EMERGENCY MANAGEMENT PLAN (EMP)

ELTHAM COLLEGE – CITY CAMPUS

LEVEL 2, 398 LONSDALE STREET, **MELBOURNE VIC 3000**

BUSHFIRE STATUS
Fire district: CENTRAL
This site IS NOT listed on the bushfire at-risk register
This site IS NOT a designated neighbourhood safer place

DOCUMENT VERSION			
Review By:	Emergency Planning Committee on 26/08/2026		
Nature of Changes:	Annual review and amendments		
Version & Date:	Version 1.5 First Issued February 2023		
Last Review Date:	12 October 2026		
Next Review Due:	Term 4 2027: Sept/Oct 2027		
Validity Period:	Expires February 2028		
Approved by:	Richard Lisle	**Position**:	Principal, ELTHAM College

NOTE: this is the EMP for the City Campus only - please refer to the Research Campus EMP for that campus' plans and procedures.

0.0 DOCUMENT CONTROL

0.1 DOCUMENT CONTROLLER

This Emergency Management Plan (EMP) is a controlled document. The Document Controller holds the Master Copy.

NAME	TITLE/ORGANISATION	EMAIL & PHONE
Kaz Docking	Risk and Compliance Manager	kdocking@elthamcollege.vic.edu.au

0.2 DOCUMENT AMENDMENT HISTORY

Details of amendments to this EMP must be recorded on the table below.

This plan is to be reviewed annually during Term 4 each year and immediately after a significant incident has occurred and updated to reflect any changes that may have taken place, such as changes to site facilities and personnel normally on site. Whenever this EMP is updated a copy must be distributed to all parties listed.

DOCUMENT AMENDMENT TABLE				
DATE	**SECTION**	**NATURE OF AMENDMENT**	**UPDATED BY (NAME)**	**APPROVED BY**
28/07/23	Pages 3, 19, 58 Appendix	Update to align with VRQA requirement, and updated Risk Assessment	K Docking	Executive Team
21/09/23	1	EMP annual review – dates updated	K Docking	Emergency Planning Committee
02/02/24	Throughout	Updated to new Principal	K Docking	Executive Team
26/09/24	Throughout	• Removal of Pandemic section – this will become part of the Business Continuity Planning documentation. • Updates to staff names, including City Campus Chief Warden and alternate. • Inclusion of 'unarmed' in the armed threat section, to ensure same procedures are used regardless of armed status. • Re-formatting to reduce length of document	K Docking	Emergency Planning Committee Principal / CEO
03/10/25	Throughout	• Major review of content to ensure accuracy. • Additions to Distribution List • Updated Risk Assessment	K Docking S Wenn	Emergency Planning Committee Principal / CEO
24/9/2026	Throughout	• Review of document • Deletion of section 0.2 - unnecessary • Updated distribution list • Updated 2026 training and drill dates • New bushfire preparedness references • Updated PEEP tables to provide location of PEEPs	K Docking	Emergency Planning Committee Principal / CEO

0.3 DISTRIBUTION LIST

A copy of this plan has been distributed to the following.

NAME	TITLE/ ORGANISATION	EMAIL/PHONE
Emergency Management Consultant	Risk 2 Solution	epc@risk2solution.com
Richard Lisle	Principal, ELTHAM College	rlisle@elthamcollege.vic.edu.au
Stuart Wenn	Dir, Business & Operations ELTHAM College	swenn@elthamcollege.vic.edu.au
All College Staff	ELTHAM College	Via mE Policy Hub
College Community	ELTHAM College	Via ELTHAM College website

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1.0 INTRODUCTION

1.1 PURPOSE

The purpose of this plan is to provide a detailed plan of how ELTHAM College will prepare and respond to emergencies.

This plan is designed to meet the requirements set out in AS3745 – 2010: Planning for emergencies in facilities.

This plan sets out an emergency management structure and actions for dealing with emergency incidents during normal business hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and evacuate or lockdown as required.

1.2 SCOPE

This plan applies to all educators, students, visitors, contractors and volunteers at ELTHAM College. This plan also applies to all buildings and grounds at ELTHAM College.

1.3 DEFINITION OF AN EMERGENCY

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

1.4 PRIORITIES

This plan demonstrates the commitment of the school to the community, students and stakeholders such as employees and contractors to respond to emergencies promptly and efficiently. The response to an emergency on-site is based on the following objectives:

- Preserve life and the safety of people
- Minimise the impact on the environment
- Minimise damage to property
- Minimise the impact on the neighbouring community
- Learn to prevent reoccurrence

1.5 COMPREHENSIVE APPROACH

This plan has been developed to align with the four phases of emergency management defined by Emergency Management Australia, namely the "Comprehensive Approach" to Emergency Management.

- **Prevention** – strategies include hazard and risk assessment aiming to prevent or mitigate the effects of an incident.
- **Preparedness** – development of strategies including action plans, exercising and reviewing plans, training and awareness campaigns to ensure staff and the Orgs community are prepared to deal with any incident.
- **Response** – a coordinated implementation of action plans, systems and processes, including issuing warnings, communications and deploying resources in a timely and effective manner.
  Recovery – reconstruction of assets, restoration of systems and services to a position where activities revert to 'business as usual' and can be managed by normal business processes and resources. Recovery operations occur concurrently with response efforts but can continue for a protracted period of time.

Other factors are considered in the development of this plan, such as demographic factors, geographic factors (see **Section 2.0 The Facility** regarding the facility) and specific risks identified (see **Section 11.0 Appendix 3 Risk Assessment**).

Emergency Planning Committee (EPC)

The EPC is responsible for the development, implementation and maintenance of the EMP, emergency procedures and related training and exercises. The EPC will also establish an Emergency Control Organisation (ECO) with the authority to implement these emergency procedures. See **Section 3.0 Emergency Planning Committee (EPC)** for more detail regarding the EPC.

Emergency Control Organisation (ECO)

The ECO will implement the Emergency Procedures (see **Section 5.0 Emergency Procedures**) whenever there is a required response to threats to safeguard building occupants, the building themselves or the environment. This includes the shelter in place, lockdown or evacuation of the site occupants and specific duties dependant on the threat. See **Section 4.0 Emergency Control Organisation** for more detail regarding the ECO.

Emergency Services

The Emergency Services (police, fire brigade, ambulance, State Emergency Service) should be contacted immediately by the ECO when an emergency occurs. One of the Emergency Services may assume legal responsibility for control and coordination of response activity on arrival and will retain control until their services are no longer required.

2.0 THE FACILITY

2.1 FACILITY PROFILE

PROFILE		
School Name	ELTHAM College	
Address	Level 2, 398 Lonsdale Street, Melbourne Vic 3000	
Hours of Operation	8:15 AM – 3:45 PM	
Principal	Richard Lisle	
Telephone	0488 107 158	
Website	http: / / www. elthamcollege.vic.edu.au	
After Hours Emergency Contact	Name: Telephone:	Richard Lisle 0488 107 158
After Hours Emergency Contact – Head of City Campus	Name: Telephone:	Evan Watts 0422 616 147
Number of Students	75 – 90 students (2026/2027)	
Number of Staff	Up to 6	
Total Fire Ban District	CENTRAL	
On 'Bushfire At-Risk' register	IS NOT	

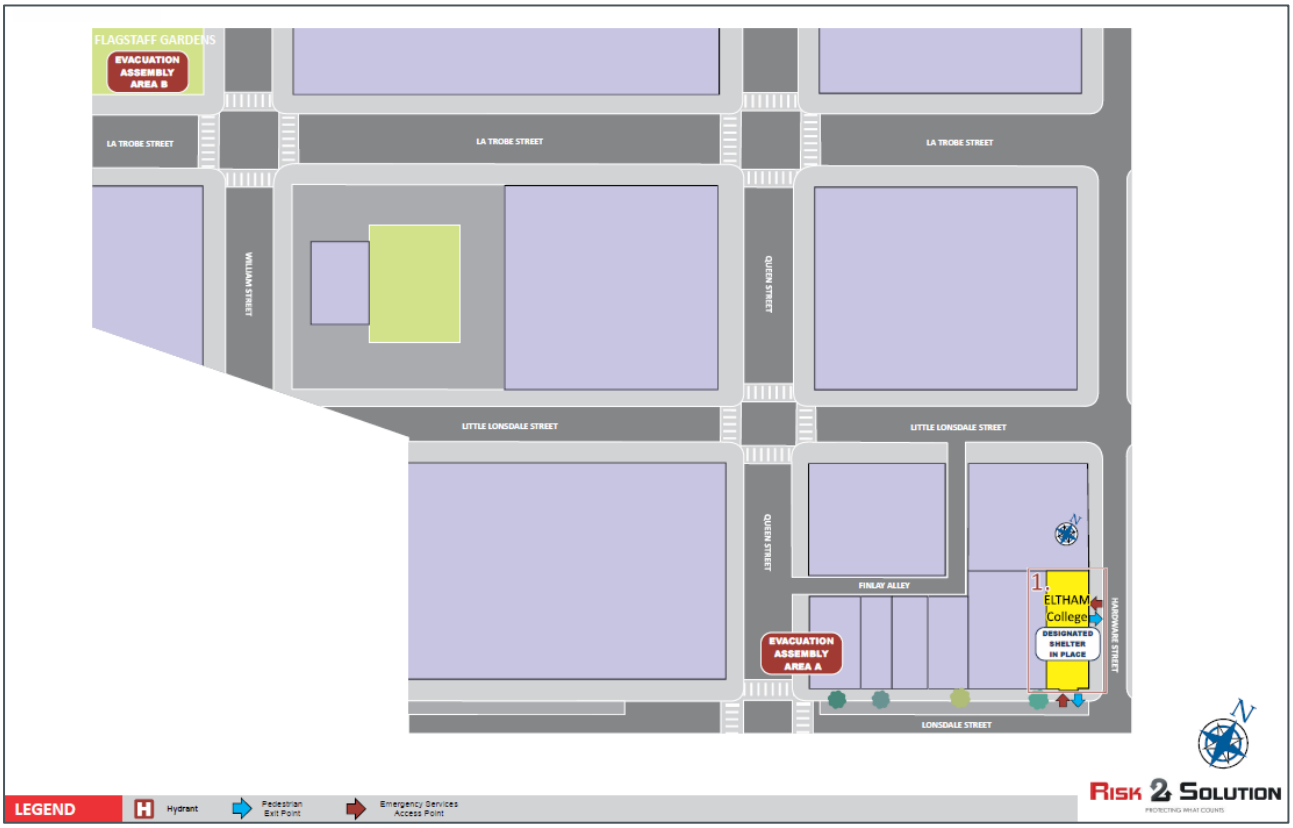
2.2 SITE DESCRIPTION AND AREA MAP

ELTHAM College's designated primary Evacuation assembly area is evacuation assembly area A (as illustrated below), on Queens Street, Melbourne near the corner of Lonsdale Street.

Depending on weather conditions, location, nature and severity of the emergency situation, the Chief Warden has the authority to decide upon an alternative and more appropriate evacuation assembly area such as Assembly Area B, Flagstaff Gardens, should the primary area be unsuitable.

Throughout the Emergency Planning and Training process other potential onsite Evacuation Assembly Areas have been considered, discussed with staff.

In the event of an emergency where the surrounding areas of 398 Lonsdale Street, Melbourne VIC 3000 are at risk and not safe to evacuate to, the head of campus may choose to relocate all staff and students attending the ELTHAM College City Campus to the Research Campus (1660 Main Road, Research VIC 3095).



2.3 FIRE PROTECTION SYSTEMS AND EQUIPMENT

This Plan has been designed to take into account the following installed fire and building protection features of the site. These include fixed and portable equipment.

All staff on site will always take life safety as a priority over property protection.

SYSTEM
☒ Fire detection and alarm systems
☐ Fire Indicator Panel
☒ Automatic Fire Sprinkler Systems
☐ Fire Suppression Trigger
☐ Fire Pump sets
☐ Fire Hydrant Systems
☐ Water storage tanks for fire protection systems
☐ Fire and smoke control features of mechanical services
☒ Passive fire and smoke systems
☐ Delivery lay flat fire hose reel
☒ Fire hose reels
☒ Portable and wheeled fire extinguishers
☒ Fire blankets
☐ Smoke Doors
☒ Fire isolated stairwells
☒ Fire approved lifts
☐ Sprinkler Stop Valve

2.4 COMMUNICATION SYSTEMS AND EQUIPMENT

This plan has been designed to take into account the following installed communication systems and equipment features of the site. Maintenance requirements of these systems can be found in **Section 8.3 Evacuation and Communication Equipment Requirements.**

SYSTEM
☐ Manual Call Point Break Glass Alarms
☐ Emergency Warning System (EWS)
☐ Emergency Warning and Intercommunication System (EWIS)
☐ Warden Intercom Points (WIP)
☐ Public Address System (PA)
☒ Evacuation Tone
☐ Loudhailers
☐ Portable Radios
☒ Fixed and Portable Phones with internal system
☐ Duress Alarm

2.5 BUILDING SECURITY SYSTEMS

The nominated site has the following security systems installed. The table outlines the systems installed and outlines their use during a response.

TYPE	DESCRIPTION/LOCATION	USE DURING RESPONSE
Fixed Duress Alarm	e.g. Fixed duress alarm located in the admin office	
CCTV Cameras	Foyer & Common Areas	
Security Doors	Front Doors	Must use a swipe card to enter the school
Other		

2.6 UTILITIES AND BUILDING SERVICES

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

UTILITY TYPE	LOCATION OF ACCESS POINT	SHUT OFF
Gas / Propane	Not accessible to ELTHAM College	Contact Building Management / Emergency Services
Water	For the floor specifically: Under sink basin	Contact Building Management / Emergency Services
Electricity	Foyer: on the right to the lift	Contact Building Management / Emergency Services
Roof Access	Not accessible to ELTHAM College	Contact Building Management / Emergency Services

2.7 DANGEROUS GOODS

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

MATERIAL	LOCATION	QUANTITY
Cleaning Chemicals	Chemical closet in the unisex toilets	Standard cleaning quantity

2.8 OTHER SITE HAZARDS

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

HAZARD	FURTHER DETAILS
N/A	

3.0 EMERGENCY PLANNING COMMITTEE (EPC)

3.1 RESPONSIBILITIES

Australian Standard AS3745 – 2010 gives the site EPC responsibility for establishing and maintaining the EMP, Emergency Procedures and appointing adequate numbers of trained personnel throughout the facility as members of the ECO with authority to override normal management during an emergency.

Australian Standard AS3745 – 2010 also requires the EPC to:

- Nominate the validity period for the EMP and the evacuation diagrams. NOTE: The validity period should not exceed five years but may be less than five yearly, depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.
- Establish an ECO with authority to implement the emergency procedure documentation within this plan.
- Establish arrangements to ensure the continuing operation of the ECO.
- Arrange for all members of the ECO to meet at intervals not greater than six-monthly for training purposes (specific to their role).
- Ensure that the register of ECO members is current and readily available.
- Arrange for fire-extinguisher training bi-annually where the use of fire-extinguishers is documented within the emergency procedures.
- Arrange for the training of all non-ECO occupants annually.
- Obtain legal advice on the level of indemnity afforded to EPC members and the ECO.
- Arrange for regular emergency control exercises to be conducted (every part of the facility must undergo an exercise annually, the first exercise after establishing response procedures should be an evacuation). The EPC shall also amend the emergency procedures if changes are required following the exercise report.
- Review Emergency Procedures annually (see **Section 3.3 Emergency Planning Committee Meetings**).
- Undertake emergency prevention including the implementation of emergency safety policies, maintenance of all equipment and measures required in an emergency, correct storage practices and good housekeeping measures.
- Arrange for other appropriate resources, such as financial, equipment or personnel, for the implementation of this EMP.
- Determine whether the facility requires a dedicated Emergency Response Team (ERT). If so, establish an ERT and arrange the development of specific ERT procedures, training and exercises.

3.2 EMERGENCY PLANNING COMMITTEE MEMBERSHIP

The EPC shall consist of two members at a minimum who shall be representative of the school's stakeholders of which one member shall be a member of the management team. External contractors, consultants or others engaged by the school to provide specialist advice should not be members of the EPC but may attend EPC meetings.

ELTHAM College's EPC consists of the following representatives.

EPC MEMBERS		
NAME	**TITLE**	EMAIL
Kaz Docking	Risk and Compliance Manager	kdocking@elthamcollege.vic.edu.au
Stuart Wenn	Director, Business & Operations	swenn@elthamcollege.vic.edu.au
Lesley Moulin	Director, Senior School	lmoulin@elthamcollege.vic.edu.au
Eleni Goulas	Director, ELC and Junior School	egoulas@elthamcollege.vic.edu.au
Andrew Seager	Facilities Manager	aseager@elthamcollege.vic.edu.au
Janelle Turner	Head of Community Engagement and Experience	jturner@elthamcollege.vic.edu.au
Nathan Bickerdike	Head of ICT	nbickerdike@elthamcollege.vic.edu.au
Kirrilly Mason	Manager Administrative and Executive Services	kmason@elthamcollege.vic.edu.au
Evan Watts	Head of City Campus	ewatts@elthamcollege.vic.edu.au

EXTERNAL CONTRACTORS ENGAGED FOR SPECIALIST ADVICE		
NAME	**TITLE/ORGANISATION**	EMAIL
Consultant	Risk 2 Solution	epc@risk2solution.com

3.3 EMERGENCY PLANNING COMMITTEE MEETINGS

The EPC shall meet at least annually to review the EMP in line with Australian Standard 3745 and 1851, including warden numbers, procedures and contact directories, provision of training and exercises, equipment checks, the suitability of the Evacuation Assembly Areas and identification of any introduced hazards.

The EPC must also decide to meet and review following any exercises, actual emergencies or upon receipt of feedback from the ECO regarding the plan.

A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements. NOTE: This may include minutes of meetings, communication, financial position, reports and specialist advice.

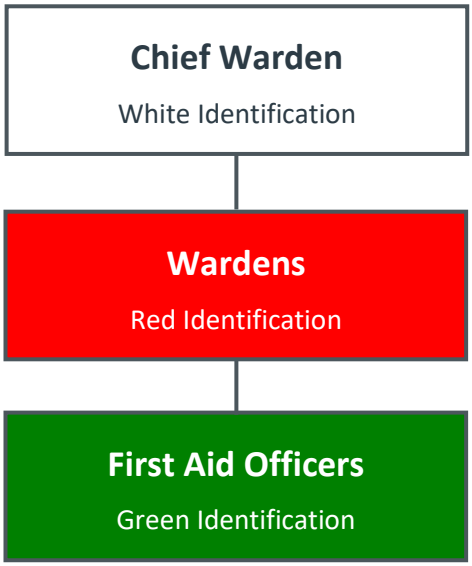
4.0 EMERGENCY CONTROL ORGANISATION

The ECO will implement the Emergency Procedures (as detailed in **Section 5.0 Emergency Procedures**) whenever there is a required response to threats to safeguard building occupants, the building themselves or the environment. This includes the shelter in place, lockdown or evacuation of the site occupants and specific duties dependant on the threat. The ECO takes precedence over normal management during an emergency.

The ECO must undertake training and conduct emergency exercises as outlined in **Section 8.1 Training and Exercise Requirements** of this plan.

4.1 STRUCTURE

The ECO uses the following structure to respond to emergencies on or affecting their grounds. This structure takes into account the size and layout of the school as well as the number of students enrolled.



4.2 CONTACT INFORMATION

The table below contains contact information for designated primary and alternate role holders on the ELTHAM College's ECO.

ROLE	NAME	MOBILE / AFTER-HOURS
Chief Warden	Primary: Evan Watts	0422 616 147
	Alternate: Sam Cooke	9433 9973
	All staff have been trained in the responsibilities and duties of the Chief Warden and are able to fulfil the role should the listed personnel be unavailable.	
Warden	All City Campus staff are trained as Wardens. Upon notification of an emergency staff in the act of teaching (any staff member with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency. All other staff (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment.	
First Aider	Qualified First Aid Personnel may be called upon by the Chief Warden to attend to casualties.	

4.3 RESPONSIBILITIES

4.3.1 Chief Warden

The Chief Warden's duties include:

- Being ready to take control over the response to an emergency until the arrival and handover to the emergency services (normal management ceases).
- Ascertaining the nature of a reported incident and whether to declare an emergency.
- Being prepared to take on the role and responsibilities of Chief Warden & lead the ECO.
- Executing the emergency plans and evacuation procedure.
- Monitoring the response and record progress on the 'Emergency (Evacuation / Lockdown) Checklist'.
- Ensuring the appropriate emergency services are notified, met on arrival and briefed.
- Taking responsibility for the welfare of the site occupants throughout an emergency.
- Wearing the correct Chief Warden identification and return items ready for re-use.
- Ensuring all members of the ECO are clearly identifiable.
- Delegating tasks, giving clear instructions to Wardens.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Emergency Services.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Giving the ECO the all-clear when the building is safe for re-occupation.
- Conducting post-incident debriefs using the Debrief Checklist and notifying the EPC of issues identified.
- Determining when communications are sent to families via the Student Management System.

4.3.2 Wardens

Warden duties include:

- Being prepared to take on the role and responsibilities of a Warden within the ECO.
- Being familiar with the evacuation procedures and emergency plans.
- Wearing the correct Warden identification and return items ready for re-use.
- Maintaining competency by participating in Warden Training and exercises.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to take control of a designated area (e.g. conducting searches or making secure).
- Providing assistance and safeguard anyone in danger.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.
- When requested by Chief Warden, print any needed student, staff and visitor lists, and late arrivals/ early departures list.

4.3.3 First Aiders

The First Aiders' duties include:

- Being prepared to take on the role and responsibilities of a First Aider within the ECO.
- Being familiar with the evacuation procedures and emergency plans
- Wearing correct identification and return items ready for re-use.
- Maintaining competency by participating in First Aider Training.
- Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- Acting under the direction of the Chief Warden and emergency services.
- Being ready to offer First Aid assistance when required.
- Being able to operate the methods of communication used at the school.
- Referring all media comment to an authorised nominated person.
- Participating in post-incident debriefs.

4.3.4 Staff Members

Staff duties include:

- Knowing the evacuation procedure and participate in exercises.
- Being familiar with the site layout, including exits, the location of the Evacuation Assembly Area and any hazardous areas.
- Understanding the methods of communication used at the school.
- Assisting anyone in immediate danger if safe to do so.
- Raising the alarm upon discovering any emergency.
- Taking responsibility for the welfare of students in their care.
- Being aware of any special requirements of students.
- Following any directions from the ECO and to provide any relevant information to the ECO.
- Accounting for students in their care.
- Referring all media comment to an authorised nominated person.

5.0 EMERGENCY PROCEDURES

The Emergency Procedures define overall control and coordination arrangements for the response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

These emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for or located on the installed emergency equipment (e.g. firefighting equipment and communication systems).

This EMP is not designed to be used during the emergency itself. Additional documents are available as guidance for all members of the ECO during the emergency, including:

- Chief Warden Emergency Procedure folder
- Personal Emergency Evacuation Plan (PEEP)
- Evacuation Diagrams (see Section 13.0)

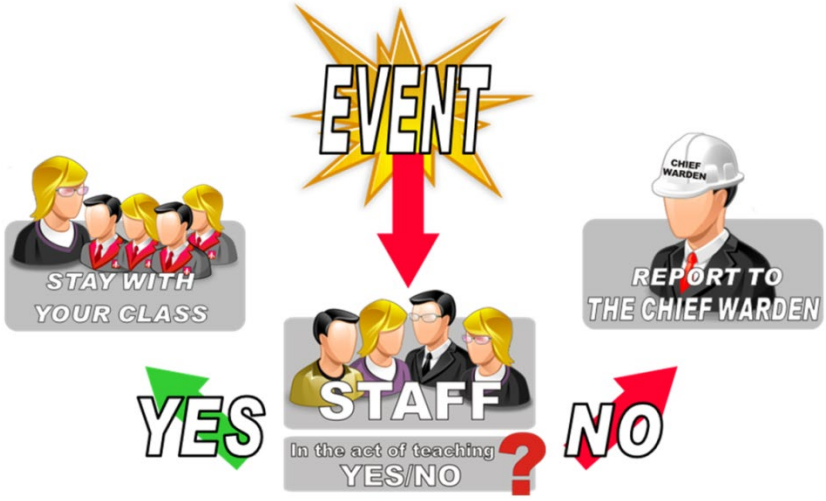
Personal Emergency Evacuation Plans (PEEPs) and the emergency procedures folder are located at the emergency control point. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.

Warden identification is also available at the Emergency Control Point.

5.1 ECO ACTIVATION

Upon discovering an emergency staff should remove themselves and others in the immediate vicinity, before shutting the door and raising the alarm in the nearby area. Once safely evacuated from the affected area or building they should then raise the alarm to the First Aid Room. Staff should then restrict access to the affected area until a Warden comes to assist them.

The ECO can be activated via a number of different communication methods. Once the Chief Warden is alerted to an emergency the selection process for Wardens operates as per the following diagram.



5.2 ON / OFF-SITE EVACUATION PROCEDURE

The below evacuation procedure applies to evacuation on or off-site. These situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off-site as appropriate).

EVACUATION

'Staff in the act of Teaching' Evacuation Procedure:

- Turn off any equipment that may become a hazard.
- Direct students to the nearest safe exit.
- Make a final check of the room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Chief Warden.
- Remain in control of your class group at the Evacuation Assembly Area.

WARDENS (staff not in the act of teaching) Evacuation Procedure:

- Report to the Chief Warden for deployment and don Red Helmet.
- Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.
- Anyone refusing to evacuate must be reported to the Chief Warden.
- Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a 'Room Checked' post-it note.
- Once the evacuation and search are complete, report to the Chief Warden in person or using internal phone system and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Chief Warden.

CHIEF WARDEN Evacuation Procedure:

- Collect necessary keys and proceed to the First Aid Room (Emergency Control Point (ECP)).
- Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
- Activate the ECO by directing the Communications Officer to make the 'Evacuate Announcement' over the Emergency Warning System / P.A. system and activating the Evacuate tone.
- Direct the Comms Officer at the ECP to contact the appropriate Emergency Services.
- Issue White Helmet and clipboard and deploy Comms Officer to the Evacuation Assembly Area.
- Issue Red Helmets, 'Warden Duty' cards and relevant PEEPs and deploy Wardens using the following three stages:
    - Stage 1: Occupants of rooms in immediate danger
    - Stage 2: Occupants of nearby rooms
    - Stage 3: If required complete Site Evacuation
- Use the 'Emergency (Evacuation) Checklist' to log Warden and EAA reports.
- Restrict building access and vehicular movement by placing Wardens at entrances.
- Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- Consider notifying neighbouring facilities about the emergency.
- Brief the Emergency Services, handover the situation and assist as required.
- Notify Independent Schools Victoria as required.
- Regularly contact the Evacuation Assembly Areas to give and receive information updates.
- When the Emergency Services declare the building safe, give the "All Clear" and control building re-entry and
- Hold a debriefing session for relevant Wardens.

5.3 SHELTER IN PLACE PROCEDURE

The below Lockdown Procedure and Shelter-in-Place Procedures are very similar, with the main difference between the procedures being that students, staff and visitors are moved to a pre-determined location during a Shelter-In-Place.

SHELTER-IN-PLACE PROCEDURE

STAFF MEMBER Shelter-In-Place Procedure:

- If outside class time:
  Teachers direct students to their homerooms, classrooms, designated shelter-in-place location or area nominated by the Chief Warden.
  - Teachers attend class group, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students.
  - All other staff report to Chief Warden for deployment if asked to do so.
  - Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area.
- If during class time:
  - Move students to the pre-determined Shelter-In-Place Area or remain in the current location.
- Follow instructions explicitly stated by the Chief Warden, direct class group accordingly.
- Wait for further instruction from a Warden or Chief Warden.

WARDEN Shelter-In-Place Procedure:

- Report to the Chief Warden for deployment if asked to do so.
- If required, don Red Helmet.
- Direct Students and Teachers to their classroom, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. Assist in moving people with a disability to safety.
- Ensure that all external doors are closed and locked. Consider remaining in place to allow ingress and egress to approved persons.
- Follow instructions as issued by the Chief Warden.
- Once the Shelter-In-Place is complete, report to the Chief Warden and give details of any findings.
- Follow any further directions from the Chief Warden.

CHIEF WARDEN Shelter-In-Place Procedure:

- Notify Staff and Wardens via the internal phone system or verbally of a Shelter-In-Place.
- Contact the appropriate Emergency Services or external supporting agency.
- Refer to the specific emergency procedure and provide directions to Wardens accordingly.
- Use the 'Emergency Checklist' to log Warden reports.
- If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the ECP.
- If necessary, divert parents and returning groups from the school and advise if Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify Independent Schools Victoria as required.
- If possible, make regular contact with teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for relevant Wardens.

5.4 LOCKDOWN PROCEDURE

LOCKDOWN PROCEDURE

STAFF MEMBER Lockdown Procedure:

- If outside class time:
  - Teachers usher students to their nearest secure building.
  - All other staff commence the lockdown procedure.
- If during class time:
  - Commence the Lockdown procedure in the current classroom.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Direct students to sit down on the floor together. Prevent students from peering through windows or doors.
- Reassure students and help them remain quiet & calm throughout the incident.
- Wait for further instruction from the Chief Warden.

CHIEF WARDEN Lockdown Procedure:

- Notify Staff of Lockdown initiation via the internal phone system or verbally. Utilise code call if appropriate.
- Contact the appropriate Emergency Services.
- Secure buildings and prevent movement throughout the site if possible.
- If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation.
- Consider notifying neighbouring facilities about the emergency.
- Meet and brief the Emergency Services, handover the situation and assist as required.
- Notify Independent Schools Victoria as required.
- If possible, make regular contact with teachers to give and receive updates.
- When the Emergency Services declare the school safe, give the All Clear.
- Hold a debriefing session for relevant Wardens.

5.5 FIRE / SMOKE PROCEDURE

FIRE / SMOKE

ANYONE upon discovering fire/smoke:

- Assist anyone in immediate danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- RAISE THE ALARM: Notify Head of City Campus and give details of the location and extent of the fire.
- Alert anyone in the immediate area about the fire.
- Commence evacuation via the closest safe exit.

WARDENS upon notification of fire/smoke:

- Report to the Chief Warden for deployment. While performing your duties:
  - Assist anyone in immediate danger if safe to do so.
  - Close doors to prevent fire/smoke spread.
  - Request anyone in the immediate area to evacuate or to assist as necessary.
  - Commence firefighting duties if trained and safe to do so.
- If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation (see **EVACUATION PROCEDURE**).

CHIEF WARDEN upon notification of fire/smoke:

- Collect necessary keys and proceed the First Aid Room (Emergency Control Point).
- Activate the ECO.
- Determine the location and extent of the fire/smoke, by sending a Warden to investigate and report back in person or using internal phone system.
- If a fire is evident, call the Fire Brigade and commence evacuation (see **EVACUATION PROCEDURE**).

5.6 BUSHFIRE PROCEDURE

BUSHFIRE

CHIEF WARDEN total fire ban days / during bushfires in the local district:

- Inform staff and students of total fire ban at the start of the day (or the day prior if possible) and update them with relevant information if required.
- Tune in to ABC radio or local community radio station for updates on the fire's progress or contact the VicEmergency Hotline on 1800 226 226.
- Liaise with local Emergency Services to move staff and students to a safer refuge if required.
- Assess if it is safe for students to undertake outdoor activities (including outside recess/lunch breaks).
- Check with the Finance and Operations team (responsible for school bus operations) or FRV to ensure that there are no fires burning which may endanger your school bus route.
- Whole School Closure: When the Victorian Emergency Management Commissioner declares as having a Catastrophic Fire Danger Rating that applies in the area of district in which the school is located. ELTHAM College including ELC and OSHC must close and take pre-emptive actions for such closure.

CHIEF WARDEN upon being notified of a Bushfire:

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school, and it is unsafe to evacuate, everyone should as a last resort remain in the building after the following precautions are taken:

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Inform Emergency Services operator of building where staff and students will be housed. Keep in contact as fire approaches so the Emergency Services operator can direct services as they become available. The primary responsibility of staff is the safety of students.
- Issue Red Helmets and 'Warden Duty' cards and deploy Wardens:
    - Direct Wardens to assemble staff and students inside (preferably bricked and tiled); away from the part of the building that will be initially exposed to approaching fires.
- Check attendance against class rolls once assembled.
- Turn off power and gas.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing). Where possible, fill all sinks and washbasins with water.
- Once the threat has passed, direct suitable Wardens to assess the buildings for spot fires, burning embers, casualties and report back.
- Designate trained, properly equipped teams (with firefighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so.
- Remain inside until it has been established that the fire has clearly passed; evacuate the building and remain in a safe area.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.

5.7 FLOODING PROCEDURE

FLOODING

ANYONE discovering a flood:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify Head of City Campus (03) 9433 9973 and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.

CHIEF WARDEN upon being notified of a flood:

- Collect necessary keys and proceed to the First Aid Room (Emergency Control Point).
- Activate the ECO.
- Direct Wardens to assess the area for hazards and keep people out of the flooded area.
- If required, call Emergency Services.
- Determine the nature of the flood (water main/roof damage/sewerage/ etc.) and shut off the source and/or contact the relevant maintenance provider (see EMERGENCY CONTACTS).
- If the flood is external, commence shelter in place (see **SHELTER IN PLACE PROCEDURE**).
- If the flood is internal, commence evacuation (see **EVACUATION PROCEDURE**).

5.8 ADVERSE WEATHER PROCEDURE

ADVERSE WEATHER

EVERYONE during Adverse Weather:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside seek shelter.
- Await instructions from the Chief Warden.

CHIEF WARDEN during and after adverse weather:

- Collect necessary keys and proceed to the First Aid Room (Emergency Control Point).
- Activate the ECO.
- If the threat is external, commence shelter in place (see **SHELTER IN PLACE PROCEDURE**).
- Once the threat has passed, direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

5.9 FALLEN TREE / STRUCTURAL FAILURE PROCEDURE

FALLEN TREE / STRUCTURAL FAILURE

ANYONE upon discovering a Fallen Tree / Structural Failure:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify Head of City Campus (03) 9433 9973 and give details of the incident.

CHIEF WARDEN once notified of a Fallen Tree / Structural Failure:

- Deploy a Warden to assess the affected area for casualties, anyone trapped, building damage and hazards and report back.
- Ensure First Aiders attend any casualties.
- If a building is damaged or hazards are identified that threaten occupants inside buildings, commence evacuation (see **EVACUATION PROCEDURE**).
- If anyone is trapped or suspected of being trapped, call the Emergency Services '000'.

5.10 EARTHQUAKE PROCEDURE

EARTHQUAKE

EVERYONE during an earthquake:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall.
- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms.
- If outside, move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from the Chief Warden.

CHIEF WARDEN after an earthquake:

- Direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the **EVACUATION PROCEDURE**).

5.11 BOMB THREAT / BOMB THREAT EVACUATION PROCEDURE

BOMB THREAT

ANYONE receiving a bomb threat via telephone:

- Take the threat seriously. Do not hang up the phone to assist call trace.
- Use the "Bomb Threat Checklist" to obtain as much information as possible.
- RAISE THE ALARM with a discreet response. Notify (03) 9433 9973 and give details of the threat.

CHIEF WARDEN in the event of bomb threat via telephone:

- Contact the Police.
- Ensure the recipient completes a "Bomb Threat Checklist" (see **Section 12.4 Bomb Threat Checklist**).
- Assess the information on the "Bomb Threat Checklist" to determine if the threat is specific or non-specific and actions required. (see below)
- Discreetly activate the ECO and decide whether to conduct a search and if a partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below).
  - Where deemed safe to do so, direct Wardens to look for items not normally found in the area, items which an owner cannot be found and anything that is considered suspicious for any reason and report back search results. Personal safety should be maintained in the first instance.
  - **If no suspicious item is identified**, determine actions to take on subsequent threats.
  - **If a suspicious item is located**, commence evacuation (see **BOMB THREAT EVACUATION** below).
- Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, two-way radios or flash photography within a 25-metre radius.
- Contact the police to confirm that a suspicious item has been found.

BOMB THREAT EVACUATION

WARDENS when conducting a Bomb Threat Evacuation:

- Advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings.
- Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open.
- Report to the Chief Warden. Give details of areas clear, people missing or requiring evacuation assistance and any suspicious items.

CHIEF WARDEN when conducting a Bomb Threat Evacuation:

- Consider selecting an Evacuation Assembly Area not publicly known (at least 100 metres from the item, if a vehicle, evacuate at least 500 metres).
- Determine the safest route to the Evacuation Assembly Area. Ensure paths of travel avoid the vicinity of any suspicious item or area specified in the threat.
- Ensure the Evacuation Assembly Area is a safe distance away from possible flying debris.
- Activate the ECO by making the 'Emergency Announcement' over the PA/phone system and activating the Evacuate tone. Consider instructing evacuees to take their nearby personal effects with them.
- Issue evacuation instructions to Wardens, leaving windows and doors open if time permits.
- Meet the Police upon arrival and give details of the situation.
- Notify **Error! Reference source not found.** as required.
- When the Emergency Services declare the building safe, give the "All Clear", control building re-entry and hold a debriefing session for relevant Wardens.

5.12 SUSPICIOUS MAIL / PACKAGE PROCEDURE

SUSPICIOUS MAIL / PACKAGE

SUSPICIOUS MAIL / PACKAGE RECOGNITION POINTS:

- **Origin:** Unusual postmark and unknown source.
- **Labelling:** Poor handwriting or typing, misspelling of common words.
- **Physical Characteristics:**
  - Unusual size, weight, feel, sound or smell.
  - Excessive tape or postage
  - Discolouration, stains or powdery deposits.
  - Perforations or protruding objects.
- **Ownership:** Item not normally found in the area, items for which an owner cannot be found and anything that is considered suspicious for any reason.

WARDEN IMMEDIATE ACTIONS – suspected explosive device:

- Carefully place the item on the nearest level surface.
- Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, radios or flash photography within a 25m radius
- Contact the police to confirm that a suspicious item has been found.
- Advise the Chief Warden of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area.
- Commence evacuation of the area (see **BOMB THREAT EVACUATION**).

WARDEN IMMEDIATE ACTIONS – written/recorded threat:

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

WARDEN IMMEDIATE ACTIONS – suspected biological/chemical hazard:

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

WARDEN IMMEDIATE ACTIONS – suspected radiological hazard:

- Limit exposure/shield yourself from the item.
- Do not handle the item.
- Evacuate the area (see **BOMB THREAT EVACUATION**).

CHIEF WARDEN when advised of suspicious mail/package:

- Don white helmet.
- Ensure the Warden completes **IMMEDIATE ACTIONS** (for the following situations) and isolates the area:
  - A suspected improvised explosive device.
  - A written or recorded threat.
  - A biological/chemical hazard
  - A radiological hazard.
- Inform Police.
- Decide whether the situation warrants a partial or full evacuation and discreetly activate the ECO (see **BOMB THREAT EVACUATION**).

5.13 HAZARDOUS MATERIAL / GAS LEAK PROCEDURE

HAZARDOUS MATERIAL / GAS LEAK

ANYONE upon discovering a Hazardous Material Spill or Gas Leak:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify (03) 9433 9973 and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
- Commence evacuation via the closest safe exit.

WARDENS upon being notified of a Hazardous Material Spill or Gas Leak:

- Report to the Chief Warden for deployment. While performing your duties:
  - Assist anyone in immediate danger.
  - Isolate the affected area.
  - Remove sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones
  - DO NOT attempt to clean up or confine the spill or leak unless you have been appropriately trained.
  - Isolate anyone contaminated until the arrival of the Emergency Services.
- Complete the evacuation (see **EVACUATION PROCEDURE**).

CHIEF WARDEN upon being notified of a Hazardous Material Spill or Gas Leak:

- Collect necessary keys and proceed to the First Aid Room (Emergency Control Point).
- Activate the ECO.
- Direct Wardens to take control of the situation.
- Assess the type and quantity of hazardous materials involved and obtain the 'Material Safety Data Sheet' to determine the appropriate response.
- If required, call Emergency Services.
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- If safe to do so, send a Warden to investigate the source (in case of a gas leak) and shut off supply if possible.
- Direct Wardens to isolate anyone contaminated until the arrival of the Emergency Services.
- If the spill or gas leak is external, commence shelter in place, close all doors and windows and turn off ventilation systems (see **SHELTER IN PLACE PROCEDURE**).
- If the spill or gas leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**).

5.14 MEDICAL EMERGENCY PROCEDURE

MEDICAL EMERGENCY

In the event of an anaphylactic reaction or any medical emergency, the emergency response procedures must be followed, together with the Anaphylaxis Management Policy, First Aid Policy, and students' individual Anaphylaxis Management Plan located in ELTHAM College's database.

ANYONE discovering a Medical Emergency:

- RAISE THE ALARM: Notify Head of City Campus (03) 9433 9973 and give the location and details of the emergency.
- Contact a nearby trained First Aider, if available.

CHIEF WARDEN upon notification of a Medical Emergency:

- Collect necessary keys and proceed to the First Aid Room (Emergency Control Point).
- Activate the ECO and call First Aider(s) to attend to the casualty(s).
- Direct Wardens to take control of the situation.
- If the person is receiving an electric shock, refer to **ELECTRIC SHOCK GUIDELINES**, below.
- If requested by the First Aider, call an Ambulance.
- Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty.
- For serious incidents and/or if the person is hospitalised, notify the Principal to arrange for family to be notified

ELECTRIC SHOCK GUIDELINES:

Avoid direct contact with the affected person while they are in contact with the current.

- If the emergency has been reported to you, notify the Chief Warden. The Chief Warden will deploy First Aiders.

Low Voltage – Immediate Actions (person discovering):

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

High Voltage – Immediate Actions (person discovering):

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

5.15 ANIMAL HAZARD PROCEDURE

ANIMAL HAZARD

CHIEF WARDEN in the event of an Animal Hazard:

- Activate & direct Wardens to keep persons away from any immediate hazard posed by the animal.
- Try to identify the owner of the animal to ensure they aware of the problem.
- Controlling the animal will be the responsibility of the owner/handler.
- In the absence of the owner/handler, inform the RSPCA, Council Rangers or appropriate supporting agency as appropriate.
- Receive updates from Wardens.
- If the threat is external and deemed severe, commence shelter in place (see **SHELTER IN PLACE PROCEDURE**).
- If the threat is internal and deemed severe, commence evacuation (see **EVACUATION PROCEDURE**).
- Stand down Wardens when the situation is declared all clear.

5.16 THREATENING BEHAVIOUR / CIVIL DISORDER PROCEDURE

THREATENING BEHAVIOUR / CIVIL DISORDER

ANYONE becoming aware of threatening behaviour or civil disorder:

- If possible, RAISE THE ALARM: Notify (03) 9433 9973 and give the location and details of the emergency.
- Act calm. Do not interrupt an agitated person; allow them to have their say.
- Do not tell people to calm down.
- Do not take sides in a dispute.

CHIEF WARDEN in the event of threatening behaviour or civil disorder:

- Notify the Police if assistance is required.
- Direct staff and students not to confront intruders/protestors and keep away.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- Direct a Warden to meet the Police on arrival.

5.17 ARMED/UNARMED INTRUSION PROCEDURE

ARMED / UNARMED INTRUSION

ANYONE caught up in an armed intrusion:

- Act calm and obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be compliant and answer all questions asked by intruders.
- Hand over valuables when requested. These are replaceable; life is not.
- Do not give chase when intruders depart.
- If possible, RAISE THE ALARM: Notify (03) 9433 9973 and give the location and details of the emergency.

CHIEF WARDEN in the event of an armed intrusion:

- Call the Police.
- If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- If the threat is internal, commence evacuation (see **EVACUATION PROCEDURE**).
- After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, the weapon used, getaway vehicle and the direction of departure.
- Isolate the crime scene and ensure no one disturbs the area.
- Prevent discussion between witnesses.
- Direct a Warden to meet the Police on arrival.

5.18 ACTIVE ARMED OFFENDER RESPONSE

Active Armed Offender events unfold rapidly and often without the opportunity to formalise ECO roles.

DEFINITION: An armed offender who is actively engaged in killing or attempting to kill people, and who demonstrated their intention to do so while having access to additional potential victims.

OBJECTIVES:

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

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

ESCAPE: leave the school premises to an off-site location

HIDE: find a hiding place and block entry into the area

TELL: alert emergency services and surrounding occupants at the earliest opportunity

As there may be little time to organise a coordinated response, in order to maintain the safety of the students under their supervision, staff should be trained to independently decide on the appropriate reaction. They must be able to choose to ESCAPE or HIDE and effectively TELL emergency services and nearby occupants.

ACTIVE ARMED OFFENDER

STAFF in the event of an Active Armed Offender:

ESCAPE (to a safe offsite location):

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

HIDE - Hide if Escape is not possible:

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

TELL – while escaping or hiding:

- Inform Emergency Services as soon as you become aware the threat exists. Provide information regarding the nature, location and direction of the offender.
- Alert any nearby occupants and direct them to respond appropriately (escape or hide).

TAKE ACTION if ESCAPE or HIDE is not possible

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

IF POLICE ARRIVE IN YOUR AREA

- Immediately raise hands and spread fingers.
- Keep your hands visible at all times.
- Behave calmly and follow officers' instructions.
- Put down any items in your hands (e.g. bags, jackets).
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Provide information regarding the Active Armed Offender (location/direction, number of shooters, weapons, description etc.)
- Do not stop to ask officers for help or direction when escaping; just proceed in the direction from which officers are entering the area.

CHIEF WARDEN in the event of an Active Armed Offender:

- Delegate the nearest person to call the Police (000), remain on the phone and inform them of the:
  - the exact location of the offender
  - the best point for Police to directly enter the school and find the Active Armed Offender (Police want access to the location of the offender NOT the Chief Warden)
- If possible, determine the location of the Active Armed Offender – information from notifier (location/direction, number of shooters, weapons, physical description and number of casualties)
- Notify occupants to undertake Active Armed Offender response by making the Active Armed Offender announcement **"Active Shooter, Active Shooter 'insert threat location' (repeat as necessary)**
- If the location/direction of the Active Armed Offender is known and it is possible to determine that specific areas of the school are safe to ESCAPE, then staff at these locations should be directed to ESCAPE off-site (using closed communications methods). In areas close to the Active Armed Offender which are not safe to ESCAPE, then staff in these locations should be directed to HIDE (using closed communications methods).
- Continually broadcast updates to occupants about the location of the Active Armed Offender.
- Continually assess and re-contact specific areas and advise them to ESCAPE or HIDE.

WHEN POLICE ARRIVE

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

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

- Nominate a staff member to act as a police liaison
- Direct witnesses to assist Police with details and observations of the offender(s). Observations may include details such as speech, mannerisms, clothing, scars, tattoos, the weapon used, getaway vehicle and the direction of departure
- Communicate with offsite escape locations to ascertain those at the location and any issues.
- Prevent discussion between witnesses.
- Notify governing body.
- Assist police as requested

5.19 MISSING STUDENT PROCEDURE

MISSING STUDENT

ANYONE upon the report of a Missing Child / Dependent Person:

- Establish the missing person's name, a clear description, any distinguishing features, the location where last seen and any other critical or useful information.
- RAISE THE ALARM: Notify (03) 9433 9973 and give details of the location and description.

WARDENS if notified a Missing Child / Dependent Person:

- Alert the Chief Warden if not already notified.
- If requested by the Chief Warden, search designated area for the missing person.
- Report to the Chief Warden following the completion of your search.
- Follow any further instruction from the Chief Warden.

CHIEF WARDEN once notified of a Missing Child / Dependent Person:

- Collect necessary keys, Emergency Response Procedures, nominate a suitable Emergency Control Point (ECP) & activate the ECO.
- Ensure a Warden or staff member is directed to maintain contact with missing person's carers.
- Establish missing person's name, a clear description, any distinguishing features, the location where last seen and any other critical or useful information. Use 'Missing Persons Checklist' to assist.
- Alert all staff of the missing person's name & description.
- Instruct Wardens to perform a search of the site for the missing person.
- Deploy Wardens at gates to prevent the missing person from leaving the site.
- If necessary, call Police '000' & direct a Warden to meet the Police on arrival.

5.20 PEOPLE WITH DISABILITY / INJURY PROCEDURE

PEOPLE WITH DISABILITY / INJURY

WARDENS in the event of an evacuation:

- Assist in moving anyone with a disability/injury out of the danger area via the closest safe exit to the nominated Evacuation Assembly Area.
- If any person cannot be moved to the nominated Evacuation Assembly Area:
  - Attempt to move them to a place of safety.
  - Notify the Chief Warden at the Emergency Control Point, of the location and status of the person.
  - Direct someone to stay with the person until rescued, if safe to do so.
- Wardens should only carry people down flights of stairs as the last resort.

CHIEF WARDEN in the event of an evacuation:

- Log details of any person that is unable to be evacuated.
- Inform the Emergency Services of the location of anyone that requires rescue.

NOTE: It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.
The completed PEEPs should be kept in the Chief Warden's response folder for distribution/deployment of assistance during an emergency response.

5.21 STUDENT RELEASE PROCEDURE

STUDENT RELEASE

PARENTS / GUARDIANS must complete the following before a student can be released to them:

- Park in a safe location. Do not block gates or other cars.
- If the school is currently undertaking an emergency procedure, follow the direction of staff members.
- Report to school administration. If the school has been evacuated, report to the EAA.
- Show photo identification to staff at administration. Staff will only release a student to an authorised parent/guardian.
- If requested, complete the student early departure process.
- Staff will then arrange for the student to be released to the parent/guardian.

5.22 OFFSITE EMERGENCY PROCEDURE

OFFSITE EMERGENCY

CHIEF WARDEN upon receiving a report of an emergency offsite:

- If the emergency is a threat to your site, then commence the relevant emergency procedure.
- Tune in to ABC radio or local community radio station for updates on the emergency or contact the relevant emergency services information line.
- Inform staff and students of the emergency and update them with relevant information if required.
- Assess if it is safe for students to undertake outdoor activities (including outside recess/lunch breaks).
- Check with the Finance and Operations Team (responsible for school bus coordination) and relevant emergency services to ensure that there are no emergencies which may endanger your school bus route.

CHIEF WARDEN upon receiving a report of an emergency offsite that involves classes on an excursion:

- Remain in contact with staff at the emergency to receive information about the emergency if possible.
- Instruct them to follow the site's emergency procedures. If there is none, instruct staff to evacuate or shelter in place as required.
- If the staff involved in the emergency have not, instruct a nearby staff member to call Emergency Services for them.
- Consider sending staff to assist if available and safe to do so.
- Inform staff and students of the emergency and update them with relevant information if required.
- Notify ELTHAM College main campus to ensure critical incident management processes begin.

5.23 POST INCIDENT PROCEDURE

POST INCIDENT

CHIEF WARDEN post-incident duties include:

- Ensure the building is safe for re-occupation (if emergency services are involved - upon advice from the Incident Commander).
- If there is any building damage restrict access to this area.
- Ensure the Emergency Warning System is placed back into automatic mode.
- Notify families and community members as appropriate.
- Notify (03) 9433 9973 of the incident to ensure critical incident management processes begin.
- Conduct a post-incident debriefing with all ECO members involved, identifying any areas for improvement and actions to improve the response. If relevant, communicate findings with all staff.
- If any ECO equipment was damaged arrange for a replacement.
- If any fire extinguishers were discharged arrange for a replacement.

6.0 BUSHFIRE / GRASSFIRE

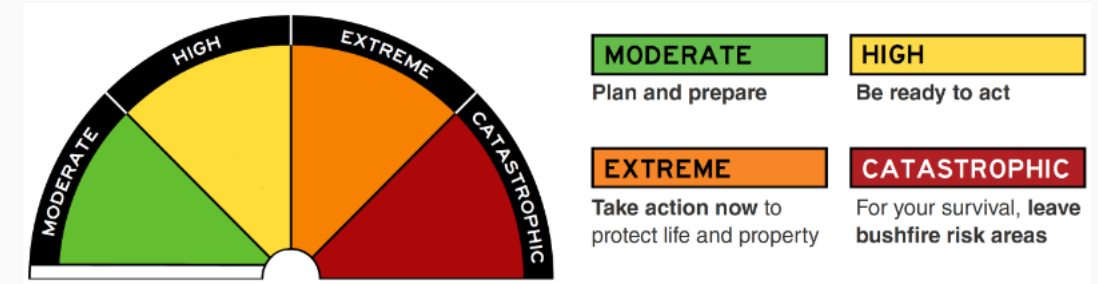
6.1 APPLICATION

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

Schools are responsible for their vegetation management. Those with identified bushfire risks must ensure that appropriate maintenance requirements are met, including the trimming and thinning of vegetation and the clearing of flammable elements from school areas. Ensure this is included within this document's risk assessment sourced in section 11.0.

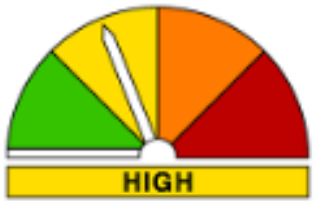
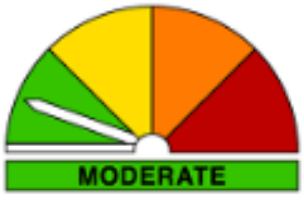
During the summer months, the Chief Warden, Principal or Executive team should check the CFA website regularly for fire danger ratings.

On days of High, Extreme and Catastrophic fire danger days, the Executive and senior leadership should meet to pre-plan actions for the remainder of the day. Once notified of a Catastrophic day, the team must meet to confirm actions and ensure that all staff and students are advised.



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

FIRE DANGER RATING TABLE (VICTORIA)

CATASTROPHIC		
	What does it mean?	**What should I do?**
	If a fire starts and takes hold, lives are likely to be lost. These are the most dangerous conditions for a fire.	**For your survival, leave bushfire risk areas.** • Your life may depend on the decisions you make, even before there is a fire. • For your survival, do not be in bushfire risk areas. • Stay safe by going to a safer location early in the morning or the night before. • Homes cannot withstand fires in these conditions. You may not be able to leave and help may not be available.
EXTREME		
	What does it mean?	**What should I do?**
	Fires will spread quickly and be extremely dangerous. • These are dangerous fire conditions. • Expect hot, dry and windy conditions	**Take action now to protect your life and property.** • Check your bushfire plan and that your property is ready. • If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. • Reconsider travel through bushfire risk areas. • Leaving bushfire risk areas early in the day is your safest option.
HIGH		
	What does it mean?	**What should I do?**
	**Fires can be dangerous.**	**Be ready to act.** • There's a heightened risk. Be alert for fires in your area. • Decide what you will do if a fire starts. • If a fire starts, your life and property may be at risk. The safest option is to avoid bushfire risk areas.
MODERATE		
	What does it mean?	**What should I do?**
	**Most fires can be controlled.**	**Plan and prepare.** • Stay up to date and be ready to act if there is a fire.
NO RATING		
	What does it mean?	**What should I do?**
The system also introduces an 'off' level for days where no proactive action is required by the community. This does not mean that fires cannot happen, but that they are not likely to move or act in a way that threatens the safety of the community. This rating is the thin white wedge on the colour wheel sitting under 'Moderate'.		

Courtesy Country Fire Authority

6.2 OFFSITE BUSHFIRE PLANNING & PREPAREDNESS

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

Bushfire readiness and additional safety measures are to be considered and included in this offsite activity planning. Access to all offsite planning documents is via the school's database to ensure accuracy of each individual activity and their point-in-time risks. This Emergency Management Plan is specific to ELTHAM College's specific site at Level 2, 398 Lonsdale Street, Melbourne Vic 3000.

6.3 BUSHFIRE PREPAREDNESS CHECKLIST

The following preparedness requirements and checklists are to be followed:

- VRQA: Guidelines on Bushfire Preparedness for Registered Schools and School Boarding Premises
- Department of Education: Pre-season Bushfire Preparedness for Schools
- Department of Education: School Bushfire Site Readiness Review Checklist
- Department of Education: Early Childhood Services Bushfire Site Readiness Review Checklist

6.4 EARLY COMMUNICATION

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

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

6.5 TRIGGERS FOR CLOSURE

Planned or Pre-emptive Closure:

- On the declaration of a Catastrophic fire danger day, ELTHAM College's fire safety plans will be enacted. This plan will be enacted by the ELTHAM College's Executive Team upon the declaration of a Catastrophic fire danger day.
- On Catastrophic fire danger day, the Department of Education should advise Principals of at-risk schools in the designated areas are to enact their Emergency Management Plans and closure notification processes.
- This includes activating the communication tree and advising local ABC radio to inform all parents and guardians, students, staff and others providing services to the school of the proposed closure. Others to be contacted may include bus operators, suppliers, support agencies, etc.
- Immediate closure: Emergency Services may occupy and control a school site and instruct the Principal to close the school immediately in response to an imminent fire threat.
- Closure to ELTHAM College's Research Campus will involve the closure of ELTHAM College's City Campus as well.
- Continuing closure: Emergency Services and/or Governing Body may recommend a school remain closed due to:

- The threat of continuing fires.
- Unsafe access.
- Potential smoke, water contamination or building safety concerns.

6.6 SCHOOL REOPENING

Following a bushfire incident, schools that have been closed should reopen in close consultation with the Department of Education.

Parents and guardians, students, staff and teachers, and other stakeholders will be advised when the school will be opened via the relevant school communication channels.

6.7 DURING HEIGHTENED FIRE DANGER

Parents and guardians should arrange to collect their children from:

- Bus Stops – if students are passengers.
- Train Station – if students are passengers.
- School – if students cycle or walk to school.

Students should be housed in their mentor rooms or classrooms, or moved to a chosen location to ensure they are accessible and safe.

All teachers must maintain an accurate record of students to enable the school to account for missing or extra students.

If parents and guardians need to collect their children prior to the end of the school day, they must ensure the student is signed out and that the student's teacher is informed.

Coordinating staff will communicate with teachers and bus transport authorities to facilitate students coming to designated locations to join their parents and guardians.

Students must only be released to an authorised person. Staff must cross-check with the student database which records the name of the person(s) authorised to pick up a student.

6.8 SCHOOL BUSES

If a fire occurs during school time in a zone serviced by the school, ALL students on possible affected bus routes will be held at that school until the all-clear is given.

NOTE: On Catastrophic days, school buses would most likely not be operating.

- Bus drivers must make themselves aware of possible hazards on their routes and determine areas of temporary refuge (this information must also be held by the Principal coordinating bus arrangements).
- Buses with students on board must not leave the school without the approval of the Principal.
- Bus drivers must carry some form of a communications device to contact Emergency Services or the school.
- Bus drivers must notify Emergency Services and the school immediately via two-way radios or mobile phone if a bus is delayed en route.
- Bus drivers must not allow students to alight from buses if fires are burning in the area unless parents and guardians are waiting for them. If no-one is waiting, buses will take students to the nearest safe area. (Safe areas to be agreed to by police and Principal coordinating bus arrangements).

- Bus drivers must have a card prominently displayed at all times showing telephone numbers of the school, Police and local CFA.
- If the road is blocked, the bus should return to the school, unless otherwise directed by Emergency Services personnel.

6.9 FAMILY FIRE SAFETY PLAN

It is important that all families (particularly those in bushfire prone or high-risk areas) have a family fire safety plan that aligns with their school Emergency Management Plan.

The family fire safety plan should include information about alternative care arrangements for students in the event that school and children's services are closed with some warning.

The family fire safety plan should be practised so families are familiar with the procedures to be followed in a bushfire.

6.10 LOCALISED BUSHFIRE EVENT

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school, and it is unsafe to evacuate, everyone should remain in the building after the following precautions are taken:

- Ensure Safe Refuge is ready for use.
- Assess initial information and confirm fire threat level (refer to Fire Danger Rating Table).
- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Phone 000 for Fire Brigade (dial an additional 0 for an outside line, if required) or dial 112 if calling from a mobile and follow advice. Inform 000 / fire brigade operator which building/s the staff and students will be housed in. Keep in contact as the fire approaches buildings so the operator can direct services as they may become available.
- Contact Independent Schools Victoria emergency contact to report the incident.
- The primary responsibility of staff is the safety of students.
- Move everybody inside, to the pre-determined Shelter-In-Place location (preferably bricked and tiled); away from the part of the building that will be initially exposed to the fire.
- Check attendance against class rolls at the assembly area.
- Turn off power and gas.
- Listen to the local radio or TV on battery-powered sets for bushfire/weather warnings and advice.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing) and fill gutters, all sinks, washbasins and drums with water.
- Stay inside in the identified area (preferably bricked and tiled) with available water and away from windows.
- Once the fire has clearly passed, evacuate the building, assess and remain in a safe area.
- Staff should extinguish fires that may have started in or near the buildings once they have determined it is safe to do so. Designate trained, properly equipped teams (with firefighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so. This should be done in teams of not less than two staff, and they should have some form of communication with the staff member managing the Shelter-In-Place procedure (normally the Chief Warden). Staff should be suitably attired in natural fibre clothes (long-sleeved top, long pants) and sturdy shoes.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Contact Independent Schools Victoria for further advice and support, as appropriate, including media support.
- Implement procedures to resume school activities, including arranging counselling support for anyone affected by the fire.

6.11 ACTIVATION AND ESCALATION POINTS FOR ACTION

POTENTIAL OF FIRE IN THE SHIRE ON A HIGH DANGER DAY OR ABOVE	On 'High' fire danger days, the Executive Leadership Team will meet to ensure preparedness and agree on actions should an incident arise. - Draft messages for staff, students, parents and guardians should be prepared. - All resources checked. - Vigilance encouraged. This is the minimum level of preparedness for the Fire Danger Period.
CONFIRMED FIRE IN THE SHIRE ON A HIGH DANGER DAY OR ABOVE	- Call the Executive Leadership Team together. - Confirm the potential threat. - Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line. - Confirm the location of the fire and weather forecast. - Does the fire pose any threat to the school? - If likely to escalate, confirm appropriate actions (if late in the day, is there any disruption to student homebound transport?). - Commence communication strategy to staff, students, parents and guardian via the Student Management System. - Initiate Site Evacuation Procedure (off-site) if evacuation is required.
FIRE THREATENING THE SCHOOL (OR IN THE IMMEDIATE VICINITY) ON A HIGH DANGER DAY OR ABOVE	- Call the Executive Leadership Team together. - Confirm the location of the fire and weather forecast (wind strength and direction). - Commence incident monitoring via CFA website, ABC Radio 774, Bushfire Info Line. - Is the school in the travel path of the fire? - Confirm appropriate actions – early dismissal, move to the Safe Refuge, site evacuation if safe to do so. - Commence communication strategy to staff, students, parents and guardians via the Student Management System. - Initiate site Evacuation Procedure (off-site) if evacuation is required. - Ensure wardens have been activated and are available on the radio. - Considerations – the time of day, transport limitations due to lack of buses, adequate supervision of students when at home, number of staff directly affected and students that reside in an area that is directly under threat.
CATASTROPHIC DAY DECLARED AT LEAST ONE DAY PRIOR	- Call the Executive Leadership Team together. - Confirm closure of the school is the appropriate action. - Commence communication strategy to staff, students, parents and guardians via the Student Management System. - Considerations – transport limitations due to lack of buses, adequate supervision of students when at home, the number of staff directly affected.

CATASTROPHIC DAY **DECLARED ON THE DAY**	- Call the Executive Leadership Team together. - Confirm appropriate action – early dismissal, school closure, site evacuation. - Commence communication strategy to staff, students, parents and guardians via the Student Management System. - Initiate site Evacuation Procedure (off-site) if evacuation is required. - Considerations – transport limitations due to lack of buses, adequate supervision of students when at home, the number of staff directly affected.

6.12 MORE INFORMATION

- Local Government Authority.
- ABC Radio broadcasts regular bush fire activity in consultation with relevant authorities as do local radio stations in rural areas.

7.0 MAINTENANCE

The Emergency Planning Committee, Emergency Control Organisation, Emergency Management Plan, the emergency procedures and emergency equipment are to be maintained and tested according to AS3745:2010 Planning for emergencies in facilities and AS1851:2012 Routine service of fire protection systems and equipment. The tables below outline these maintenance requirements. Records of all maintenance, testing and inspections must be kept to illustrate compliance.

7.1 TRAINING AND EXERCISE REQUIREMENTS

ACTIVITY	CYCLE	REQUIREMENTS
Emergency Planning Committee Training	Ongoing	• Maintenance of at least one member of the EPC trained in the execution of their obligations under AS 3745:2010 (re emergency preparedness)
Emergency Control Organisation Member Training / Familiarisation	6 monthly	• Training for all ECO members (primary and alternate) specific to their individual roles • Refresher training following EMP revision • This can include exercises and internal training sessions, such as familiarising members with communication systems and other ECO tools.
First Attack Fire Fighting Training (using portable fire-fighting appliances)	24 monthly	• Fire extinguisher training where their use is documented within the procedures
Emergency- Control Exercise An evacuation or an exercise consistent with the identified emergencies in the EMP.	AS 3745:10 Annually Education and Training Regulator Per-term	• All areas of the facility must participate in at least one exercise • All occupants within the exercise area must take part unless the EPC grants a written exemption before the exercise. • The exercise observer must submit a report to the EPC
Facility occupants Training (non-ECO)	Annually	• Training to allow them to respond appropriately to activation of the emergency procedures

7.1.1 Training and Exercise Schedule and Log

The following table contains a schedule of emergency planning related training, reviews and assessments to comply with Australian Standard AS3745 and industry best practices. On completion, each element below will have a corresponding report generated and forwarded to the school Principal.

DATE	TRAINING/EXERCISE TYPE	ATTENDEES	COMPLETED BY
27/04/2023	Chief Warden Training	All City Campus teaching staff	Dynamiq
Sept – Oct 2023	All Staff Emergency Awareness Training – online module	All City Campus teaching staff	Dynamiq
09/05/2024	Chief Warden Training	All City Campus teaching staff	Risk2Solution
2024 ongoing	All Staff Emergency Awareness Training – online module for new-starters	See Records	Risk2Solution
07/10/2024	Teaching Staff Evacuation Refresher Training	See meeting attendance	Risk & Compliance Manager
16/10/2024	Warden Refresher Training	See meeting attendance	Risk & Compliance Manager
24/01/2025	Chief Warden Training – Research Campus	See meeting attendance	Risk2Solution
30/01/2025	Chief Warden Training – City Campus	See meeting attendance	Risk2Solution
January - March 2025	Staff Awareness Training (online module completion)	See Records	Risk2Solution
January - March 2025	Warden Training (online module completion)	See Records	Risk2Solution
12/05/2025 23/06/2025 21/07/2025	Lockdown Emergency Training for Junior School, Senior School, Professional Services team (respective dates)	See meeting attendance	Risk & Compliance Manager
January - March 2026	Staff Awareness Training - staff presentation	See Records	Risk & Compliance Manager
January - June 2026	Warden Training (online module completion)	See Records	Risk2Solution
20/02/2026 5/05/2026 31/07/2026 23/10/2026	2026 Emergency Drills - termly	All staff and students at city campus on drill dates	EPC

7.2 DOCUMENTATION REQUIREMENTS

ACTIVITY	CYCLE	REQUIREMENTS
Emergency Management Plan	Annually Or Immediately after a significant incident has occurred and updated to reflect any changes that may have taken place	• Check for relevancy to the facility
Emergency Procedures	Annually	• Warden numbers • Procedures relevant to the facility • Contact directories • Training and exercises • Assembly area suitability • Identification of any introduced hazards • Replace/update all documents within 5 years of issue
Evacuation Diagrams	Annually	• Check for relevancy to the facility

7.3 EVACUATION AND COMMUNICATION EQUIPMENT REQUIREMENTS

ACTIVITY	CYCLE	REQUIREMENTS
Evacuation Routes & Exits	Termly during drills	• Check smoke doors close correctly • Check that exit signs, and emergency lighting illuminate correctly • Check exit doors and routes are marked clearly, free from obstruction and function correctly • Check that fire doors close correctly
ECO Identification Equipment	Termly during drills	• Check identification is available, accessible, correctly colour coded and functional.
Manual Call Point Break Glass Alarm	Termly during drills	• Check equipment is accessible
Emergency Warning System (EWS)	Termly during drills	• Check that alarms are audible • Check that PA messages are audible
Emergency Warning and Intercommunication System (EWIS)	Termly during drills	• Check Warden Intercom Points are operational, accessible, and the call tone is audible • Check that alarms are audible • Check that PA messages are audible
Public Address System (PA) (phone)	Termly during drills	• Check that PA messages are audible
Loudhailers	Termly during drills	• Check the equipment is accessible and operates correctly
Portable Radios	Termly during drills	• Check that signals are received, and messages audible
Fixed and Portable Phones	Termly during drills	• Check the equipment is accessible, and signals are received, and messages audible

7.4 EVACUATION AND COMMUNICATION EQUIPMENT CHECK LOG TEMPLATE

Check Performed By:		
Date of Check:		
EQUIPMENT & REQUIREMENTS	PASS / FAIL	COMMENTS
Evacuation Routes & Exits Check smoke doors close correctly Check that exit signs, and emergency lighting illuminate correctly Check exit doors and routes are marked clearly, free from obstruction and function correctly Check that fire doors close correctly		
ECO Identification Equipment Check identification is available, accessible, correctly colour coded and functional.		
Manual Call Point Break Glass Alarm Check equipment is accessible		
Emergency Warning System (EWS) Check that alarms are audible Check that PA messages are audible		
Emergency Warning and Intercommunication System (EWIS) Check Warden Intercom Points are operational, accessible, and the call tone is audible Check that alarms are audible Check that PA messages are audible		
Public Address System (PA) Check that PA messages are audible		
Loudhailers Check the equipment is accessible and operates correctly		
Portable Radios Check that signals are received, and messages audible		
Fixed and Portable Phones Check the equipment is accessible, and signals are received, and messages audible		

8.0 APPENDIX 1: ABBREVIATIONS

LIST OF ABBREVIATIONS	
ACP	Area Control Point
BARR	Bushfire At-Risk Register
CIMP	Critical Incident Management Plan
DET	Department of Education and Training
EAA	Evacuation Assembly Area
ECO	Emergency Control Organisation
ECP	Emergency Control Point
EMP	Emergency Management Plan
EPC	Emergency Planning Committee
EWS	Emergency Warning System
EWIS	Emergency Warning and Intercommunication System
FIP	Fire Indicator Panel
ISV	Independent Schools Victoria
PEEP	Personal Emergency Evacuation Plan
VRQA	Victorian Registration and Qualifications Authority
WIP	Warden Intercom Point

9.0 APPENDIX 2: REFERENCES

The following documentation has been used as a guide when creating this EMP:

AS3745:2010 Australian Standard AS3745 – Planning for Emergencies in Facilities (Amendment 1)

AS1851:2012 Routine service of fire protection systems and equipment

10.0 APPENDIX 3: RISK ASSESSMENT

The objective of Risk Assessment is to separate lower priority risks from the major high priority risks. For each risk identified determine the local context and analyse the risk in terms of impact and likelihood, considering the range of potential impacts and how likely they are to occur. Assess hazards and any others you think relevant to your school:

Bushfire / grassfires	**Internal fires and smoke**	**Intruders**
Criminal Incidents	**Earthquake**	**Bomb Threat**
School Bus Accident / Vehicle Incident	**Severe storms and flooding**	**Pandemics and communicable diseases**
Hazardous Substance Release: Inside and Outside Facility Grounds	**Off-Site Facility Emergency**	**Other Incidents**

RISK RATING		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	ALMOST CERTAIN	Medium	High	Extreme	Extreme	Extreme
	LIKELY	Medium	Medium	High	Extreme	Extreme
	POSSIBLE	Low	Medium	Medium	High	Extreme
	UNLIKELY	Low	Low	Medium	Medium	High
	RARE	Low	Low	Low	Medium	Medium

CONSEQUENCE DESCRIPTION	DEFINITION	LIKELIHOOD DESCRIPTION	DEFINITION
Insignificant	No Injury	**Rare**	The event may occur only in exceptional circumstances
Minor	Injury / ill-health requiring first aid	**Unlikely**	The event may occur at some time, say once in 10 years
Moderate	Injury / ill-health requiring medical attention	**Possible**	The event should occur at some time, say once in 3 years
Major	Injury / ill-health requiring hospital admission	**Likely**	The event will probably occur in most circumstances, say once a year
Severe	Fatality	**Almost Certain**	The event will probably occur in most circumstances, say once every 6 months

Risk Assessment completed by: **ELTHAM College** **Date:** **October 2026**

HAZARD	CONSEQUENCES	CURRENT CONTROL MEASURES	RISK RATING			PLANNED CONTROL MEASURES
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL	
Fire	• Risk of death/injury from burns or smoke inhalation • Risk of psychological injury • Risk of property damage or property loss • Closure of school	• Liaise with local fire services to determine potential control measures (such as clearing trees etc.) • Maintaining building and OHS requirements • Ensure fire services equipment is tested and tagged as per Australian Standard • Test communication systems (PA System) on a regular basis • Ensure all electrical equipment is tested and tagged as per Australian Standard • Ensure Warden Training is completed annually • Ensure regular practice drills are conducted (one per term)	Severe	Rare	Medium	• Activate ECO • Implement Evacuation Procedure • Implement Fire Procedure • Contact Emergency Services
Bushfire Grassfire	• Risk of death/injury from burns or smoke inhalation • Risk of psychological injury • Risk of property damage or property loss • Closure of campus	• Liaise with local fire services to determine potential control measures (such as clearing trees etc.) • Maintaining building and OHS requirements • Ensure fire services equipment is tested and tagged as per Australian Standard • Test communication systems (PA System) on a regular basis • Ensure all electrical equipment is tested and tagged as per Australian Standard	Severe	Rare	Medium	• Activate ECO • Implement Evacuation Procedure • Implement Fire Procedure • Contact Emergency Services

		• Ensure Warden Training is completed annually • Ensure regular practice drills are conducted (one per term)				
Medical incl. • Anaphylaxis • Asthma	• Risk of Illness/ injury • Risk of possible death	• Students have their own epi pens • School has spare epi pens and Ventolin in the medical cabinet • Epi pens and Ventolin in the excursion medical kits • All staff on site are first aid trained • Defibrillator on site	Major	Possible	High	• Follow Medical emergency procedures • Follow action plans for anaphylaxis each student in the first aid room • Contact emergency services
Electric Shock	• Risk of possible death • Risk of psychological injury • Risk of significant burns	• First aid room with necessary equipment • All staff on site are first aid trained • Ensure all electrical equipment is tested and tagged as per Australian Standard	Major	Rare	Medium	• Contact emergency services • Contact parents/guardians • Provide required medical assistance/first aid
Abduction / Missing Person	• Risk of psychological injury • Risk of physical harm	• Security cards to get into the campus and to access the toilets • Policies around numbers of students when outside of campus (groups of three or more) • At least one student with a mobile phone while travelling in groups • If returning late to campus, students must notify the campus of their where abouts • School utilises an app to notify of student absences and attendance	Major	Rare	Medium	• Contact emergency services and follow their directives • Contact parents/guardians

		• Rolls are completed at the start of every lesson • Visitors must sign in and out of the campus and if left unsupervised with student, WWCC must be provided				
Civil Disturbance	• Risk of psychological injury • Risk of physical injury • Risk of property damage	• A system that notifies the school of any court orders • Ensure staff and Warden training is completed annually. • Ongoing communication with the wellbeing team regarding students at risk • Security pass to access the school • Student Management Policy • Community Expectations Agreement	Moderate	Rare	Low	• Contact emergency services and follow their directives • Contact parents/guardians • Notify the main campus of the situation
Armed Intrusion	• Risk of psychological injury • Risk of physical injury or death • Risk of property damage	• Security pass to access the school • Visitors must report to reception and sign in using the visitor register. • Drill exercises include Lockdown / lock-in / evacuation procedures • Lockdown training and practice provided to staff • Procedures accessible to staff in case of emergency. • Community Expectations Agreement and Student Management Policy reinforced positive behaviours • CCTV installed, CCTV Policy. • Family Court Orders Policy.	Severe	Rare	Medium	• Contact emergency services and follow their directives • Contact parents/guardians • Notify the main campus of the situation • Provide medical attention if required

		• SALTO doors – central lockdown mechanism in place.				
Active Shooter	• Risk of psychological injury • Risk of physical injury or death • Risk of property damage	• Security pass to access the school • Test communication systems on a regular basis. • Ensure Warden Training is completed annually. • Drill exercises include Lockdown / lock-in / evacuation procedures • Lockdown training and practice provided to staff • Community Expectations Agreement and Student Management Policy reinforced positive behaviours • CCTV installed, CCTV Policy. • Family Court Orders Policy.	Severe	Rare	Medium	• Implement Active Shooter Procedure. • Contact emergency services and follow their directives • Contact parents/guardians • Notify the main campus of the situation • Provide medical attention as required
Bomb Threat	• Risk of death/injury from burns or smoke inhalation • Risk of psychological injury • Risk of property damage or property loss • Closure of campus	• Staff participate in Warden training annually • Ensure staff are aware of the Bomb Threat Checklist in EMP. • Ensure reception areas have a Bomb Threat Checklist at hand. • Schedule and practice emergency evacuation drills on a regular basis.	Severe	Rare	Medium	• Follow bomb threat procedures • Follow evacuation procedures • Contact emergency services • Provide medical attention as required
Hazardous Weather	• Risk of property damage or property loss	• Monitor weather events for forecast severe weather warnings. • Regular maintenance of the building	Moderate	Rare	Low	• Get updates from the SES website and follow directives

	• Closure of campus	• Ensure a business continuity plan is in place, in the event of a severe weather event.				provided by emergency services
Earthquake	• Risk of property damage or property loss • Closure of campus • Risk of psychological injury • Risk of physical injury or death	• Regular maintenance of the building • All staff on site are first aid trained • Test communication systems on a regular basis. • Ensure staff and Warden training is completed annually. • Ensure regular practice drills are conducted (one per term).	Severe	Rare	Medium	• Follow evacuation procedures • Provide medical attention as required • Follow directives of emergency services • Contact parents/guardians • Notify main campus
Cyclone	• Risk of property damage or property loss • Closure of campus • Risk of psychological injury • Risk of physical injury or death	• Regular maintenance of the building • All staff on site are first aid trained • Test communication systems on a regular basis. • Ensure staff and Warden training is completed annually. • Ensure regular practice drills are conducted (one per term).	Severe	Rare	Medium	• Follow non-discreet lowdown procedures • Provide medical attention as required • Follow directives of emergency services • Contact parents/guardians • Notify Main campus
Flood	• Risk of property damage or property loss • Closure of campus • Risk of psychological injury • Risk of physical injury or death	• Regular maintenance of the building • All staff on site are first aid trained • Test communication systems on a regular basis. • Ensure staff and Warden training is completed annually. • Ensure regular practice drills are conducted (one per term).	Severe	Rare	Medium	• Follow non-discreet lockdown procedures • Provide medical attention as required • Follow directives of emergency services • Contact parents/guardians • Notify main campus
Hazardous Material	• Risk of physical injury or death	• Regular maintenance of the building • All staff on site are first aid trained	Moderate	Rare	Low	• Provide medical attention as required

	• Risk of psychological injury • Closure of affected area	• Cleaning chemicals in a locked cupboard with limited access • Small quantity of cleaning chemicals kept on site • Ensure staff and Warden training is completed annually. • Follow the school's chemical management procedures and SDSs. • Ensure all chemicals are stored in locked cupboards/store rooms away from students. • Develop and implement safe work procedures for handling chemicals (e.g. cleaning products. • Obtain Material Safety Data Sheets (MSDS) for all dangerous goods and hazardous substances onsite from the supplier/manufacturer or Chemwatch.				• Follow directives of emergency services • Contact parents/ care givers • Notify main campus • All staff with first aid training and made aware of MSDS Sheets' first aid procedures.
Air Supply Contamination	• Risk of physical injury or death • Closure of campus	• Air purifiers in most rooms • Staff on site are first aid trained • Ventolin available in first aid room and first cabinet near the science space	Moderate	Rare	Low	• Provide medical attention as required • Follow directives of emergency services • Contact parents/guardians • Notify main campus
Loss of Essential Services	• Risk of physical injury • Possible closure of campus	• Staff on site are first aid trained • Still have access to all medical equipment and medication regardless of essential services	Minor	Unlikely	Low	• Provide medical attention as required • Follow directives of emergency services • Contact parents/guardians • Notify main campus

Animal Hazard	• Risk of physical injury • Risk of psychological injury • Possible closure of campus	• Staff on site are first aid trained	Moderate	Rare	Low	• Provide medical attention as required • Follow directives of emergency services • Contact parents/guardians • Notify main campus
Offsite Emergency	• Risk of physical injury or death • Risk of psychological injury	• During excursions, staff must carry a first aid kit which includes spare epi pens and Ventolin. • Students with anaphylaxis must carry their own epi pens • Communication with the main campus while offsite • Policies around numbers of students when outside of campus (groups of three or more) • At least one student with a mobile phone while travelling in groups • If returning late to campus, students must notify the campus of their whereabouts • Camps and Excursions risk assessments	Severe	Unlikely	Low	• Provide medical attention as required • Follow directives of emergency services • Contact parents/guardians • Notify main campus

11.0 APPENDIX 4: SUPPORTING DOCUMENTATION

11.1 EMERGENCY DRILL / EXERCISE OBSERVER RECORD TEMPLATE

RUNNING LIST:
- Pre-briefing With Chief Warden (outline expectations/duties if required) - Brief Emergency Services (if required) - Start Evacuation - ensure "Exercise Only" Announcement is made - Control Re-entry (thank evacuees for participating) - Hold Warden Debrief

DETAILS:					
Chief Warden's Name:					
Nature of Event:					
Location of Event:					
Date:		Time Event Initiated:		Time All at EAA:	

OBSERVATIONS:	YES / NO
Did the person discovering the emergency alert other occupants and the Chief Warden?	
Was the alarm activated?	
Were the emergency services promptly notified?	
Did staff direct persons from the building/site per the evacuation procedures?	
Were isolated areas searched?	
Were building entrances secured?	
Was the evacuation logical and methodical?	
Did occupants act as per instructions?	
Was a roll call conducted for students, staff and visitors (inc contractors and volunteers)?	
Was someone appointed to liaise with the emergency service / s?	
Was someone appointed to liaise with the parents/community?	
Was the emergency service given the correct information?	
Did anyone re-enter the premises before the "all clear" was given?	
Did anyone refuse to leave the building/site?	

11.2 EMERGENCY CHECKLISTS TEMPLATE

EMERGENCY CHECKLIST

Name:	Date: / /	Time: : hrs
Emergency Services Notification: Telephone 000		

Contact	Time called	Comments
❑ Emergency Services	: hrs	
❑ Leadership Personnel	: hrs	
❑ Governing Body	: hrs	

WARDEN AREA REPORT

Warden Area	Warden/s Name	Time of Deployment	Communication Method	Search Complete / Comments
1		:		
2		:		

ASSEMBLY AREA REPORT

People missing/requiring rescue	Comments

11.3 DEBRIEF CHECKLIST TEMPLATE

INCIDENT DESCRIPTION:		
SITE:		
Chief Warden:	**Date:**	**Time:**
WHO WAS PRESENT AT DEBRIEF:		
Chief Warden:	**Wardens:**	
SUMMARY OF THE EMERGENCY:		
WHAT WAS DONE WELL?		
WHAT COULD HAVE BEEN DONE BETTER?		
WHAT ACTIONS WILL BE IMPLEMENTED?	**BY WHOM?**	
DEBRIEF COMPLETED BY:		
Name:	ECO Position:	
Time:	Date:	
Job Title:	Signature:	

11.4 BOMB THREAT CHECKLIST TEMPLATE

BOMB THREAT CHECKLIST

DO NOT HANG UP AT THE END OF THE CALL.
IMMEDIATELY REPORT THE CALL TO A WARDEN OR THE CHIEF WARDEN.

Call taken by: | **Date: / /**

Location & phone number:

Exact wording of the threat:

.....

.....

.....

.....

.....

.....

Questions to ask (bomb specific):

When will it explode? .....

Where is it right now? .....

What does it look like? .....

What kind of bomb is it? .....

What will set it off? .....

Did you place the bomb? .....

Caller's Manner:

- ❑ calm
- ❑ angry
- ❑ excited
- ❑ slow
- ❑ rapid
- ❑ soft
- ❑ loud
- ❑ familiar
- ❑ laughter
- ❑ crying
- ❑ normal
- ❑ distinct
- ❑ child
- ❑ adult

Caller's Voice:

- ❑ slurred
- ❑ nasal
- ❑ stutter
- ❑ lisp
- ❑ raspy
- ❑ deep
- ❑ ragged
- ❑ clearing throat
- ❑ deep breathing
- ❑ cracking voice
- ❑ disguised
- ❑ accent

Other questions to ask:

Why did you place the bomb? .....

Where are you? .....

What is your name? .....

What is your address? .....

What number can I contact you on? .....

Caller's description:

Sex: M / F ..... Accent type: .....

Age: ..... Other: .....

If the voice is familiar, it sounded like:

.....

Call:

Time: .....AM / PM

Duration: .....secs / min

Background sounds:

- ❑ clear
- ❑ local
- ❑ phone booth
- ❑ office
- ❑ voices
- ❑ music
- ❑ motor
- ❑ street noise
- ❑ static
- ❑ crockery
- ❑ factory
- ❑ public address noise
- ❑ animal noise
- ❑ long distance
- ❑ house noise

Threat delivery:

- ❑ irrational
- ❑ well spoken
- ❑ taped
- ❑ foul
- ❑ message read out

11.5 EMERGENCY KIT CHECKLIST TEMPLATE

HAVE YOU:	YES / NO
Child Data, e.g. sign-in sheet and student release form/sign out book	
Children and staff with special needs list	
Enrolment records including authorisations and parent contacts	
Staff Data, e.g. staff contact information	
List of staff with emergency management or training skills	
Traffic safety vest and/or tabards	
Facility keys	
Standard portable first aid kit	
A charged mobile phone and charger/s (batteries checked and charged)	
Torch with replacement batteries (or wind up torch)	
Portable battery-powered radio	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Copy of facility site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies, e.g. nappies/wipes	
Mops and bucket	
Other	

11.6 PERSONAL EMERGENCY EVACUATION PLAN (PEEP) TEMPLATE

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Student's Name:	**Student's Parent / Guardian:** **Phone:**	ATTACH PHOTO
Date:	**Student's Class / Mentor Group:**	
Review Date:	**Responsible Teacher / Mentor:**	
Other ELTHAM staff relevant to the care of this student:		

Reason for PEEP?

How to notify person of Emergency? *i.e. visual cues etc.*

Equipment Required: *i.e. wheelchair, stretcher, visual cues etc.*

Extra Information: *e.g. assistance animal, other conditions.*

Number of Staff to assist? ☐ **1 Warden** ☐ **2 Wardens** ☐ **Other:**

Who are the student's designated assistants (name, phone, email):

Note: Assistants must be trained in emergency response procedures and evacuation equipment

Name **Phone** **Email**

☐ **Advise Designated Assistant of Procedures**	☐ **Notify the student's parents of procedures**

DURING AN EMERGENCY

- **Do NOT use lifts.**
- **If using a Wheelchair – Do NOT use stairs.**
- **If it is not possible to move the person to the Evacuation Assembly Area, move them as far away from the danger as possible.**
- **Remain with the person if it is safe to do so.**

11.7 OFFENDER CHECKLIST TEMPLATE

OFFENDER & INTRUDER CHECKLIST			
Name:	**Contact Number:**	**Date: / /**	**Time:**
Number of Intruders:	**Location of Event:**		

DESCRIPTION	
General • Gender & age (approximate) • Height, posture, weight and build • Skin complexion / Eye colour • Tattoos/scars	
Hair • Hair colour • Hair length and style • Facial hair	
Speech • Voice • Accent • Language used	
Appearance • Clothing • Accessories / Jewellery • Footwear • Personal belongings	
Weapon Description • Type *(gun, knife, axe etc.)* • Model *(pistol, rifle etc.)* • Size • Colour	
Area Description • Where did the event take place? • Who were witnesses? • Did the offender touch anything? • Did the offender take anything?	
Vehicle Description • Registration • Type (make and model) • Colour • Direction headed	

ADDITIONAL NOTES

11.8 MISSING PERSON CHECKLIST TEMPLATE

MISSING PERSON CHECKLIST

Reported by:	Contact Number:	Date: / /	Time:
Name of missing person:		Relationship to school:	
Last known location:		Year Level / Class:	

MISSING PERSON DESCRIPTION

General • Gender and age (approximate) • Height & posture • Weight and build • Skin complexion, scars, eye colour	
Hair • Hair colour • Hair length and style • Facial hair	
Speech • Voice • Accent • Language	
Appearance • Clothing and Footwear • Accessories / Jewellery • Personal belongings	
Health • Any impairment *(physical, mental, hearing, visual)* • Medical or health issues • Medication required	
Area Description • Where was the missing person last seen? • Who was the last to see them? • Anywhere they may go in particular? • Could the missing have left with someone? • Are they familiar with the area?	

ADDITIONAL NOTES

11.9 EVACUATION ASSEMBLY AREA CHECKLIST TEMPLATE

ASSEMBLY AREA CHECKLIST

EVACUATION

Assembly Communications Officer:

- Move to and take control of the nominated Evacuation Assembly Area.
- Log headcount from each class group including anyone missing or requiring rescue.
- Report the status of the Evacuation Assembly Area to the Chief Warden **in person or using internal phone** SYSTEM.
- Manage all communications at the Evacuation Assembly Area.
    - Follow any further direction from the Chief Warden

Comms Officer Name: **Date: / /** **Time:**

Class Group	Area Evacuated From	People requiring rescue	People Missing	Comments

11.10 EMERGENCY ANNOUNCEMENTS TEMPLATE

EMERGENCY ANNOUNCEMENTS

EXERCISE

Prefix all announcements with

"This is a drill only"

ALERT

"Attention this is an emergency announcement. Please assemble where you are and await further instructions. (if necessary) **All available Wardens, please report to the** – insert Emergency Control Point -**"**

Repeat

Sound alert tone

EVACUATION

"Attention this is an emergency announcement. Can all occupants please calmly move to the -insert evacuation assembly area- **avoiding the** -insert area of emergency-. **All available Wardens, please report to the** – insert Emergency Control Point -**"**

Repeat

Sound evacuation tone

SHELTER IN PLACE

"Attention this is an emergency announcement. Please -insert explicit instructions- until further notice. (If necessary) **All available Wardens, please report to the** – insert Emergency Control Point - **"**

Repeat

(If necessary) sound alert tone

LOCKDOWN

"**Could** -insert code call- **please report to the** -insert location of person-"

Repeat

OR

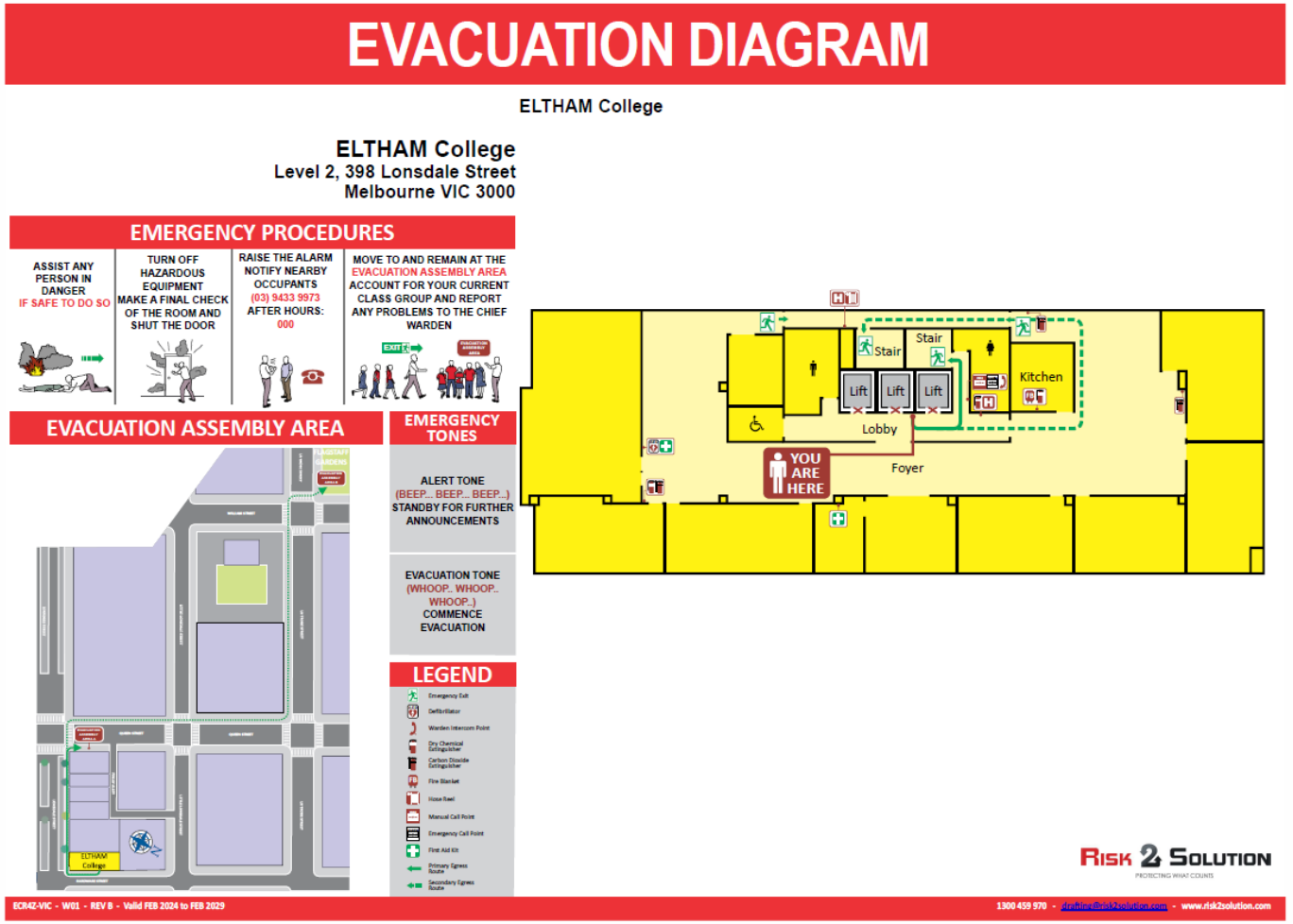
Play classical music through phone system

ALL CLEAR

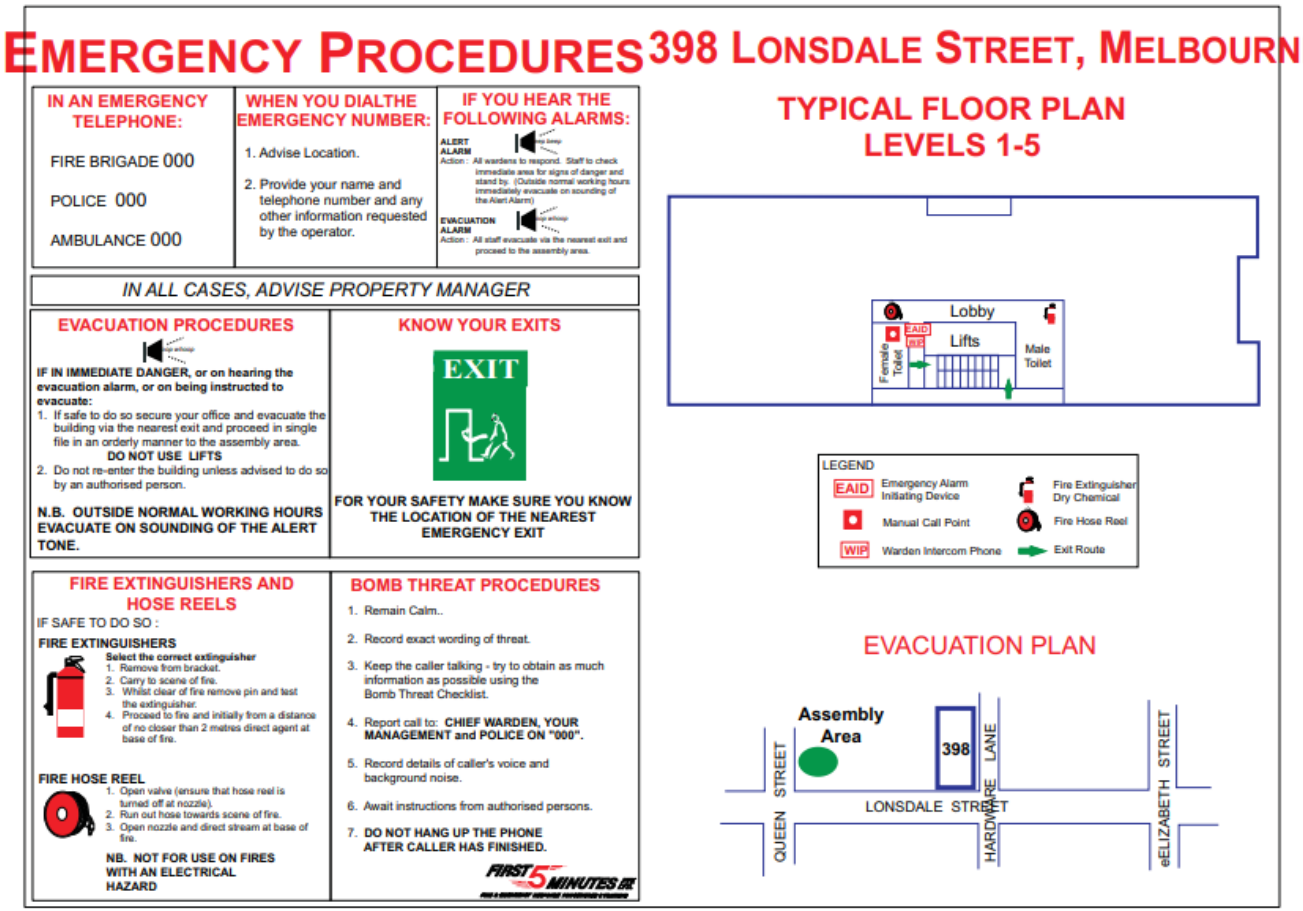
"Attention all occupants, the emergency situation is all clear. Please resume normal activities"

Repeat

12.0 APPENDIX 5: EVACUATION DIAGRAM



Body Corporate Building Procedures



13.0 APPENDIX 6: SPECIAL NEEDS LIST

The tables below provide details of the staff and children that may require assistance in an emergency. See **Section 5.20 People with Disability / Injury Procedure** for the evacuation of people with special needs. The template for creating Personal Emergency Evacuation Plans can be found in **Section 11.6 Personal Emergency Evacuation Plan.**

13.1 STAFF WITH SPECIAL NEEDS

FIRST NAME	SURNAME	CLASS / YEAR	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
To ensure adherence to the provisions of the Information Privacy Act 2000, personal details are not included in the EMP. PEEPs are retained in a secure location in the City Campus office for use by the Chief Warden.						

13.2 CHILDREN WITH SPECIAL NEEDS

FIRST NAME	SURNAME	CLASS/ YEAR	CONDITION	ASSISTANCE REQUIRED	RESPONSIBLE PERSON	PEEP CREATED?
To ensure adherence to the provisions of the Information Privacy Act 2000, personal details are not included in the EMP. PEEPs are retained in a secure location in the City Campus office for use by the Chief Warden.						

14.0 APPENDIX 7: CONTACT DIRECTORY

14.1 EXTERNAL CONTACT LIST

EMERGENCY CONTACTS		
Emergency Services (Police, Ambulance, Fire Services)	**000**	
Police	www.police.vic.gov.au	131 444
State Emergency Service (SES)	Flood, wind, storm damage	132 500
Independent Schools	Victoria	https://www.is.vic.edu.au (03) 9825 7200
oisons Information Centre	Victoria	http://www.austin.org.au/poisons 13 11 26 (24 hours)
Dept of Health [including hospitals]	Check local listing or go to https://www2.health.vic.gov.au/	
Nearest Hospital	Royal Melbourne Hospital	(03) 9342 700
Local Government	City Of Melbourne	(03) 9658 9658
ABC Radio	AM 774 Broadcasts bushfire & emergency warnings	
Bushfire Information Line	Victoria	1800 240 667
Bureau of Meteorology	www.bom.gov.au	(03) 9669 4965
Metropolitan Fire Response	https://www.frv.vic.gov.au/	
Rural Fire Response	https://www.cfa.vic.gov.au/	
Fire Equipment Maintenance	Alexon	1300 001 004
Dept of Health	Victoria	https://www.health.vic.gov.au 24 hour line – 1300 650 172
Dept of Families, Fairness and Housing	Victoria	https://www.dffh.vic.gov.au 24 hour line – 1300 475 170
Environment Protection Agency (EPA)	Victoria	https://www.epa.vic.gov.au 1300 372 842
Dept of Energy, Environment and Climate Action	Victoria	https://www.delwp.vic.gov.au 136 186
WorkSafe	Victoria	https://www.worksafe.vic.gov.au 13 23 60
Electricity	Shell Energy	13 23 76
Water	Great Western Water	13 44 99

14.2 TRANSPORT NETWORK CONTACTS

CONTACT INFORMATION		
School	ELTHAM College	
Principal	Name	Contact Details
	Richard Lisle	0488 107 158
School Bus Coordinator	Name	Contact Details
	N/A	

14.3 STAFF CONTACT INFORMATION

Staff contact information can be accessed via administration and Synergetic.

14.4 STUDENT AND PARENT / FAMILY CONTACT INFORMATION

Student and parent/family information can be accessed via administration and Synergetic.

15.0 TRANSPORT PROVIDER EMERGENCY MANAGEMENT PLAN

Outside of College organised transportation, ELTHAM College uses Public Transport Victoria (PTV). Please contact Public Transport Victoria (PTV) for more information regarding their Emergency Management Plan and transport routes.

16.0 PORTABLE FIRE FIGHTING EQUIPMENT

Dynamiq
Creating a safe and resilient world

PORTABLE FIRE EXTINGUISHERS

Suitability for Different Kinds of Small Fires

Precautions:
- Switch off power or fuel supply to the appliance before attempting to extinguish the fire.
- In all cases call the Fire Brigade: Dial **000**.

	NOT ELECTRICALLY SAFE			ELECTRICALLY SAFE			
EXTINGUISHER INDICATORS	ALL	WATER	FOAM	WET CHEMICAL	CARBON DIOXIDE	AB(E) POWDER	B(E) POWDER	VAPOURISING LIQUID
TYPE OF EXTINGUISHER								
TYPE OF FIRE								
CLASS A — Wood, Paper, Textiles, Rubbish, etc		✓	✓	✓	✓★	✓	✗	✓
CLASS B — Flammable Liquids		✗	✓	✗	✓★	✓	✓	✓★
CLASS (E) — Live Electrical Equipment		✗	✗	✗	✓	✓	✓	✓
CLASS F — Cooking Fats and Oils		✗	✓★	✓	✓★	✗	✓★	✗

★ Pictograms with a star indicate that the extinguisher is not the agent of choice for the class of fire, but may have a limited fire extinguishing capability

Fire Extinguisher Usage - P.A.S.S.

Pull Pin
Twist Pin to break seal, and pull Pin out

Aim
Aim the nozzle at the base of the fire

Squeeze & **S**weep
Squeeze the handle
Sweep at the base of the fire