

Emergency Management Plan

To outline procedures to follow and lines of responsibility in the event of an emergency situation (including Bushfire) that could:

Purpose:

- pose a critical risk to the safety, health and wellbeing of a student, member of staff or other community member
- lead to a full or partial school closure or lockdown
- result in death or serious injury of a student or member of staff.

To outline procedures to prepare and plan in advance of an emergency to prevent or reduce risks, mitigate the effects of an incident, increase preparedness and optimise recovery and restoration of services post incident.

Scope: Whole School

Implemented by: School Principal or Chief Emergency Warden

Approved by: KVS Board

Communicated via: Website, Staff Handbook, Office Policy Folder, Emergency Kit, Mentor Library

Reviewed: Annually, as legislative changes arise or improvements are identified or after an emergency.

Definition

An **emergency** is the actual or imminent occurrence of an event which in any way:

endangers or threatens to endanger:

- the safety or health of any person
- the environment or an element of the environment
- destroys or damages, or threatens to destroy or damage, any property.

Overview

The effective and efficient management of emergency incidents is critical to the safety and wellbeing of students, staff and school visitors, as well as essential in minimising damage to school property. The aim of this policy is to provide a safe environment for all, irrespective of a variety of emergencies that may occur.

School Profile

Koonwarra Village School (KVS) is a small independent primary school offering enrolment for children in Foundation to Grade 6 up-to a maximum of 66 students.

KVS is located at 20-26 Koala Drive (Inverloch-Koonwarra Rd) (on the main road that heads south from the South Gippsland Highway, which traverses west to east). Forest exists to the south-east and woodland exists to the north-west and broader settlement with low threat vegetation to the north-east and grassland to the south-west. Koala Drive is the Koonwarra-Inverloch Road and connects south to Inverloch. The site is contained within the Koonwarra Township with access via well maintained roads and a well signed driveway with good access for Emergency Services as required and is a 5-minute travel time by car north to Leongatha. KVS has been assessed as a Category 4 on the Victorian Government's Bushfire At Risk Register and is required to pre-emptively close on days identified as Catastrophic on the Fire Danger Rating System. The school has specific plans in place for Bushfire and Grassfire incidents or alerts.



Figure One: Property Location – identified with the red dots central to the map

School/Campus Name	Koonwarra Village School
Physical Address	20-26 Koala Drive, Koonwarra, VIC 3954
Operating Hours	8.45am – 3.15pm Monday to Friday during school cycles
Phone	03 5664 2477 (Principal 0400 401 797)
Email	admin@koonwarravillageschool.org
Website	www.koonwarravillageschool.org
Number of buildings	6
Is the School a designated Neighbourhood Safer Place?	No
Bureau of Meteorology or Fire District	West and South Gippsland
Is the School on the Bushfire At Risk Register	Yes
Shelter-In-Place Location	Art Shed
Number of Students	66
Total Number of Staff	15
Methods Used for Communication to School Community	Phone, email and Facebook Community Group

Building & Site Information Summary (Also Refer Appendix B – Evacuation Diagram & Location of Essential Services)

Telephones (Landlines):			
Location		Number	
Office, Kitchen, Principal's Office, Sun Room & Art Shed		03 5664 2477	
Utilities	Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:	Located on external wall of Triskelion, Koala Drive side, inside screened cage (45kg bottles) Garden Shed (9kg bottle not connected) Camps Trailer (9kg bottle, not connected)	Elgas	On Bottle.
Water:	Inside Boundary next to Koala Drive	South Gippsland Water	On Tap
Electricity:	Art Shed Meter Box (in bin area between Art Shed and Hub) Triskel Meter Box (internal & external wall of Triskel building, Koala Drive side) Sun Room Meter Box (external wall of Sun Room office, facing Koala Drive)	Momentum	Meter Box.
Building and Site Hazards			
Hazard Description		Location	
Oval gets very waterlogged in wet months, risk that vehicles will get bogged.		School grounds	

Students and staff with additional needs (completed table in Emergency Kit)

Student Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
As per Emergency Kit				
Staff Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
As per Emergency Kit				

Emergency Preparation

There are a number of ways that KVS prepares for emergencies so that we can reduce risks and mitigate the effects of an incident. The following are some of the ways the school will prepare and plan in advance.

Evacuation Drills

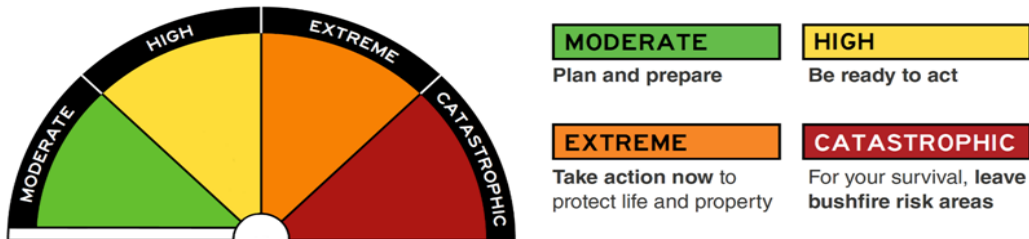
Koonwarra Village School will undertake one evacuation drill per term between October and April.

Bushfire & Grassfire Risk Monitoring & Management

The following procedures are for Koonwarra Village School during the bushfire danger period (which shall generally be considered to be the period during which fire restrictions are in force for the South Gippsland Shire).

- 1) Staff shall be briefed on their responsibilities in the event of bushfire at least twice a year, being the start of the school year, and the start of the bushfire danger period.
- 2) These procedures shall be exhibited in a prominent position in every school building.
- 3) Regular monitoring and maintenance of the site when fire restrictions are in force to ensure:
 - a) building exits are continuously kept clear of obstructions
 - b) assembly points are designated and have appropriate access to emergency equipment
 - c) there is access to facilities and grounds for emergency vehicles.
 - d) monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation
 - e) safe storage of flammable materials.
- 4) Maintain records to show the provision of bushfire preparedness information to staff, training in the use of emergency equipment by staff, evacuation drills completed and audits of emergency equipment. Register should be updated at a minimum once per term between October and April.
- 5) Excursions, camps and any offsite activities will be approved by the Principal using the Camps & Excursion Risk Assessment form and will consider the risk of bushfire in the activity location
- 6) Closure of the School: **During periods assessed as Catastrophic within the West and South Gippsland Fire District the school will be closed to all students and teaching staff. In addition, all bus routes, camps, excursions and travel through any areas designated as Catastrophic will be cancelled.**
- 7) During High and Extreme rating days the administration team will monitor:
 - a) SMS messages delivered by government and/or fire agencies to alert the community of fire risks

- b) VIC Emergency App notifications within a 20km radius of the school
- c) On days of Total Fire Ban (but not designated as Catastrophic) we will also monitor the Vic Emergency website.
- d) CFA's website www.cfa.vic.gov.au



Training & Communication

Staff training

As per the Whole School Training Plan:

- The Emergency Management Plan and associated documents and information will be discussed with Staff at the first Staff Meeting of the school year.
- Fire Extinguisher and essential emergency equipment will be demonstrated and practiced at the mid year planning day.
- Evacuation drills will occur once per term between October and April.
- Review the Emergency Management Plan at the commencement of the bushfire danger period.

Student preparation

Students will be shown locations of Classroom Action Card (Appendix A) and it will be discussed with the students at the start of the year.

Students will participate in evacuation drills once per term between October and April and receive age appropriate fire safety related presentations as part of the annual school program.

Parent Information

This document will be placed on the school website, and communicated to families annually via email to ensure they are clear on our emergency practices at school.

First response – any emergency

In the event of any emergency the following initial procedure should be followed:

1. Ensure you are in no danger
2. Assist anybody in immediate danger, without endangering yourself
3. Ensure that all staff, visitors and students are safe
4. RAISE THE ALARM. Notify the office and the Chief Emergency Warden
5. If required, ensure that emergency services are contacted.
6. Restrict the danger area
7. Refer to the detailed procedures relevant to the incident and the classroom action card
8. **FOLLOW THE INSTRUCTIONS PROVIDED BY THE CHIEF EMERGENCY WARDEN AT ALL TIMES**

Roles & Responsibilities in an Emergency (Refer Appendix F – Emergency Control Organisation)

The Chief Emergency Warden will provide instructions during the emergency. This does not prevent a staff member taking action that minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of an injury.

Chief Emergency Warden

The Chief Emergency Warden is to coordinate activity and provide instructions during an emergency. In the absence of the Chief Emergency Warden, the next listed Fire Warden will assume the role of the Chief Emergency Warden. A nominated Fire Warden will be at school at all times. The person in charge during an emergency must wear a fluoro high visibility vest to assist with identification by emergency services.

Staff

Staff will follow the 'Classroom Action Card' (Appendix A) and any directions given by the Chief Emergency Warden.

Any staff member given a task to complete by the Chief Emergency Warden must advise the Chief Emergency Warden when it has been completed.

Mentors are to maintain familiarity with the Emergency Management Procedures and have the evacuation route maps and information readily available in the classroom.

Students

If students become aware of an emergency situation or hazard they are to notify a staff member or the office immediately. If students find themselves in an emergency situation they are to follow the instructions of Staff and the Chief Emergency Warden at all times.

Parents / Families

Parents are requested to follow the instructions of the Principal or Chief Emergency Warden at all times during an emergency. This may include requests such as not arriving on site immediately or meeting at an allocated location to collect their child/ren. In addition, families are requested not to engage with the media during or after an emergency including posting information or answering questions on social media platforms.

Emergency Management Procedure – any emergency

Chief Emergency Warden

1. Assess the danger posed by the emergency:
2. Identify affected parts of the school
3. Assess likelihood of the danger spreading
4. Consider effect of wind direction and slope of the ground on the spread of smoke, toxic gases or liquids
5. Ensure that the appropriate emergency services are advised (Appendix E - Register of Emergency Services)
6. Decide on the basis of this assessment whether evacuation is required
7. Announce by loud hailer the type and location of the emergency
- 8.
9. Liaise with emergency services upon their arrival if required
10. Ensure Emergency Checklist is completed (Appendix G – Emergency Plan Completion Checklist)

Mentors and/or supporting Fire Wardens

1. Follow directions on the Classroom Action Card (Appendix A – Classroom Action Card)
2. Await further instructions from Chief Emergency Warden

Administration Staff

1. Follow the direction of the Chief Emergency Warden
2. Assemble all Emergency Information Records and Student Register
3. Await further instructions

Evacuation Procedure

Besides the relocation of those students or individuals in immediate danger, evacuation should only be commenced at the direction of the Chief Emergency Warden. All students are to remain in their class groups and under adult supervision at all times.

Evacuation Routes:

All evacuations should be through the external class doors and all students and staff should proceed to the designated EMERGENCY ASSEMBLY AREA (Appendix B - Evacuation Diagram & Location of Essential Services), as instructed by the Chief Emergency Warden, in an orderly fashion

Evacuation routes should be via the safest and most direct route available. Routes are shown on the Building Evacuation Diagram & Location of Essential Services (Appendix B) and the Evacuation Route (Appendix D)

Student Role:

- Look and listen and follow your Mentor's instructions at all times
- Do not take anything with you (medical items excluded)

Mentor Role:

- AS PER CLASSROOM ACTION CARD (Appendix A)
- Ensure the immediate safety of all students
- Remain with the class at all times
- Follow all instructions as provided by the Chief Emergency Warden
- When advised to evacuate by the Chief Emergency Warden, direct all students through the external classroom door and proceed to the designated EMERGENCY ASSEMBLY AREA (Appendix B Evacuation Diagram & Location of Essential Services)
- When evacuating rooms, be sure to check classroom and allocated areas prior to leaving
- Take any student medications located in the room you are evacuating
- Check off the student list (Fire Warden or Chief Emergency Warden)
- Await further instructions

ONCE EVACUATED, ONLY THE CHIEF EMERGENCY WARDEN OR EMERGENCY SERVICES SENIOR OFFICER MAY PROVIDE AUTHORITY TO RE-ENTER THE SITE, ONCE IT IS SAFE TO DO SO.

Specific Emergency Responses

Some emergencies have specific instructions, as below.

Bomb Threats

- The person receiving the threat should use the Bomb Threat Checklist to record information as required
- The school should immediately contact the police by dialing 000
- If threat received by phone, the incoming line of the threat should be left open – i.e. do not end the call
- The Chief Emergency Warden may exercise some discretion in assessing the seriousness of a threat following consultation with the Police. If there is any possibility of danger appropriate evacuation should be undertaken
- Search and evacuation procedures will be determined between the Chief Emergency Warden and the Police.

Bus Accident or Breakdown (including camps and excursions)

- Assess the situation
- Contact 000 if there is serious damage to a 3rd party vehicle or property or injury to any individual requiring an ambulance to attend
- Refer to KVS Bus Accident Emergency Procedure
- Contact Principal, KVS will co-ordinate the emergency management
- Principal to contact parents by phone of alternative arrangements or incident information

- Senior staff member will attend location if reasonably able to do so

Earthquake

If inside:

- As quickly as possible get all persons under desks, tables or door frames
- As soon as the tremor subsides be prepared for instructions by the Chief Emergency Warden, and be prepared for aftershocks
- If Chief Emergency Warden advises safe to do so, evacuate designated assembly point, being aware of any debris on the ground.

If outside:

- As quickly as possible move all persons away from trees, buildings, power poles, or any heavy items, and instruct them to lay down and shield head with arms
- As soon as the tremor subsides, be prepared for instructions by the Chief Emergency Warden and be prepared for aftershocks
- If Chief Emergency Warden advises safe to do so, evacuate designated assembly point, being aware of any debris on the ground.

Contact 000 if there is serious property damage with the risk of further damage or incident or if there is an injury to any individual requiring an ambulance to attend.

If injuries are sustained, first aid should be given immediately and further medical assistance sought if necessary.

Call SES if there is property damage or access issues on site such as trees down, building damage that are not of an urgent nature.

External Hazard e.g. aerial sprayer, storm

- Normal bell rung and announcements for all students to return to classrooms
- Staff to mark student list and report absences to Chief Emergency Warden AS SOON AS POSSIBLE
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- Await further instructions

Bushfire – Bush/Scrub/Grass

- Check source of fire
- Call 000 and ask for Fire
- Immediately advise Chief Emergency Warden
- Normal bell is sounded and announcements made via megaphone for all students to return to classrooms
- If buildings are threatened:
 - the Chief Emergency Warden will announce an evacuation to the appropriate Bushfire Emergency Assembly Area depending on direction of fire
- If buildings are not threatened:

- Close windows and doors but leave them unlocked
- All children are to lie on the floor away from windows and exits
- Cover all exposed skin and shelter behind solid objects such as tables. Depending on the assessment of the fire, in conjunction with advice from emergency services the Chief Emergency Warden may determine a 'Shelter In Place' response, or an external evacuation response. See Appendix D for specific procedures.

Flood

- Flooding of grounds, drains, gutters and hollows could constitute a danger to children outdoors after extremely heavy rainfall
- Students are to be supervised indoors and if necessary the Principal will make an assessment that the school will be closed and students will need to be collected by a parent / guardian

Hostage / Kidnapping / Siege / Physical Violence Incident

Staff are advised to:

- Avoid upsetting the potential aggressor in any way
- Relocate students and other individuals to another location within the school away from the incident
- Not intervene physically
- Call 000 and ask for Police
- Notify the Chief Emergency Warden

Await further instructions from Chief Emergency Warden or Police **High Winds & Severe Storm**

- As soon as conditions begin to approach a dangerous level, refer to the VIC Emergency App
- Sound air horn and make announcement to get students inside
- Ensure that everyone stays indoors
- Secure windows, doors and loose materials
- If necessary, lie children under desks or tables until storm passes
- If the building is obviously about to collapse or disintegrate, evacuate the room. Children should be transferred to another building
- No children should be allowed outside unsupervised until the area is found safe and free from debris, powerlines etc.
- Students are to be supervised indoors and if necessary the Principal will make an assessment that the school will be closed and students will need to be collected by a parent / guardian

Pandemic / Epidemic

- Relevant and specific response procedures will be implemented in the event of a Pandemic or Epidemic

Toxic Emissions or Hazardous Waste (eg. gas leak damaged sewerage lines)

- Check source of emission or hazardous leak
- Raise alarm, advise Chief Emergency Warden
- If gas leak, call 000 and ask for Fire

- Evacuate all children upwind
- Keep clear of emission at all times
- Consider isolating the electricity supply and the gas supply
- If hazardous waste leak move students and other individuals away from the leak into another space or building

Extreme Weather Event – Forecast or Actual

In the event that an extreme weather event is forecast or occurring, the Principal may decide to restrict some or all school operations until the weather event has ended. Wherever possible, the school community will be notified ahead of time. The Principal will use a variety of information sources to inform their decision, such as the Bureau of Meteorology [BOM] website, SP Ausnet website and government weather warnings.

Triggers to limit or cease school operations may include;

- Forecast Severe Weather Warning
- Prolonged Power Outage – either forecast or actual
- Extreme Heat – either forecast or actual

The extent that school operations are affected will be determined by the Principal and based on the nature of the event. The decision must take into account potential risks to all members of the school community.

Possible restrictions to school operations may include:

- Temporary cancellation or modification of the school bus service
- Postponement of planned school activities ie. excursions, outdoor activities
- Temporary closure of the school site. Should this be required, the school may implement online learning programs

In the event that an extreme weather event is forecast ahead of time:

- The school community will be notified via an advisory text message by 9:00pm the day before the weather event is forecast
- This will be followed by a second text message, to be sent by 7:30am the day of the forecast weather event, confirming the scope of any restrictions to school operations
- When the extreme weather event is over, the principal will notify the school community of the return to normal school operations

Communications – Keeping in Touch with Everyone & Emergency Control Centre

The emergency control centre will be the School's administration area providing the emergency type allows this. If this is not possible the designated Emergency Assembly Area will be the control centre.

The general office telephone is only to be used for emergency communications. The Chief Emergency Warden's mobile phone is to be used during an emergency to liaise with emergency services. The general

office telephone will be used for all other communications. To minimize overloading to the school telephone, calls must be restricted and should be brief.

As soon as safe to do so, parents of students on site (or at the location of the emergency) should be contacted by Staff with a brief outline of the facts at hand, with instructions on either collecting students or waiting for further information. This should not take place without the express permission or request of the Chief Emergency Warden or Principal.

Student records need to be taken by administration staff if an evacuation of the school is required. Administration staff are required to maintain back-up copies of all computer-based information at a location remote from the school.

An information centre will be established to communicate with parents who arrive at the school. In the event that the media arrives at the school, they should be directed to the Principal. Only the Chairperson or Principal have the authority to engage with the media.

Following an emergency parents attending the school are to be directed to the information centre (or allocated pick up location) where the Principal (or designated member of staff) will be available to provide information concerning the welfare of students and other information about the emergency.

A populated up to date Student Emergency Contact Directory is in the Emergency Kit at all times (Appendix H – Emergency Kit Checklist) and the Emergency Contact Directory for Staff is attached as Appendix C – Emergency Contact Details.

After an Emergency

Recovery Programs

After any emergency consideration should be given to trauma and emergency recovery programs for all those students, staff and parents involved whether directly or indirectly. These should be commenced as soon as possible for maximum benefit.

Releasing of Students into Parent Care

During or after a critical incident, students may only be released into the care of a parent or guardian provided that it is safe to do so, there are no ongoing medical concerns and the permission of the responsible Mentor and the Chief Emergency Warden is obtained. Parents are to sign release (roll, sign out book).

Re-entry to the site and/or buildings

Following an emergency, no person may re-enter the affected buildings or site without express approval from the Chief Emergency Warden or Emergency Services Senior Officer, once they have deemed it is safe to do so.

Report of Incident

A report will be created following the event as per the KVS Incident Report Form.

Post Incident

Review and complete the Critical Incident Policy & Appendix G – Emergency Management Plan Completion Checklist.

Appendix

Appendix A – Classroom Action Card – Bushfire & Emergency Management

Appendix B – Evacuation Diagram & Location of Essential Services

Appendix C – Emergency Contact Details

Appendix D – Shelter-In Place and Offsite Evacuation Procedures

Appendix E – Register of Emergency Services

Appendix F – Emergency Control Organisation

Appendix G – Emergency Management Plan Completion Checklist

Appendix H – Emergency Kit Checklist

Related Documentation

Bomb Threat Form

KVS Hazard Incident Report Form

KVS Register of Students with Anaphylaxis

KVS Medical Management Plans

KVS Bus Accident Emergency Procedure

KVS School Maintenance Plan

Related Policies

- Critical Incident Plan