# Emergency Management Plan

## Cardinia Primary School

<table>
<thead>
<tr>
<th>School Information</th>
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<tbody>
<tr>
<td><strong>School No:</strong></td>
<td>3689</td>
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<tr>
<td><strong>Campus No:</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Address:</strong></td>
<td>2405 BALLARTO ROAD, CARDINIA 3978</td>
</tr>
<tr>
<td><strong>DET Region:</strong></td>
<td>SOUTH-EASTERN VICTORIA</td>
</tr>
<tr>
<td><strong>Fire District:</strong></td>
<td>Central</td>
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<tr>
<td>Is the school on the Bushfire At Risk Register:</td>
<td>No</td>
</tr>
<tr>
<td>Principal approving our plan:</td>
<td>Mr Allan Armstrong</td>
</tr>
<tr>
<td>Date Approved:</td>
<td>20 November 2015</td>
</tr>
<tr>
<td>Next Review Date:</td>
<td>18 November 2016</td>
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</tbody>
</table>
PART 1 - EMERGENCY RESPONSE
7. Incident Management Team Responsibilities

Chief Warden

Pre-Emergency

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

During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.
- Report the emergency to the Security Services Unit on 9589 6266.

Post- Emergency

- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.

Planning

Pre-Emergency

- Assist the Chief Warden.
- Identify resources required.
- Participate in emergency exercises/drills.

During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden.
- Act as directed by the Chief Warden.
- Plan for contingencies.
Post- Emergency

- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).

Operations (Area Warden)

Pre-Emergency

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

During Emergency

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

- Attend the emergency control point.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
- Direct Logistics Officers (Wardens) to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist a Logistics Officer (Wardens) during an emergency.
- Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
- Confirm that the Logistics Officer’s (Warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

Post Emergency

- Compile report of the actions taken during the emergency for the de brief.

Communications

Pre-Emergency

- Assist the Chief Warden.
- Attend training in the use of the school’s communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up-to-date.
- Participate in emergency exercises/drills.

During Emergency

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

Post-Emergency

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

Logistics (Warden)

Pre-Emergency

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

During Emergency

Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer (Area Warden).

Activities may include the following:

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

Post-Emergency

- Compile report of the actions taken during the emergency for the debrief.
10. Emergency Response Procedures

On-site evacuation/relocation procedure

When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Evacuate students, staff and visitors to Emergency Assembly Area 1 (Basketball Court) or Emergency Assembly Area 2 (Netball Court).
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days)
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after on-site evacuation/relocation procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Contact the SSS0 Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record.

Off-site evacuation procedure

If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Identify which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to Emergency Assembly Area 3 (Cardinia Public Hall) or Emergency Assembly Area 4 (Cardinia Recreation Reserve).
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days)
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

**Actions after off-site evacuation procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record.

**Lock-down procedure**

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- **Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.**
- **Check that all external doors (and windows if appropriate) are locked.**
- **If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.**
- **Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days)**
- **Divert parents and returning groups from the school if required.**
- **Ensure a telephone line is kept free.**
- **Keep public address system free.**
- **Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.**
- **If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.**
- **As appropriate, ascertain that all students, staff and visitors are accounted for.**
- **Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.**
- **As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.**
- **Maintain a record of actions/decisions undertaken and times.**
- **Contact parents as required.**
Actions after lock-down procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit
- Print and issue pre-prepared parent letters and give these to students to take home.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record.

Lock-out procedure

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - Lock doors to prevent entry
  - Check the premises for anyone left inside
  - Obtain Emergency Kit
- Go to Emergency Assembly Area 3 (Cardinia Public Hall).
- Check that students, staff and visitors are all accounted for.
- Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days)
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after lock-out procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Direct all Media enquiries to DET Media Unit
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
• Complete your Post Emergency Record.

Shelter-in-place procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

• Call 000 for emergency services and seek and follow advice.
• Chief Warden activates the Incident Management Team.
• Move all students, staff and visitors to the shelter-in-place area located in the Front Wing.
• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
• Report the emergency to the Security Services Unit (24 hour, 7 days)
• Check that all students, staff and visitors are accounted for.
• Ensure communications with emergency services is maintained.
• Wait for emergency services to arrive or provide further information.
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
• Maintain a record of actions/decisions undertaken and times.
• Contact parents as required.

Actions after shelter-in-place procedure

• Ensure any students, staff or visitors with medical or other needs are supported.
• Advise the Security Services Unit that shelter-in-place is over.
• Determine whether to activate your parent re-unification process.
• Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
• Direct all Media enquiries to DET Media Unit.
• Print and issue pre-prepared parent letters and give these to students to take home.
• Ensure all staff are made aware of Employee Assistance Program contact details.
• Contact the SSSO Network Coordinator if required.
• Seek support from your region/regional Manager, Operations and Emergency Management as required.
• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
• Complete your Post Emergency Record.
11. Emergency Response Procedures for Specific Emergencies

Building Fire
- Call 000 for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to Emergency Assembly Area 1 (Basketball Court), closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Report emergency to the Security Services Unit
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit

Bushfire/Grassfire
- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
  - make sure you close all doors and windows
  - turn off power and gas.
- Check that all students, staff, visitors and contractors are accounted for.
- Report the emergency to Security Services Unit
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DET Media Unit
- Contact parents as required.

Major External Emissions/Spill (includes Gas Leaks)
- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and contractors to Emergency Assembly Area 1 (Basketball Court). This may be an off-site location.
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Direct all Media enquiries to the DET Media Unit
- Contact parents as required.
Intruder/Personal Threat

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Report emergency to the Security Services Unit.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit

Bomb/Substance Threat

- Call 000 for emergency services and seek and follow advice.
- Report the threat to the Chief Warden.
- Report emergency to the Security Services Unit
- Ensure the school's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered:
  - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of students and staff
  - Ensure students and staff are not directed past the object
  - Ensure students and staff that have been evacuated are moved to a safe, designated location
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DET Media Unit
- Contact parents as required.
If a bomb/substance threat is received by mail:

- Place the letter in a clear bag or sleeve.
- Avoid any further handling of the letter or envelope or object.
- Call 000 for emergency services and seek and follow advice.
- Notify the Chief Warden.
- Report emergency to the Security Services Unit
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all media enquiries to DET Media Unit

If a bomb/substance threat is received electronically or through the school’s website:

- Do not delete the message.
- Call 000 for emergency services and seek and follow advice.
- Notify the Chief Warden.
- Report emergency to the Security Services Unit
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all media enquiries to DET Media Unit

**Bomb/Substance Threat Checklist**

This checklist form is available on the online EM Plan and is also printed at the end of the plan.

**Internal Emission/Spill**

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Report emergency to the Security Services Unit
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Notify the Victorian WorkCover Authority if required.
- Report on eduSafe.
- Direct all Media enquiries DET Media Unit

**Severe Weather, Storms & Flooding**
• Store or secure loose items external to the building, such as outdoor furniture.
• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
• Protect valuables and disconnect electrical equipment - cover and/or move this equipment away from windows.
• During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only.

After the Severe Weather Event

• After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
• Direct all media enquiries to DET Media Unit
• Contact parents as required

Earthquake

• Call 000 if emergency services are needed and seek and follow advice.
• The Chief Warden will convene the IMT if necessary.
• Report emergency to the Security Services Unit
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

If Outside

Instruct staff and students to:

• Stay outside and move away from buildings, streetlights and utility wires.
• DROP, COVER and HOLD
  • DROP to the ground
  • Take COVER by covering your head and neck with their arms and hands
  • HOLD on until the shaking stops.

If Inside

Instruct staff and students to:

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

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Direct all Media enquiries to DET Media Unit

Medical Emergency

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer.
- Notify the Chief Warden.
- Notify the Ambulance by dialling 000.
- Designate someone to meet and direct the ambulance to the location of the casualty.
- Try not to leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threatening situation.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Report emergency to the Security Services Unit
- Direct all Media enquiries to DET Media Unit
- For non-student related medical emergencies report on eduSafe.
# Influenza Pandemic

## PREPAREDNESS STAGE

<table>
<thead>
<tr>
<th>Description - No novel strain detected (or emerging strain under initial detection)</th>
<th>The scale and nature of preparedness activities is the same for all possible levels of clinical severity</th>
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<tbody>
<tr>
<td><strong>Category</strong></td>
<td><strong>Key Actions</strong></td>
</tr>
</tbody>
</table>
| Review Emergency Management Plan | Review your Emergency Management Plan (EMP), including:  
- pandemic planning arrangements  
- contact lists of staff, students, families, local services and DHHS Emergency Management coordinators  
- communication tree of key staff. | 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. |
| Influenza prevention | Promote basic hygiene measures within the school by:  
- 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.  
Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.  
Encourage staff to seek immunisation for seasonal influenza. | Regularly review, exercise and update plans.  
Communicate pandemic plans with staff. |
| Communications | Communicate personal hygiene messages to staff and students.  
Convey seasonal influenza messages as directed by DET. | |
| Travel advisories | Encourage staff and parents/carers to access the smartraveller website prior to international travel. | |
| Business continuity | Ensure currency of business continuity plan which:  
- 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

| Description - Sustained community person-to-person transmission detected overseas | Clinical severity |
|---|---|---|
| **Category** | **Key Actions** | **Low** | **Med** | **High** |
| Review Emergency Management Plan | In April, (or at the time of the overseas detection, if earlier):  
- 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):  
- prepare to enact pandemic response section of your EMP with stakeholders  
- prepare to activate Incident Management Team. | Apply | Not suggested | Apply |
| Hygiene measures | Continue to reinforce basic personal hygiene measures within schools including:  
- 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  
- educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs  
- ensure careful disposal of used tissues. | Apply | Apply | Apply |
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 or their inner elbow to prevent the spread of germs
• careful disposal of used tissues.
Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

| 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: | | Apply | Apply | Apply |
| • 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 | | \apply | Apply | Apply |
| • best practice hygiene practices | | \apply | Apply | Apply |
| • 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. | | Apply | Apply | Apply |
Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). | As required | Apply | Apply |
School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices). | | \apply | 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 | Ensure currency of business continuity plan which: | Apply | Apply | Apply |
| • 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. | | |

| RESPONSE STAGE - INITIAL ACTION | | |
| Description - Cases detected in Australia - information about the disease is scarce | | |
| Clinical severity | Low | Med | High |
| Category | Key Actions | | |
| Review Emergency Management Plan | In April, (or at the time of the overseas detection if earlier): | Apply | Apply | Apply |
| • ensure your 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. | | |
| Incident response | Enact your EMP.  
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 |  
Apply |  
Apply |  
Apply |  
Apply |
| Hygiene measures | Reinforce basic hygiene measures including:  
• 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.  
Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones. |  
|  | Apply |  
Apply |  
Apply |  
Apply |  
Not suggested |  
Apply |  
Apply |
| Communications | Follow and distribute information and advice from DET in accordance with instructions, including information about:  
• the local status  
• personal hygiene measures  
• containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.  
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.  
School Nursing Program nurses (or equivalent) may assist with information dissemination as directed. |  
|  | 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.  
Encourage staff who develop flu-like symptoms to:  
• Leave school immediately and seek medical attention  
• Stay away from school until completely well.  
Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.  
If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:  
• inform teachers of their obligations during school closures  
• for students at home, provide access to educational materials including online learning.  
Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers. |  
|  | Not suggested |  
Seek Advice |  
Seek Advice |  
Apply |  
Apply |  
Apply |  
Apply |
| Travel advisories | Encourage staff and parents/carers to access the smartraveller website prior to international travel. |  
|  | Apply |  
Apply |  
Apply |  
Apply |  
Apply |  
Apply |  
Apply |
| Business continuity | Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:  
• 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 |  
Apply |  
Apply |  
Apply |  
Apply |
| Governance and reporting obligations | Report confirmed incidents of influenza.  
You will be advised of any additional reporting requirements by DHHS. |  
|  | Apply |  
Apply |  
Apply |  
Apply |  
Apply |  
Apply |  
Apply |
<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
<th>Low</th>
<th>Med</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident response</td>
<td>Enact your EMP.</td>
<td>Apply</td>
<td>Not suggested</td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>Activate school Incident Management Team (IMT) to implement the organisation's response as appropriate to advice from the DET.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hygiene measures</td>
<td>Reinforce basic hygiene measures including:</td>
<td>Apply</td>
<td>Apply</td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>• provide students and staff with information about the importance of hand hygiene (more information is available at Better Health)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• provide convenient access to water and liquid soap and alcohol-based hand sanitiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• careful disposal of used tissues.</td>
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<tr>
<td></td>
<td>Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>Follow and distribute information and advice from DET in accordance with instructions, including information about:</td>
<td>Apply</td>
<td>Apply</td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>• the local status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• personal hygiene measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School Nursing Program nurses (or equivalent) may assist with information dissemination as directed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Containment strategies</td>
<td>The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.</td>
<td>Apply</td>
<td>Apply</td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>Encourage staff who develop flu-like symptoms during a pandemic to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• leave school immediately and seek medical attention</td>
<td>Apply</td>
<td>Apply</td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>• stay away from school until completely well.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fete.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances:</td>
<td>N/A</td>
<td>Seek</td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>• inform teachers of their obligations during school closures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• for students at home, provide access to educational materials including online learning.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel advisories</td>
<td>Encourage staff and parents/carers to access the smartraveller website prior to international travel.</td>
<td>Apply</td>
<td>Apply</td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>N/A</td>
<td>Seek</td>
<td>Apply</td>
</tr>
</tbody>
</table>
school will meet its duty-of-care obligations etc.

| Business continuity | Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:
|                     | • prioritising work functions to ensure adequate workforce availability to deliver education
|                     | • implementing contingency strategy, which may include employing replacement staff and/or modifying programs. |
| Governance and reporting obligations | Report confirmed incidents of influenza.
|                                  | You will be advised of any additional reporting requirements by DHHS. |

<table>
<thead>
<tr>
<th>RESPONSE STAGE - STAND DOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description - The public health threat can be managed within normal arrangements and monitoring for change is in place</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Actions</th>
<th>Clinical severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Containment strategies</td>
<td>Be aware that multiple waves of the virus may occur.</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Replenish PPE (if required).</td>
<td>N/A</td>
</tr>
<tr>
<td>Business continuity</td>
<td>Implement business continuity plans for resumption of full business capacity which may involve:</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>• restoring workforce capacity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• following procedures for re-opening of service (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• providing supports, including counselling (if required)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s).</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Utilise template letters if they are prepared by DET to communicate status of situation to staff and parents/carers, including any available supports.</td>
<td>As applicable</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Apply</td>
</tr>
<tr>
<td>Communications</td>
<td>Communicate the updated status of situation to staff and parents/carers including supports that may be available.</td>
<td>Apply</td>
</tr>
<tr>
<td>Travel</td>
<td>Continue to encourage staff and parents/carers to access the smatraveller website prior to international travel.</td>
<td>Apply</td>
</tr>
</tbody>
</table>
Cardinia Primary School Area Map

Legend

- Pedestrian Exit Points
- Off-Site Relocation Route
- On-Site Assembly Area
- Off-Site Assembly Area
- Emergency Services Access Point

Distance to Primary Off-Site Assembly Point: 20 metres
Estimated time to reach Primary Off-Site Assembly Point: 5 minutes
Distance to Secondary Off-Site Assembly Point: 400 metres
Estimated time to reach Secondary Off-Site Assembly Point: 15 minutes
14. Evacuation Diagram
Evacuation Procedures

- Line students up in an orderly fashion.
- If safe to do so, take your Essentials Box (including your class roll), any adrenaline auto-injection device (Epi-pen) and your mobile phone with you.
- Turn off any appliances, close windows, switch off the lights (if safe to do so) and shut the door upon exiting the room.
- Proceed to Emergency Assembly Area 1.
- Listen for any announcements indicating whether an alternative Emergency Assembly Area is being used. This may be done via the PA system, portable loud speaker or verbal message.
- At the Emergency Assembly Area take the roll and ensure all students are accounted for.
- Report to the Chief Warden any students who are missing or that all students are accounted for.
- Await further instruction from the Chief Warden and focus on the safety and well-being of the students.
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- Line students up in an orderly fashion.
- If safe to do so, take your Essentials Box (including your class roll), any adrenaline auto-injection device (Epi-pen) and your mobile phone with you.
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- Report to the Chief Warden any students who are missing or that all students are accounted for.
- Await further instruction from the Chief Warden and focus on the safety and well-being of the students.

In Case of Fire

- Remove persons from immediate danger.
- Alert nearby personnel and the Chief Warden, call 000.
- Can fine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- Extinguish or control the fire (if safe to do so).
Evacuation Procedures

- Line students up in an orderly fashion.
- If safe to do so, take your Essentials Box (including your class roll), any adrenaline auto-injection device (Epi-pen) and your mobile phone with you.
- Turn off any appliances, close windows, switch off the lights (if safe to do so) and shut the door upon exiting the room.
- Proceed to Emergency Assembly Area 1.
- Listen for any announcements indicating whether an alternative Emergency Assembly Area is being used. This may be done via the PA system, portable loud speaker or verbal message.
- At the Emergency Assembly Area take the roll and ensure all students are accounted for.
- Report to the Chief Warden any students who are missing or that all students are accounted for.
- Await further instruction from the Chief Warden and focus on the safety and well-being of the students.

In Case of Fire

R Remove persons from immediate danger.

A Alert nearby personnel and the Chief Warden, call 000.

C Contain fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.

E Extinguish or control the fire (if safe to do so).
School Evacuation Diagram

Legend:
- Exit Point
- Fire Extinguisher
- Shelter-in-place Area
- Evacuation Route
- Evacuation Route to Secondary Assembly Area
- You Are Here
- Fire Tanks (Water)
- Fire Hydrant
- Telephone
- Fire Blanket
- First Aid Kit

Emergency Assembly Area 1
Basketball Court

Emergency Assembly Area 2
Netball Court

Emergency Assembly Area 3
Cardinia Hall

Emergency Assembly Area 4
Cardinia Recreation Reserve
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 Special 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.

<table>
<thead>
<tr>
<th>Special Need Category</th>
<th>Number of staff</th>
<th>Number of Students</th>
</tr>
</thead>
</table>
PART 2 - EMERGENCY PREPAREDNESS
17. Risk Assessment

The risk assessment is printed separately and should be included with the printed Plan.
# 18. Risk Assessment

This table lists the identified threats and hazards to our school, assessment of the risks associated with those threats and hazards and how we reduce their impact.

<table>
<thead>
<tr>
<th>Identified Hazards</th>
<th>Description of Risk</th>
<th>Current Risk Control</th>
<th>Risk Rating (Refer to DHS Risk Management Procedure)</th>
<th>Treatments to be Implemented</th>
<th>Revised Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushfires</td>
<td>Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.</td>
<td>Ensure Emergency Management Plan is up-to-date. Check CFA website for alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis.</td>
<td>Consequence: Severe Likelihood: Rare Risk Level: Medium</td>
<td>Liaise with local CFA to determine potential controls (e.g. clearing trees, building safety etc.).</td>
<td></td>
</tr>
<tr>
<td>Grassfires</td>
<td>Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.</td>
<td>Ensure Emergency Management Plan is up-to-date. Check CFA website for alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Keep school grounds well maintained.</td>
<td>Consequence: Severe Likelihood: Medium Risk Level: Medium</td>
<td>Liaise with local fire services to determine potential controls (e.g. clearing trees, building safety etc.).</td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss.</td>
<td>Ensure fire services equipment (fire hose reels, fire extinguishers and fire blankets) are tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of. Fire tanks available on the school grounds.</td>
<td>Consequence: Major Likelihood: Unlikely Risk Level: Medium</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Cardinia Primary School*
<table>
<thead>
<tr>
<th>1. Identified Hazards</th>
<th>2. Description of Risk</th>
<th>3. Current Risk Control</th>
<th>4. Risk Rating (Refer to OHS Risk Management Procedure)</th>
<th>5. Treatments to be Implemented (Measures to be taken by our school to eliminate or reduce impact of the risk)</th>
<th>6. Revised Risk Rating (After Implementing Treatments)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intruders/Personal Threat</strong></td>
<td>Risk of physical or psychological injury to staff, students or visitors if threatened or physically assaulted by an intruder. Risk of property damage.</td>
<td>Ensure any visitors/contractors sign in through the Office when they first arrive.</td>
<td>Consequence Moderate Risk Level Medium</td>
<td>Consequence Moderate Risk Level Medium</td>
<td>Possible Risk Level Medium</td>
</tr>
<tr>
<td><strong>Earthquake</strong></td>
<td>Risk of death/injury. Risk of property damage or property loss.</td>
<td>Ensure Emergency Management Plan is up-to-date. Training to staff and students in emergency response to procedures during an earthquake (e.g. drop, cover and hold).</td>
<td>Consequence Major Risk Level Medium</td>
<td>Consequence Major Risk Level Medium</td>
<td>Possible Risk Level Medium</td>
</tr>
<tr>
<td><strong>Bomb Threat</strong></td>
<td>Risk of physical or psychological injury to staff, students or visitors.</td>
<td>Ensure Office phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis.</td>
<td>Consequence Severe Risk Level Medium</td>
<td>Consequence Severe Risk Level Medium</td>
<td>Possible Risk Level Medium</td>
</tr>
<tr>
<td><strong>School Bus Accident/Vehicle Incident</strong></td>
<td>Risk of death/injury.</td>
<td>Staff monitor all gates to ensure parents meet students and accompany them to their vehicle. Newsletter regularly reminds parents to remain vigilant around the car park area. Education for students in road and traffic safety as part of the curriculum. Staff carry mobile phones on excursions.</td>
<td>Consequence Major Risk Level High</td>
<td>Consequence Major Risk Level High</td>
<td>Possible Risk Level High</td>
</tr>
<tr>
<td><strong>Pandemics and Communicable Diseases</strong></td>
<td>Risk to health and possible death (in extreme cases).</td>
<td></td>
<td>Consequence Severe Risk Level High</td>
<td>Consequence Severe Risk Level High</td>
<td>Possible Risk Level High</td>
</tr>
<tr>
<td>1. Identified Hazards</td>
<td>2. Description of Risk</td>
<td>3. Current Risk Control</td>
<td>4. Risk Rating (Prior to on-site risk)</td>
<td>5. Treatments to be Implemented (After implementing treatments)</td>
<td></td>
</tr>
<tr>
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<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Major Medical Emergency</td>
<td>Risk to health and possible death.</td>
<td>Complete the Student Activity Leader.</td>
<td>Consequence: Major</td>
<td>Likelihood: Medium</td>
<td>Risk Level: Medium</td>
</tr>
<tr>
<td>Hazardous Substance Release (Inside and Outside School Grounds)</td>
<td>Risk of exposure to certain liquids or gases that may be hazardous to health.</td>
<td>Complete the student’s evacuation drill.</td>
<td>Consequence: Major</td>
<td>Likelihood: Medium</td>
<td>Risk Level: Medium</td>
</tr>
<tr>
<td>Off-site Emergencies</td>
<td>Risk of injury to staff and students in the event that an emergency occurs off-site at an excursion, professional development day, camp, or other off-site activity.</td>
<td>Ensure staff and students are educated about the need to cover their mouths to prevent the spread of germs.</td>
<td>Consequence: Major</td>
<td>Likelihood: Unlikely</td>
<td>Risk Level: Medium</td>
</tr>
</tbody>
</table>

Risk Management Procedure:
- Immunization certificate required as part of enrollment process;
- Medications and health treatment facilities available to all students and staff;
- Staff aware of emergency procedures.

Preparation of Student Alerts for Students with allergies and other medical conditions.
- Complete annual first aid training.
- Staff aware of emergency procedures.

Ensure Emergency Management Plan is up-to-date.
- Appropriate Medical Safety Data Sheets.
- Chemical Register up-to-date.
- Emergency gas systems on site.
- Nurse on emergency evacuation drill.

List with local CFA to determine potential controls (e.g., clearing trees, building safety, etc.).