

Emergency Management Plan



**Freshwater
Creek**
Steiner School

Updates:

2023/2024 Fire Season

Aug 2023: Lockdown procedure updated

Feb 2024:

Site map updated with emergency access points, fire water access etc

Corrected the Fire Tank capacity

Room uses and room names standardised/simplified

Added Fire Danger Rating diagram

Added contact details of school on this page

Added updated site plan to end of document

Minor changes to syntax

School Number	1988
Person Responsible for this EMP	Gabby Brennan, Chief Fire Warden
Physical Address	52 McIntyres Rd Freshwater Creek Vic 3217
Contact Details	03 5264 5077 info@fwcss.vic.edu.au fwcss.vic.edu.au
DET Region	South Western Victoria
Fire District	Central
Is the school on the Bushfire- At-Risk Register?	Yes
Date Approved	Aug 2023
Version	21
Next Review Date	July 2024
File Name	Emergency Management Plan MASTER 0224

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PART 1 EMERGENCY RESPONSE

INTRODUCTION

Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Freshwater Creek Steiner School will prepare for and respond to emergency situations.

Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Freshwater Creek Steiner School (FWCSS).

Distribution

A copy of the FWCSS EMP has been distributed to all FWCSS staff members, contractors and registered volunteers. A copy of this plan is available on the FWCSS Website and in the School Office for parent review. In addition, the FWCSS EMP has been distributed to the following organisations:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Matt Gargett Chris Gore	CFA FWC Captain CFA Acting Commander		fwcfire@gmail.com
David Cross	Department Education and Training		
John Gibson	DET South Western Victorian Region		swvr@edumail.vic.gov.au
Aaron Riches	Officer in Charge Victoria Police - Torquay		torquay.uni@police.vic.gov.au
	QAR Regional Office		bsw.qar@edumail.vic.gov.au
Coles Bus lines	David Robe, Operations Manager		david@colescoaches.com.au

A full distribution list is included as **Appendix 14: Distribution List**

In an Emergency

Call

**Police,
Ambulance,
Fire Services**

000

Convene your

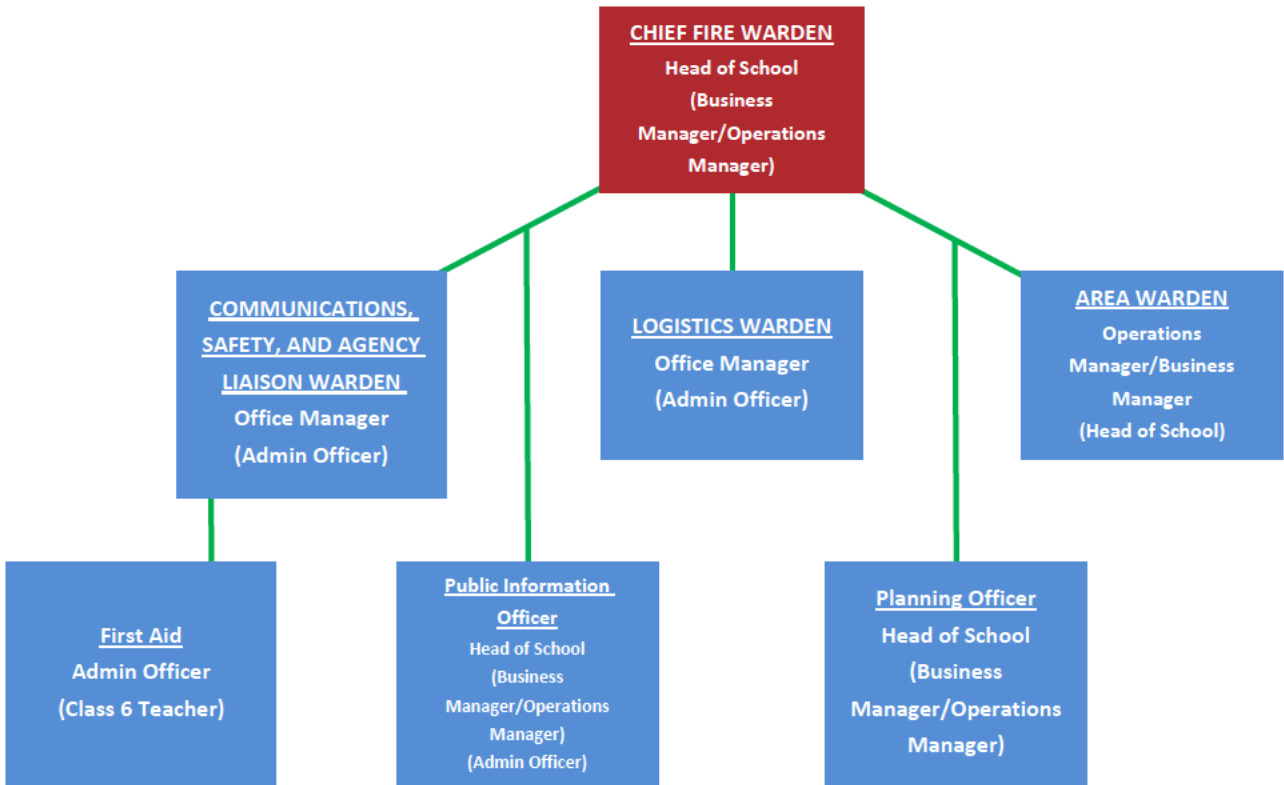
Incident Management Team

Emergency Contacts

Group	Phone Number
Police	000
Ambulance	000
Fire	000
Coles Bus lines (Coaches)	03 5243 8772
State Emergency Service (flood and storm)	13 2500
CFA Barwon – South West Area	5240 2700
Epworth Geelong Emergency Department	5271 7000
Geelong Hospital Emergency Department	4215 0100
Poisons Hotline	131126
Nurse on Call	1300 60 60 24
Surfcoast Medical Centre	9123 8455
Department of Human Services (Regional Office)	13 12 78 (after hours emergency) 5226 4540
Department of Human Services – Child Protection	1300 650 172 (Vic) 9096 0000 from mobile
EPA	1300 372 842
Snake removal — Darren Keiller	0425 751 706
Bee swarm removal — Craig Tucker	0418 525 772
DEECD Geelong Regional Office	5215 5136
DEECD Manager Ops and Emergency	1300 332 232
Emergency and Security Management Unit	9589 6266
Asthma Foundation	1800 278 462
Gas (Origin) 24 hour emergency	1800 808 526
Barwon Water	1300 656 007
Origin Energy	13 24 61
Surf Coast Shire Council	5261 0600
Steiner Education Australia	02 9411 2579
Independent Schools Victoria	03 9825 7200
Communicable Disease Epidemiology and Surveillance - DHHS (for info/notification of notifiable disease)	1300 651 160
DET Incident Support and Operations Centre (ISOC)	1800 126 126
Worksafe	132 360

2. Incident Management Team (IMT)

Brackets indicate staff member who will assume duties in the absence of the designated officer

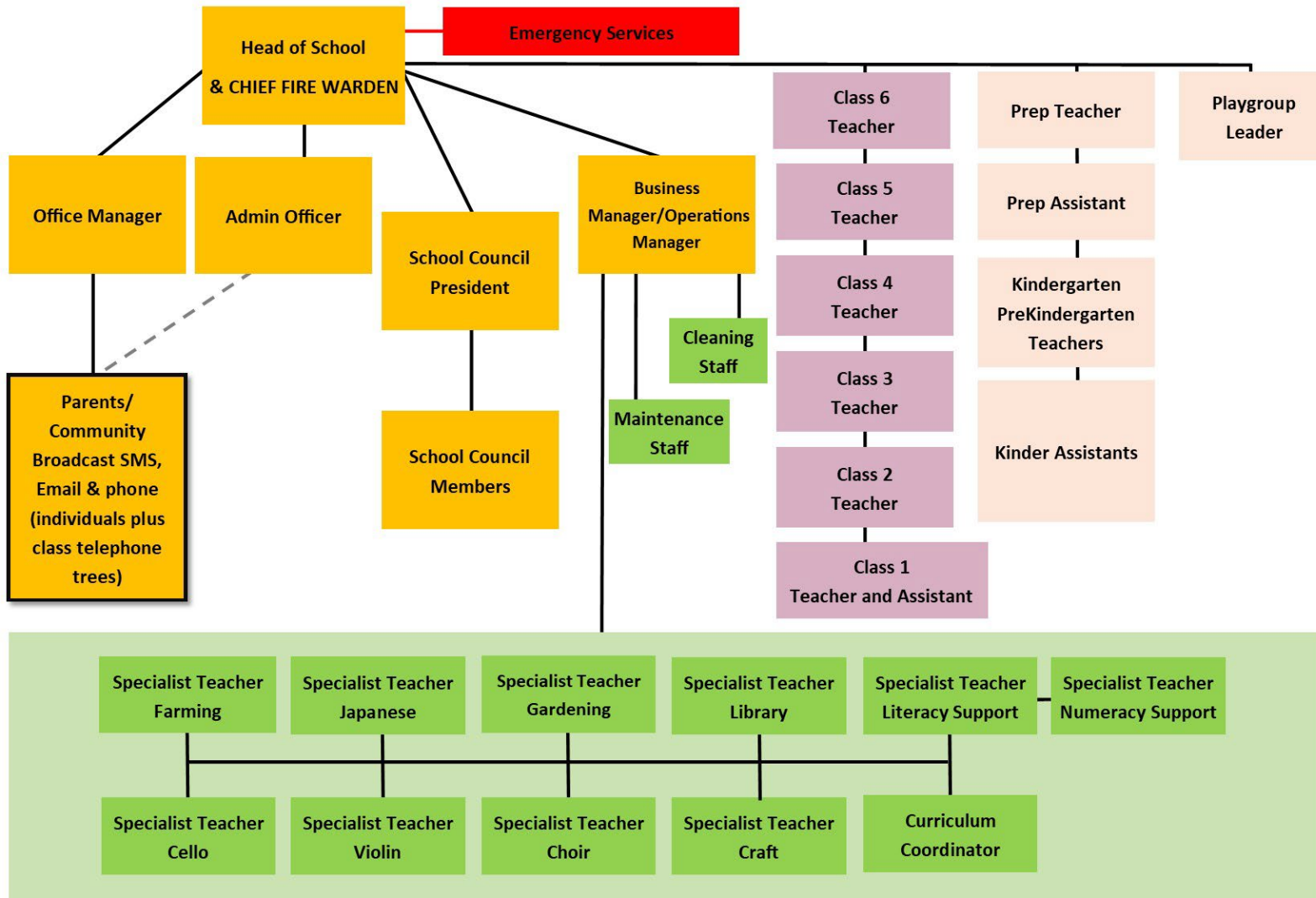


3. IMT Roles and Responsibilities

Role	Responsibilities	Name of Staff Member and Mobile Number
Chief Fire Warden RED HARD HAT	In charge of overall management of emergency situation	Gabby Brennan 0490 078 107 [REDACTED] (Emily Galang) [REDACTED] (Sarah Olliff) [REDACTED]
Communications, Safety and Agency Liaison Warden	Ensures all actions maintain and are conducted with a student safety focus. Assists with outside agencies requests for information and updates (in consultation with Chief Fire Warden).	Leanne [REDACTED] 0417 568 102 (Mandy Toohey) [REDACTED]

Role	Responsibilities	Name of Staff Member and Mobile Number
Public Information Officer	Responsible for handling media requests, outside information management.	Gabby Brennan 0490 078 107 [REDACTED] (Emily Galang) [REDACTED] (Leanne Mirams) [REDACTED]
Logistics Warden	Student care as it relates to school protocols and procedures, responsible for securing materials, resources, services and additional staff	Leanne Mirams [REDACTED] (Mandy Toohey) [REDACTED]
Area Warden	Ensure materials and resources are functioning and compliant so as to enable orderly processes in an emergency. Assist Logistics Warden in an emergency & to co-opt persons as required	Emily Galang [REDACTED] Sarah Olliff [REDACTED] (Gabby Brennan) 0490 078 107 [REDACTED]
Planning Officer	Collects and evaluates information related to development of incident/status of resources	Gabby Brennan 0490 078 107 [REDACTED] (Emily Galang) [REDACTED]
First Aid GREEN HARD HAT	Maintains kits and ensures resources are available. Administers & co-opts persons to administer first aid if required	Mandy Toohey [REDACTED] (Class 6 Teacher)

4. School Communication Tree



5. Staff Trained in First Aid

All FWCSS permanent class teachers and administration staff are trained in Level 2 First Aid, management of Anaphylaxis, and management of Asthma. Any teacher with a child with Diabetes in their class is trained in the management of Diabetes.

6. Emergency Response Procedures

In line with our Student Welfare Policy, FWCSS recognises the importance of being prepared and accepting responsibility for the welfare of students and visitors in the unlikely event of an emergency occurring during school hours.

Emergencies can include bushfire, grass fire, internal building fire, earthquake, chemical spill (from the nearby highway or industrial plant), gas leak, hostile people or criminal activity. While these events are unlikely, they are still possible at any time with grave consequences to student welfare if staff responses are not known and rehearsed.

In any such incident, it is very important that everyone keeps as calm as possible and students, staff and visitors IMMEDIATELY follow procedures and instructions of the Chief Fire Warden and class teachers to ensure the best possible level of safety and welfare for everyone. Likewise, all staff must remain calm, have maturity of judgment and command authority from students and others in their care.

In the case of Emergency Evacuation, Teaching Staff are expected to leave their vehicles on site and, supervise children on any buses that arrive to evacuate them. All teachers are required to remain with the body of children from the school until such time as they are discharged from responsibility by the Chief Fire Warden.

The FWCSS Emergency Management Plan aims to be consistent with advice provided by the Department of Education and Training (DET), Independent Schools Victoria (ISV), the Victorian Registration and Qualifications Authority (VRQA), and Country Fire Authority (CFA).

All emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24 hour Emergency and Security Management Branch on 03 9589 6266.

The Head of School/Chief Fire Warden receives warnings in real time about fires and hazardous materials, as well as severe weather alerts via the DET website: (<https://www.vic.gov.au/early-childhood-school-closures>). The Vic Emergency website and ABC radio 774, and Victorian Bushfire Information Line are also monitored.

Incidents which occur during or between school hours, during camps, excursions, involve the media or issues for potential negligence or legal liability must also be reported. All staff will be notified of these incidents via the School Communication Tree.

A copy of this current Emergency Management Plan and a map showing all assembly points and water tanks is attached to the gate of the school in a red Emergency Services Box to aid emergency services determine relevant strategy. This may help if an emergency occurs outside of school hours.

Emergency situations will call for one of the following actions;

- **Internal (onsite) Evacuation/relocation procedures:** keep everyone safe by removing them from immediate danger e.g. in the case of a small fire, internal gas leak or other threat or hazard confined

to a classroom. If required, take shelter in the 'Shelter in Place', closing all doors and windows.

- **External (offsite) Evacuation procedures:** keep everyone safe by removing them from immediate danger and evacuating them via bus to the most appropriate designated off-site assembly point e.g. if directed by CFA in the case of a threatening fire.
- **Lockdown procedures:** keep everyone safe by keeping them inside, away from danger. e.g. in response to an emergency such as a hazardous smoke emission from a nearby factory fire, severe weather event or intruder in the school.
- **Lockout procedures:** keep everyone safe by excluding students and staff from buildings for their safety e.g. a gas leak in a classroom.

6.1 Internal Evacuation Procedure

Internal Evacuation is initiated when the school faces an emergency, such as:

- An internal fire threat;
- A significant gas leak or hazardous material threat;
- External, but not yet critical, fire threat; or
- Hidden intruder with malicious intent (alternative to Lockdown)

Where the population of the campus needs to be brought together to assess the current situation, to monitor the safety of all individuals, and also to jointly prepare to assemble in the Shelter In Place Rooms and then participate in an orderly External Evacuation procedure if initiated by Chief Fire Warden.

1. Internal evacuation will be signalled by **beeps** of the megaphone/siren with intermittent short break (“beep beep beep _____beep beep beep”), along with repeated verbal instructions to evacuate to the cement slab, (B).
2. In this emergency situation, the aim is to get everyone out of the school buildings and assembled in a safer place in the open field marked by an ‘Assembly Point’ at B. In the event that the Chief Fire Warden considers this area or the situation unsafe, the assembly area will be North-Western corner of the main carpark, near roundabout (C). All assembly points are clearly signposted. From here students would be instructed to proceed to (A), the Shelter In Place Rooms, or to (C), the bus queue area, in extreme cases.
3. Chief Fire Warden will call 000 and notify the emergency services of the details of the emergency and if necessary direct a staff member to the school entrance to direct unit to site of emergency.
4. Logistics Warden to take the emergency supply kit, visitors’ register and emergency contact list to the safer area.
5. Students must follow teacher’s instructions.
6. All bags to be left in the classroom.
7. Teacher to take student roll book, individual students’ Medipacks , and ensure students remain calm.
8. Class teacher to close all doors and windows and turn off lights, air conditioning and heating if time permits.
9. All rooms are to be evacuated in an orderly fashion and children to gather in the designated assembly area in class lines and sit down.
10. Each class teacher will MARK the roll.
11. The Logistics Warden will check the visitors’ register and account for all visitors/contractors.
12. If any people are unaccounted for, this must be reported to the Chief Fire Warden immediately. The Chief Fire Warden will direct the Logistics Warden to look for any missing people, if safe to do so. The Chief Fire Warden will report missing persons to the officer in charge of emergency services.
13. If the emergency is deemed sufficiently serious by the Chief Fire Warden and the school is to be closed, but External Evacuation is not necessary, then parents will be notified by text message via the school’s Student Management System to collect children from school. Children who cannot be collected will remain in the custody of the school until they can be collected.
14. Parents must initial the roll in the presence of the class teacher before collecting their child.

Post Emergency

- a) The Chief Fire Warden will arrange counselling and trauma support for students and staff following any serious emergency situation.
- b) After an emergency situation staff will debrief with the Chief Fire Warden to review the effectiveness of the emergency management procedures. Chief Fire Warden to write report and arrange for any procedure improvements necessary.
- c) A letter will be sent to inform parents in detail of the events on the day or as close to the day as possible. This is the responsibility of the Chief Fire Warden.
- d) At least 2 emergency drills will be held at random times during the school year in addition to the bushfire emergency drills, so that everyone knows, understands, and practices the correct procedures should an emergency arise at the school. These drills will be recorded by the Chief Fire Warden along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded.

6.2 External Evacuation Procedure

An external evacuation will occur when it is deemed safer for staff, volunteers and children to be away from the school grounds. Examples of such a situation may be any credible bushfire threat for which external evacuation is considered a safer option than sheltering in place (as directed by CFA/SES/POLICE), bomb threat, gas leak or internal fire. **An emergency crew may attend in order to assist with risk management up to the time that the final bus carrying members of the school has left.**

1. External evacuation will be signalled by **short beeps** of the megaphone/siren with intermittent short break (“beep beep beep _____beep beep beep”), along with repeated verbal instructions to evacuate to the open field (B).
2. In this emergency situation, the aim is to get everyone out of the school buildings and assembled in a safer place in the open field marked by an ‘Assembly Point’ at B. In the event that the Chief Fire Warden (Chief Fire Warden) considers this area or the situation unsafe, the assembly area will be North-Western corner of the main carpark, near roundabout (C). All assembly points are clearly signposted. Buses will collect children from the bus queue area (C), in extreme cases).
3. Chief Fire Warden to call 000 and notify the emergency services of the details of the emergency and to call Coles Bus Lines to initiate bus transfer operations. *The school will act under the direct advice of the emergency services, who will indicate whether students, staff and visitors should remain on site or evacuate school property completely. This decision will be made by the Chief Fire Warden.*
4. Logistics Warden to take the emergency supply kit, visitor’s register and emergency contact list to the safer area.
5. Students must follow teacher’s instructions.
6. All bags to be left in the classroom.
7. Teacher to take student roll book, individual students’ Medipacks, and ensure students remain calm.
8. Class teacher to close all doors and windows and turn off lights, air conditioning and heating if time permits.
9. All rooms are to be evacuated in an orderly fashion and children to gather in the designated assembly area in class lines and sit down.
10. Each class teacher will MARK the roll.
11. The Logistics Warden will check the visitors’ register and account for all visitors/contractors
12. If any people are unaccounted for, this must be reported to the Chief Fire Warden immediately. The Chief Fire Warden will direct the Logistics Warden to look for any missing people, if safe to do so. The Chief Fire Warden will report missing persons to the officer in charge of emergency services.
13. **The teacher must stay with the class they have evacuated and then will accompany children on the bus, which will take them to safer refuges, depending upon environmental assessment and advice from the CFA or SES.**
14. The school will await further instruction from emergency services.
15. Children must not leave their class groups unless the officer in charge of emergency services considers it safe to do so.
16. Children are not to be released to parents until the teacher has confirmed all children marked present on the roll has been accounted for.

17. Parents must initial the roll in the presence of the class teacher before collecting their child.
18. A letter will be sent to parents to inform them in detail, of the events on the day or as soon as possible after the emergency ends. This is the responsibility of the Chief Fire Warden.

Post Emergency

- a) The Chief Fire Warden will arrange counselling and trauma support for students and staff following any serious emergency situation.
- b) After an emergency situation staff will debrief with the Chief Fire Warden to review the effectiveness of the emergency management procedures. Chief Fire Warden to write report and arrange for any procedure improvements necessary.
- c) A letter will be sent home to inform parents in detail of the events on the day or as close to the day as possible. This is the responsibility of the Chief Fire Warden.
- d) At least 2 emergency drills will be held at random times during the school year in addition to the bushfire emergency drills, so that everyone knows, understands and practises the correct procedures should an emergency arise at the school. These drills will be recorded by the Chief Fire Warden along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded.

6.3 Lockdown Procedure

Lockdown refers to a situation when students and staff are locked inside the building/classroom due to a threat such as severe weather, chemical spill or other environmental threat such as stranger on the school grounds where there is a threat to staff or students' personal safety.

1. Lockdown will be signalled by the playing of recorded music ("Für Elise") over the loudspeaker. Depending on the situation, repeated verbal instructions to lockdown the classrooms may also be employed. In this emergency situation, the aim is for everyone to remain inside the school buildings.
2. Chief Fire Warden to call 000 and notify emergency services of the details of the emergency and that the school is in lockdown.
3. Teachers and students are to take cover underneath desks and away from windows, overhanging heavy objects or any other glass such as doors or light fittings.
4. Teachers to close all windows, lock doors and close window coverings if possible.
5. Students outside of their classroom:
 - **At recess or lunchtime:**
Prep-Class 3: return to classroom immediately
Classes 4-6: go to location of next scheduled class immediately
 - **If in a toilet block:**
Stay calm, lock cubical and stay in toilet until a staff member arrives
 - **Before or after school:**
Return to Classroom immediately
6. Teachers to text the name of any missing students and their anticipated location (eg Honey House toilet block) and any additional people in the classroom (eg parent volunteer), to the Office: 0403 004 280.
7. Logistics Warden to check the visitors' register and ensure all visitors, staff, and contractors are accounted for and in lockdown. Logistics Warden to follow-up any teacher texts regarding missing students and if safe to do so, to move to the location of the students. The Logistics Warden will report any unaccounted persons to the Chief Fire Warden.
8. The Chief Fire Warden will liaise with Emergency Services and inform them of any missing persons.
9. Staff and students must remain locked in rooms until the situation is declared safe and the 'all clear' code word is given by the emergency services officer and/or the Chief Fire Warden. The code word will be known to staff and will be broadcast by the school's PA system or megaphone so that all can hear, or be given at individual classroom doors before the door is unlocked from the outside.

Post Emergency

- a) The Chief Fire Warden will arrange counselling and trauma support for students and staff following any serious emergency situation.
- b) A letter will be sent to parents as soon as is practicable. This is the responsibility of the Chief Fire Warden.
- c) After an emergency situation staff will debrief with the Chief Fire Warden to review the effectiveness of the emergency management procedures. Chief Fire Warden to write report and arrange for any procedure improvements necessary.
- d) Two emergency drills will be held at random times during the school year in addition to the bushfire emergency drills so that everyone knows, understands and practises the correct procedures should an emergency arise at the school. These drills will be recorded by the Chief Fire Warden along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded

6.4 Lockout Procedure

*A **lockout** may be used when an internal and immediate danger is identified and it is determined that children, students and staff should be excluded from buildings for their safety. For example, a gas leak or building fire in a part of the facility.*

10. Lockout will be signalled by short beeps of the megaphone/siren with intermittent short break (“beep beep beep _____beep beep beep”), along with repeated verbal instructions to evacuate to the open field (B).
11. In this emergency situation, the aim is to get everyone out of the school buildings and assembled in a safer place in the open field marked by an ‘Assembly Point’ at B. In the event that the Chief Fire Warden (Chief Fire Warden) considers this area or the situation unsafe, the assembly area will be North-Western corner of the main carpark, near roundabout (C). All assembly points are clearly signposted. (From here students would be evacuated by bus in extreme cases).
12. Chief Fire Warden will call 000 and notify the emergency services of the details of the emergency and if necessary direct a staff member to the school entrance to direct unit to site of emergency.
13. Logistics Warden to take the emergency supply kit, visitor’s register and emergency contact list to the safer area.
14. Students must follow teacher’s instructions.
15. All bags to be left in the classroom.
16. Teacher to take student roll book, individual students’ Medipacks, and ensure students remain calm.
17. Class teacher to close all doors and windows and turn off lights, air conditioning and heating if time permits.
18. All rooms are to be evacuated in an orderly fashion and children to gather in the designated assembly area in class lines and sit down.
19. Each class teacher will MARK the roll.
20. The Logistics Warden will check the visitors’ register and account for all visitors/contractors.
21. If any people are unaccounted for, this must be reported to the Chief Fire Warden immediately. The Chief Fire Warden will direct the Logistics Warden to look for any missing people, if safe to do so. The Chief Fire Warden will report missing persons to the officer in charge of emergency services.
22. The Chief Fire Warden will lock any areas to prevent access as necessary.
23. If the emergency is deemed sufficiently serious by the Chief Fire Warden and the school is to be closed, but External Evacuation is not necessary, then parents will be notified to collect children from school. Children who cannot be collected will remain in the custody of the school until they can be collected.
24. Parents must initial the roll in the presence of the class teacher before collecting their child.

Post Emergency

- a) The Chief Fire Warden will arrange counselling and trauma support for students and staff following any serious emergency situation.
- b) After an emergency situation staff will debrief with the Chief Fire Warden to review the effectiveness of the emergency management procedures. Chief Fire Warden to write report and arrange for any procedure improvements necessary. A letter will be sent to inform parents in detail of the events on the day or as close to the day as possible. This is the responsibility of the Chief Fire Warden.
- c) At least 2 emergency drills will be held at random times during the school year in addition to the bushfire emergency drills, so that everyone knows, understands and practices the correct procedures should an emergency arise at the school. These drills will be recorded by the Chief Fire Warden along with an assessment of the effectiveness of emergency procedure. Any improvements along with justification will also be recorded.

7. Response Procedures for Specific Emergencies

Bushfire Emergency Procedures

FWCSS is on the [Bushfire At-Risk Register](#) and due to high risk factors to our school that include a single road access and the likelihood of rapid and spontaneous grassfires (advised by the CFA), the school will maintain a high level of diligence and vigilance and operate commensurate with a high level category of risk.

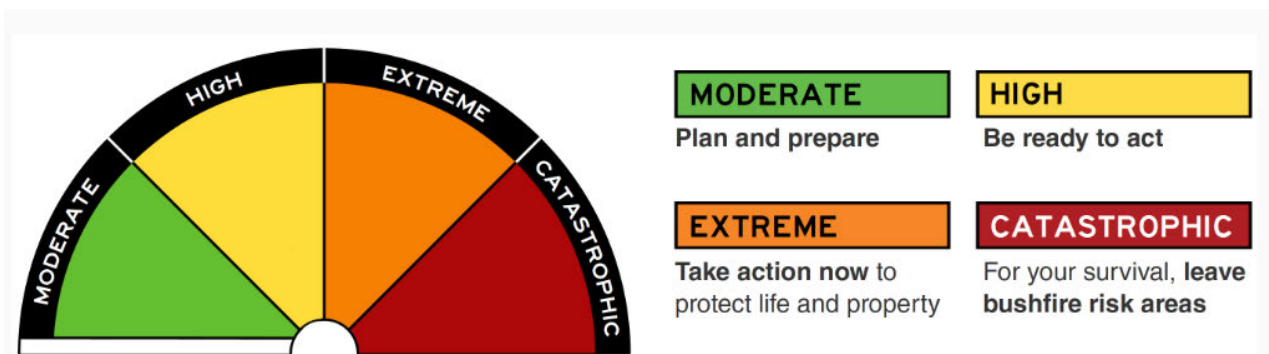
This bushfire emergency policy outlines procedures to be undertaken by staff and students at the different levels of a bushfire emergency:

- 7.1. Preparing for the bushfire season
- 7.2. Catastrophic Danger Rating and Extreme Fire Danger Rating
- 7.3. Fire reported within 10km radius of the school, taking into account wind direction and weather conditions.
Bushfire rating for SC Shire: <http://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings/central-fire-district>
Bureau of Meteorology: <http://www.bom.gov.au/products/IDR023.loop.shtml#skip>
- 7.4. Fire in Immediate Vicinity or Impacting on Site
- 7.5. Recovery during the period immediately following a bushfire impact on site.

7.1 Preparing for the bushfire season

- a) An annual audit of building and grounds safety takes place at the end of term three and monthly until Surf Coast Shire fire restrictions are lifted at the end of the bushfire season. Refer to **Appendix 3: Bushfire Preparedness and Maintenance Schedule** for details.
- b) The Chief Fire Warden ensures emergency bushfire drills are carried out by students and staff in terms one and four to include practising movement to the marshalling points (either B, C, E or A) from a number of different locations around the school.

7.2 Catastrophic and Extreme Fire Danger Rating



- a) As per DET requirements, the School will be pre-emptively closed in the event that the Bureau of Meteorology issues a Catastrophic Fire Danger Rating warning for the weather district in this location.
- b) **FWCSS has made the decision for the bushfire season to also pre-emptively close the school on Extreme Fire Danger days. Many of our school families travel through high fire risk areas to get to**

school and this has been a factor in the decision.

- c) Where possible DET will provide up to 3-days of notice of a planned closure (including warnings about cancelling, changing, rescheduling or recalling out of school hours off-site activities, such as camps and excursions). In some instances, less than 3-days of notice may be provided. The school will aim to provide a similar warning period for an Extreme Fire Danger closure.
- d) It is the intention that a decision to close the school will be confirmed no later than 12 noon the day before planned closure.
- e) Once the decision to close is made, this will not change – regardless of changes in weather forecast – this will help limit confusion and provide time for parents to make alternative care arrangements for their children.
- f) Where possible, parents/guardians will be formally notified of closures in writing and a notice will be placed on the notice board near the car park entry. The school gate will be locked and a 'SCHOOL CLOSED' sign will be displayed.
- g) Parents/guardians will need a family fire safety plan to make alternative care arrangements for their children.

The Chief Fire Warden and/or administration staff will check all warnings of potential and actual closure of facilities on the DET website (<https://www.vic.gov.au/early-childhood-school-closures>) by 10.30am each morning during the bushfire season, as well as receive warnings in real time by mobile phone via the Vic Emergency App.

7.3 Fire Reported within 10km radius of school site

- a) The Chief Fire Warden and/or the Logistics Warden will monitor the Vic Emergency App
- b) The Chief Fire Warden and/or the Logistics Warden will monitor the DET website (<http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>) to get up-to-date information about potential fire risks to the school. In addition to this the Chief Fire Warden/Logistics Warden will monitor the Vic Emergency website and ABC radio 774.
- c) The Chief Fire Warden and/or Logistics Warden will contact the Victorian Emergency Hotline on 1800 226 226 for the latest advice and information about the likely threat of bushfire to the school.

7.4 Fire in Immediate Vicinity or Impacting on Site.

In order to ensure a safe and orderly operation, a decision to move to the designated Shelter In Place (SIP) – the two oval classroom portables (A) – will be made when any of the following agreed “triggers” are reached.

- CFA information and warning messages on mobile phone are received by the school office or by the Head of School/Chief Fire Warden. Confirmation of the situation is also found on the DET website and ABC radio 774 that indicates a fire is moving toward Freshwater Creek and is less than an hour away from impact.
 - The local emergency services advise that a bushfire/grassfire is likely to impact on the site.
 - The School is advised that a bushfire/grassfire is burning in any of the surrounding townships and is less than an hour away from FWCSS.
- a) The siren will be rung continuously with short beeps of the megaphone/siren with intermittent short break (“beep beep beep _____beep beep beep”), along with repeated verbal instructions to evacuate to the Shelter In Place rooms, (A).
 - b) Logistics Warden to take the emergency supply kit, visitor’s register and emergency contact list to the

Shelter In Place and ensure that the windows in the rooms are closed and airconditioners turned off to minimise smoke ingress.

- c) Students must follow teacher's instructions.
- d) All bags to be left in the classroom.
- e) Teacher to take student roll book and ensure students remain calm.
- f) Class teacher to close all doors and windows and turn off lights, and air conditioning if time permits.
- g) All rooms are to be evacuated in an orderly fashion and children to gather in the Shelter In Place rooms in class lines and sit down.
- h) Each class teacher will MARK the roll.
- i) The Logistics Warden will check the visitors' register and account for all visitors/contractors.
- j) If any people are unaccounted for, this must be reported to the Chief Fire Warden immediately. The Chief Fire Warden will direct the Logistics Warden to look for any missing people, if safe to do so. The Chief Fire Warden will report missing persons to the officer in charge of Emergency Services.
- k) The school will await further instruction from Emergency Services.
- l) Parents will be informed by the Logistics Warden via SMS and email mass broadcast, in addition to activating the school communication tree, – that the children have been relocated to the school's Shelter-In-Place.
- m) Children must not leave their class groups unless the officer in charge of emergency services considers it safe to do so.
- n) Children are to be collected by parents, and teachers may allow children to be dismissed to other carers only if instructions are received in writing, SMS or by phone.
- o) Staff to remain on duty until all students are collected.
- p) Parents must sign the roll to collect children.

On advice from the CFA/SES that the safest course of action to is Evacuate Externally, the school will implement its External Evacuation procedure:

- a) Coles Bus lines will be phoned to initiate bus transfer operations
- b) Students will be escorted to the Bus Queue area (C)
- c) *The teacher must stay with the class and will accompany children on the bus, which will take them to safer refuges, depending upon environmental assessment and advice from the CFA or SES.*
- d) The Logistics Warden will inform parents of the location of the safer refuge to which the school will evacuate, via SMS and email mass broadcast, in addition to activating the school communication tree.
- e) Children must not leave their class groups unless the officer in charge of emergency services considers it safe to do so.
- f) Children are to be collected by parents, and teachers may allow children to be dismissed to other carers only if instructions are received in writing, SMS or by phone.
- g) Staff will remain on duty until all students are collected.

7.5 Recovery During the Period Immediately Following a Bushfire Impact on Site

- a) Chief Fire Warden and class teachers will ensure no-one re-enters the school site until the site has

been assessed as safe by emergency services.

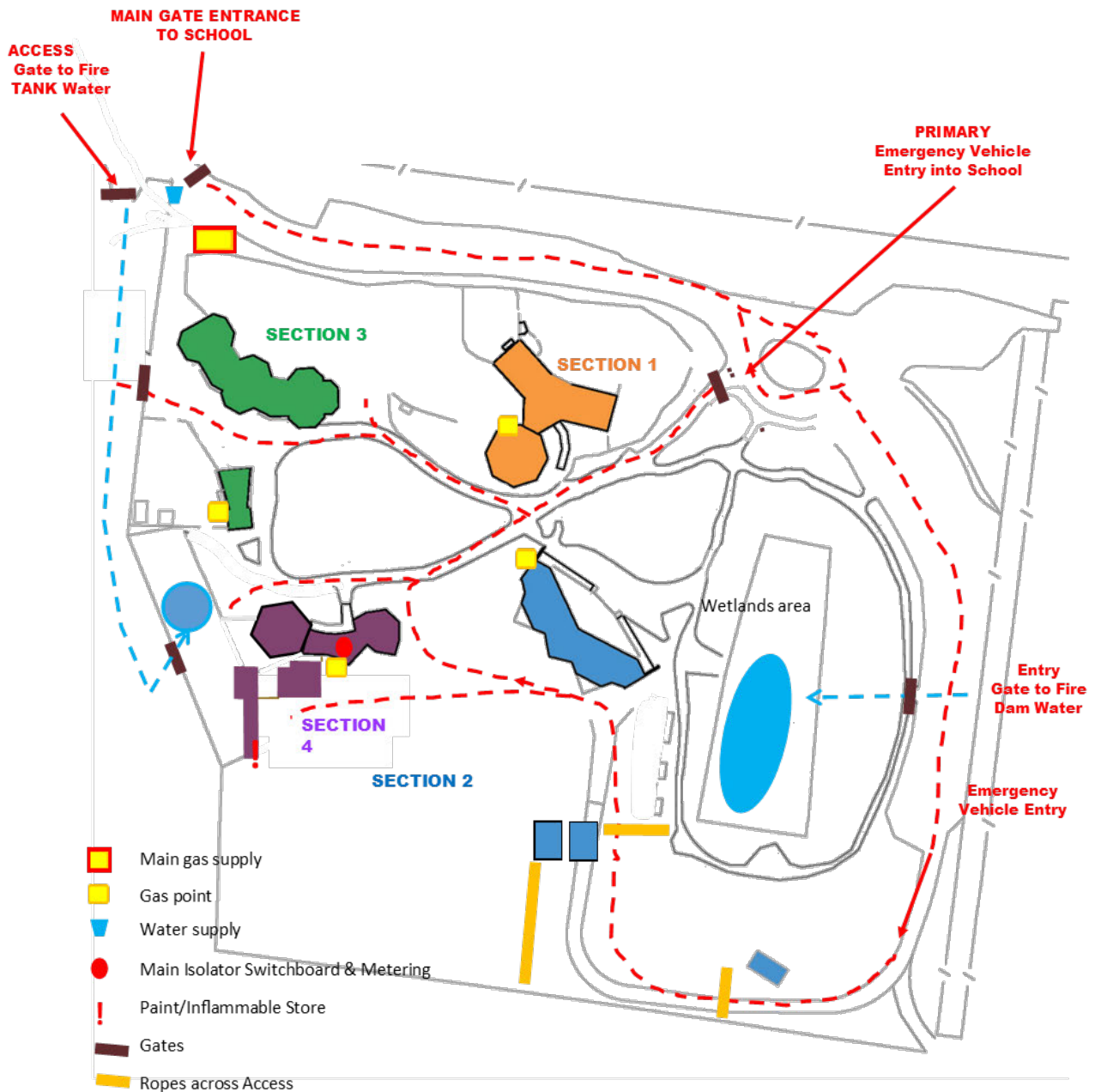
- b) Chief Fire Warden will all staff undertake a de-brief of the bushfire situation and procedures undertaken at an appropriate time soon after the incident and complete a written report.
- c) A letter will be sent home to parents with details of the event as soon as is practicable. This is the responsibility of the Chief Fire Warden.
- d) Appropriate counselling will be provided to all staff and students if deemed necessary.
- e) The school will remain closed if the buildings have been damaged by fire, until such time that an inspection clears the site and buildings for re-occupation.

PART 2

EMERGENCY PREPAREDNESS

8. School Profile

FWCSS is located on a rural site of around 24 acres and caters for approximately 200 children aged 0-13 years from playgroup to year six. The School and Kindergarten is comprised of a mix of portable buildings, permanent buildings, and re-purposed shipping containers.



8.1 Description of Buildings

SECTION 1 (Early Childhood Area)

Section 1 comprises three permanent buildings:

- NW Kindergarten classroom ('Gnarri') – refurbished portable timber building and flooring with iron roof and children's toilets. Kindergarten and playgroup take place in this room.
- NE Kindergarten classroom ('Jerringup') – refurbished timber building and flooring with iron roof

with children's toilets. Kindergarten and playgroup take place in this room.

- South Prep classroom ('YingYinga') - timber cladding and flooring with iron sheeting roof. Incorporates an office, kitchen, locker and toilet area.

The three rooms are linked together by a purpose-built structure containing a disabled toilet/laundry, a breezeway and a veranda with a ramp exiting to SE. A small timber deck area is located between the two Kindergartens and a large timber deck is located off the back of the NE Kindergarten room on NE side.

SECTION 2 (Wetlands Building and adjacent portables)

Section 2 comprises one large permanent building and three portable buildings:

- Wetlands Building (permanent) – Concrete and timber cladding. Corrugated iron sheeting roof, with a large timber deck and shade sail. The building houses the Administration Office, meeting room, storeroom, kitchen, Classroom, and Head of School's Office.
- On South side, located on the oval are two portable classrooms. – standalone metal portables, joined by a cement sheet wall and timber deck with ramp access. The deck is sealed with metal cladding to ground. The roof is iron. **These are the school's designated "Shelter in Place"** and can accommodate all students and staff.
- Wetlands Storage Room is located south of the wetlands/dam area and is a stand-alone timber portable with metal roof.

SECTION 3 (Three Classrooms and freestanding building adjacent to Vegie garden)

Section 3 comprises three permanent, joined classrooms and one permanent freestanding building:

- Three permanent classrooms that are connected in a row with purpose-built foyers that house the students' lockers and provide a breezeways and verandas. These three connected rooms are refurbished portables – timber clad with metal roof.
- Freestanding permanent building incorporating staffroom, kitchen and toilet block. Timber cladding, wooden floor on concrete slab and corrugated iron roof. The school's vegetable garden is located in a fenced area on the west side of this building.

SECTION 4 (Multipurpose Room/Classroom/Learning Support Office/Toilets and Container area)

Section 4 comprises one permanent building and a shipping container area:

- One permanent building incorporating the Multipurpose Room (West end), a classroom (East end, locker foyer, office, toilet block with disabled facilities and shower, and deck areas with porticos. Weatherboard and rendered exterior with corrugated iron roof.
- Shipping Container area – 7 repurposed shipping containers, one with large annex. Most of the containers are powered. Primarily a storage area. Paint and flammables store in household quantities only are stored in Southern most point in woodworking container

8.2 Description of School Site

The school site is essentially flat, with some vegetation surrounding the buildings as well as native and fruit trees and mature trees used as wind breaks. There is a vegetable patch and small flower gardens in the children's play areas. The entire site is bordered by windbreak planting.

There is a fenced wetland area comprising densely planted native vegetation and trees and two large ponds, located between the main car park and the school grounds. This area is fenced off and set at a distance of approximately ten metres from the "Wetlands building." The larger of the two ponds can be used for water for firefighting if required and has a signed emergency fire vehicle access gate to facilitate this.

The neighbouring township consists of a cluster of houses, a service station/general store, farm café, Caravan Park and a café/cake shop. There is a community hall, CFA and pony club within walking distance of the school site. The topography of the area is essentially flat, but Thompsons Creek winds its way through the farmland. The school site has vehicle access via Anglesea Rd into McIntyres Rd, which is a No Through road.

There is a single access road McIntyres Road, approximately 400m long from Anglesea Road to the school campus. A left hand turning lane has been constructed from Anglesea Rd into McIntyres Rd.). A turning area is located at the eastern end of McIntyres Road, in front of the school gates.

The school has a population of up to 200 students and 50 staff/parents/visitors on site each school day

FWCSS has a Shelter in Place that comprises 2 buildings of approximately 75m² each and can shelter the entire school population in the event of an imminent fire threat that does not allow for safe off-site evacuation.

No vehicles are permitted to be parked in the vicinity of the Shelter in Place buildings.

9. Site Plan and Assembly Points



A = Shelter-in-Place (Portable Classrooms on Oval)

B = Internal/External Evacuation Assembly Area (cement slab, South of playground in school grounds next to Wetlands building – signposted)

C = Contingency Internal/External Assembly Area
Bus Waiting queue area for external evacuation
(North-Western corner of the main carpark, near roundabout - signposted)

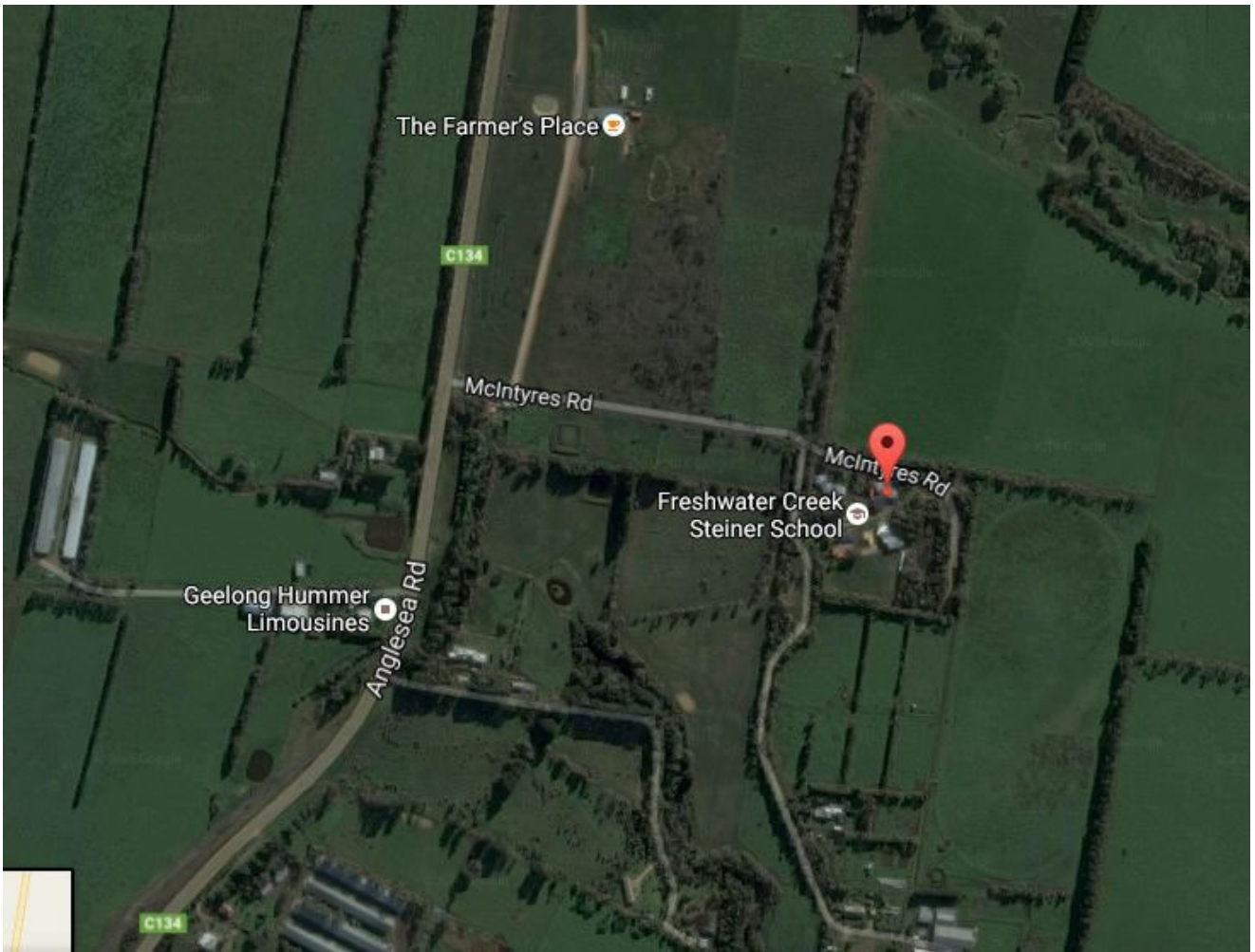
D = Water Tanks (Dedicated Fire Tank 77,000L capacity)

E = Contingency Bus waiting queue area for external evacuation

K = Kindergarten/Playgroup/Prep

Fire Extinguishers are located near the entrance doors of ALL classrooms

10. Local Area Map

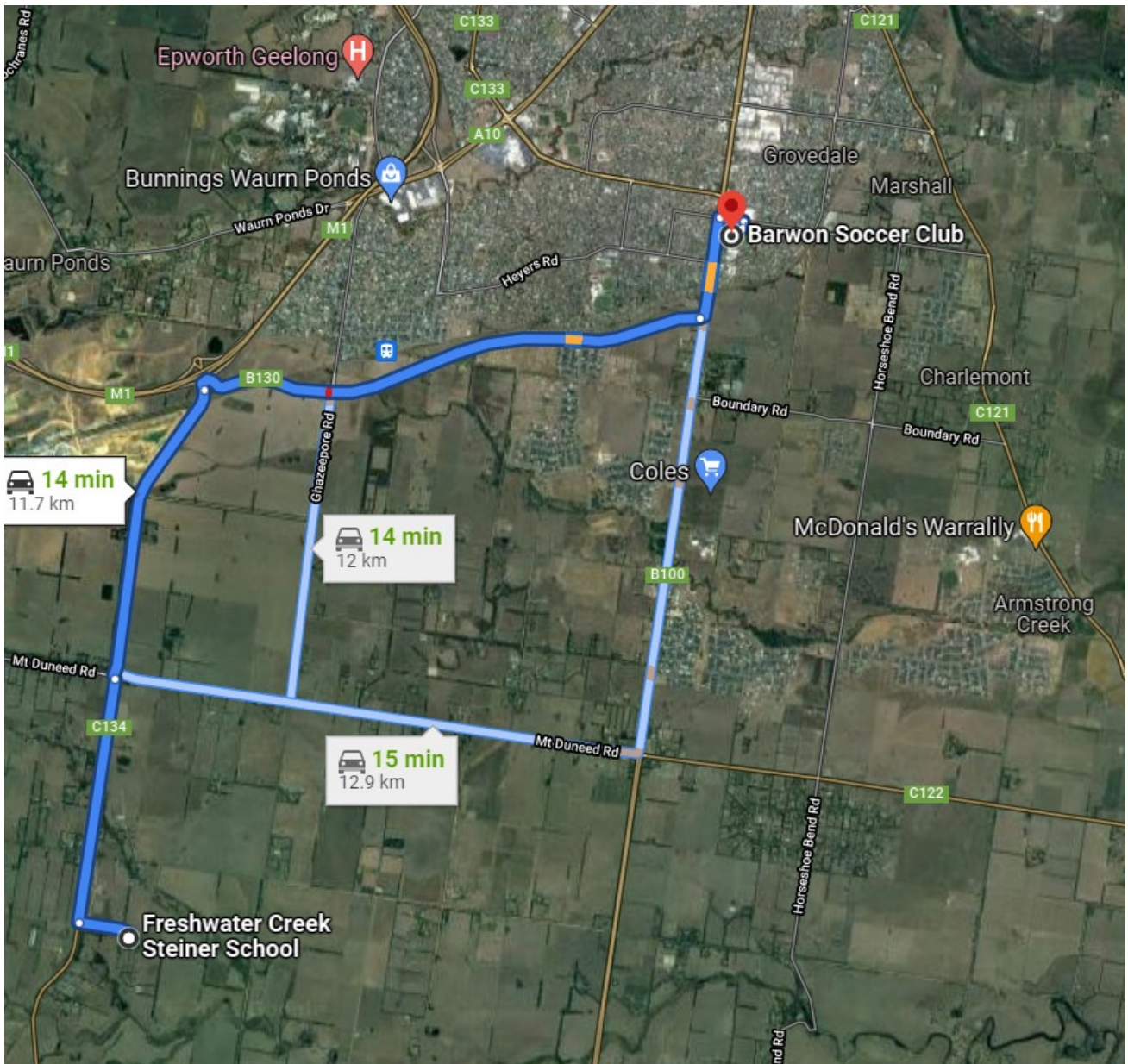


Location of Freshwater Creek Steiner School in relation to surrounding areas

11. Evacuation Routes

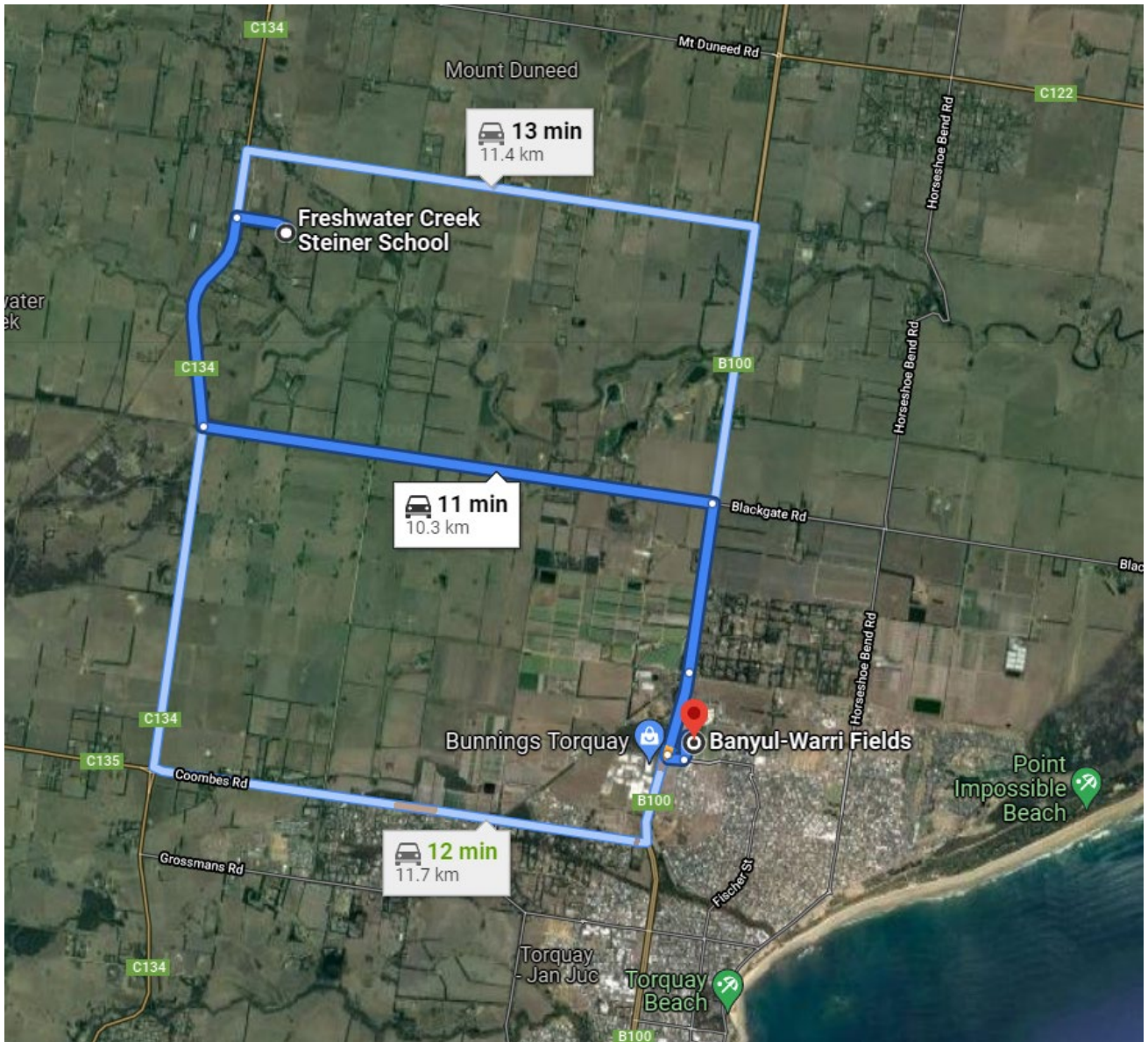
Evacuation Route 1

Destination: Barwon Soccer Grounds,
Reserve Rd, Grovedale



Evacuation Route 2

Destination: Banyul-Warri Fields,
Merrijig Drive, Torquay



Evacuation Route 3

Destination: Mount Moriac Recreational Reserve,
Reservoir Rd, Mount Moriac



PART 3 APPENDICES

Phone/Bomb Threat Guide and Checklist

Person receiving the call to record date and time of the call. If the telephone shows a caller ID, record this as well.

General questions to ask the caller

- What is it? Is it a bomb?
- When will it explode, or the substance be released?
- Where did you put it?
- What does it look like?
- When did you put it there?
- How will it explode, or the substance be released?
- Did you put it there?
- Why did you put it there?
- What is your name?

Bomb threat questions

- What type of bomb is it?
- What is in the bomb?
- What will make the bomb explode?

Chemical/biological threat questions

- What kind of substance is in it?
- How much of the substance is there?
- When will the substance be released?
- Is the substance a liquid, powder or gas?

Exact wording of the threat:

Assumed Gender of the caller:

Accent of the caller:

Background noise:

Time of call:

Estimated duration of call:

Estimated age of caller:

Did the caller appear familiar with the area?

Other comments:

Emergency Drill and Training Schedule

Month	Training Event	Person Responsible	Date Scheduled
TERM 1			
February/March	External evacuation drill (bushfire), incorporating internal evacuation drill	Chief Fire Warden	Week 3-5
TERM 2			
June	Emergency Lockdown drill	Chief Fire Warden	Week 7-8
TERM 3			
July	Emergency Lockout drill	Chief Fire Warden	Week 3-5
July	Begin Review of EMP in conjunction with CFA	Chief Fire Warden	
August	Complete Review of EMP	Chief Fire Warden	
September	Commence Bushfire Maintenance Schedule	Chief Fire Warden	
TERM 4			
October	External evacuation Drill (bushfire)	Chief Fire Warden	Week 3-5
November	CFA Staff Training (Bushfires).	Chief Fire Warden	

Bushfire Preparedness and Maintenance Schedule

Bushfire Season: (variable – refer http://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings/central-fire-district)									
Item	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Vegetation:									
Trees and branches checked for overhang or close proximity to buildings									
Grass mowed on school grounds									
Grass mowed on McIntyre Rd									
Weeds controlled and trimmed around buildings									
Gutters cleaned of leaves									
Mulch cleared around buildings, especially safer refuge; low fire danger mulch used on gardens									
4m clearance to be maintained around roundabout (Bus Queue evacuation area C)									
Buildings:									
Removal of flammable material or tripping hazards from around buildings									
Exits clearly marked and free of obstruction									
Equipment:									
Fire extinguishers maintained, checked and accessible as per regulations									
Check designated fire water tank is full and operable.									
Water tank firefighting connection clear of debris and easily accessible									
Emergency kit checked (Rose Room)									
Medication expiry dates checked									
Fire blankets in appropriate areas and numbers									
Boxed drinking water supply expiry date checked									

Bushfire Season:									
Item	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<p><u>Training, Drills and Notifications:</u></p> <p>Review of EMP and roles and responsibilities</p> <p>Confirm CFA have copy of EMP</p> <p>Confirm Police have copy of EMP</p> <p>Confirm DEECD have copy of EMP</p> <p>Bushfire drill completed</p> <p>Ensure all buildings have clear site map showing assembly points and evacuation routes</p> <p>Parents reminded of EMP procedures and school closure procedures</p> <p>School closure sign checked and maintained</p> <p>Ensure emergency contact numbers are current</p>									

Emergency Kit Checklist

The emergency kit contains the following items. It is to be checked at the beginning of each term each year and restocked on an ongoing basis.

- First aid kit containing separate units for different emergencies
- Medical and special needs list
- Special medications
- Bottled water
- Portable non-perishable snacks
- Torch with replacement batteries
- Battery powered radio with spare batteries
- Emergency contacts telephone list
- Mobile phone charging pack
- Portable toilet supplies
- Hand sanitiser
- Copy of the EMP

When an emergency is occurring the Logistics Warden will ensure the following items are placed into the kit;

- Updated attendance information for the day
- Student roll
- Parent contacts list
- Charged mobile phone
- Laptop or tablet with wireless internet capability

Internal Evacuation Drill Checklist*

Drill completed:

Activity	Yes/No	Time	Comments
Siren rung with short beeps and intermittent short breaks			
Emergency services contacted			
All staff, children and visitors assembled at assembly point			
Last minute items placed in the emergency kit			
Emergency kit taken			
Students and volunteers followed teachers' instructions			
Teachers closed doors and windows, lights, air conditioners/heaters turned off			
Teachers stayed with classes			
Time taken from siren to arrival at assembly point (note which assembly point)			
Roll taken			
All staff, children and visitors accounted for			
Staff ICU roles were clear and enacted			
Areas that need attention			
Recommendations			

*Completed records of drills are kept separately on file in the school office.

Bushfire Drill/External Evacuation Checklist*

Drill completed:

Activity	Yes/No	Time	Comments
Siren rung continuously			
Emergency services & buses contacted			
All staff, children and visitors moved to Shelter-In-Place (The Rose Room)			
Time taken from siren to last person arriving at refuge			
Staff closed all doors and windows and turned off air conditioning and/or heating			
All staff led classes in an orderly manner to bus queue area E			
Time taken from order to Evacuate to last person arriving at Bus Queue area (E)			
Roll taken			
Visitors log checked and all accounted for			
Buses arrived and classes boarded in an orderly way			
Children disembarked at Safe refuge/s			
Children held in an orderly way at Refuge			
Children re-board buses and travel to school			
Orderly return to classes			
Staff ICU roles were clear and enacted			
Areas that need attention			
Recommendations			
Actions			*Completed records of drills are kept separately on file in the school office.

Lockdown Drill Checklist*

Drill completed:

Activity	Yes/No	Time	Comments
Alert (Music) played over PA			
Emergency services contacted			
All staff, children and visitors moved quickly back to classrooms or administration building			
Staff closed and locked doors and windows and closed curtains			
Teachers and children sheltered under desks			
Teachers communicated names of children out of classroom and/or additional people in classroom via SMS			
Teachers and children remained in locked rooms until the all-clear			
Students and volunteers followed teachers' instructions			
Password was easily heard and understood. Teacher waited until door was unlocked from outside.			
Time taken from siren to lockdown complete			
Roll taken			
All staff, children and visitors accounted for			
Staff ICU roles were clear and enacted			
Areas that need attention			
Recommendations			

*Completed records of drills are kept separately on file in the school office.

Lockout Drill Checklist*

Drill completed:

Activity	Yes/No	Time	Comments
Siren rung with short beeps and intermittent short breaks			
Emergency services contacted			
All staff, children and visitors assembled at assembly point			
Last minute items placed in the emergency kit			
Emergency kit taken			
Students and volunteers followed teachers' instructions			
Teachers closed doors and windows, lights, air conditioners/heaters turned off			
Teacher or Chief Fire Warden isolated area of concern (e.g. locked door)			
Teachers stayed with classes			
Time taken from siren to arrival at assembly point (note which assembly point)			
Roll taken			
All staff, children and visitors accounted for			
Staff ICU roles were clear and enacted			
Areas that need attention			
Recommendations			

*Completed records of drills are kept separately on file in the school office.

Post-emergency Record

Date	
Time of Emergency	
Nature of Emergency	
Emergency notified by:	
Position	
Contact Telephone Number	
Other Details	
Immediate Action Taken	<p>Chief Fire Warden notified: YES/NO TIME _____</p> <p>Other staff notified: YES/NO TIME _____</p> <p>Emergency Services notified: YES/NO TIME _____</p> <p>Region and ESMU notified: YES/NO TIME _____</p>
Type of Emergency Procedure Followed/Major Activities	
Issues	<p>Operational Debriefing Required: YES/NO DATE/TIME: _____</p> <p>Person Responsible to organise: _____</p> <p>Confirmation of Operational Briefing: DATE/TIME: _____</p>
Issues for Follow up Action	
Signature	
Date	

Parental Notification Form

(full details available in Emergency kit)

Name of Parent/Guardian	Child's Name	Contact	Phone/Mobile	After Hours	Alternate Contact	Date/Time Contacted

Distribution List

Date	Copy Provided to	Organisation	Location
	All Staff	FWCSS	Emailed Staff room - folder
	Gnarri Kindergarten	FWCSS	Folder
	Jerringup Kindergarten	FWCSS	Folder
	Prep Office	FWCSS	Folder
	Class 1 Classroom	FWCSS	Folder
	Class 2 Classroom	FWCSS	Folder
	Class 3 Classroom	FWCSS	Folder
	Class 4 Classroom	FWCSS	Folder
	Class 5 Classroom	FWCSS	Folder
	Class 6 Classroom	FWCSS	Folder
	Emergency Kit	FWCSS	Folder
	Council Secretary	School Council	Emailed
	FWCSS Parents	School Community	Admin Office Website
External Parties (CHANGE TO ROLES)			
	Matt Gargett	CFA	Emailed Copy
	David Cross	DET	Emailed Copy
	John Gibson	DET SWVR	Emailed Copy
	Aaron Riches	Victoria Police – Torquay	Emailed Copy
	QAR Regional Office	Via NQAITS	bsw.qar@edumail.vic.gov.au
	David Robe	Coles Bus lines	Emailed copy
	School Front Gate	CFA & Emergency Services	Emergency Services Box at Front Gate

Students and/or Staff with Special Needs

Refer to current Class Lists for students and staff with additional medical needs.
Also located in Emergency Evacuation Kit.

Site Plan



03 5264 5077
info@fwcss.vic.edu.au | fwcss.vic.edu.au
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