

Emergency Management Plan Policy & Procedures

Birali Steiner School
Lot 2, 670 Beachmere Road
Beachmere, Qld 4510



Emergency Management Policy & Procedures

Purpose: The purpose of this Emergency Management Policy & Procedures (EMP&P) is to provide details of how Birali Steiner School will prepare for and respond to emergency situations.		
Scope: This EMP&P applies to all staff, children, visitors, contractors, and volunteers at Birali Steiner School.		
Status: Authorised	Supersedes: Emergency Management Plan Version 20220422	
Authorised by: Principal	Date of Authorisation: 16.08.2023	Policy Owner: School Principal
References:	<ul style="list-style-type: none"> • Work Health and Safety Regulation 2011 	
Definitions	<ul style="list-style-type: none"> • IMT – Incident Management Team • Emergency Control Point - An Emergency Control Point is a designated location within, or in close proximity to the building from where the Chief Warden will direct all emergency control operations during a period where an incident impacts on, or could have an impact on, the safety and wellbeing of building occupants 	
Review Period: Annually	Next Review Date: Aug 2024	

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Policy

Requirements

There are specific additional requirements that form part of this policy & procedures document.

Moreton Bay Regional Council requirements as detailed below, to be contained in this EMP&P.

MBRC Requirements:

- *Prepare and make available on site a site-specific emergency management procedure manual. The manual is to outline roles and responsibilities, evacuation routes (where applicable) and management actions to manage the safety of all occupants on the site during a major flood and/or storm tide event.*
- *Make available to all School employees and students the procedure manual including their roles and responsibilities during a major flood and/or storm tide event.*
- *Regularly review and update the manual where appropriate to ensure consistency with Council's disaster management planning for Caboolture.*

Policy Statement

Birali Steiner School understands the importance of preparing and implementing emergency management procedures.

As such, Birali Steiner School will ensure:

- Risk assessments are conducted and reviewed annually to identify potential emergencies such as bush fire and flood.
- Emergency evacuation procedures are reviewed in line with the risk assessments.
- Training is provided to all staff on all emergency management procedures.
- Regular rehearsals for evacuations and lock downs are performed and recorded on a log by Administration staff.
 - Rehearsals of evacuations and lock downs will be done alternating each term.
 - Record of the drill is recorded and saved in the password protected cloud storage by the school administration staff.
 - Staff are asked to provide feedback on evacuation and lock down rehearsals to assist with improvement in the procedures. This feedback will be recorded in the log.
 - Modifications to this Policy and Procedures are made if deemed necessary.
- Emergency Evacuation Plans are mounted at every external exit door and a sample is included in this Emergency Management Policy & Procedures, with all other rooms located in Sharepoint with this EMP&P.
- Staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Emergency equipment is tested by a licensed contractor as per legislated time frames.
- All emergency contacts listed within the policy are kept up to date.
- Staff members have ready access to an operating telephone (landline &/or mobile), to enable immediate communication to and from parents and emergency services.

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Emergency contacts

In an emergency requiring **Police, Ambulance and QFES (Qld Fire & Emergency Services)** attendance call **000**.

Our Birali Steiner School contacts

Key Roles	Name	Phone
Attendance Reports (school phone)	Reception	0412 014 165
First Aid Officers	Reception	0412 014 165
WHS Representatives	Chloe Ann Francis Beck Walker	0416 823 332 0434 675 676
Bulk Messaging System Operator (eg SMS/School Stream)	Reception Emma Wallace	0412 014 165 0411 330 347
School Board Chair	Joan Weir	Refer to Principal
Security Alarm System Monitoring	ABC Alarms	07 3849 1939

Local/other organisations contacts

	Phone
Police Station - Caboolture	(07) 5490 0555
Hospital/s - Caboolture	(07) 5433 8888 New Satellite Hospital – (07) 5433 7555
Poisons information Hotline	131 126
Fire Station - Caboolture	(07) 5498 3347
Planned Burn Advice (Smoke Hazards)	(07) 3622 3722
Gas Mains	None on site
Electricity Supply	Energex - (07) 3664 4000 / Retailer AGL
Water Supply	Unity Water - 1300 086 489
Facility Plumber	Mr Loo (Ludo) - 0431 348 571
Facility Electrician	Tripped Out Electrical – Chris – 0422 631 063
SES (flood, storm and earthquake)	13 25 00

Staff are encouraged to install the **Emergency Plus app** on their phone. The app provides a range of contacts for emergency situations – 000, SES & Police - and also provides your current location using Latitude & Longitude to enable emergency services to find you easier.

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Internal Phones

Room/Contact	Dial #
Reception	101
Chloe Ann - Principal	102
Beck W – Business Manager	107
Fran – Pedagogical Coord	108
Pippi Room (Classroom 1)	201
Class 1 (Classroom 2)	202
Class 2 (Classroom 3)	203
Music/Library (Classroom 4)	204
Class 3/4 (Classroom 5)	205
Class 5/6 (Classroom 6)	206
Fiona (Withdrawal 1)	111
Wellbeing (Withdrawal 2)	112
Science	301
Manual / Visual Arts	302
Rental Classroom	303

Incident Management Team contact details

IMT Role/Activities	Primary Contact		Back Up Contact	
Chief Warden	Name	Chloe Ann Francis	Name	Beck Walker
	Phone/Mobile	0416 823 332	Phone/Mobile	0434 675 676
Planning tasks will be performed by:	Name	Beck Walker	Name	Chloe Ann Francis
	Phone/Mobile	0434 675 676	Phone/Mobile	0416 823 332
Operations Warden tasks will be performed by:	Name	Beck Walker	Name	Emma Wallace
	Phone/Mobile	0434 675 676	Phone/Mobile	0411 330 347
Communications tasks will be performed by:	Name	Reception	Name	Emma Wallace
	Phone/Mobile	0412 014 165	Phone/Mobile	0411 330 347
Classrooms Warden tasks will be performed by:	Name	Fran Meyer	Name	Lauren Coco
	Phone/Mobile	0466 845 332	Phone/Mobile	0431 032 903
First Aid tasks will be performed by:	Name	Reception	Name	Alix Hatfield
	Phone/Mobile	0412 014 165	Phone/Mobile	0423 919 812
Grounds & Maintenance	Name	Dave Milway	Name	Beck Walker
	Phone/Mobile	0405 828 135	Phone/Mobile	0434 675 676

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Incident Management Team (IMT) Responsibilities

Chief Warden		
Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> ✓ Maintain current contact details of IMT members. ✓ Conduct regular exercises/drills. ✓ Ensure our emergency response and recovery procedures are kept up to date. ✓ Ensure staff on the IMT are aware of their responsibilities. 	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations. ✓ Organise debrief with the IMT and, where appropriate, with any attending emergency service. ✓ Ensure recovery activities are considered and implemented as required. ✓ Complete the Post Emergency Record. ✓

Planning

Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> ✓ Assist the Chief Warden ✓ Identify resources required. ✓ Participate in emergency exercises/drills. 	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ Collect and evaluate information relating to the emergency. ✓ Identify recovery needs and develop a recovery plan (if required).

Operations Warden

Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> ✓ Regularly check and report on deficiencies of emergency equipment and kits. ✓ Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas. ✓ Participate in emergency exercises/drills. 	<ul style="list-style-type: none"> ✓ 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 area and ensure that the Chief Warden is notified. ✓ Direct the Classrooms Wardens to check the area for any abnormal situation. ✓ Commence evacuation if the circumstances on the area warrant this. ✓ Control the movement of people. ✓ Co-opt persons as required to assist the Wardens during an emergency. ✓ Confirm that the Warden's 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. 	<ul style="list-style-type: none"> ✓ Compile report of the actions taken during the emergency for the debrief.

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Communications		
Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> ✓ Assist the Chief Warden ✓ Attend training in the use of the service's communication system as appropriate. ✓ 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. 	<ul style="list-style-type: none"> ✓ 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, children and parents as required. ✓ At the direction of the Chief Warden provide instruction and information to the staff member responsible for bulk messaging as required. ✓ Keep a log of events that occurred during the emergency. ✓ Act as directed by the Chief Warden. 	<ul style="list-style-type: none"> ✓ Contact parents as required. ✓ Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.

Classrooms Warden		
Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> ✓ Ensure staff are aware of the emergency response procedures. ✓ Participate in emergency exercises/drills. 	<p>Persons selected to perform as Classrooms Warden will carry out activities as set out in the emergency response procedures and as directed by the Chief Warden.</p> <p>Activities may include the following:</p> <ul style="list-style-type: none"> ✓ 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 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 Area Warden on their completion. ✓ Act as directed by the Chief Warden. 	<ul style="list-style-type: none"> ✓ Compile report of the actions taken during the emergency for the debrief.

Staff trained in first aid

Most staff at Birali Steiner School have current Frist Aid training. A record is saved in the password protected cloud storage by the school administration staff and a hard copy list is kept in the first aid room.

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Emergency Response Procedures

A. On-site evacuation/relocation procedure

When it is unsafe for children, staff and visitors to remain inside the facility, the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine whether it is safe to do an on-site evacuation or whether it is necessary to do an off-site evacuation.
- Alert/announce evacuation by either:
 - using the megaphone siren in short bursts while speaking in to the microphone; &/or
 - sending quick/short SMS to staff group – eg. Evacuate – On-site
- Provide instructions by either:
 - using the megaphone; or
 - sending a messenger from Admin to each room; or
 - calling the classroom and/or Teachers mobile phones; or
 - yelling across the school common loud enough to ensure all rooms can hear
- All head counts for students are conducted prior to evacuation.
 - The Prep children will assemble at the main gate if outside, or at the sliding door if inside. This is where a head count will be conducted. The main gate is not usually locked, however the subsidiary gates may be. The Prep staff will carry a gate key on their person at all times.
 - Primary & High School students will be gathered in-place and a head count conducted promptly.
- Teaching/Classroom Staff will bring with them the class roll if in the classroom, or if outside and the classroom is safe to enter and nearby. Prep staff will also bring emergency medications and medical management plans located in the medical lock box.
- Staff will direct/escort visitors and children to the assembly point (Sports Field opposite Hall), ensuring all children/students are appropriately supervised.
- Operations and Classroom Warden(s) will complete a check of all rooms including bathrooms and other areas to ensure all children and adults have evacuated .
- Admin Staff will bring with them a bag filled with:
 - Lists of people onsite – print out emergency report from FACTS SM
 - First Aid room supplies:
 - Small First Aid Kit / Duty Bag
 - Emergency Medications (including school EpiPen and Ventolin)
 - Medical Minimisation Plans Folder/s
 - Clipboards containing lists of First Aid trained staff, medical conditions and allergies
- Once at the assembly point, Admin staff to work with Teaching Staff to check all children, staff and visitors are accounted for, using the class rolls/emergency report.
- The Chief Warden will ensure communications with emergency services is maintained.
- Wait for emergency services to arrive to provide further information.
- Seek advice from the School Principal if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

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Actions after on-site evacuation/relocation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Confirm with emergency service personnel that it is safe to return to normal operations. If deemed unsafe to return to the building, parents will be notified to come and pick their child up. Staff will adequately supervise until all children have been collected.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- If returning to regular activities, staff must ensure all students are supervised and upon return to the classroom, a further head count is done to ensure all students have returned.
- Print and issue parent notice letters as appropriate.
- 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 form.

B. Off-site evacuation procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, staff and visitors to.
- Alert/announce evacuation by either:
 - using the megaphone siren in short bursts and speaking in to the microphone; &/or
 - sending quick/short SMS to staff group – eg. Evacuate – Off-site
- Provide instructions by either:
 - using the megaphone; &/or
 - sending a messenger from Admin to each room; or
 - calling the classroom and/or Teachers mobile phones; or
 - yelling across the school common loud enough to ensure all rooms can hear
- All head counts for students are conducted prior to evacuation.
 - The Prep children will assemble at the main gate if outside, or at the sliding door if inside. This is where a head count will be conducted. The main gate is not usually locked, however the subsidiary gates may be. The Prep staff will carry a gate key on their person at all times.
 - Primary & High School students will be gathered in-place and a head count conducted promptly.
- Teaching/Classroom Staff will bring with them the class roll if in the classroom, or if outside and the classroom is safe to enter and nearby. Prep staff will also bring emergency medications and medical management plans located in the medical lock box.
- Teaching/Classroom staff will manage any traffic mitigation required on approach and once the assembly point is reached. Classroom staff will walk closest to the road ensuring all children are kept within a safe distance of the street. If required to cross Beachmere Road, Staff will safely stop the flow of traffic in both directions and form a safe passage for the students and visitors to cross.
- Staff will direct/escort visitors and children to the assembly point, ensuring all children/students are appropriately supervised.
- Classrooms Wardens will complete a check of bathrooms and other areas to ensure all children are accounted for.

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- Admin Staff will bring with them a bag filled with:
 - Lists of people onsite – print emergency report from FACTS SM
 - First Aid room supplies:
 - Small First Aid Kit / Duty Bag
 - Emergency Medications (including school EpiPen and Ventolin)
 - Medical Minimisation Plans Folder/s
 - Clipboards containing lists of First Aid trained staff, medical conditions and allergies
- Once at assembly point, check all children, staff and visitors are accounted for using the class rolls and Emergency Report.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Seek advice from School Principal if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Confirm with emergency service personnel that it is safe to return to normal operations. If deemed unsafe to return to the building parents will be notified to come and pick their child up. Staff will adequately supervise until all children have been received.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- If returning to regular activities, staff must ensure all students are supervised and upon return to the classroom, a further head count is done to ensure all students have returned.
- Print and issue parent notice letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form.

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C. Lock-down procedure

When an external and immediate danger is identified, and it is determined that the children should be kept securely inside the building the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Alert/announce lockdown & provide instructions by either:
 - using the megaphone siren in long bursts (do not use this option if it is likely to aggravate an onsite intruder); &/or
 - sending quick/short SMS to staff group – eg. Lockdown - Lock Doors, Under Desks; &/or
 - sending a messenger from Admin to each room if safe to do so; &/or
 - calling the classroom phone and/or Teachers mobile phones; &/or
 - yelling across the school common loud enough to ensure all rooms can hear if safe to do so

Alert all persons on site - **instruct them to close internal doors and windows, remain in classroom, sit below window level - ideally under tables or desks**

- Admin staff are to secure the staff room and office and go in to either the bathroom, First Aid room or the comms/storeroom while monitoring the situation. The comms/store room has the viewing of the external camera footage which will enable monitoring of movements if there is an outside intruder.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Main entrances monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- If it is safe to do so, have staff member wait at the main entry to the facility to guide emergency services personnel.
- Seek advice from your Principal if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations and the Chief Warden will send notification to all buildings of the ability to return to regular operations. If deemed unsafe to return to regular operations, parents will be notified, and safe collection will be arranged under the guidance of the emergency services personnel and Principal. Staff will adequately supervise until all children have been received.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form

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Emergency Events

Building Fire

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Chief Warden, call 000.



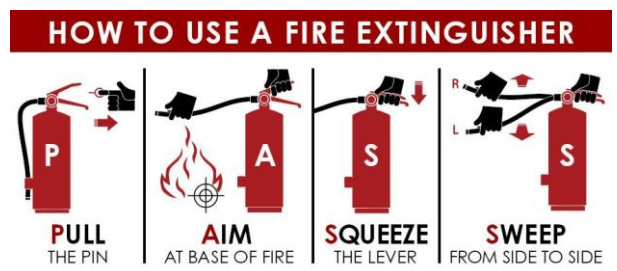
Confine fire and smoke. Close windows and doors (if safe).
Keep low, under the smoke.



Extinguish or control the fire (if safe to do so).

- Call **000** for emergency services and seek and follow advice.
- If appropriate, follow the procedure for [on-site evacuation](#).
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Extinguish the fire - only if safe to do so – **do not fight the fire if the following conditions exist:**
 - You have not been trained or instructed in using a fire extinguisher
 - You do not know what's burning
 - The fire is spreading rapidly or may block your means of escape
 - You don't have the proper equipment
 - You might inhale toxic smoke
 - Your instincts tell you not to do so
 - **If the first attempts to put out the fire do not succeed, evacuate the building immediately**

- Methods of operation of fire-fighting equipment
 - Select appropriate extinguisher for type of fire
 - Pull pin from squeeze handle
 - Test extinguisher by squeezing handles briefly
 - Approach fire aiming nozzle at base of fire
- Assemble children, staff and visitors at your nominated on-site evacuation point/s.
- Classrooms Wardens will check rooms have been evacuated and close all doors and windows, if safe to do so.
- Check that all children, staff and visitors are accounted for.
- Staff to take their Class Rolls and ensure the safe evacuation of all occupants from the building, checking toilets, storerooms and school grounds
- Seek advice from your Principal if required.
- Contact parents as required.



Note: It is important to close doors to reduce the possibility of the fire spreading. Most windows at Birali are fitted with steel insect screens that should minimise embers entering rooms. Where possible, closing the windows reduces smoke inside the rooms.

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Bushfire

Prepare school for bushfire season to prevent possible risks – see risk assessment.

- 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.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If [on-site](#) or [off-site](#) evacuation is required and time permits before you leave:
- Make sure you close all doors and windows
- Turn off power, where safe to do so.
- Check that all children, staff and visitors are accounted for.
- Staff to take their Class Rolls and ensure the safe evacuation of all occupants from the building, checking toilets, storerooms and school grounds.
- Listen to local radio (101.50 FM) for bushfire/weather warnings and advice.
- Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Seek advice from School Principal if required.
- Contact parents as required.
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Note: It is important to close doors to reduce the possibility of the fire spreading. Most windows at Birali are fitted with steel insect screens that should minimise embers entering rooms. Where possible, closing the windows reduces smoke inside the rooms.

Intruder

- **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 [on-site](#) or [off-site](#) **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation should only be considered if safe to do so.
- Seek advice from school principal if required.
- Contact parents as required.

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Bomb/substance threat

If a suspicious object is found or the threat identifies the location of a bomb

Immediate response:

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden
- Do not approach, touch, tilt or tamper with the object.
- Evacuate the facility and:
 - Ensure children and staff are not directed past the object
 - Check that all children, staff and visitors are accounted for
 - Restrict all access to the site and ensure there are no barriers inhibiting access by police or emergency services
- Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify the Principal and seek advice if necessary.
- Await 'all clear' advice from police before returning to buildings to resume normal activities.

If a bomb/substance threat is received by telephone:

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for emergency services on a separate phone
 - notify the Chief Warden
- Fill out the bomb threat checklist provided in this EMP&P to record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls. Listen carefully for a full description and take note of:
 - gender of caller
 - age of caller
 - accents or speech impediments
 - background noises
 - words/voices of people in the background (gender, age, accents, speech impediments)
 - key phrases used
 - whether the threat is automated/robotic/taped/recorded
- Ask the caller:
 - where exactly is the bomb/substance located?
 - what time will the bomb explode/the substance be released?
 - what will make the bomb explode/how will the substance be released?
 - what does the bomb look like?
 - what kind of device/substance is it?
 - who put the bomb/substance there? Why was it put there?
 - what kind of substance is it (gas, powder, liquid)? How much is there?
 - where are you? Where do you live?
 - what is your name? What are your contact details?
- Once the call is finished:
 - Immediately:
 - inform the Chief Warden if this has not yet been done
 - call 000 to report the threat to police if this has not yet been done – use a different telephone line or mobile phone

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- clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated above
- Ensure all of the caller information has been written down and provided to police on arrival
- Notify your School Principal.

If a bomb/substance threat is received by mail:

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in the *Evacuation* section above.

If a bomb/substance threat is received electronically via email or website

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in the *Evacuation* section above.

If you are at the immediate site of an explosion:

- Direct staff to shelter children under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in the *Evacuation* section above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
 - Move children away from windows and glass doors or other potentially hazardous areas
 - Use caution to avoid debris that could be hot or sharp
 - Call 000 for emergency services and seek and follow advice
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

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TELEPHONE BOMB THREAT CHECKLIST

March 2017

STAY CALM

DATE CALL RECEIVED: / /

TIME OF CALL:

TIME CALL ENDED:

EXACT WORDING OF THREAT

.....

.....

.....

Could you identify the caller's phone number?

DON'T HANG UP

KEEP THE CALLER TALKING

ASK THE CALLER

When is the bomb going to explode?

Where is the bomb?

What will make the bomb explode?

What kind of bomb is it?

What does the bomb look like?

Why did you place the bomb here?

Where are you now?

What is your name?

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:**

Emergency Management Policy & Procedures

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 children away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Safety Data Sheet.
- Seek advice from your School Principal if required.
- Contact parents as required

Severe Weather Event

- Call 000 if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
 - Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden
 - Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Follow the BOM warnings and advice.
- Seek advice from School Principal if required.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, or structural damage has occurred as a result of the storm.
- Contact parents as required.

Emergency Management Policy & Procedures

Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- Seek advice from your School Principal or if required.

If outside

Educators, will instruct staff and children 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

Educators, will instruct staff and children to:

- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
- DROP to the ground.
- Take COVER by getting under a sturdy table/desk 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.

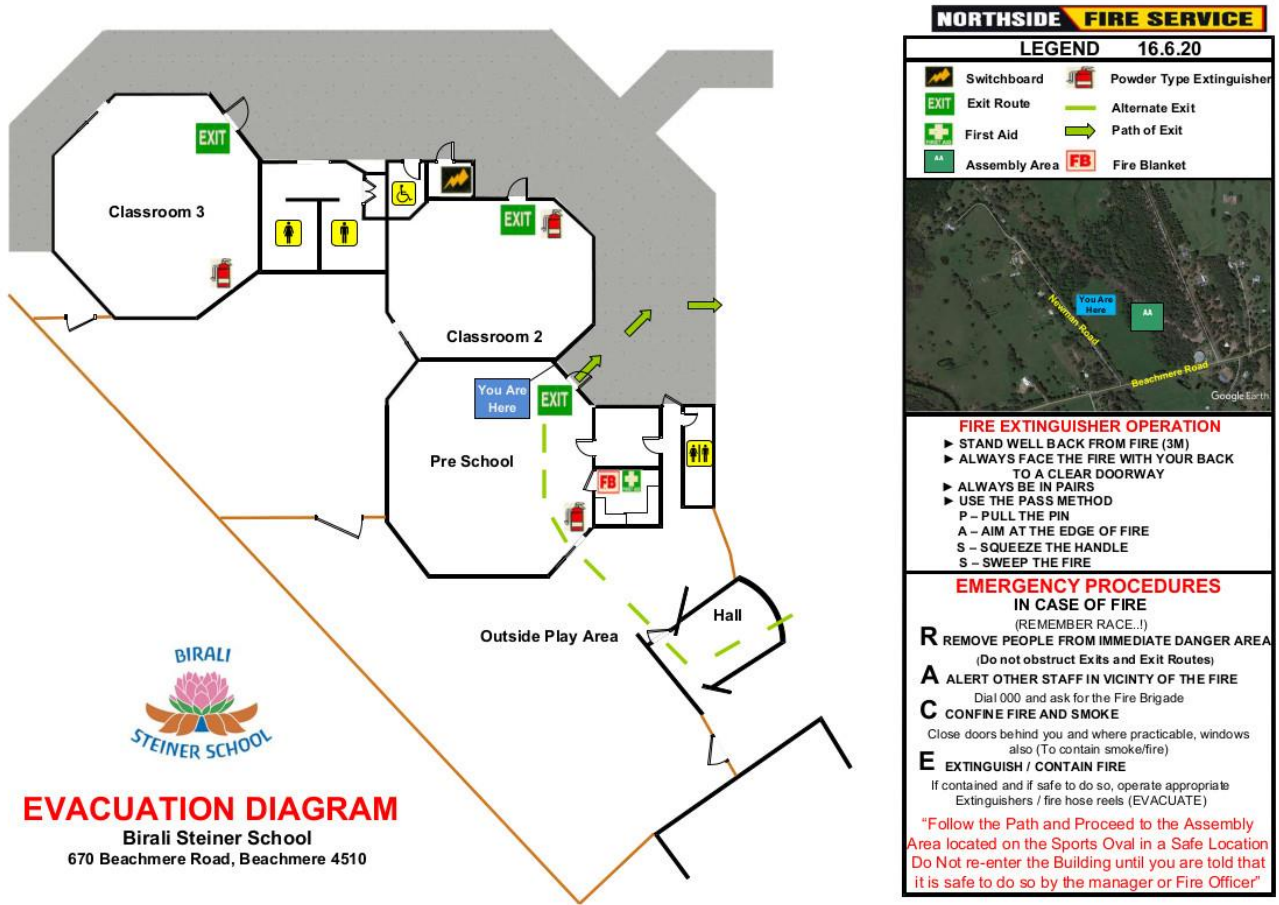
After the earthquake

- 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.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to 101.5 FM if you can and follow any emergency instructions.

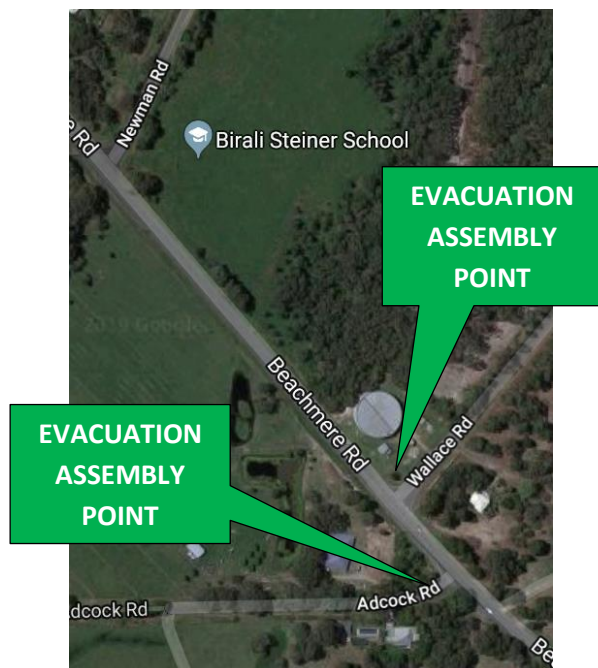
Emergency Management Policy & Procedures

Evacuation Maps

Each Room has it's own Evacuation Map. They can all be found on Sharepoint in the [Emergency Management Policy folder](#) for reference. Below is an example.



Off-site Evacuation Assembly Points:



Emergency Management Policy & Procedures

Risk Assessments

Likelihood	Risk Level Matrix				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
5 Almost Certain	M5	H10	H15	VH20	VH25
4 Likely	M4	M8	H12	H16	VH20
3 Possible	L3	M6	H9	H12	H15
2 Unlikely	L2	L4	M6	M8	H10
1 Rare	L1	L2	M3	M4	H5

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level (refer to matrix)	Elimination/control measures	Who	When	New Risk Level
Outdoor play	<p>Risk of Bushfire – Smoke Inhalation</p> <p>Child being separated from group</p>	Natural bushland at the school site provides a stronger connection and appreciation of plants and animals.	<p>Possible</p> <p>Moderate H9</p>	<p>Bring students indoors, close windows and doors</p> <p>Seek advice of school principal/Fire Warden</p> <p>Listen to TV or local radio for bushfire/weather warnings and advise</p> <p>Role checks ensure all children are present</p> <p>Teachers to closely monitor all children in their class</p>	All Staff	Evacuation at first signs of risk	<p>Possible</p> <p>Minor M6</p>
Indoor activities	Risk of Bushfire – Smoke Inhalation		<p>Possible</p> <p>Major H12</p>	<p>Students are to remain indoors, with windows and doors closed</p> <p>Seek advice of school principal/Fire Warden</p> <p>Listen to TV or local radio for bushfire/weather warnings and advise.</p> <p>Monitor students and staff for signs of breathing difficulties</p>	The Class Teacher is responsible for ensuring the safety of their students	Upon first signs of fire	<p>Unlikely</p> <p>Moderate M6</p>

Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
Indoor activities	Risk of Bushfire – students or teachers trapped inside buildings due to ember attack		Possible Major H12	<p>Implement building fire procedures before fire is close or at first signs of weather changes (e.g. wind)</p> <p>Buildings have high fire protection rating</p> <p>Keep areas close to buildings free from easily flammable materials</p> <p>Check for small spot fires and burning embers in gutters and under floors and buildings, on verandahs and decks, garden mulch, wood heaps or outside furniture</p>	Fire Warden or Class Teacher is responsible for safety of their students and staff	If bushfire threat increases	Rare Moderate M3
Bushfire	Risk of Bushfire – Spreading throughout property Threat to property		Possible Severe H15	<p>Clear debris from roof or gutters regularly</p> <p>Mow grass regularly Follow maintenance guidance in Bush Fires Assessment/MBRC Docs</p> <p>Remove excess flammable material like long dry grass, dead leaves and branches, woodpiles, paper, boxes, crates etc, as much as possible (particularly rear buildings)</p> <p>Protective clothing to be worn if near fire (long sleeved shirts, heavy jeans, boots, hat, gloves and smoke masks)</p> <p>An emergency kit including bottled water, battery operated radio, batteries, torch, first aid kit, towels, natural fibre blankets, fire extinguisher.</p>	Groundskeeper Everyone	All year round All times	Unlikely Major M8

Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
Bushfire	Risk of Bushfire – Emergency Services access impeded		Unlikely Severe H10	Ensure adequate access to school grounds Reduce vegetation along access route Maintain Fire Trail along boundary of property at bush areas	Groundskeeper	All year round	Rare
Fire Fighting	Risks involved with not having adequate fire-fighting equipment available or appropriate training		Possible Moderate H9	Equipment installed/available as per legislated requirements Regular testing by a certified contractor is conducted on equipment All fire equipment is kept in a prominent location and accessible in every building/classroom Annual Fire Extinguisher training required for all staff	Groundskeeper to ensure maintenance Business Manager to ensure annual training is completed	As legislated Annually and upon recruitment of new staff	Unlikely Moderate M6
All activities	Risk of Flooded Roads – Beachmere Rd, Bribie Island Rd, Bishop/Peel Rd – resulting in staff and students isolated at the school		Possible Moderate H9	Call parents on first alert (info from Caboolture Council) Evacuate school prior to road closures Have staff prepared to stay with the children not able to be collected or relocate them if unsafe to stay. Take Emergency Kit. Listen to TV or local radio for flood/weather warnings and advise http://www.bom.gov.au/fwo/IDQ65389/IDQ65389.540558.plt.shtml School buildings are above flood levels	Principal, Leadership Team	Monitor as soon as potential threat is known	Unlikely Minor L4

Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
Outdoor Play	Risk of Drowning – flooded areas and deep puddles due to high rainfall		Unlikely Moderate M6	Staff to supervise students at all times, or keep students in classrooms, if flood waters rise onto the school grounds or any ground water becomes deep Site assessment to be conducted after flood to ensure grounds are safe	The Class Teacher is responsible for ensuring the safety of their students	As rainfall increases and water levels rise	M6
All activities	Risk of Tidal Flooding		Possible Moderate H9	Become aware of forecasted tidal events including annual King Tide dates, heights and maps Queensland Tide Tables (bom.gov.au)	Principal Leadership Team	Before the event of Tidal Flooding	Rare Moderate M3
Evacuation	Risks involved with Evacuation - Specialist and Relief staff or Volunteers and Visitors being unaware of evacuation procedures		Possible Moderate H9	Signs on all exits to ensure all are able to see instructions when needed Ensuring all new staff and volunteers are inducted including this policy Refresher training for all staff Visitors are reminded to read and follow emergency and evacuation procedures while on site Staff are informed of any relief staff to make sure, in the event of evacuation or other emergency, a regular staff member is sent to assist if safe to do so	Leadership Team	At commencement of Employment /engagement and at least annually for training	Unlikely Moderate M6

Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
Evacuation	Risks involved with Evacuation – Children alarmed or not responding appropriately	Children following the evacuation procedures correctly and calmly will allow for quick and safe evacuation	Possible Moderate H9	Planned drills each term are conducted so children become familiar with the evacuation processes Teacher modelling appropriate and safe response to alarm Children are closely supervised and supported / comforted during evacuation	The Class Teacher is responsible for ensuring the safety of their students Chief Warden (Principal) is responsible for ensuring drills	During drills and incidents	Unlikely Minor L4
Evacuation	Risks involved with Evacuation – Someone is injured or has a physical response during an evacuation	Everyone, including any injured persons, will be safely evacuated	Possible Moderate H9	A pre-stocked emergency pack containing first aid materials will accompany first aid officers during evacuations Planned evacuation drills each Semester are conducted so children become familiar with the evacuation processes Teacher modelling on appropriate and safe response to alarm Children are closely supervised and supported / comforted during evacuation First Aid is offered to anyone involved	First Aid Officers Class Teachers Chief Warden (Principal)	Always stocked kit checked regularly	Unlikely Minor L4

Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
Phone Service/Access	Risks involved with losing landline phone connection	Ensuring the school can both receive and make phone calls to both emergency services, fellow staff and parents if needed	Possible Major H12	Ensure mobile phones are charged and accompany Admin Staff at all times during evacuation Staff are recommended to keep personal mobiles close by at all times.	All Staff	Always	Rare Minor L2
Electricity	Risks involved with losing power to school during an emergency	Ensuring the functioning of essential powered devices	Possible Insignificant L3	Pre-charge all devices such as mobile phones (there are not any essential powered devices other than phones/computer/internet)	All Staff	Always	Rare Insignificant L1
Severe Weather Event	Risk involved in storms or other severe weather – hail stones, flying projectiles, building materials		Possible Major H12	Before storm, store and secure loose items external to school buildings, such as play equipment, furniture and rubbish bins. Secure windows (close curtains and blinds) and external doors. Tape windows and glass entrances if necessary. Sandbags and boards may be used if required. During severe storm – students and staff are to remain in building and keep away from windows/glass	Groundskeeper Principal All Staff	When a suspected severe weather event is known	Unlikely Minor L4

Emergency Management Policy & Procedures

Emergency kit checklist

Our Emergency Kit Contains:	✓
Staff contact information	
Traffic/emergency safety vest	
Standard portable First Aid Kit.	
Torch with replacement batteries or wind up torch (batteries checked and charged)	
Whistle	
Portable battery powered radio (batteries checked and charged)	
Copy of EMP&P including evacuation routes	
Bottled water (use by date checked)	
Portable non-perishable snacks such as sultanas, dried fruits and energy bars (use by date checked)	
Sunscreen	
Plastic garbage bags	
Tissues, hand sanitiser & toilet paper	
Other	

Date Emergency Kit checked:	
Next check date:	

Emergency Management Policy & Procedures

Post Emergency Record Form

Area/Building/Room	
Date	
Time of Notification	
Name of Person receiving Notification	
Phone Number	
Details of Emergency	
Immediate Action	Chief Warden Notified: Y / N Time: Other staff Notified: Y / N Time: Emergency Services Notified: Y / N Time:
Major Activities	
Issues	Operational Debriefing Required? Y / N Person to organise: Date/Time: Confirmation of debrief Date & Time: Issues for follow up action:
Signature & Date	

Emergency Management Policy & Procedures

Letter to Parents Checklist:

Sample letter or phone message to families

Dear Families,

Today there has been an emergency situation at Birali Steiner School

TOPICS TO BE COVERED:

- ✓ At what time?
- ✓ What happened?
- ✓ What did children see?
- ✓ What staff were present?
- ✓ What emergency services were involved?
- ✓ The outcome of the event. Are any children or staff requiring treatment (names must remain confidential)?

Follow up:

- ✓ Will the service be operating tomorrow? How to get more information?
- ✓ Provide an emergency contact number for staff and families to keep updated.

It is important this information is written down prior to calling or providing information to families so a consistent message is delivered.