- Teachers and students are to take cover underneath desks and away from windows, overhanging heavy objects or any other glass such as doors or light fittings.
- Teachers to close all windows, lock doors and close curtains.
- The Logistics Officer will check the visitors register and ensure all visitors, staff, and contractors are accounted for and in lockdown. Logistics officer to check toilets.
- Incident Controller to liaise with Emergency services and inform them of any missing persons.
- Maintain a record of actions and decisions undertaken and times.
- Staff and students must remain locked in rooms until the situation is declared safe and the 'all clear' is given by the emergency services officer and/or the Incident Controller.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations
- Contact parents post the event to ensure they do not arrive during the crisis.

Actions after Lock-Down Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the property to avoid or parent reunification process).
- The Incident Controller will seek counselling and trauma support for students and staff following any serious emergency situation.
- A letter will be sent home to inform parents in detail of the events on the day or as close to the day as possible. This is the responsibility of the Incident Controller.
- Ensure any children, staff or visitors with medical or other needs are supported.
- After an emergency situation staff will debrief with the Management Team to review the effectiveness of the emergency management procedures. Incident Controller to write report and arrange for any procedure improvements necessary.
- Complete the Post Emergency Record form (refer to Appendix 4).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident
- Two emergency drills will be held at random times during the school year in addition to the bushfire emergency drills so that everyone knows, understands and practices the correct procedures should an emergency arise at the school. These drills will be recorded by the Incident Controller along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded.

LOCK OUT PROCEDURE

Lockout refers to an immediate danger that determines that the children should be excluded from buildings for their safety. When an internal immediate danger is identified, and it is determined that children should be excluded from buildings for their safety the Incident Controller on-site will take charge and activate the Incident Management Team if necessary.

- This will be signalled by continuously repeated pattern of two short rings followed by two long rings of the air horn siren along with repeated verbal instructions via the megaphone to lock out the children from the classrooms.
- Incident Controller to call 000 and notify emergency services of the details of the emergency and that the school is in lockdown.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required
- Ensure a telephone line is kept free. I.e. Use line two at all times to leave line one available for calls
- Keep main entrance as the only entry point. It must be constantly monitored, and no unauthorised people allowed access
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent re – entry by students or staff
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Go to the outside Evacuation Assembly point number 1 or 2 and await directions to walk to Buninyong Town Hall or to be collected by bus to go to the Ballarat Botanical Gardens
- Check that children, staff and visitors are all accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.

Actions after Lock-Out Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the buildings or property to avoid or parent reunification process).

- The Incident Controller will seek counselling and trauma support for students and staff following any serious emergency situation.
- A letter will be sent home to inform parents in detail of the events on the day or as close to the day as possible. This is the responsibility of the Incident Controller.
- Ensure any children, staff or visitors with medical or other needs are supported.
- After an emergency situation staff will debrief with the Management Team to review the effectiveness of the emergency management procedures. Incident Controller to write report and arrange for any procedure improvements necessary.
- Complete the Post Emergency Record form (refer to Appendix 4).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident
- Two emergency drills will be held at random times during the school year in addition to the bushfire emergency drills so that everyone knows, understands and practices the correct procedures should an emergency arise at the school. These drills will be recorded by the Incident Controller along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded.

Emergency Responses for Specific Threats

What response do we put into place for each differing threat?

Specific Emergencies the school is most likely to Encounter

- ❖ Pre Bush-Fire Season Preparedness
- ❖ Building, Bush or Grass Fire
- ❖ Code Red Day Procedures
- ❖ Fatality
- ❖ Serious injury/illness
- ❖ Abduction
- ❖ Intruder or Personal Threat
- ❖ School Vehicle involved in a Collision
- ❖ Poison
- ❖ Bomb Threat and Check Lisa
- ❖ Snake Bites
- ❖ Earthquakes
- ❖ Hazardous Substance Release
- ❖ Severe Weather / Storms and Flooding
- ❖ Influenza Pandemic and Communicable Diseases

Pre Bush-Fire Season Preparedness

Ballarat Steiner School and Kindergarten has been advised by the Department of Education and Early Childhood Development (DET) that our school and kindergarten has been placed on the Bushfire At-Risk Register.

Preparing for the bushfire season and legal responsibilities

1. An annual audit of building and grounds safety will take place at the end of term three and monthly until the bushfire season ends in March. This will be done by the Incident Controller and the OHS Representative and recorded in the bushfire emergency register.
2. The education facilitator and the incident controller will ensure emergency bushfire drills will be carried out by students and staff in terms one and four to include practicing moving to safer buildings from a number of different locations around the school.
3. The education facilitator and / or the incident controller will ensure there is an off – site evacuation fire drill to the off-site evacuation place, one during term four and once during term one.
4. Staff will be trained on how to use the fire safety emergency equipment which is around the school with refresher courses being offered annually.
5. The school will be in contact with the Local CFA to discuss the Bushfire Management Plan, especially the bushfire preparedness and compliance with local bushfire regulation of buildings and grounds. This visit will be recorded in the bushfire emergency register.
6. The bushfire emergency register will be maintained by the Occupational Health Officer and the Incident Controller together with the Maintenance Officer and updated during terms one and four to ensure all equipment is in working order and the firefighting tank is full. This will be done in conjunction with the annual visit from Ballarat and District Fire Protection in November.
7. All rooms to have a site plan showing evacuation procedure together with emergency contact numbers.
8. All School buildings, facilities and grounds must comply with any laws that apply to the school including local laws and building, planning and occupational health and safety laws. All buildings must have an occupation certificate
9. The Maintenance Schedule will reflect:
 - monitoring and removal of materials that may be easily ignited, including branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation.
 - monitoring of building exits to ensure they are continuously kept clear of obstructions
 - monitoring of assembly points to ensure they are designated and have appropriate access to emergency equipment
 - that there is access to facilities and grounds for emergency vehicles.

❖ Code Red and Extreme Fire Danger Rating Day Procedures

1. School will be pre-emptively closed in the event that the Bureau of Metrology issues a Code Red Fire Danger Rating warning for the weather district in this location.
2. Where possible DET will provide up to 3-days' notice of a planned closure (including warnings about cancelling, changing, rescheduling or recalling out of school hours off-site activities, such as camps and excursions). In some instances less than 3-days' notice may be provided such as 24 hours' notice given on a Sunday. Similarly, the school will aim to provide a similar warning period for an extreme fire danger closure.
3. The final decision to close the school will be confirmed no later than 1.00pm the day before planned closure.
4. Once the decision to close is made, this will not change –regardless of changes in weather forecast – this will help limit confusion and provide time for parents to make alternative care arrangements for their children.
5. Please note, no staff will be on site on days where the school is closed due to a forecast Code Red Day.
6. School Camps and excursions will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.

Parents/guardians will need a family fire safety plan to make alternative care arrangements for their children. For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day. On these Code Red days families are encouraged to enact their Bushfire Survival Plan – **on such day's children should never be left at home or in the care of older children.**

What can parents do?

- For those of us living in a bushfire prone area, make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, by checking our website, www.ballaratsteinerschool.com.au or Facebook page, and by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- You can access more information about children's services closures on the Department of Education and Early Childhood Development website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>
- For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

If the code red day is called on a weekend for the Monday, the following will occur:

Louise Cheslett and Jane Evans are the contacts from the department to inform them it is a code red day. If Ambika is contacted, she will immediately contact Louise, as the Incident Controller. All teachers, the incident controller, the planning officer and the operations officer will have a copy of the communication tree and the parent contact list at home. Louise will ring the teachers and they are to contact the parents within their classes. Teachers are to contact all parents, including if there are siblings in other classes. Mobile phones are the preferred number to call and SMS is ok if there is no answer on the phone.

- The incident Controller is to travel on the Davis bus, that the children catch on the morning of the code red day to ensure no children get on, if possible, or off
- The Planning Officer or the Operations officer is to come to the school and collect the *School is closed Today* sign to take home. It is to be placed on the gate first thing in the morning. It is not to go up the day prior as it may cause confusion.
- The operations officers are to come to the school on the Sunday and collect the mobile phone and the laptop, together with the power cord.
- The Planning Officer or the Operations officer will drive to the front of the school and be there between 8.00am and 9.30am to ensure no children arrive at the school. Only one person needs to be there so they will work that out between themselves.
- The incident controller is to be kept informed at all times.

If the code red day is called on a weekday the following will occur:

- All teachers, the incident controller, the planning officer and the operations officer will have a copy of the communication tree and the parent contact list at home.
- Administration to contact all parents. Mobile phones are the preferred number to call and SMS is ok if there is no answer on the phone. Administration will also email all parents. Teachers will notify the children and a note will go home with the children.
- The Planning Officer or the Operations officer will collect the signs from the cupboard in the kitchen and hang them out. It will be the *School will be closed on a particular date* sign. There is one for the front gate and one for the bus gate. There is also one spare in case one gets stolen during the night.
- The Planning Officer or the Operations officer is to take the *School is closed Today* sign home and place it on the gate first thing in the morning. It is not to go up the day prior as it may cause confusion.
- The incident controller is to travel on the bus on the morning of the code red day to ensure no children get on, if possible, or off
- The incident controller on the day, is to collect the school mobile phone and the laptop, together with the power cord and take them home.
- The incident controller on the day to change the school answering machine message to the following:

Thank you for calling Ballarat Steiner School and Kindergarten

Our school is currently closed due to a forecast Code Red fire danger rating day.

No staff or students remain on-site. You have been sent an email which gives you the link to the website of the Department of Education and Early Childhood which explains the closures.

- The Planning Officer or the Operations officer will drive to the school on the morning and be there between 8.00am and 9.30am to ensure no children arrive at the school. Only one person needs to be there so they will work that out between themselves.
- The incident controller needs to be kept informed at all times.

The Following letters are in the Appendix below:

1. Letter to Community to be sent at the beginning of each year to the Community regarding Code Red Days with answers to some common questions
2. Newsletter Article to inform the community about Code Red Days
3. Code Red Letters to the community to announce a Code Red Day

Fire reported in Neighbouring District

1. The Administrative team will monitor the DET website (www.education.vic.gov.au/bushfires) to get up-to-date information about potential fire risks to the school, or alternatively the emergency website www.emergency.vic.gov.au. In addition to this the Incident Controller will monitor the CFA fire ready and DSE websites and ABC radio 774.
2. The Incident Controller will contact the Victorian Bushfire Information Line [VBIL] on 1800 240 667 for the latest advice and information about the likely threat of bushfire to the school.

❖ Fire in Immediate Vicinity or Impacting on Site

In order to ensure a safe and orderly operation, a decision to evacuate the school and kindergarten via bus to the Ballarat Botanical Gardens between Gillies Street and Wendouree Parade, will be made when any of the following agreed “triggers” are reached:

- CFA information and warning messages on DET website and ABC radio 774 indicate a fire is moving toward Mt Helen and is less than two hours away from impact.
- The local emergency services advise that a bushfire is likely to impact on the site.
- The School is advised that a bushfire is burning in any of the surrounding townships and is less than two hours away from Mt Helen and our school.
- There is a confirmed sighting of nearby smoke or flames.

When a trigger is reached and the Incident Controller makes the decision that there is not enough time to evacuate off site, the children will assemble at emergency meeting point 3 – as the nominated last resort refuge building (main hall) This will only occur if a fire develops quickly within the immediate area. Such a fire would not have sufficient area to build to a full bushfire and hence the exposure would be less than that predicted based on a full bushfire.

The air horn siren will be sounded continuously as practiced in the drills, along with repeated verbal instructions via the megaphone and the internal PA System, to move immediately to the Assembly Point 3 - (Main Hall)

1. All Students, staff and visitors will move to the assembly point immediately.
2. Staff to take fire extinguishers from classrooms to the assembly point.
3. Staff to close all doors and windows and turn off air conditioning as rooms are vacated if time permits.
4. Kindergarten assistant to check kinder bathrooms.
5. The Incident Controller will ensure all site personnel are accounted for
6. Teachers will take a roll of all students in their care and report to Incident Controller.
7. Office Staff to monitor visitors and volunteers and report to Incident Controller.
8. Incident Controller will advise CFA of the number of persons on site and if anyone is unaccounted for.
9. Once fire front has passed, staff will check for and attempt to extinguish spot fires inside or impacting on the school; however, under no circumstances will any of the staff put themselves in any dangerous situations that may cause harm to themselves or others.

The school primary response is one of relocation or evacuation rather than a shelter in place although a nominated last resort refuge building is the main hall and will only be used in the circumstances when there is no time to evacuate the students and staff off the property.

Recovery during the period immediately following a bushfire impact on site

1. Incident Controller and class teachers will ensure no-one leaves the safer building until the situation outside has been assessed as safe by emergency services.
2. Staff to remain on duty until all students are collected from the site by parents/guardians and the incident controller has signed them off as leaving the property.
3. The Incident Controller to ensure all staff undertake a debrief of the bushfire situation and procedures undertaken at an appropriate time soon after the incident and complete a written report.
4. A letter will be sent home to parents with details of the event as soon as is practicable. This is the responsibility of the Incident Controller.
5. Appropriate counselling will be provided to all staff and students if deemed necessary.

❖ Fatality (refer to the critical incident policy)

a) In the Classroom

- teachers to advise office immediately
- students to be taken to their home classroom or a vacant classroom if outside at play/lunchtime
- students to be supervised by teachers at all times
- office to contact police, and with their approval, ambulance
- office and spare teachers will ensure classroom kept clear until police arrive
- office will liaise with emergency services
- trauma group will be activated to assist staff and students.
- professional counsellors to be contacted (See Critical Incident Policy and Procedures)
- office will contact parents of surviving students, after receiving permission from police

b) In school grounds

- office to be advised immediately
- area to be cleared and students taken under supervision to their home classroom or a vacant classroom
- students to be supervised by teachers at all times
- office to immediately notify police, and with their approval, ambulance
- accident area to be sealed off by spare teachers and office staff until police arrive
- office will liaise with emergency services
- trauma group will be activated to assist staff and students.
- professional counsellors will be contacted (see Critical Incident Policy and Procedure)
- office will contact parents of surviving students, after receiving permission from the police

❖ Serious Injury or illness

- office to be notified immediately
- office will contact ambulance or doctor
- trained staff will administer first aid
- uninjured students to be vacated to another area under teacher supervision
- parents of injured student will be contacted by office to advise them of situation
- trauma group to be activated to assist staff and students, and if necessary professional counsellors to be contacted. See Critical Incident Policy and Procedure.

❖ Abduction

In the event of the abduction of a student:

- office to be advised immediately
- office to contact police and student's parents
- witnesses to be located for police
- if during a class break (recess, lunch time) students to be returned immediately to classroom
- office to liaise with police

❖ Intruder or Personal Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller who will convene the IMT if necessary.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if **evacuation or lock-down** is required. Evacuation only should be considered if safe to do so.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

❖ School Vehicle Involved in a Collision

- office to be advised immediately
- office to contact police and ambulance
- office to contact parents involved to advise them of situation
- trauma group to be activated to assist staff and students, and if necessary, professional counsellors to be contacted

Use this procedure for an emergency that arises involving a school bus en route.

The Teacher on the bus will:

- Contact emergency services agencies to ascertain local information on status of any notified emergency.
- Report emergency to the Security Services Unit on 9589 6266.
- Advise emergency services of the status and location of bus services and seek assistance if required.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm/provide instruction to driver with regard to destination.
- Notify client school management team members and any other facility with passengers on the affected service.
- Consult to ensure parents/guardians of all affected students are notified of actions taken and other relevant information (such as where to collect their children).
- Keep an accurate log of all communication in relation to the event.
- Receive confirmation of bus's arrival at destination from driver.
- Where possible keep an accurate record of the event.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

❖ Bomb (Substance) Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller who will convene the IMT if necessary.
- all students and staff must evacuate the buildings immediately and be assembled in the emergency area - see site map
- delegated members of staff must check all buildings to ensure that they are empty
- an immediate roll call is to be held to ascertain all students have been accounted for
- staff must ensure that nobody re-enters the suspect area or buildings in its vicinity
- Ensure the service's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- staff and students are not to re-enter the buildings until the police have given the all clear

If a bomb/chemical threat is received by telephone:

- **do not** hang up
- Take note of the time
- refer to the bomb threat checklist.

If a bomb/chemical threat is received by mail:

- avoid handling of the letter or envelope
- place the letter in a clear bag or sleeve
- inform the Police immediately.

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

- do not delete the message
- contact police immediately

❖ Bomb/Substance Threat Checklist

CALL TAKER		CALL TAKEN	
Name		Date of Call:	
Phone Number		Call Start/End Time	
Signature		Number of Caller	

Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

Complete the following for a SUBSTANCE THREAT

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	

CHARACTERISTICS OF THE CALLER	
Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc.)	
Speech (fast, slow etc.)	
Dictation (clear, muffled, etc.)	
Manner (calm, emotional, etc.)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

LANGUAGE	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Other (Specify)	

BACKGROUND NOISE	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

EXACT WORDING OF THREAT

--

ACTIONS

REPORT TO:	CALL	
ACTIONS:		

❖ Poison

- office to be advised immediately
- office to ring **Poisons Information Centre** on **131 126**
- trained staff member to administer first aid
- student's parents to be notified

❖ Snake Alert and First Aid for Bites

Snake Alert;

Ballarat Steiner School and Kindergarten is in a rural area and it is likely there will be snake encounters around the school from time to time. Snakes are most active during the day in spring, summer and autumn. However, they can even be active on warm winter days and during warm nights.

Ballarat Steiner School and Kindergarten students, parents and staff should not run through long grass or thick ground cover at school, particularly in bare feet.

All snakes are protected by law. There is no reason why we cannot live in harmony with them provided we respect their presence and take all reasonable precautions when the more venomous of their kind are encountered.

Course of Action if Snake is seen

- Assume it to be venomous.
- Immediately tell any nearby people to stay well away from the snake while someone alerts a teacher/staff member/adult that they have seen a snake.
- Ensure someone remains watching the snake but does not go near the snake
- The adult informed should immediately inspect the site of the snake sighting from a safe distance. If the snake is not visible anymore do not try to flush it out. No adult or child should try to kill or catch the snake. Snakes can move quickly, and it is paramount to ensure your safety and the safety of nearby children. Treat the snake as venomous until it is identified by an expert on snake identification.
- After a quick assessment is made, the informed adult is to ensure all children are kept safely away.
- As soon as the safety of children and adults is established the notified adult will immediately call Stewart Parker on 0407 546 821. If he is unable to be contacted, the Environmental Protection Authority (EPA), will be notified on the hotline number – 1300 130 372. The EPA will then advise further course of action.
- The greatest risk of snake bite from venomous snakes comes from people trying to kill or handle them.
- A notice placed in all classrooms explaining to parents that a snake has been sighted (give specific locations) and assure parents that the authorities have been contacted.

Course of Action if Snake bite:

If you or another person is bitten: **Assume all snakes are venomous and take the following actions.**

- Do not panic. Try to remain calm, lie down and immobilize the bitten area.

- b) Have another member of staff ring 000 and seek medical help while you do the following;
- c) Apply a bandage but do not block circulation. Take a broad bandage and bind along the limb starting at the bite area, at the same pressure as for a sprain. Then bandage down the limb and continue back up the entire limb over and above the bite area. This will help prevent the spread of the venom through the body. Do not remove the bandage. It is often easier to go over the top of clothing such as jeans rather than remove clothing. In an emergency, strips of clothing can be used instead of a bandage.
- d) Immobilise the limb with a splint. Lie down and keep the limb completely still until help arrives. Do not elevate the limb or attempt to walk or run. Movement will encourage the spread of venom through the body.
- e) Do not attempt to catch the snake. All too often, the snake will bite again if an attempt is made to catch it. Identification of the snake species can be obtained through samples of blood or urine and from venom around the bite area. If the species of snake remains uncertain, a poly-antivenin may be used, which is suitable for treatment of all venomous snake bites.
- f) Do not wash the wound. Venom left on the skin will help doctors identify the snake and administer the appropriate antivenin.
- g) Do not cut the wound. This will spread the venom into the bloodstream and can cause more serious injuries than the snake bite itself.
- h) Always seek medical help.

❖ Earthquakes

Earthquakes are a natural hazard which cannot be prevented. In case of Earthquakes, children and staff are to:

1. If Inside:

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

2. If Outside

- Stay outside and keep clear of buildings, overhead structures, walls, bridges, power lines and trees.
- **DROP, COVER and HOLD**
- **DROP** to the ground
- Take **COVER** by covering your head and neck with their arms and hands
- **HOLD** on until the shaking stops.

After the Earthquake

- Phone **000** to notify the emergency services and seek advice.
- The Incident Controller will convene the IMT if necessary.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Evacuate the building if there is damage
- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required and help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller
- Tune in to ABC radio if you can and follow any emergency instructions.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

❖ Hazardous Substance Release – Inside School Grounds:

The Incident Controller will assess the need to evacuate the facility based on all immediately available information and hazardous substance guidelines. Material Safety Data Sheets are kept in the staff room and in the shed in accordance with OH&S regulations. In the case of a hazardous substance released inside the school grounds, Incident Controllers will:

- Move staff /students to a safe area.

- Check attendance against class rolls at assembly area.
- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller who will convene your IMT if necessary.
- Move staff/children away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- When all clear, staff /students may return to classes.

❖ Hazardous Substance Release – Outside School Grounds:

An event such as fire, motor vehicle accident, train derailment, industrial incident or a natural disaster may cause a hazardous substance release. As a result, emergency responders may request that you secure and seal the building. Those who have been advised to secure and seal the building will be notified if additional measures are required and when it is “all clear.” During such an event, it is important to maintain communications with the emergency services and DET Regional Offices. In the case of a hazardous substance being released where the contamination is confirmed as outside the buildings, Incident Controllers will:

- Move all staff /students into buildings immediately;
- Call Fire Brigade, Police and Emergency Services Authority, phone 000;
- Check attendance against class rolls at assembly area;
- Occupy rooms furthest from emission source, close to an exit and upwind if possible;
- Close all external doors and windows. Draw curtains, turn off air conditioners and extinguish any naked flames.
- Contact the ESMU on 9589 6266 to report the incident to the Region seeking advice and support, as appropriate; and
- Evacuate if directed by Emergency Services or forced to by extraordinary circumstances such as a building being full of fumes. In this instance move to an area upwind of the incident.

❖ Severe weather or storms:

- Phone **000** to notify the emergency services and seek advice if necessary.
- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.

❖ Influenza Pandemic and Communicable Diseases

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

PREPAREDNESS STAGE	
Description - No novel strain detected (or emerging strain under initial detection)	
Category	Key Actions
Hygiene measures	<ul style="list-style-type: none"> Promote basic hygiene measures Provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser Educate staff and children about covering their cough to prevent the spread of germs
RESPONSE STAGE - STANDBY	
Description - Sustained community person-to-person transmission detected overseas	
Category	Key Actions
EMP preparation	<p>In April, (or at the time of the overseas detection if earlier):</p> <ul style="list-style-type: none"> Prepare to enact pandemic response section of emergency management plan with stakeholders and prepare to activate Incident Management Team Identify minimum requirements and key staff for continued operations (including planning for the absence of the director)
Hygiene measures	<p>Continue to:</p> <ul style="list-style-type: none"> Promote basic hygiene measures Review cleaning procedures and determine whether frequency or other processes should change Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser Educate staff and children about covering their cough to prevent the spread of germs Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health
Communications	<ul style="list-style-type: none"> In May, (or at the time of the overseas detection if earlier), ensure hygiene information is displayed (refer to Staying Healthy in Childcare (2005)) In late May, (or at the time of the overseas detection if earlier), consider providing information sessions for staff and parents about: <ul style="list-style-type: none"> pandemic influenza symptoms preferred hygienic practices vulnerable children Follow Department of Health/Department of Health and Ageing advice provided by DET and distribute consistent messaging to staff, children and parents/carers. Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection) School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices). Utilise the sample letters developed by DET Central Office, provide parents information for next stage with advice from DET (if required) Direct any media queries to the DET media unit on 9637 2871

RESPONSE STAGE - ACTION

Description – Cases detected in Australia	
Category	Key Actions
EMP enactment	<ul style="list-style-type: none"> Enact emergency management plans where necessary Activate Incident Management Team
Communications	<ul style="list-style-type: none"> Follow the advice from the Department and distribute information about individual protective measures and cleaning procedures Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection) School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices) Utilise the sample letters developed by DET Central Office, communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate Direct any media queries to the DET media unit on 9637 2871
Containment	<ul style="list-style-type: none"> Follow the advice of the Department of Health and DET including service closures and exclusion periods for infectious diseases Identify a designated area to keep sick children quarantined from others until they can be taken home by parents Following any closures, notify the Quality Assessment and Regulation Division, DET according to the requirements of the relevant legislation. Further information is available at www.education.vic.gov.au/childhood/providers/regulation Inform carers of their obligations during closures School Nursing Program nurses may be asked to assist the Department of Health with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions)
Outbreak management	<ul style="list-style-type: none"> Notify the Quality Assessment and Regulations Manager of a serious incident according to the requirements of the relevant legislative framework. Further information is available at www.education.vic.gov.au/childhood/providers/regulation <i>You will be advised of any additional reporting requirements by DET and/or the Department of Health</i>
Management of service workforce	<ul style="list-style-type: none"> Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well Ensure staff who develop influenza-like illness to leave immediately and seek medical attention
Service closures	<ul style="list-style-type: none"> Contact the Quality Assessment and Regulations Manager, DET regarding service closure policy Following any closures, notify the Quality Assessment and Regulation Division according to the requirements of the relevant legislative framework. Further information is available at www.education.vic.gov.au/childhood/providers/regulation Inform staff of their obligations during service closures

RESPONSE STAGE – STAND DOWN

Description – Virus no longer presents a major public health threat	
Category	Key Actions
Recovery	<ul style="list-style-type: none"> Implement recovery plan to help regain education of children and stabilize families and the community including: <ul style="list-style-type: none"> staff availability procedures to re-open (if applicable) provision of counselling (if required) monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance

	<ul style="list-style-type: none"> • Incident controller to de-activate Incident Management Team and conduct final debrief(s) • Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others e.g. School Nurses • Replenish personal protective equipment (if required) Replenish personal protective equipment (if required) • Be aware that multiple waves of the virus may occur, and that review and revision of the plan may be required between waves
Communications	<ul style="list-style-type: none"> • Utilise the sample letters developed by DET Central Office, communicate status of situation to staff and parents/carers including supports that may be available

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider, together with the Incident Controller, will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations
- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
- assess the ability of the Nominated Supervisor, Certified Supervisor, educators, staff, children and others to follow the policy and procedures in the event of an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
- use information gained from spot checks and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required by legislation, research, policy and best practice
- consult with emergency services such as the MFB and CFA, to ensure the policy and procedures meet current best practices
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

Emergency Kit Checklist

The emergency kit must contain the following items. It is to be checked in February and November each year.
– Please tick when checked.

	FEB	NOV
Student Data and parent Contact Information		
Staff Register and contact details		
Student and Staff Medical and special needs list		
Special student Medications i.e. EpiPen		
Emergency Management Plan		
High Visibility Vest		
Torch with replacement batteries or wind up torch		
Whistle		
Spare Sun Hats		
Portable battery powered radio with spare batteries		
Sunscreen and spare sun hats		
Plastic garbage bags and ties		
Toiletry supplies		
First Aid kit (different bag)		
Notebook and pen		
Bottled Water & Non-Perishable snacks		

When an emergency is occurring the logistics officer will ensure the following items are placed into the kit;

- **Updated attendance information for the day – i.e. illness book**
- **Student register sign in and out book**
- **Charged mobile phone/s with charger**
- **Laptop/s with wireless internet capability**
- **Visitors Book**

Emergency Drill and Training Schedule 2022

Month	Training Event	Person Responsible	Date Scheduled
January	Lockdown/Lockout Drill	Incident Controller	January 27
March	Bushfire Drill	Incident Controller	March 3
March	Begin Review of EMP	Incident Controller	
March	Anaphylaxis Demo/Drill	Incident Controller	March 25
April	Complete Review of EMP	Incident Controller	
May	Kindergarten Fire Drill	Ambika Bone	May 20
May	Lockdown/Lockout Drill	Incident Controller	May 20
June	Anaphylaxis Demo/Drill	Incident Controller	June 3
August	On Site Fire Evacuation Drill	Incident Controller	August 19
August	Anaphylaxis Demo/Drill	Incident Controller	August 26
September	Begin Review of EMP and submit	Incident Controller	
November	Complete Review of EMP	Incident Controller	
November	Anaphylaxis Demo/Drill	Incident Controller	November 25
December	Bushfire Drill	Incident Controller	December 7
November	CFA Staff Training (Bushfires).	Incident Controller	TBA Based on CFA availability

Activity	Yes/No	Time	Comments
Air horn siren rung continuously			
Emergency services contacted			
Bus companies rung and buses ordered based on number of children and staff on the property			
All staff, children and visitors moved to emergency assembly area 3 for evacuation			
Time taken from air horn siren to last person arriving at refuge			
All staff collected fire extinguishers			
Staff closed all doors and windows and turned off air conditioning and/or heating			
Roll taken			
Visitors log checked and all accounted for			
No one left assembly point before the all clear			
Staff roles were clear and enacted			
Areas that need attention			
Recommendations			
Actions			

*Completed records of drills are kept separately on file in the school office.

Lockdown/Lockout Drill Checklist*

Completed:

Activity	Yes/No	Time	Comments
Air horn Siren rung with appropriate rings			
Emergency services contacted			
All staff, children and visitors moved quickly back to classrooms or administration building			
Staff closed and locked doors and windows and closed curtains			
Teachers and children sheltered under desks			
Teachers and children remained in locked rooms until the all clear			
Students and volunteers followed teachers' instructions			
Time taken from air horn siren to lockdown complete			
Roll taken			
All staff, children and visitors accounted for			
Staff roles were clear and enacted			
Areas that need attention			
Recommendations			

*Completed records of drills are kept separately on file in the school office.

On Site / Off Site Evacuation Drill Checklist* Completed:

Activity	Yes/No	Time	Comments
Air horn siren rung with long rings and intermittent short breaks			
Emergency services contacted			
All staff, children and visitors assembled at evacuation point			
Last minute items placed in the emergency kit			
Emergency kit taken			
Students and volunteers followed teachers' instructions			
Teachers closed doors and windows, lights, air conditioners/heaters turned off			
Teachers stayed with classes			
Time taken from air horn siren to arrival at evacuation assembly point			
Roll taken			
All staff, children and visitors accounted for			
Staff roles were clear and enacted			
Areas that need attention			
Recommendations			

*Completed records of drills are kept separately on file in the school office.

Post-emergency Record

Date	
Time of Emergency	
Nature of Emergency	
Emergency notified by:	
Position	
Contact Telephone Number	
Other Details	
Immediate Action Taken	<p>Incident Controller notified: YES/NO TIME _____</p> <p>Other staff notified: YES/NO TIME _____</p> <p>Emergency Services notified: YES/NO TIME _____</p> <p>Region and ESMU notified: YES/NO TIME _____</p>
Type of Emergency Procedure Followed/Major Activities	
Issues	<p>Operational Debriefing Required: YES/NO DATE/TIME: _____ Person Responsible to organise: _____</p> <p>Confirmation of Operational Briefing: DATE/TIME: _____</p>
Issues for Follow up Action	
Signature	
Date	

TERM DATES 2022

Term One:

Wednesday 2nd February - Friday 8th April (10 weeks)

Wednesday 2nd February - Kindergarten, Class One to Class Six Commence

Wednesday 2nd February - Class One Rose Ceremony and Prep Interviews

Thursday 5th February - Prep Commences

Monday 14th March: Labour Day Public Holiday

2 Week Break

Term Two:

Tuesday 26th April - Friday 24th June (9 weeks)

Friday 10th June: Student Free Day

Monday 13th June: Queens Birthday Public Holiday

2 Week Break

Term Three:

Tuesday 12th July - Parent Teacher Interviews.

Tuesday 12th July - Student Free Day

Wednesday 13th July - Friday 16th September (10 weeks)

Friday 19th August: Student Free Day - Steiner Regional Conference

Monday 22nd August: Student Free Day

3 Week Break

Term Four:

Tuesday 11th October - Wednesday 14th December (10 weeks)

Monday 31st October: Student Free Day - TBC

Tuesday 1st November: Public Holiday

Playgroup and Kindergarten will operate during the same weeks as the school.

Distribution List Emergency Management Plan

	Location	Copy Type	Inclusive of
1	Front Office	Full Copy	Includes all maps
2	Kitchen / Staff Room	Full Copy	Includes all maps
3	Letter box for CFA	Full Copy	Includes all maps
4	Emergency Bag	Full Copy	Includes all maps
5	Committee	Full Copy	Includes all maps
6	Buninyong Police	Full Copy	Includes all maps
7	Buninyong CFA	Full Copy	Includes all maps
8	DET	Full Copy	Includes all maps
9	Prep Room	Small Copy	Site and Building Maps
10	Kinder Room	Full & Small Copy	Site and Kinder maps
11	Playgroup	Full & Small Copy	Site and Building maps
12	Class 1 Room	Small Copy	Site and Building maps
13	Class 2 Room	Small Copy	Site and Building maps
14	Class 3 Room	Small Copy	Site and Building maps
15	Class 4 / 5 Room	Small Copy	Site and Building maps
16	Class 6 Room	Small Copy	Site and Building maps
17	Hall	Full Copy	Site and Building maps
18	Hard Craft Room	Small Copy	Site and Building maps
	SMALL VERSION		
	INCLUDES:		
	Cover, Emergency Telephone Numbers, Emergency Plan Evacuation Procedures, Communication Tree, Incident Management Team Structure, Drill dates and checklist, Site Map, Relevant Room Map		

Copy Provided	Organisation	Location
Julianne Iddles	School Staff	Personal Copy
Louise Cheslett	School Staff	Personal Copy
Anna Placidi, Teegan Tolliday	School Staff	Office copy
Class Teachers	School Staff	Office copy
Anne Buchanan, Kate Jones	School Staff	Office copy
Ambika Bone	School Staff	Kindergarten room copy
Babette Yates	School Staff	Playgroup Room copy
Sylvia Mansfield/Tonya Ferguson	School Staff	Prep Room Copy
Cathy Arnott	School Staff	Prep Room Copy
Parents	Parents	Kitchen Copy
Committee Members		Digital copy, Kitchen Copy
Country Fire Authority	CFA Buninyong	Personal copy
DET	DET	Email copy
	Buninyong Police	Personal copy

Emergency Management Plan Completion Checklist

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

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

Final Check Completed by:

Date:

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

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

Emergency Management Plan Evacuation Procedures:

The information outlined below is an extract from the Emergency Management Plan and is to be placed in all rooms.

These procedures are to be followed by all occupants on the order to evacuate.

The air horn requires a strong push of the top button.

- **EVACUATION – On Site or Off Site**

Three long rings of the air horn, with intermittent short breaks. Followed by calling “Evacuate to assembly point_____” (1, 2 or 3 depending on which location is to be use) on the school intercom.

- **LOCK DOWN**

Three short rings of the air horn, with intermittent short breaks. Followed by calling “Lockdown” on the school intercom. **DO NOT GO OUTSIDE TO DELIVER THE MESSAGE – USE WINDOWS.**

Children to remain in the room that they are in and take shelter.

- **LOCK OUT**

Repeated pattern of two short rings followed by two long rings on the air horn. Followed by calling “Lockout” via the school intercom. Children to assemble in the Main Hall to await offsite evacuation.

EVACUATION ASSEMBLY POINTS ARE:

1. OUTSIDE PLAYGROUPO
2. HARD COURT AREA
3. INSIDE THE HALL

These are guidelines only:

Building Fire – *On Site evacuation*

Assembly point 1 or 2 or 3

Bush/Grass fire – *Off Site evacuation*

Assembly point 3

Emission spill – *Lock Out.*

Off-site evacuation

Initially assembly point 3

Bomb Threat – *Lock Out.*

Off-site evacuation

Initially assembly point 3

Intruder – *Lock down*

Severe Storm – *Lock Down*

Earthquake – *Lock Down*

Off-site Evacuation – *via emergency services or bus. Initial assembly point 3*

- Teachers to shut down electrical equipment and close windows and doors. (if time permits)
- Staff may collect their keys, wallet and phone
- Teachers to collect the emergency management documents hanging on the wall
- Teachers to collect the roll
- Teachers to bring all EpiPen's
- Children with anaphylaxis to bring their bag with their EpiPen
- Teachers to ask their children to evacuate holding hands in an orderly manner
- Teachers, staff and children to take shoes and hats. Not bags.
- Staff to check toilets and close doors on all levels
- Staff to collect visitors' book and sign in book
- Staff to bring school mobile phone
- Staff to bring admin laptop computer(s)
- Staff to collect portable first aid kit and excursion bag
- Playgroup parents are to remain on the property with the school and kindergarten groups. They may only leave with permission from the Incident controller.



Dear Parents,

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district.

Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.

Where possible, we will provide parents with up to four days' notice of a potential Code Red day closure by letter and / or email. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day, we will provide you with advice before the end of the school day via email and SMS where possible.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Code Red day.
- School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day. On these Code Red days families are encouraged to enact their Bushfire Survival Plan – **on such day's children should never be left at home or in the care of older children.**

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan, reprioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters.

What can parents do?

- For those of us living in a bushfire prone area, make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, by checking our website, www.ballaratsteinerschool.com.au or Facebook page, and by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- You can access more information about children's services closures on the Department of Education and Early Childhood Development website – <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>
- For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

Please find below answers to some common questions.

Other sources that offer information on emergencies are listed below:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)
- ABC local radio, Sky News and other emergency broadcasters

What is a planned closure?

Schools and education and care services (children's services) identified as being at the greatest risk of bushfires will be pre-emptively closed on days determined by the Emergency Management Commissioner as having a Code Red Fire Danger Rating.

Why are we pre-emptively closing schools and children's services?

The Department's priority is the safety of its staff, students and children. On a Code Red day all facilities on the Department's Bushfire At-Risk Register will be closed. Ballarat Steiner School and Kindergarten are on the BARR - Bushfire At-Risk Register.

Who makes the decision to close a school or children's service?

The decision to pre-emptively close schools and children's services is made by the Department, based on a Code Red day being determined by the Emergency Management Commissioner.

How much notice will I have if my school or children's service is going to be closed?

It is intended that families will be provided with as much notice as possible of a planned closure. However, if unexpected weather patterns are experienced, closures may happen at short notice. The final decision to close a school or children's service will be confirmed no later than 1.00pm the day before the planned closure. Schools and children's services are expected to communicate planned closures to families.

Families are encouraged to ensure that their bushfire survival plan always includes alternative care arrangements for children in the event of a planned closure. No child should be left at home alone or under the supervision of older children.

Who will tell me that the school and kindergarten will be closed?

You will be directly advised by the office via email, SMS and a letter home with the students if there is time. Information will also be published on the Department of Education's website.

What happens if the forecast changes?

If the Bureau of Meteorology downgrades the risk forecast in the days leading-up to a planned closure, the closure may be cancelled, and the school or children's service will be allowed to remain open. The final decision to pre-emptively close a school or children's service will be confirmed no later than 1.00pm the day before the planned closure. Once the decision to close has been confirmed, there will be no change – regardless of improvements to the weather conditions the following afternoon or overnight. This will help limit confusion and provide time for parents and guardians to make alternative care arrangements for their children.

What should my school-age child do if their school is closed?

Families are encouraged to ensure that their bushfire survival plans include alternative care arrangements for children in the event of a planned closure. Given the expected severity of the weather conditions, children should not be left unattended or under the supervision of older children.

Is it likely that my school or children's service will be closed for consecutive days? If yes, how will I know?

It is possible that schools and children's services will be closed for consecutive days. Information about ongoing closures will be published on the Department's closures page. Where possible, schools and children's services will contact families directly to confirm their ongoing closure(s).

To get warnings and find out what's happening, listen to ABC local radio, call the Victorian Bushfire Information Line on 1800 240 667, go to cfa.vic.gov.au, and/or check the Fire Ready telephone application.

On average, how many days does the government predict that schools and children's services will need to close due to Code Red days?

While we cannot predict the exact number of days, it should be noted that there has not been a determined Code Red day since January 2010.

When my school or children's service is closed, will any staff remain on site?

No. The safety of staff and children is our main priority. Schools and children's services have been advised that no-one is to remain on site when their facility is closed due to high-bushfire danger risk.

Will there be times when my school is closed but another school not far away remains open?

Yes. Ballarat Steiner School is on the Bushfire At-Risk Register then it will close on Code Red fire danger days. Schools not far away may remain open because they are not on the Bushfire At-Risk Register.

Does this also apply to children's kindergartens?

Ballarat Steiner kindergarten is on the Bushfire At-Risk Register and thus is required to close on Code Red fire danger days. The Kindergarten may also decide to close on other high-risk days. We will advise all community members of such decisions.

Can I keep my child away if I'm concerned about the risk of fires - even if my school or children's service remains open?

Yes. If your family decides to enact its bushfire survival plan, the most appropriate place for your child may be with you and your family, and not at school or at kindergarten. You must advise your school or kindergarten as soon as possible of your child's absence.

My child travels by bus to school. Will bus routes be closed on Code Red days?

Ballarat Steiner School does not have a school bus so the Davis Bus Line will still be running. In the event that the school is closed for a Code Red Day, a member of staff will travel on the bus to ensure no students gets off at the school. The child will travel back to Bridge Street Mall and their parents will be contacted.

Will school off-site activities (e.g. camps and excursions) continue to operate on high-bushfire risk days? What happens if my child's off-site activity is threatened by fire?

Yes, off-site activities will continue throughout the year as they are an important part of school programs. However, off-site activities in high bushfire risk areas affected by a predicted Code Red day will be cancelled or rescheduled. Your school will assess the likely threat of fire when organising off-site activities during the summer fire season. If an off-site activity is threatened by fire, your school will enact its emergency management plan.

What have schools and children's services on the Department's Bushfire At-Risk Register done to prepare for the summer fire season?

Schools and children's services on the Department's Bushfire At-Risk Register have:

- Reviewed and updated their emergency management plans and submitted them to their region
- Held staff training sessions and drills with students and children
- Been offered training in emergency management planning
- Undertaken works, where required, around their facilities to manage vegetation

What else can I do?

- Ensure that your school or children's kindergarten has your current emergency contact details
- Review and update your family bushfire survival plan
- Keep in touch with your facility
- Look out for more information about activities your local community is planning
- Go to www.cfa.vic.gov.au or call 1800 240 667 for more information

Newsletter Article.



School procedures for the bushfire season

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district.

Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.

Where possible, we will provide parents with up to four days' notice of a potential Code Red day closure by letter, SMS and email. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day, we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Code Red day.
- School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – **on such day's children should never be left at home or in the care of older children.**

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan, reprioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters.

What can parents do?

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, by checking our website, www.ballaratsteinerschool.com.au or Facebook page, and by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.
- You can access more information about children's services closures on the Department of Education and Early Childhood Development website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

Multiple sources that offer information on emergencies are listed below:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)
- ABC local radio, Sky News and other emergency broadcasters

Letters to inform parents/carers.

[Insert date]

Dear Parent/Carer,

POTENTIAL CODE RED DAY SCHOOL CLOSURE

I am writing to advise you that our Ballarat Steiner School and the Kindergarten may be closed on [insert date/s] due to a potential Code Red fire danger rating forecast for our area.

The decision to close will be confirmed by the Emergency Management Commissioner no later than 1.00 pm the day prior to the closure. Once we have received confirmation of the closure, we will contact you directly via email, SMS and a letter home with the students **before** the end of the school day. You are urged to check the Department of Education and Early Childhood Development website for updates – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

I realise that the potential closure of our school may result in you having to make alternative arrangements for your child, but the safety of our students and staff remains our top priority. Given the predicted weather conditions, we urge that your child is not left at home unattended or in the care of older children.

If you know of other parents who, for any reason, may not be aware of the school's potential closure, please contact them to help ensure they are aware that the school may be closed on [insert date].

You should also explain to your child and family members that our school may be closed. For safety reasons, no staff will be on-site if the school is closed. A staff member will travel on the public bus service in the morning to ensure no child is on that bus. If they are, they will not be able to get off at the school but will need to continue with the staff member back to town where their parents will be contacted.

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

Thank you for your cooperation and understanding.

Yours sincerely,

Louise Cheslett per the College of Teachers

[Insert date]

Dear Parent/Carer,

CONFIRMED CODE RED DAY SCHOOL CLOSURE

I am writing to advise you that our Ballarat Steiner School and the Kindergarten **will be closed** [tomorrow or insert date/s] due to a Code Red fire danger rating day being determined for our area. This is consistent with Victorian Government policy that leaving early on a Code Red day is the safest option.

The school is expected to re-open on [insert date], when conditions are predicted to improve. However, if another Code Red day is determined for the following day the school will remain closed. Updates on school closures can be found at the Department of Education and Early Childhood Development website at <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

I realise that closing the school may result in you having to make alternative arrangements for your child, but the safety of our students and staff remains our top priority. Given the predicted weather conditions, we urge that your child is not left at home unattended or in the care of older children.

We are taking all possible steps to ensure our school community is aware of the school's closure, including displaying posters advising of the closure at our school entrances and sending an SMS to all parents. If, however, you know of other parents who, for any reason, may not be aware of the school's closure, please contact them to help ensure they are aware that the school will be closed on [insert date].

You should also explain to your child and family members that the school will be closed. For safety reasons, no staff will be on-site while the school is closed. A staff member will travel on the public bus service in the morning to ensure no child is on that bus. If they are, they will not be able to get off at the school but will need to continue with the staff member back to town where their parents will be contacted.

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

Thank you for your cooperation and understanding.

Yours sincerely,

Louise Cheslett per the College of Teachers

[Insert date]

Dear Parent/Carer,

CANCELLATION – [camp/field trip/sporting activity]

I am writing to advise that your child's [camp/field trip/sporting activity] scheduled for [insert date] has been cancelled due to a Code Red fire danger rating day being determined for the Bureau of Meteorology district in which the [camp/field trip/sporting activity] has been planned.

Your child will continue with their normal school routine and we will investigate opportunities to reschedule the camp/field trip/sporting activity at another time of the year.

While the cancellation of this event may disappoint your child, the safety of our students and staff is our top priority.

For more information on schools and bushfire preparedness, visit the Department of Education and Early Childhood Development website at <http://www.education.vic.gov.au/about/programs/health/pages/emergencies.aspx>

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

Thank you for your cooperation and understanding.

Yours sincerely,

Louise Cheslett per the College of Teachers

Date, 2022.

Dear Parents and Guardians,

The school and kindergarten have a policy that in the case of a fire within the Mt Helen - Buninyong area, we will evacuate the children off the property to the Ballarat Botanical Gardens, North Gardens area at Lake Wendouree.

To ensure we are ready for such an event, the school and kindergarten's emergency management policy is to undertake a number of fire drills each year. In term one the fire drill involves evacuation off the property to the planned evacuation point, as would be the case during a real fire. The College of Teachers appreciates the learnings gained by such a procedure and yet understand the inconvenience it may cause for families.

We understand that the children may find the drill unsettling and the teachers will do everything possible to support them. There will be no staff remaining on the school property. Jane, the kindergarten teacher, together with Janine and Tracy, the assistants, will be attending with the children, ensuring the ratio of educators to children is under the required regulatory limit of 1:11. The school children will also be going on the fire drill, thus all school teachers and administrative staff will also be there for support.

Please find a consent form in your child's pocket at the kindergarten and return to Jane as soon as possible.

We will leave the kindergarten at 2.15pm on Wednesday the 3rd of March, 2022. We will travel by bus to the North Gardens on Wendouree Parade. Please refer to the attached map. Once we arrive at the North Gardens, we will gather in the rotunda. We ask that parents be waiting to meet us at the rotunda to collect your child at 3.00pm. Janine will have the attendance roll and it is a legal requirement that you sign your child out. We do ask that you do not park on Wendouree Parade, where the buses will need to park. There will be at least two buses. We also ask that you do not bring your dog to the drill. There are many children who are nervous around dogs.

All fire drills are important to ensure staff, children and families are familiar with the routine and location should a genuine emergency ever arise. We welcome feedback after the event via email to the front office.

Please do not hesitate to talk to Jane if you have any questions.

The spot where we will be meeting is on Nursery Drive in and at the back of the rotunda. The Rotunda is shown on the map below as the white square. Nursery Drive is directly opposite the Fairyland sign, which is on the lake side of Wendouree Parade. There will be availability for short term parking in Nursery Drive.

Thank you for your support.

The kindergarten mobile will be on: 0407 687 188

The school's mobile will be on: 0400 959 746

