



Emergency Management Plan

Roxburgh College



School Information

School No:	8407
Campus No:	2
Physical Address:	60-70 DONALD CAMERON DRIVE, ROXBURGH PARK 3064
Phone Number:	03 9930 8100
Email Address:	roxburgh.co.roxburgh@edumail.vic.gov.au
DET Region:	NORTH-WESTERN VICTORIA
Bureau of Meteorology/Fire District:	Central
Is the school on the Bushfire At Risk Register:	No
Principal approving our plan:	Fernando Ianni
Date Approved:	12 February 2018
Next Review Date:	12 February 2019

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1. Purpose

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

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

3. Distribution

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Vivienne Tellefson	Senior Education Improve		tellefson.vivienne.a@edumail.vic.gov.au
Paul McNally	Paul McNally Senior Proj		mcnally.paul.j@edumail.vic.gov.au
All School staff			DL Roxburgh College - Roxburgh Campus <DLS84
Bruce Corrie	Manager Resources NW R		corrie.bruce.k@edumail.vic.gov.au

PART 1 - EMERGENCY RESPONSE

4. In Case of Emergency

In an Emergency

<p><i>Call</i></p> <p>Police, Ambulance, Fire Services</p>	<p>000</p>
<p><i>Notify</i></p> <p>DET Security Services Unit (SSU)</p>	<p>(03) 9603 7999</p>
<p><i>For Advice call your Region's Manager Operations and Emergency Management</i></p>	<p>John Brownstein 5440 3175 0418 509 953</p>
<p><i>Convene your Incident Management Team</i></p>	

5. Emergency Contacts

5.1 Emergency Services

In an Emergency requiring **Police, Ambulance** and **MFB/CFA** attendance call **000**.

5.2 Our School

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Fernando Ianni	99308103		0418683094
Assistant Principal/s	Garry Wynne	99308126		0438358090
Assistant Principal/s	Helen Roumeliotis	99308161		0400026444
Business Manager	Erica Waldron	99308104		0408030194
First Aid Officer	Ms Natalie Di Giorgio	99308122		
School Welfare Officer	Jodi Hunt	99308133		0408532836
OH and S Representative	Garry Wynne/Arturo Ri	99308126		0438358090
SchoolCouncilPresident	Kerrie Lee	93080559		0409031063

Staff member responsible for Bulk Messaging (where SMS system is in place):

Jenny Mallinson 99308102

5.3 DET

	Name	Phone	Mobile
NORTH-WESTERN VICTORIA			
SEIL			
Regional Manager, Operations and Emergency Management	John Brownstein	5440 3175	0418 509 953
Regional Office	Bendigo	5440 3111	
nwvr@edumail.vic.gov.au			
SSSO Team Leader	Sharon Marston	0455063327	
Security Services Unit		(03) 9603 7999	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 9637 2871	

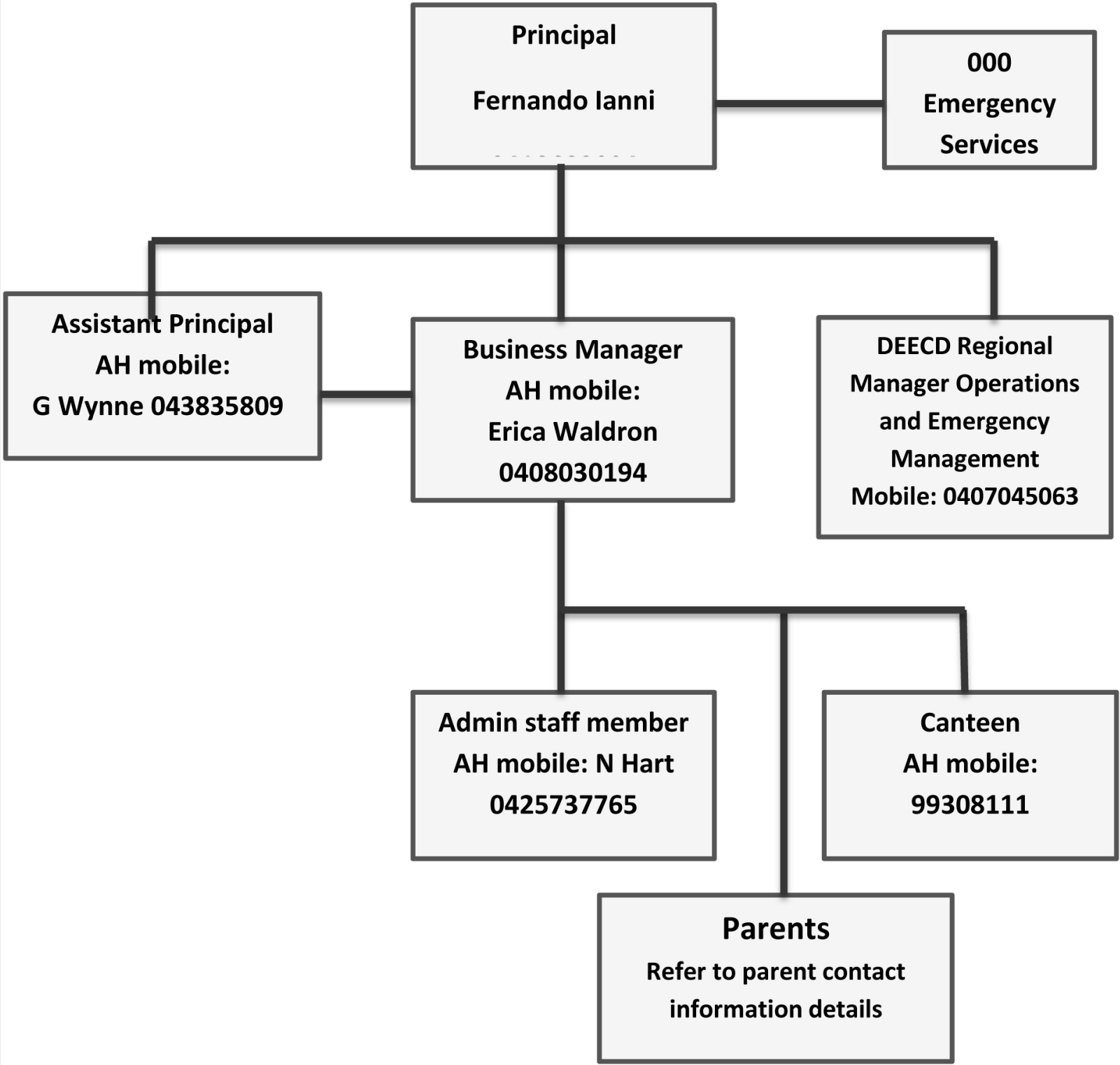
5.4 Local/Other Organisations

	Phone
Local Police Station	93034433
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Hospital(s)	Northern Hospital 8405 8000
Gas (check for local number)	131 771
Electricity (check for local number)	131 799/ 132 412/ 132099/ 131280
Water Corporation (check for local number)	132 762
Department of Human Services (Regional Office)	North and West Region
Department of Human Services- Child Protection (Regional Of	1300 664 977
Local Government	Hume City 9205 2200
EPA	(03) 9695 2722
DEECD Regional Office	94889488
Emergency Management Services Unit (ESMU)	(03) 9589 6266
Other	
Media Unit DET	96372871
SES (flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089

5.5 School Bus Emergency Contacts

6. Incident Management Team

6.1 Incident Management Team Structure



6.2 Incident Management Team Contact Details

IMT Role/Activities	Primary Contact		Back Up Contact	
Chief Warden	Name Phone/ Mobile	Fernando Ianni 99308103/0418683094	Name Phone/ Mobile	Garry Wynne 99308126/ 0438358090
Communications tasks will be p	Name Phone/ Mobile	Erica Waldron 99308104/ 0408030194	Name Phone/ Mobile	Nicole Hart 99308125
Operations (Area Warden) tasks	Name Phone/ Mobile	Garry Wynne 99308126/ 0438358090	Name Phone/ Mobile	Helen Roumeliotis 99308161/ 0400060444
Logistics (Warden) tasks will be	Name Phone/ Mobile	Neil Laws 99308155/0448308100	Name Phone/ Mobile	Steve Stewart / 0411290248 99308123

	Mobile		Mobile	
Planning tasks will be performe	Name Phone/ Mobile	Helen Roumeliotis 99308161/ 0400060444	Name Phone/ Mobile	Liz Stayner 99308184 / 0411090513

7. Incident Management Team Responsibilities

Chief Warden

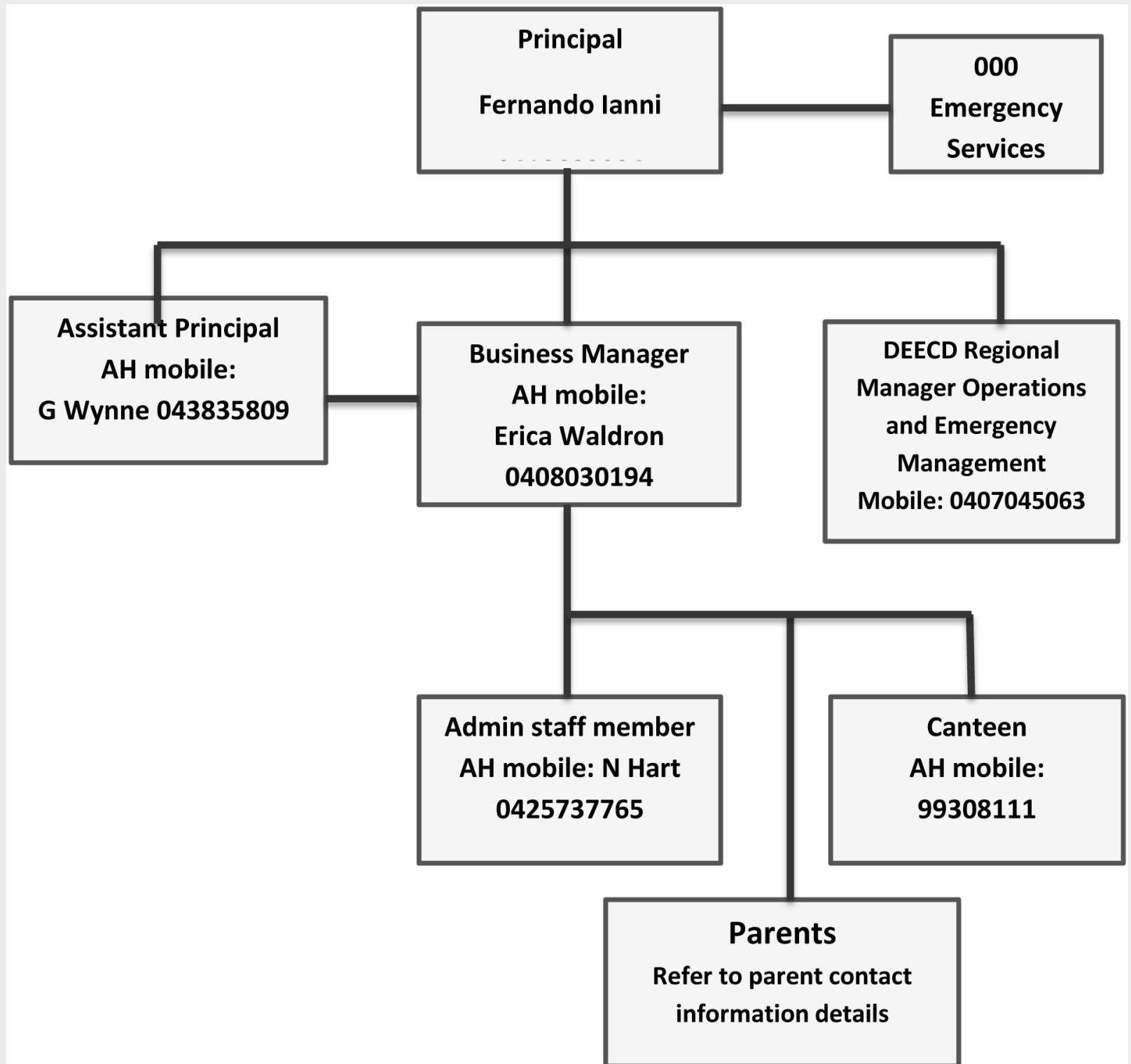
Planning

Operations (Area Warden)

Communications

Logistics (Warden)

8. Communications Tree



9. Staff Trained in First Aid

Staff Member	Training Completed	Date Qualified To
	FIRST AID TRAINED STAFF 2018	

10. Emergency Response Procedures

On-site evacuation/relocation procedure

Off-site evacuation procedure

Lock-down procedure

Lock-out procedure

Shelter-in-place procedure

11. Emergency Response Procedures for Specific Emergencies

Building fire

Bushfire

Major external emissions/spill (includes gas leaks)

Intruder

Bomb/substance threat

Bomb/Substance Threat Checklist

Internal emission/spill

Severe weather event

Earthquake

Influenza Pandemic

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<p>Review your Emergency Management Plan (EMP), including:</p> <ul style="list-style-type: none">● pandemic planning arrangements● contact lists of staff, students, families, local services and DHHS Emergency Management coordinators● communication tree of key staff.	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered.</p>
Influenza prevention	<p>Promote basic hygiene measures within the school by:</p> <ul style="list-style-type: none">● providing students and staff with information about the importance of hand hygiene (more information is available at Better Health)● providing convenient access to water and liquid soap and alcohol-based hand sanitiser● educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs● ensuring careful disposal of used tissues. <p>Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.</p> <p>Encourage staff to seek immunisation for seasonal influenza.</p>	<p>Regularly review, exercise and update plans.</p> <p>Communicate pandemic plans with staff.</p>
Communications	<p>Communicate personal hygiene messages to staff and students.</p> <p>Convey seasonal influenza messages as directed by DET.</p>	
Travel advisories	<p>Encourage staff and parents/carers to access the smartraveller website prior to international travel.</p>	
Business continuity	<p>Ensure currency of business continuity plan which:</p> <ul style="list-style-type: none">● identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal and school council)● considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce.	

RESPONSE STAGE - STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none">● ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included● ensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date● ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply	Apply	Apply
Incident response	In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none">● prepare to enact pandemic response section of your EMP with stakeholders● prepare to activate Incident Management Team.	Apply	Apply	Apply
		Not suggested	Not suggested	Apply
Hygiene measures	Continue to reinforce basic personal hygiene measures within schools including: <ul style="list-style-type: none">● provide students and staff with information about the importance of hand hygiene (more information is available at Better Health)● provide convenient access to water and liquid soap and alcohol-based hand sanitiser.● educate staff and students about covering their cough with a tissue	Apply	Apply	Apply

	<p>or their inner elbow to prevent the spread of germs</p> <ul style="list-style-type: none"> careful disposal of used tissues. <p>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.</p>	Apply	Apply	Apply
Communications	In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.	Apply	Apply	Apply
	In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers about: <ul style="list-style-type: none"> the local status the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS best practice hygiene practices considerations for vulnerable children. 	Apply	Apply	Apply
	Access and follow Chief Health Officer, DHHS/Cth Chief Medical Officer, Cth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.			
	Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).	Apply	Apply	Apply
	School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by School Nursing Area Managers (based at regional offices).	As required	Apply	Apply
	Prepare sample letters for parents/carers for next stage (if required).	Apply	Apply	Apply
Travel advisories	Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
	Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.	Not suggested	Apply	Apply
	For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.	Not suggested	Apply	Apply
Business continuity	<p>Ensure currency of business continuity plan which:</p> <ul style="list-style-type: none"> identifies minimum requirements and key staff for continued school operations (including planning for the absence of the principal) considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce. 	Apply	Apply	Apply

RESPONSE STAGE - INITIAL ACTION		Clinical severity		
Description - Cases detected in Australia - information about the disease is scarce				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	In April, (or at the time of the overseas detection if earlier): <ul style="list-style-type: none">ensure your EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are includedensure contact lists of students, staff, families, local services and DHHS Emergency Management Coordinators are up to date.	Apply	Apply	Apply
	Ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply	Apply	Apply
Incident response	Enact your EMP.		Seek advice	Apply
	Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET.	Seek advice Not suggested	Not suggested	Seek Advice
Hygiene measures	Reinforce basic hygiene measures including:	Apply	Apply	Apply

	<ul style="list-style-type: none"> provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. <p>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.</p>	Not suggested	Apply	Apply
Communications	<p>Follow and distribute information and advice from DET in accordance with instructions, including information about:</p> <ul style="list-style-type: none"> the local status personal hygiene measures containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET. <p>Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.</p> <p>School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.</p>	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
Containment strategies	The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.	Not suggested	Seek Advice	Seek Advice
	<p>Encourage staff who develop flu-like symptoms to:</p> <ul style="list-style-type: none"> Leave school immediately and seek medical attention Stay away from school until completely well. 	Apply	Apply	Apply
	Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.	Not suggested	Apply	Apply
	<p>If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:</p> <ul style="list-style-type: none"> inform teachers of their obligations during school closures for students at home, provide access to educational materials including online learning. 	Apply	Apply	Apply
	Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.	Apply	Apply	Apply
Travel advisories	Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
Business continuity	<p>Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:</p> <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver education implementing contingency strategy, which may include employing replacement staff and/or modifying programs. 	Apply	Apply	Apply
Governance and reporting obligations	Report confirmed incidents of influenza.	Apply	Apply	Apply
	You will be advised of any additional reporting requirements by DHHS.	Apply	Apply	Apply

RESPONSE STAGE - TARGETTED ACTION		Clinical severity		
Description - Cases detected in Australia - enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
Incident response	Enact your EMP.	Apply	Apply	Apply
	Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET.	Not suggested	Apply	Apply
Hygiene measures	Reinforce basic hygiene measures including: <ul style="list-style-type: none">provide students and staff with information about the importance of hand hygiene (more information is available at Better Health)	Apply	Apply	Apply

	<ul style="list-style-type: none"> provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. <p>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.</p>	Not suggested	Apply	Apply
Communications	<p>Follow and distribute information and advice from DET in accordance with instructions, including information about:</p> <ul style="list-style-type: none"> the local status personal hygiene measures containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET. <p>Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS.</p> <p>School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.</p>	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
Containment strategies	The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.	Apply	Apply	Apply
	<p>Encourage staff who develop flu-like symptoms during a pandemic to:</p> <ul style="list-style-type: none"> leave school immediately and seek medical attention stay away from school until completely well. 	Apply	Apply	Apply
	Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases.	Apply	Apply	Apply
	Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes.	Not suggested	Apply	Apply
	If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.	Apply	Apply	Apply
	<p>If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:</p> <ul style="list-style-type: none"> inform teachers of their obligations during school closures for students at home, provide access to educational materials including online learning. 	N/A	Seek Advice	Apply
Travel advisories	Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
	Where appropriate, implement procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.	Not suggested	Apply	Apply
	For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty-of-care obligations etc.	Not suggested	Apply	Apply
Business continuity	<p>Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:</p> <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver education implementing contingency strategy, which may include employing replacement staff and/or modifying programs. 	Apply	Apply	Apply
Governance and reporting obligations	Report confirmed incidents of influenza.	Apply	Apply	Apply
	You will be advised of any additional reporting requirements by DHHS.	As required	As required	As required

RESPONSE STAGE - STAND DOWN

Description - The public health threat can be managed within normal arrangements and monitoring for change is in place		Clinical severity		
Category	Key Actions	Low	Med	High
Containment strategies	Be aware that multiple waves of the virus may occur.	N/A	Apply	Apply
	Replenish PPE (if required).	N/A	As required	As required
Business continuity	Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> restoring workforce capacity following procedures for re-opening of service (if applicable) providing supports, including counselling (if required) monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. 	N/A	Apply	Apply
	Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).	N/A	Apply	Apply
	Utilise template letters if they are prepared by DET to communicate status of situation to staff and parents/carers, including any available supports.	As applicable	Apply	Apply
	Review effectiveness of EMP and update as appropriate - involving relevant staff and others (eg. school nurses) particularly as multiple waves of the virus may occur.	Apply	Apply	Apply
Communications	Communicate the updated status of situation to staff and parents/carers including supports that may be available.	Apply	Apply	Apply
Travel	Continue to encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply

12. Area Map

Date Validated:

Roxburgh College Site map

Google Maps

Page 1 of 1

Google Maps Roxburgh College



Imagery ©2016 Aerometrex, CNES / Astrium, DigitalGlobe, Sinclair Knight Merz & Fugro, Map data ©2016 Google

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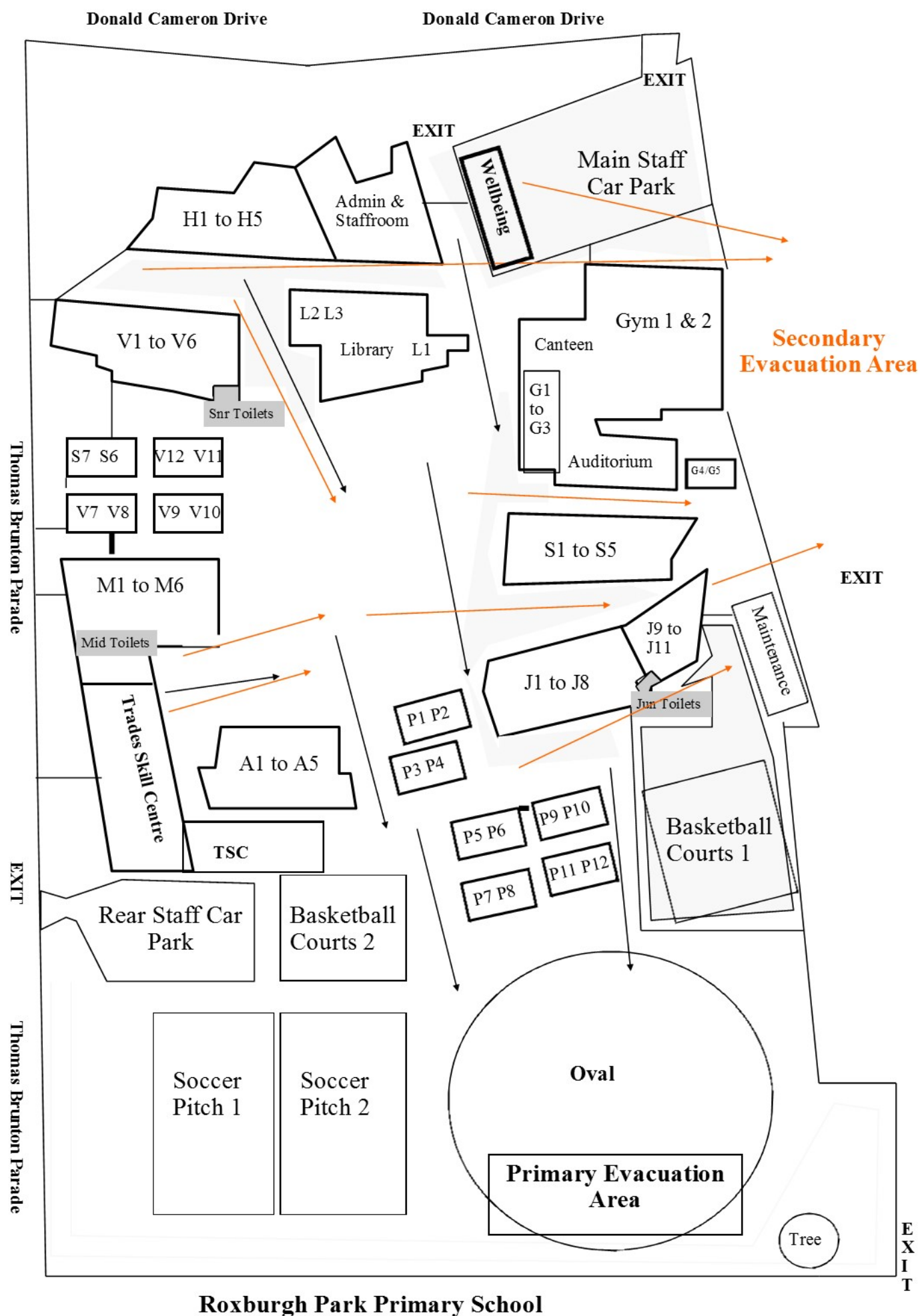
Google Maps

<https://www.google.com.au/maps/@-37.6323633,144.9318795,741m/data=!3m1!1e3> 2/03/2016

13. Evacuation Diagram

Building Name: **Roxburgh College**

Date Validated:



Legend



Fire Blanket



Hazardous Chemicals



Exit Point



Fire Extinguisher



First Aid Kit



Evacuation Route



Evacuation Route To secondary Assembly point



Fire Hose Reel



Shelter-in-place Area

14. Parent/Family Contact Information

To ensure adherence to the provisions of the Information Privacy Act 2000,
this information is held separately.

15. Students and Staff with Additional Needs

To ensure adherence to the provisions of the Information Privacy Act 2000,
this information is held separately.

A summary may be included below where appropriate.

Additional Need Category	Number of staff	Number of Students

PART 2 - EMERGENCY PREPAREDNESS

16. School Facility Profile

General Information

School/Campus Name	Roxburgh College
Physical Address	60-70 DONALD CAMERON DRIVE, ROXBURGH PARK 3064
Operating Hours:	8.30-4.30 mon-fri
Phone:	03 9930 8100
Email	roxburgh.co.roxburgh@edumail.vic.gov.au
Fax	03 9930 8130
Number of buildings	Floors: fill this in only if required
Is the School a designated Neighbourhood Safer Place?	No
Shelter-In-Place location	gymnasium
Number of Students	1,379
Total number of Staff	170
Typical method used for communications to school community	sms, website, newsletter,

Other Services/Users of Site

Service/User Name	Victorian School Of Languages
Location	College Campus
Student/Visitor numbers	800
Operating Hours/Days	9-1 Saturday mornings
Emergency Contact	Nazir Pomella
Phone	94740500
Mobile	

Note: Outside School Hours Care programs are required to have a stand-alone Emergency Management Plan.

Building Information Summary

Telephones (landlines)

Location	Number
Throughout school	99308100
Always free landline	99308177

Alarms

	Location	Monitoring Company	Location of shutoff instructions
Fire	fill this in only if required		
Intrusion	every room	Educational security	
Other			

Utilities

	Location	Service Provider	Location of shutoff instructions
Gas / Propane	Technology, science,	Energy Australia	Cnr Thomas Brunton and David Ca
Water		Yarra Valley Water	Front of school entrance
Electricity	AGL		each building

Sprinkler System

Control Valve Location	fill this in only if required
Shutoff Instructions Location	fill this in only if required

Boiler Room

Location	each permanent building
Access	master key

Emergency Power System

Type	fill this in only if required
Location	fill this in only if required
Provides power to	
Shutoff Instructions Location	fill this in only if required

Building and Site Hazards

Hazard Description	Location
fill this in only if required	

Additional Information

Accompanying Images



17. Risk Assessment

The risk assessment is printed separately and should be included with the printed Plan.

18. Emergency Response Drills Schedule

Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice their evacuation procedures and drills at least once per term during the October to April bushfire season.

**An 'Emergency Drill Observer's Record' is required to be completed after each drill.
(An 'Emergency Drill Observer's Record' template is provided in Appendix 3 of the Guide).*

Period	Drill	Person Responsible	1. Target date; 2. Date Drill was performed	Observer's Record completed *
January Fe...	Partial Evacuation	Garry Wynne	1. 18 February 2018 2.	<input type="checkbox"/>
March April	lockdown drill	Garry Wynne	1. 21 April 2018 2.	<input type="checkbox"/>
May June			1. 2.	<input type="checkbox"/>
July Aug	Partial evacuation	Garry Wynne	1. 13 July 2018 2.	<input type="checkbox"/>
September ...	lockdown	Garry Wynne	1. 21 October 0201 2.	<input type="checkbox"/>
November ...			1. 2.	<input type="checkbox"/>

General Notes:

19. Emergency Kit Checklist

The Emergency Kit Contains:

Student data and parent contact information (contained in EMP)	<input checked="" type="checkbox"/>
Student and staff with additional needs list (contained in EMP) including any student medications	<input checked="" type="checkbox"/>
Staff contact information	<input checked="" type="checkbox"/>
Student Release Forms/sign out book	<input checked="" type="checkbox"/>
List of staff on the IMT	<input type="checkbox"/>
Traffic/emergency safety vests and tabards	<input checked="" type="checkbox"/>
Facility keys	<input type="checkbox"/>
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	<input checked="" type="checkbox"/>
A charged mobile phone and charger/s	<input type="checkbox"/>
Torch with replacement batteries (or wind up torch)	<input type="checkbox"/>
Whistle	<input checked="" type="checkbox"/>
Megaphone	<input checked="" type="checkbox"/>
Portable battery powered radio	<input type="checkbox"/>
Copy of facility site plan and EMP including evacuation routes	<input type="checkbox"/>
Water	<input type="checkbox"/>
Sunscreen and spare sunhats	<input checked="" type="checkbox"/>
Plastic garbage bags and ties	<input checked="" type="checkbox"/>
Toiletry/sanitary supplies	<input checked="" type="checkbox"/>

Additional Items in Kit:

Date Emergency Kit checked: 23 February 2018

Next check date: 26 October 2018

Additional Information

There is no additional information for this Plan.

March
2017

DATE CALL RECEIVED: / /

TIME CALL ENDED:

.....

.....

.....

.....

Could you identify the caller's phone number?.....

KEEP THE CALLER TALKING

When is the bomb going to explode?

.....

What will make the bomb explode?

.....

.....

Why did you place the bomb here?

.....

.....

What is your address?

When was the bomb placed here?

Who placed the bomb?

DON'T HANG UP (the call may be traceable if the phone line is kept open, even if the caller hangs up!)

CALL DETAILS (where possible to obtain)

Did you recognise the caller? If so, who do you think it was?

Was the call: ☐ Robotic/Automated ☐ In-Person ☐ Pre-Recorded

Estimated age of caller?

Did the caller seem familiar with the

site?.....

Characteristics of the call:

VOICE	SPEECH	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talk/voices
<input type="checkbox"/> Child	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Children
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street
Accent:	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery
TELEPHONE	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Mobile	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains
<input type="checkbox"/> Landline <input type="checkbox"/> Internal Ext	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing
<input type="checkbox"/> Overseas	<input type="checkbox"/> Slurred:	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Phone number call received on: School Phone system (e.g. menu):

Who did you report the threatening call to?

Date: / / Time:

YOUR NAME:

SCHOOL/CAMPUS: