



Emergency Management Plan

Sacred Heart Primary School

9 The Parade Yea

03 5797 2723 E number 1106

BUSHFIRE STATUS

Fire District: North Central

This site **IS NOT** a designated neighbourhood safer place

Signature of School Principal

Principal	Judy Degenhardt
After Hours Emergency Contact	Judy Degenhardt 0418 435 107
Is the school on the Bushfire At-Risk Register (BARR)?	No
Bureau of Meteorology District	North Central
Diocese/Region	MACS - Outer east
Designated Neighbourhood Safer Place	No
Issue Date	December 2014
Last Review Date	1 st June 2021
Next Review Date (EMP's must be reviewed at least annually and immediately after any significant incident ¹)	1 st June 2022
Version	1.9

i. Revision History

Version Number	Date	Reason for Version
1.1	21 March 2011	Establish an Emergency Management Plan for Sacred Heart Yea
1.2	23 September 2013	Review of previous version to align with Department of Education and Early Childhood Development (DEECD) Emergency Management Plan.
1.3	13 February 2015	Review of previous version to align with Department of Education and Early Childhood Development (DEECD) Emergency Management Plan
1.4	6 May 2016	Add Bushfire Status table to EMP page.
1.5	10 October 2017	Minor change to front page. Add E number to school's profile page Emergency contact information – School Personnel table Add more information on Emergency Response Procedure Add more information on Response for Specific Emergencies Upgrade Risk Assessment form P: 12
1.6	25 March 2019	Staff Updates and contact information
1.7	24 March 2020	Parish Priest update and Students with special needs updated
1.8	8 October 2020	Review of previous version Add school phone number to front page
1.9	1 st June 2021	Add NCCD update Review and update information

ii. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Sacred Heart Primary School Yea will prepare for and respond to emergency situations.

iii. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Sacred Heart Primary School Yea

iv. Distribution List

Date	Title / Organisation	Name	Address	Email
01/06/21	Sacred Heart Yea	Denise Hall	9 The Parade Yea Vic 3717	dhall@shyea.catholic.edu.au
01/06/21	Sacred Heart Yea	Leanne Jones	9 The Parade Yea Vic 3717	leanne.jones@shyea.catholic.edu.au
01/06/21	Sacred Heart Yea	Anne Danieli	9 The Parade Yea Vic 3717	adanieli@shyea.catholic.edu.au
01/06/21	Sacred Heart Yea	Melissa Leach	9 The Parade Yea Vic 3717	melissa.leach@shyea.catholic.edu.au
01/06/21	Sacred Heart Yea	Allison Penhale	9 The Parade Yea Vic 3717	apenhale@shyea.catholic.edu.au
01/06/21	Sacred Heart Yea	Stacey Elliott	9 The Parade Yea Vic 3717	sellriott@shyea.catholic.edu.au
01/06/21	Sacred Heart Yea	Melissa Ferris	9 The Parade Yea Vic 3717	melissa.ferris@shyea.catholic.edu.au

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1. In Case of Emergency

Incident occurs	CALL	000
	CONTACT	As soon as it is appropriate, contact Melbourne Archdiocese Catholic Schools Emergency Management Officer (EMO): Harry Allard: 9267 0404 Mob: 0439 642 881

Advise	<u>WHO</u>	The number and name/s of persons involved Name of the person reporting the emergency
	<u>WHAT</u>	The nature of the emergency
	<u>WHEN</u>	The time you became aware of the emergency
	<u>WHERE</u>	The location of the emergency and contact phone numbers if the emergency is away from the school.

Report	Following resolution of the emergency, complete a copy of the Emergency Management Accident/Incident Report (available on CEVN on the Emergency Management page, http://cevn.cecv.catholic.edu.au/emergency.htm) and forward it to your MACS EMO.
	<p>The school must report the following incidents to WorkSafe (Ph: 132 360 or emergencymanagement@macs.vic.edu.au) and to the relevant MACS:</p> <p>Fatalities</p> <p>Hospitalisation: Injuries requiring immediate treatment as an inpatient in a hospital.</p> <p>Medical treatment for fractures, broken bones, serious lacerations, serious head and eye injuries, amputations, degloving, scalping, electric shock, loss of bodily functions, etc.</p> <p>Chemical exposure: if a person requires medical treatment within 48 hours of exposure to a chemical.</p>

	<p>Incidents or near misses where a person in the immediate vicinity is exposed to an immediate risk from the collapse of a building or an excavation, explosion, fire, the spillage of dangerous goods or the fall from a height of any plant or equipment, etc.</p> <p>Minor incidents do NOT need to be reported to WorkSafe. If in doubt, phone WorkSafe immediately on 132 360 to clarify whether the incident should be reported.</p>
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Note: whenever students are to be taken off-site for an excursion or camp, an appropriate Emergency Management Plan suitable for the activity needs will be part of the Planning Documentation and its Risk Assessments (see pp. 57–70 of the CECV Catholic Schools Emergency Management Manual).

CECV Industrial Relations / OHS Officer.	Industrial Relations 9267 0509
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2. Emergency Numbers & Key Contacts

Group	Phone Number
Police	000
	Local Police: 5797 2630
Fire Services Authority MFB / CFA	000
Ambulance	000

Group	Phone Number
State Emergency Service	132 500
Hospital(s)	57360400
Gas (check for local number)	N/A (Gas not connected)
Electricity (check for local number)	1300 650 172
Water Corporation (check for local number)	1800 064 184
Department of Human Service (Regional Office)	1300 650 172
Department of Human Service – Child Protection (Regional Office)	1300 650 172
Local Government	5797 2209
Environment Protection Authority (EPA)	(03) 9695 2722
WorkSafe Victoria	13 23 60

Group	Phone Number
Catholic Education Melbourne	9267 0228
CEM Emergency Management Officer	Harry Allard: 0439 642 881
Region General Manager	Marwin Austerberry 0400 092 981
Student Support Services	Dennis Torpey 9267 0240

Media Coordinator	Christian Kerr 9267 0411
CECV Industrial relations/OHS Officer	9267 0228

2.1 Emergency Contact Information – School Personnel

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Principal	JUDY DEGENHARDT	5797 2723	0418 435 107	0418 435 107
LEADERSHIP	ANNE DANIELI	5797 2723	5797 2723	5797 2723
LEADERSHIP	DENISE HALL	5797 2723	5797 2723	5797 2723
JUNIOR CLASS	STACEY ELLIOTT	5797 2723	5797 2723	5797 2723
MIDDLE CLASS	MELISSA LEACH	5797 2723	5797 2723	5797 2723
SENIOR CLASS	ALLISON PENHALE	5797 2723	5797 2723	5797 2723
SENIOR CLASS	MELISSA FERRIS	5797 2723	5797 2723	5797 2723
ADMINISTRATOR	LEANNE JONES	5797 2723	5797 2723	5797 2723
Parish Priest	FATHER VINH NGUYEN	5772 1167	0434 520 667	5772 1167

3. School Profile

SCHOOL PROFILE SUMMARY	
Name of School: Sacred Heart Yea	Hours of Operation: 8.00 – 4.00
School address: 9 The Parade Yea	School E No: 1106
Year Levels: Foundation to year 6	
Numbers	
Students: 65	Children with disabilities: 6
Staff: 16	Staff with disabilities: N/A
Portables: 1	Classrooms: 5
Other details	
No alarm on site	

BUILDING INFORMATION		
Alarms		
Type	Location	Shutoff Instructions
Fire		No Alarm on site
Intrusion		No Alarm on Site
Telephones		
Type	Location	
Landline	Office Area x 2	
Landline	Portables x1 & Class room x1 per room	
Landline	Staff room	
UTILITIES		
Type	Location	Provider
Water	Front of school adjacent to school sign	Goulburn Valley Water

Electricity	Inside school building	AGL
Gas Bottle attached to BBQ	Maranatha Building	

4. RISK ASSESSMENT MATRIX

Likelihood	Extreme	Medium	High	Extreme	Extreme
	High	Medium	Medium	High	Extreme
	Medium	Low	Medium	High	High
	Low	Low	Low	Medium	Medium
		Low	Medium	High	Extreme
Impact					

Consequence Definition

DESCRIPTOR	DEFINITION
Insignificant	No injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

Likelihood Definitions

DESCRIPTOR	DEFINITION
Rare	The event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once in 10 years
Possible	The event should occur at some time, say once in 3 years
Likely	The event will probably occur in most circumstances, say once a year
Almost Certain	The event is expected to occur in most circumstances

Identify Potential Threats/Hazards	Description of Risk	Risk Control Measures	Risk Rating			Treatment to be Implemented	Revised Risk Rating After Implementing Treatment <small>Consequences A, B, C)</small>		
			A	B	C		A	B	C
			<small>A Consequence</small>	<small>B Likelihood</small>	<small>C Risk Level</small>		<small>A Consequence</small>	<small>B Likelihood</small>	<small>C Risk Level</small>
Threats/Hazards which could cause injury/incident	Causes	Control measures to eliminate/minimize risk				Treatments to be Implemented Measures to be taken by our school to eliminate or reduce impact of the risk			
Fire	Lightning strike Arson Bushfire can rapidly spread from bushland/forest in local area Grassfire	Regular Maintenance of grounds through scheduled working bees (twice a year) to clear and clean up school site. EMP reviewed and communicated to staff. Prior to bush fire season review preparedness including identification and Shelter-In-Place (SIP) and evacuation points. Check CFA website, alerts during the bushfire season.	Severe	Possible	Medium	During an elevated fire danger period ensure a heightened state of readiness. As appropriate, this will include: Consultation with local/District CFA to obtain advice on current bushfire conditions. Ensure lines of communication with relevant emergency services are available. A staff member will regularly monitor CFA and Bureau of Meteorology websites, listen to ABC local radio and check the VicRoads website for road closures.	Severe	Possible	Low

						Consider cancelling staff travel during work hours. Consider cancelling excursions.			
Severe weather, storms and flooding	<p>Electrical storm causing fire. High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows. Rain inundation resulting in unsafe electrical wiring/loss of power and communications.</p> <p>Probable Consequences: Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals</p>	<p>Regular scheduled maintenance to roofs/gutters/drains to keep clear. Contingency for storage of equipment/materials if necessary. On the basis of weather forecast, secure loose objects in open areas e.g. garbage bins, play equipment. Communications tested. Back up communications and contact lists maintained in case power fails. Condition of large trees regularly checked. Shade sail structures checked Students and staff to stay indoors & a clear distance from windows when there is lightning activity.</p>	Severe	Possible	Medium	<p>Students and staff to stay indoors and instructed not to use electrical devices during storms. Students and staff to stay a clear distance from windows when lightning activity is present. A staff member will monitor Bureau of Meteorology warnings</p>	Severe	Possible	Low
Heatwave	<p>Prolonged periods of excessively hot weather</p> <p>Probable Consequences:</p>	<p>Sun and UV protection policy as well as SunSmart program Shaded play areas provided.</p>	Severe	Possible	Medium	<p>Students to wear hats during terms 1 & 4 Sunsmart policy in place. Shaded areas provided</p>	Moderate	Unlikely	Low

	<p>hyperthermia: heat and sunlight overheated body resulting in heat cramps, heat exhaustion, heat stress and heat stroke. Dehydration exacerbating existing medical conditions. Power outages due to high use of air-con.</p>	<p>Sufficient unrestricted water available. Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) Staff trained in identifying early signs of heat stress/dehydration.</p>				<p>in play areas. Restricted outdoor time during days of extreme heat Teachers to ensure students remain hydrated during the school day. Staff trained in recognizing signs of heat exhaustion. Sufficient unrestricted water supply available.</p>			
<p>Intruders/personal threat</p>	<p>Probable Cause: Identify the key cause/s e.g.:</p> <ul style="list-style-type: none"> • Drug affected • Mental health issues • Custodial/Parent dispute • Political views • Police operation <p>Probable Consequences: Identify the key consequence/s e.g.:</p> <ul style="list-style-type: none"> • Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals 	<p>Visitors must report to reception and sign in using the Visitor Register. Visitors are required to wear and display visitor pass/badge. Lockdown/lockout/evacuation procedures are practiced. Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced Encourage engagement of parents in school activities. In relation to court orders / custody papers:</p> <ul style="list-style-type: none"> ○ the school maintains a register of current documents ○ parents are advised of the relevant school 	<p>Severe</p>	<p>Possible</p>	<p>Medium</p>	<p>Ensure all risk measures are in place and communicated with staff and parents. Yard duty teachers to be very vigilant and consistently monitor all areas. Students not to be left unsupervised in rooms. Students going to the toilet / an external classroom to walk in pairs.</p>	<p>Mode rate</p>	<p>Possible</p>	<p>Low</p>

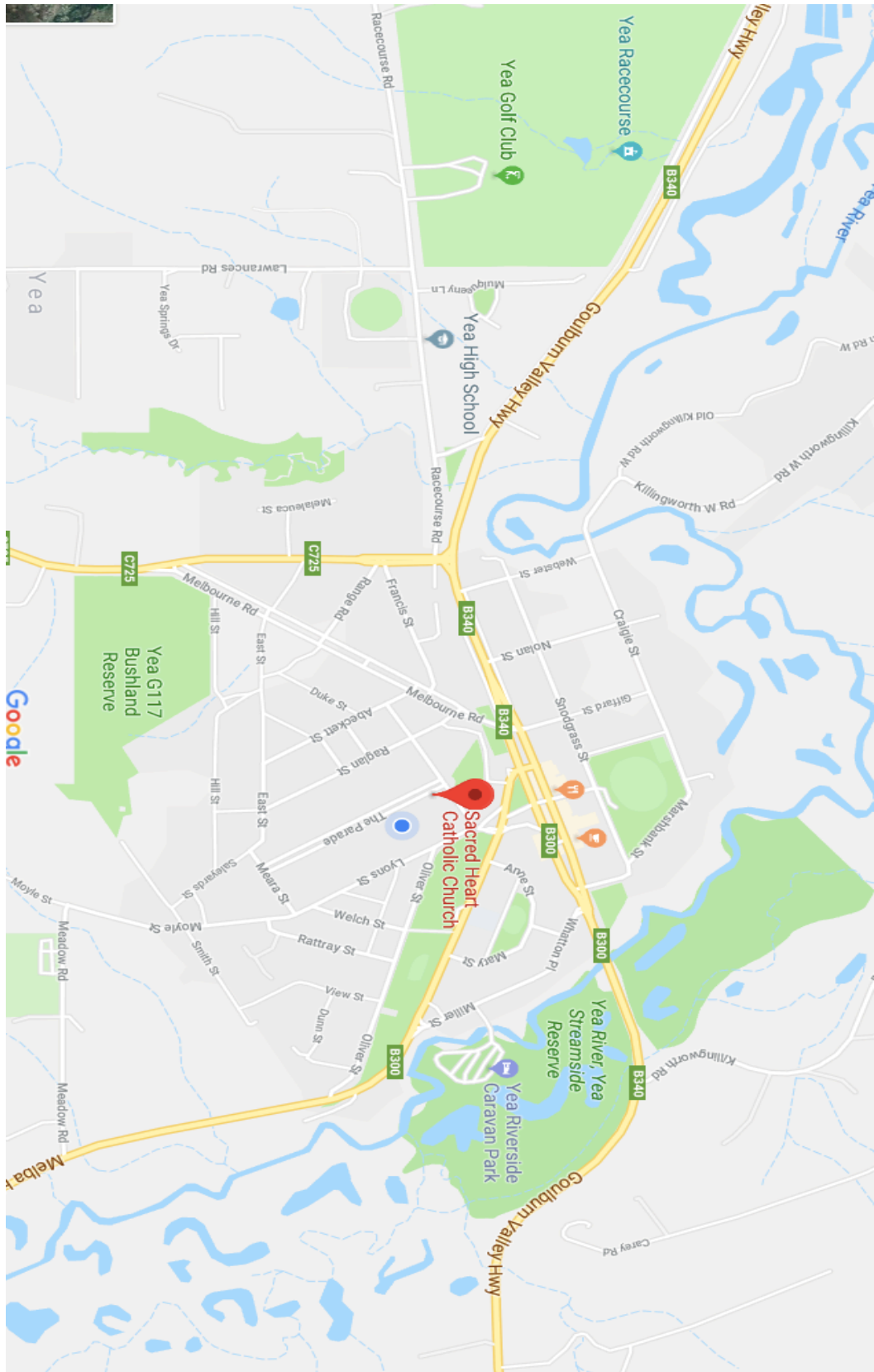
		<p>processes and duty of care to other students and staff.</p> <p>For parent meetings where staff feel a need for support:</p> <ul style="list-style-type: none"> o two staff attend 							
Bomb Threat	<p>Probable Cause: Phone call from unidentified person/s</p> <p>Probable Consequences: Identify the key consequence/s e.g.:</p> <ul style="list-style-type: none"> • Physical injury to staff or students <p>Stress or psychological injury requiring clinical support for multiple individuals</p>	Follow steps as outlined in EMP	Severe	Possible	High	<p>Ensure all steps are followed as outlined in EMP 'bomb threat'</p> <p>Ensure routine practice drills in place.</p>	Mode rate	Unlikely	Low
School Bus accident/Vehicle Incident	<p>Probable Cause: Storm/hazardous road conditions. Another vehicle</p> <p>Probable Consequences: Identify the key consequence/s e.g.:</p> <ul style="list-style-type: none"> • Physical injury to staff or students <p>Stress or psychological injury requiring clinical support for multiple individuals.</p>	<p>A record of all students travelling home by bus recorded daily.</p> <p>Students travel only in a bus with seat belts.</p> <p>Students instructed to wear belts and to remain seated until the bus stops.</p> <p>Communication with Yea High school/ bus company in regard to road incidents etc which may affect bus travel</p>	Severe	Possible	High	<p>Ensure all safety aspects of safe travel as identified in previous column are communicated with teachers/ students/parents.</p> <p>Monitor weather through the Bureau of Meteorology.</p> <p>Monitor bushfire warnings.</p>	Severe	Possible	Medium

		Electronic home/school communication in place. CEM SAL completed prior to excursions. Excursion details /permission slips including student information, parent contact details ,first aid kit and individual medicines taken on all excursions.							
Pandemics and communicable diseases	Communicable disease/virus E.g. COVID -19 Gastro outbreak	Ensure that school is kept clean through regular cleaning program including bench tops, tables floors toilets etc. Educate children about good hygiene practices Hand sanitizer for students and staff. Temperature checks	Severe	Possible	High	Notify Parents via skoolbag app when an outbreak occurs Request that those infected remain off campus until deemed well enough to return. Continue to promote good hygiene practices Disinfect areas e.g. tables benches toilets etc. Deep clean school. Notify DHHS and CEM	Severe	Possible	High
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Student Activity Locator is completed. Guidelines for Outdoor Education are adhered to.	Severe	Possible	High	In regard to students ensure that a risk assessment is completed prior to an excursion and that this is communicated to all	Severe	Possible	Medium

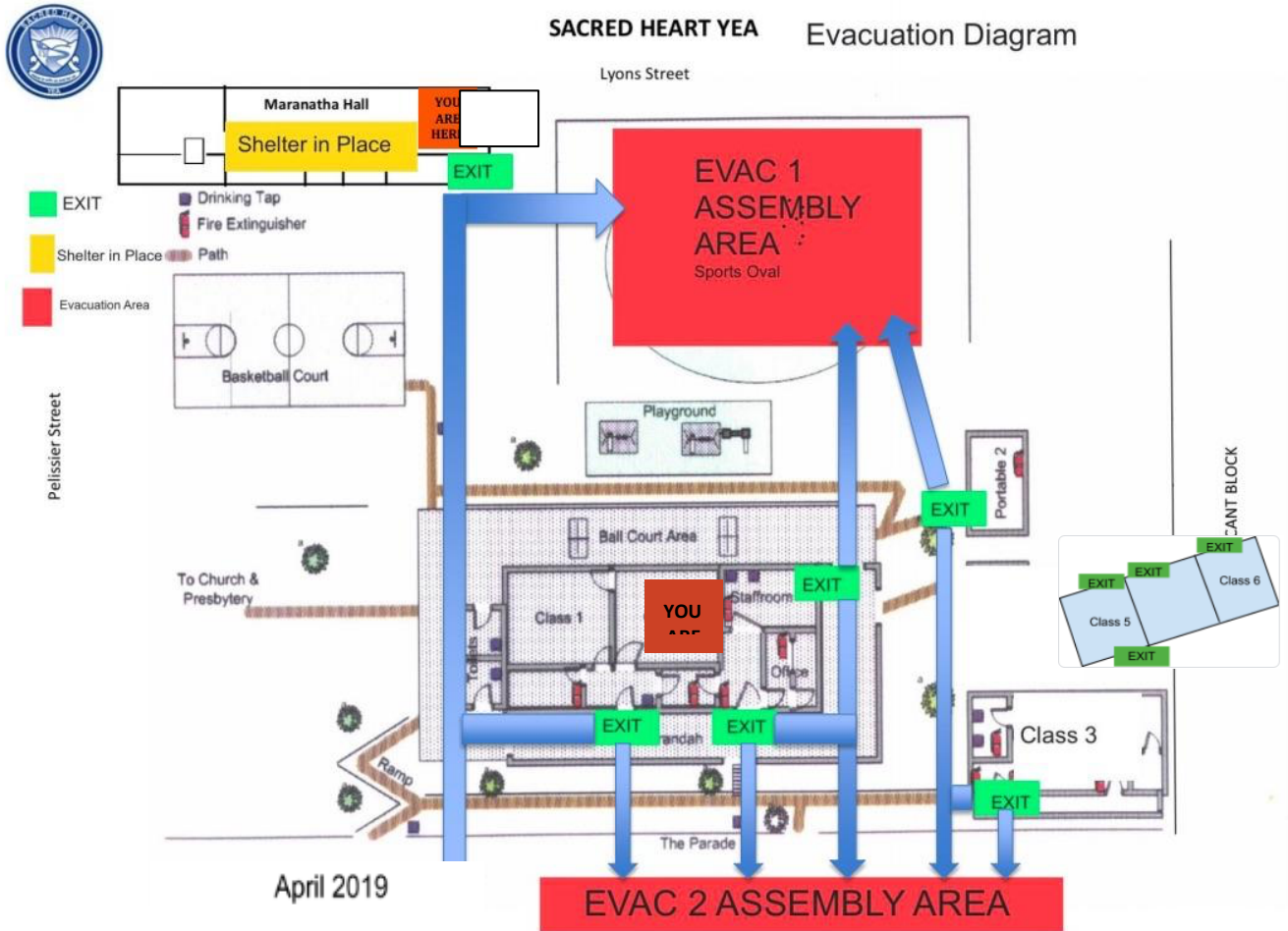
Incident Management Team Members and Tasks

IMT Member	Tasks	Name of staff member and contact details	Name of delegate staff member and contact details
Incident Controller	In charge of overall management of emergency situation	Judy Degenhardt 0418 435 107	Denise Hall 0423 655 352
Communications Officer	All media/outside information management/ (media management support is available from your diocesan CEO)	Leanne Jones 0422 383 757	Jacinta Barker 0418 323 433
Operations Officer	Student care/ensuring adherence to school protocols, procedures	Denise Hall 0423 655 352	Judy Degenhardt 0418 435 107
Logistics Officer	Responsible for securing materials, resources, services, additional staff	Leanne Jones 0422 383 757	Jacinta Barker 0418 323 433
Planning Officer	Collects and evaluates information related to development of incident/status of resources/ensures a record (log) is kept of any emergency that occurs, including the timing of events and reasoning for any decisions made.	Judy Degenhardt 0418 435 107	Denise Hall 0423 655 352
First Aid Officer	Responsible for all First Aid needs in case of emergency.		

Area Maps and Site

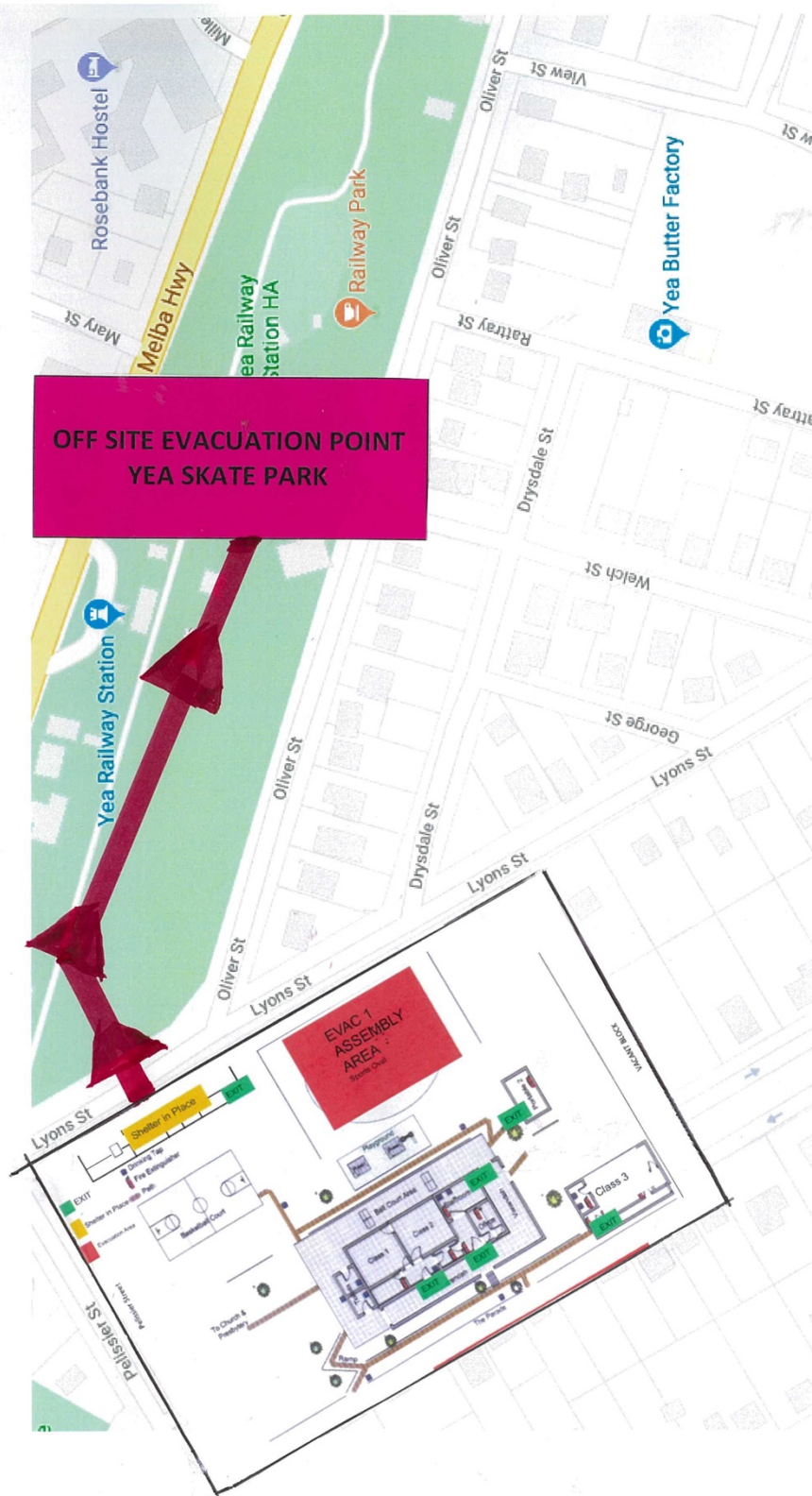


Sacred Heart Evacuation Diagram Site Plans / Floor Plans



THERE ARE NO HOSE REELS LOCATED ON THE SCHOOL SITE.

OFF Site Evacuation Map



Evacuate

Evacuation Response Steps

Steps for Evacuation

1. Incident Controller takes charge and decides who does what (i.e. activate your ICT)
2. Call 000
3. Inform emergency services of the nature of the emergency (e.g. 'There is smoke in the building')
4. Seek advice from your EMO (if appropriate).
5. If the decision to evacuate is made, use all available staff/volunteers to calmly move/carry/walk the students out of the building to your pre-determined evacuation assembly area
6. Take the students' attendance list, staff roster and your Emergency Kit/First Aid kit
7. Once at assembly area, check all students and staff are accounted for
8. Call 000 and inform them of your location at the outdoor assembly area
9. Focus on safety and wellbeing of students and staff
10. Wait for emergency services to arrive or for further information
11. Do NOT re-enter the school until given the 'all clear' by the emergency services.

Emergency Response Procedures

12.1 On-site evacuation/relocation procedure

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

- Call 000 for emergency services and seek and follow advice.
- Evacuate students, staff and visitors to your <Insert the location of your on-site evacuation/relocation assembly point/s >.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after on-site evacuation/relocation procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete a Post Emergency Record .

12.2 Off-site evacuation procedure

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

- Call 000 for emergency services and seek and follow advice.
- Identify which off-site assembly point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to your <Insert the location of your off-site evacuation assembly point/s>.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.

- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after off-site evacuation procedure

- Ensure any students, staff or visitors with medical or other needs are supported. Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete a Post Emergency Record

12.3 Lock-down procedure

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

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

Actions after lock-down procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete a Post Emergency Record.

12.4 Lock-out procedure

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

- Call 000 for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Go to the designated assembly point/s
- Check that students, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after lock-out procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record
-

12.5 Shelter-in-place procedure

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

- Call 000 for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.

Actions after shelter-in-place procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

Response procedures for specific emergencies

13.1 Building fire

- Call 000 for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to assembly point/s, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.

13.2 Bushfire

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.

- If evacuation is required and time permits before you leave:
- Make sure you close all doors and windows
- Turn off power and gas.
- Check that all students, staff, visitors and contractors are accounted for.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.

13.3 Major external emissions/spill (includes gas leaks)

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and contractors to assembly point/s. This may be an off-site location.
- Check students, staff and visitors are accounted for.
- Seek advice from your organisation/auspice body if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
- Contact parents as required.

13.4 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 evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Seek advice from your organisation/auspice body if required.
- Contact parents as required.

13.5 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/principal who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

- Evacuate the school and:
- Ensure students and staff are not directed past the object
- Alert any other services co-located at the school site
- Check that all students, staff and visitors are accounted for
- Restrict all access to the site and ensure there are no barriers inhibiting access by police

Communication

- 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 your regional emergency management contact and seek advice if necessary
- Await 'all clear' advice from police before returning to school buildings to resume normal school 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 police on a separate phone
 - notify the Chief Warden/principal/Education Commander
- If possible fill out the bomb threat checklist while you are on the phone to the caller
- 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 and 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 a call is finished:
 - **DO NOT HANG UP** – it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up
- Immediately:
 - inform the Chief Warden/principal if this has not yet been done
 - call 000 to report threat to police if this has not yet been done – use a different telephone line or mobile phone
 - 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 in section 11.5.1 above
- ensure all of the caller information has been written down and provided to police on arrival.

If a bomb/substance threat is received by letter

- 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/principal
- 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 section 11.5.1 above.

If a bomb/substance threat is received electronically e.g. by email:

- DO NOT DELETE THE MESSAGE
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- 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 section 9.5 above

If you are at the site of an explosion

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures. 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 students 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

Emergency Exercise and Drill Schedule

Months	Training Event	Person Responsible	Date(s) completed
January February			
March April			
May June			
July August			
September October			
November December			

² This is a VRQA requirement for registered schools.

Students and Staff with Special Needs List

Parents/Staff Name		Room / Area	Condition	Assistance Needed During an Emergency / Evacuation	Who Will Be Responsible?
First name	Last Name				

Bushfire Preparedness

Bushfire Response Steps

When the risk of bushfire is high and/or there is a bushfire in the school's vicinity, the EMP should ensure:

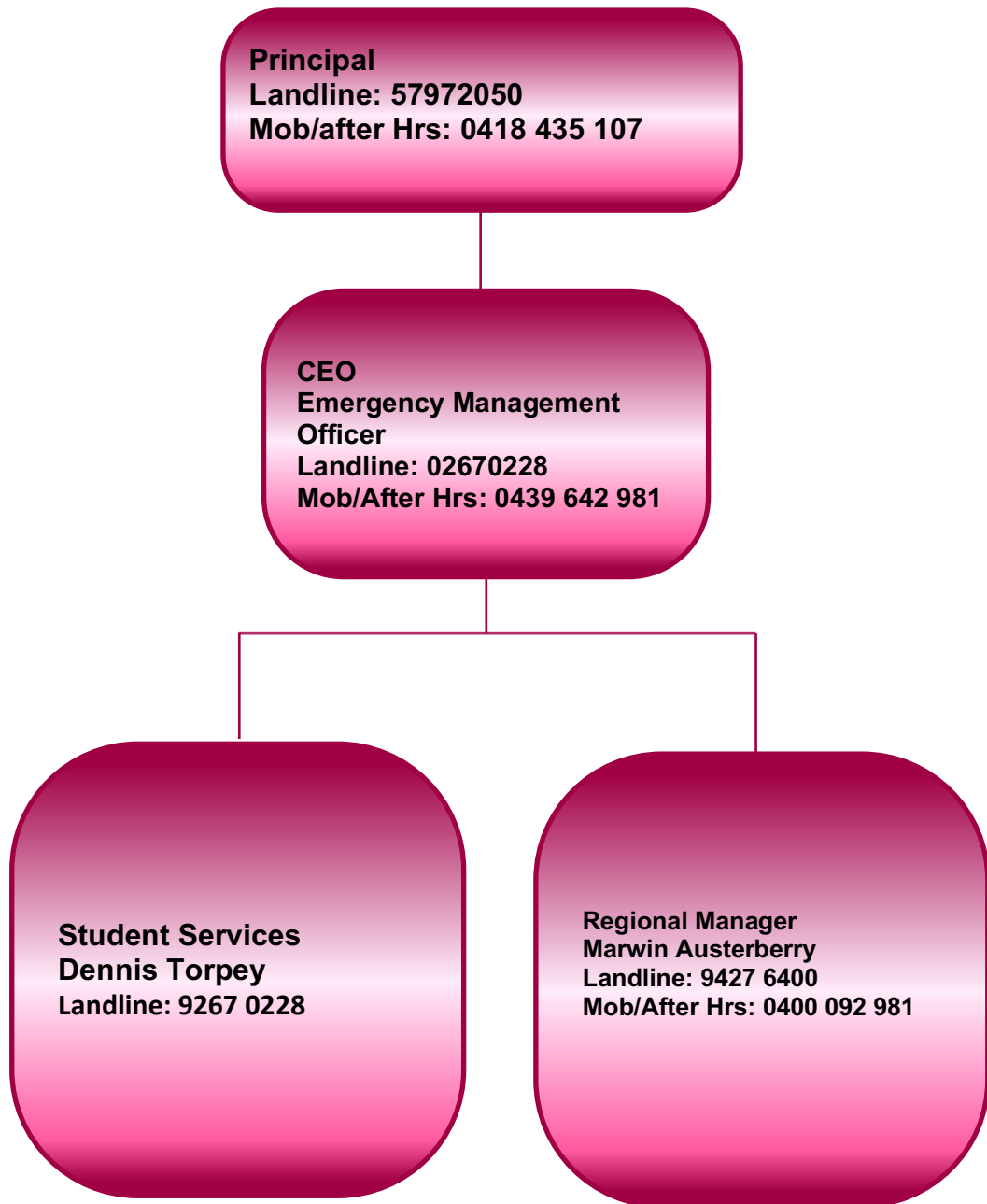
- Someone is allocated responsibility for listening to the local radio or TV and monitoring the CFA/emergency services websites for bushfire or weather warnings and advice
-
- Someone is allocated responsibility for checking CECV and DET websites for potential and actual school closure notifications
- The decision is made to externally or internally relocate students. If early evacuation advice is not issued or the fire is approaching the school and it is unsafe to evacuate, everyone should remain in the building after the following precautions are taken:
 - Phone 000 for fire brigade and follow advice. Inform 000/fire brigade operator which building/s the staff and students will be housed in
 - Check attendance against class rolls at the assembly area. If your attendance rolls are kept electronically, ensure you have an updated printout available as you may not be able to access electronic information in the event of an emergency.
- If a lockdown is implemented:
 - Move everybody inside, assembled away from the part of the building that will be initially exposed to the fire
 - Turn off power and gas, ensure that gas bottles (e.g. barbecue gas bottles) have been removed from the area, close all windows, doors and block crevices with wet materials (e.g. towels)
 - Fill gutters, all sinks, washbasins and drums with water
 - Stay inside in the identified area (preferably bricked and tiled) with available water and away from windows
 - Once the fire has clearly passed, evacuate the building if safe to do so, assess and remain in a safe area
 - Contact your Catholic Education Office to report the incident and for further advice and support, as appropriate, including media support
 - Implement procedures to resume school activities, including arranging counselling support.

Emergency Kit Checklist

Keep the Emergency Kit in a designated, easily accessible place. (staff room) The Logistics Person in this IMT is responsible for making sure the contents are complete and regularly reviewed.

Have you:	
Up-to-date student attendance list/roll, including child release forms / sign out book	
Up-to-date students and staff with special needs list	
Emergency contacts telephone list (including for parents/guardians)	
List of staff with emergency management or training skills	
Traffic safety vest and tabards	
Keys	
Standard portable first-aid kit	
Special medications e.g. asthma inhalers, EpiPens	
Charged mobile phone	
Torch with replacement batteries (or wind up torch)	
Megaphone	
Portable battery powered radio	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Copy of school site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	
Other (please specify)	

5. Communication Tree



Parent Communication: Parents will be contacted through skoolbag app via office.

Person/s Responsible : Leanne Jones School Administration, Denise Hall School Leader.

Communication to CEO Person/s Responsible: Leanne Jones - School Administration, Judy Degenhardt Principal Denise Hall - School Leader.



YEA HIGH SCHOOL

RACECOURSE ROAD YEA 3717

Telephone: (03) 5797 2207

Facsimile: (03) 5797 2931

Email: yea.hs@edumail.vic.gov.au

A.B.N. 42 910 739 320

Yea High School

Bus Emergency Management

2020

Yea High School

Bus Emergency Management (2020)

In the event of an emergency, Principals of Bus Coordinating Schools are responsible

for final decisions on route cancellations and modifications.

BUS CONTACTS:

Schools Serviced	Contact Details	
Yea High School	Principal: Bruce Skewes	Ph: 0400 025 925
Yea Primary School	Principal: Debbie George	Ph: 0407 830 713 03 5797 2724
Sacred Heart Primary School	Principal: Judy Degenhardt	Ph: 03 5797 2723
St Mary's Seymour	Principal: Wayne Smith	Ph: 03 57 92 2611
Seymour College	Principal: Gail Hardman Bus Operator: Seymour Coaches Stuart Locke	Ph: 03 5771 1300 Ph: 0418 552 016
Bus Route	Area Serviced	School Services
Route 1	Strath Creek (Connect to Seymour) to Yea	Yea PS, Sacred Heart -Yea, Yea HS, Seymour College, St Marys-Seymour
Route 2	Highlands	Yea PS, Sacred Heart - Yea Yea HS
Route 3	Killingworth	Yea PS, Sacred Heart - Yea Yea HS
Route 4	Murrindindi	Yea PS, Sacred Heart - Yea Yea HS
Route 5	Glenburn	Yea PS, Sacred Heart - Yea Yea HS
Route 6	Kinglake	Yea HS
Route 7	Flowerdale	Yea PS, Sacred Heart - Yea Yea HS

Bus / Area	Contractor	Driver
1. STRATH CREEK CONNECT SEYMOUR	Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768 Seymour College Ph: 5771 1300 St Mary's College Ph: 5792 2611	Driver: Brett Christie Ph: 0417 782 485 Ken Aldous Mb: 0428 575406 Ph: 5772 1768(Fallons) Bus location: Yea - Fallons Depot
2. HIGHLANDS – UPPER HIGHLANDS	Yea Bus Lines(Christies): Ph: 5797 2691	Driver: John Ohern Lyn Helmond Ph: 5797 2691 Bus location: 17 Melbourne Rd. Yea
3. KILLINWORTH	Cofare PTY LTD: Louise Leatham Ph: 9813 5569	Driver: Neville Helmond Ph: 57972691 Driver: Lathe Ph: 0403691501//57973017 Louise Leatham Ph: 9813 5569 Bus location: Yea - Fallons Depot
4. MURRINDINDI	Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768	Driver: Greg Garlick Ph: 5797 2819 Bus location: Yea - Fallons Depot
5. GLENBURN	Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768	Driver: Gavin Skeritt Ph: 5797 2116 Mb. 0439 414 702 Bus location: Yea - Fallons Depot
6. KINGLAKE	Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768	Driver: Jeff Bucknell Mb: 0415 688 435 Home: Bus location: Kingleake Neighbourhood House
7. FLOWERDALE	Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill	Driver: Stuart Oddy Mb: 0402 349 120

	Alexandra Ph: 5772 1768	Bus location: Kinglake West
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On school day CODE RED fire danger days school bus travel will be cancelled, however the school will remain open.

Bus Emergency While En-Route

Use this procedure for an emergency that arises involving a government school bus en route.

The bus driver assumes responsibility should an emergency situation arise while a bus service is en route to or from school. The bus driver is responsible for passenger safety and where practicable makes decisions with guidance from the coordinating principal.

The bus driver will:

- operate in a manner to ensure the safety of passengers at all times
- if necessary, call 000
- notify the coordinating principal of any emergency encountered en route and any anticipated delay
- receive instruction, where possible, from the emergency services and/or coordinating principal with regard to the bus service's destination (i.e. return to school or be directed to a safe area)
- not allow students to alight from the bus unless parents/guardians are waiting for them at a designated bus stop. If no one is waiting and it is practical and safe to do so, students will be taken back to school or to the nearest safe area. Safe areas are to be agreed to in advance by emergency services and the coordinating principal and identified in the school's EMP
- continue on the journey or if the road is blocked return to the school if safe and practical to do so or travel to an area deemed safe by emergency services. If emergency services are not at the scene and the driver is in doubt they should call 000 for assistance
- confirm arrival at destination with the coordinating principal as soon as possible
- notify the bus operator and/or PTV's senior strategic bus officer of the emergency incident
- as soon as possible after the event, record details of actions taken.

Coordinating principals will:

- contact emergency services to ascertain on status of any locally notified emergency. The coordinating principal should advise emergency services of the status and location of bus services and seek assistance if required

- if possible, contact the EMC to inform them of the situation and receive instruction
- consider actions to be taken in line with school's EMP
- confirm or provide the bus driver with the destination
- notify client school principals and any other facility with passengers on the affected service
- consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as when and where to collect their children)
- receive confirmation of bus's arrival at destination from driver
- notify the EMC of actions taken
- keep an accurate log of all communication in relation to the event.

Bus Services Affected Overnight or Before School

If the operation of a bus service is affected by an emergency occurring overnight or before school hours, the coordinating principal assumes responsibility for determining whether the bus service is cancelled or not. The decision is made based on, where possible, advice from the regional office, emergency services and local knowledge. Schools should prioritise contacting the families of all affected students to avoid them waiting at stops where services have been cancelled.

The coordinating principal must contact the EMC as soon as possible to ensure they are aware of the situation and confirm bus route closures.

The EMC must update the DET bus route closure website and notify the DET Media Unit of cancellations or changes to services so the general public can be informed as early as possible.

BUS TRAVELLERS - IN CASE OF A FIRE

- The relevant bus/es will be delayed at school and the C.F.A. or Police will be informed and asked to advise when it would be safe to allow it to proceed.
- All parents will be notified of the delay by phone, information will be posted on the coordinating school's website.
- No child on the affected bus routes will be permitted to leave the school unless picked up by their parents.
- If the bus is to be restricted, parents will be advised to meet their children at a revised bus stop.
- The coordinating school will liaise with schools which have affected travellers.

- Bus Coordinator or Principal should notify Emergency Management Ph. 95896266 of the situation.

BUS DRIVERS IN THE CASE OF A FIRE SHOULD:

- Not leave school without approval of Principal or Bus Coordinator on direction from Incident Control (Police, CFA, emergency services)
- If at all possible, notify Police and Principal immediately if a bus is delayed en-route
- Not allow pupils to alight from buses in a fire area unless parents are waiting for them
- Stop and check at the nearest property should they suspect there is a fire in the vicinity. Use satellite phone if appropriate
- Seek shelter at the nearest property if in danger.

STAFF AND STUDENT MOVEMENT

Provided there is adequate warning of threat of bushfire/flood/storm damage/road closure, and where emergency authorities or incident control advise it is safe to travel, these options will be considered.

- If transport can be arranged, send home students whose parents are already home and have been contacted.
- If bus travel is an option on Police and Incident Control advice. Parents should be available to meet students at the appropriate bus stop. Students are not permitted to alight from buses in fire zone unless parents are waiting for them.
- Release staff whose homes are in possible danger, retaining a core group for supervision of remaining students.

EMERGENCY PROCEDURE IN THE EVENT OF THE BUS BEING UNABLE TO COMPLETE THE ROUTE

(Bushfire/flood/storm damage/road closure)

1. Bus driver to attempt to contact:
 - a) Coordinating school by Ph.03 5797 2207
 - b) School contact person Ph. 0400 025 925
 - c) Emergency Ph. 000 or mobile Ph. 112

2. If this is impossible, bus driver to proceed to closest farm property and telephone the above people. If students are already on the bus, the driver will remain with them at all times, and wait for assistance.

3. Parents may contact the coordinating school Ph. 5797 2207, or the school contact person, Ph. 0400 025 925

4. The bus driver will make all reasonable efforts to collect as many students as possible on the bus route, even if this means some of the route will be incomplete, and notify the school, or the school contact person, of the situation.

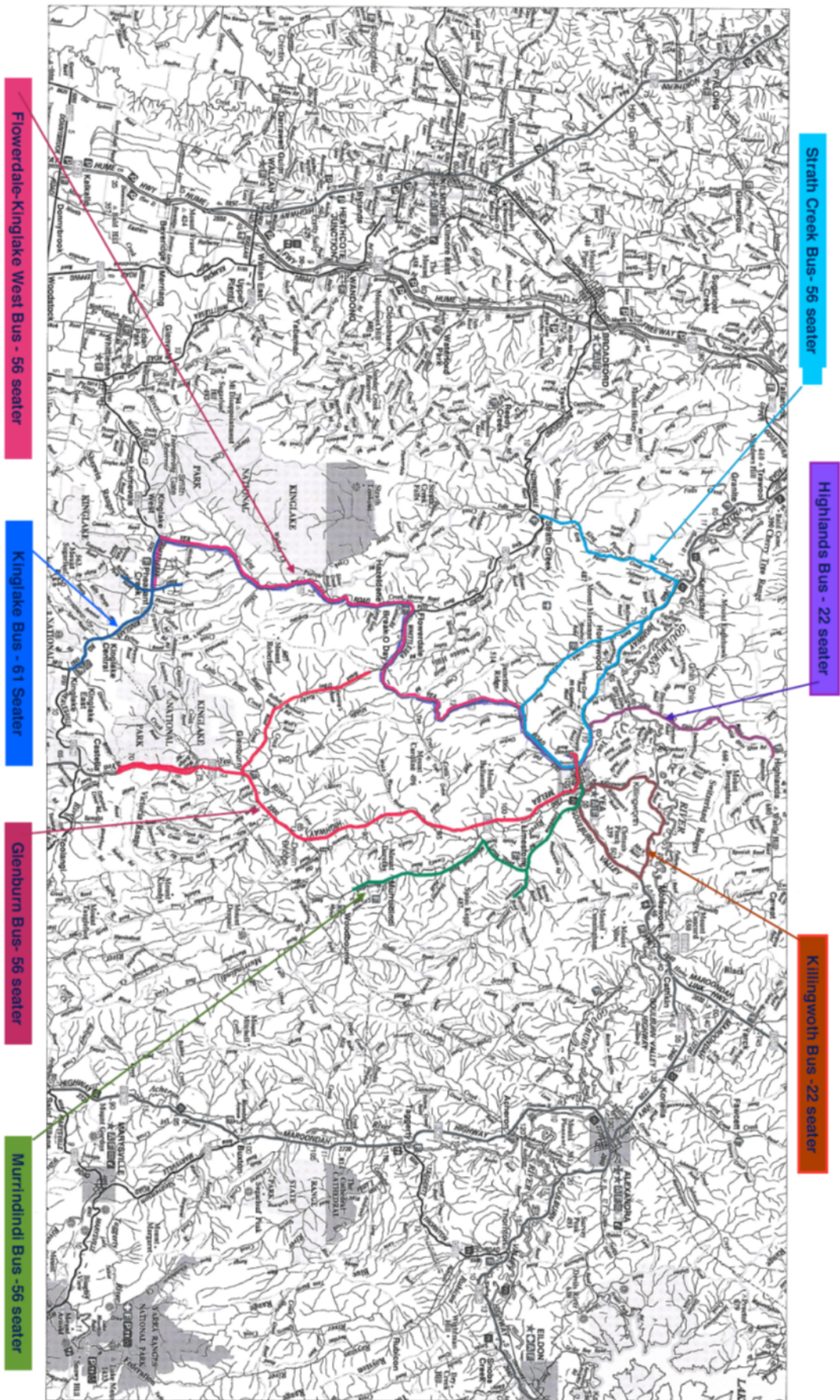
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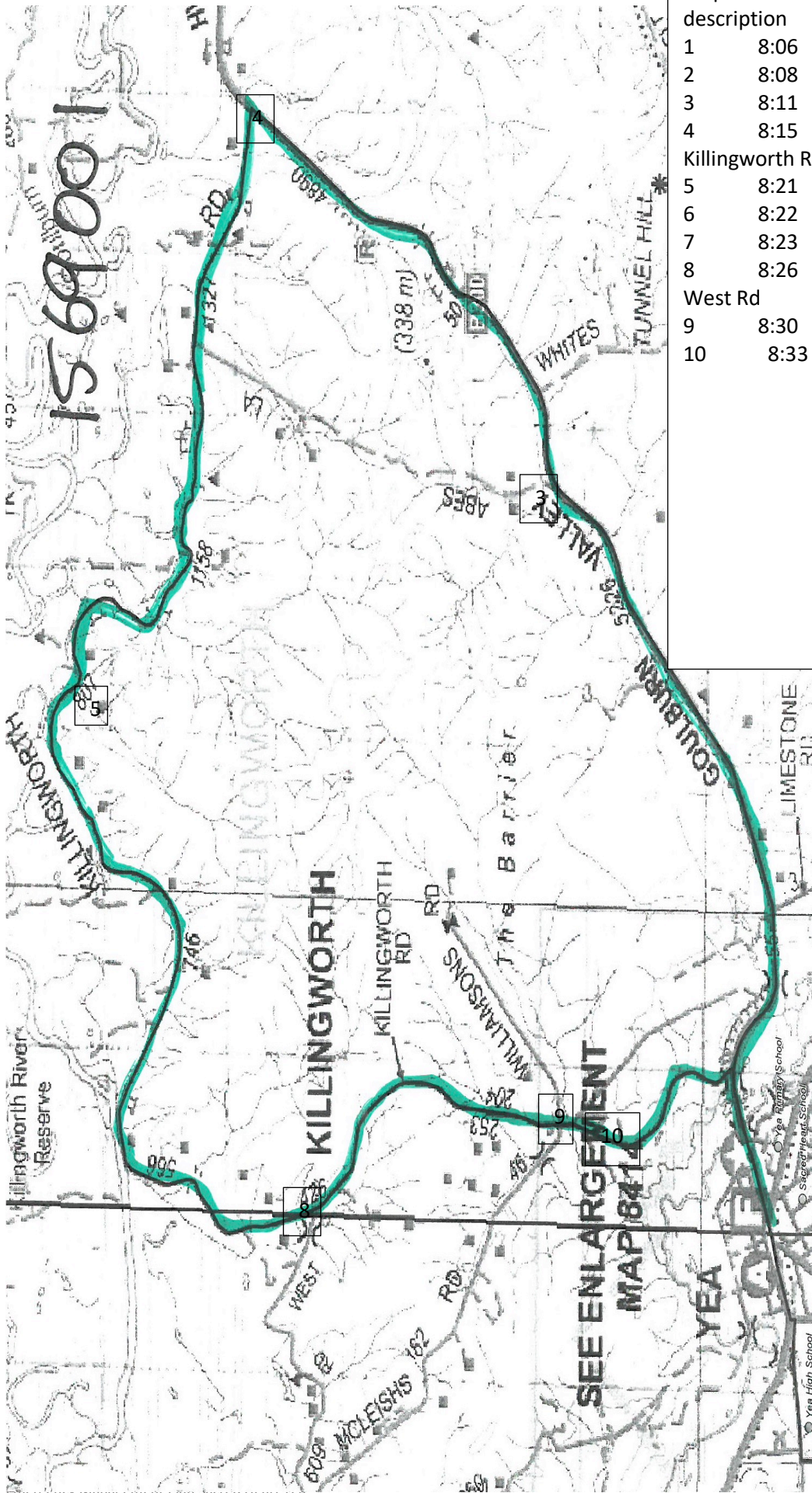
DET Contact Details

	Phone	Secondary phone	Email address
DET Security Services Unit	1800 126 126		ssu@edumail.vic.gov.au
DET Emergency Management Division and Bushfire At Risk Register	(03) 9651 3714	0408 143 405	emergency.management@edumail.vic.gov.au
DET Regional Offices NEV Region:	Linda Jamieson (03) 8392 9336 SEIL: Rhonda Cole Mobile: 0457 525 133	Linda Jamieson 0448 284 749	jamieson.linda.j@edumail.vic.gov.au
PTV Primary contact PTV Incident Response	 (03) 9027 4241		 cero@ptv.vic.gov.au

(24 hr) Secondary contact Back up only – Kathryn Ng	(03) 9027 4793	0417 302 474	Kathryn.ng@ptv.vic.gov.au
DET Student Transport Unit Peter Nelson – Director	(03) 9637 2200 9637 4313	 0407 545 139	student.transport@edumail.vic.gov.au nelson.peter.l@edumail.vic.gov.au
Catholic Education Office Melbourne Diocese: Harry Allard – Planning and Infrastructure, Emergency Management	(03) 9267 0404	0439 642 881	hallard@ceomelb.catholic.edu.au
Independent Schools Victoria Peter Roberts – Director School Services Kieren Noonan – School Services Advisor	(03) 9825 7211 (03) 9825 7275	0457 524 232 0447 264 597	peter.roberts@is.vic.edu.au kieren.noonan@is.vic.edu.au

YEA SCHOOL BUS ROUTES

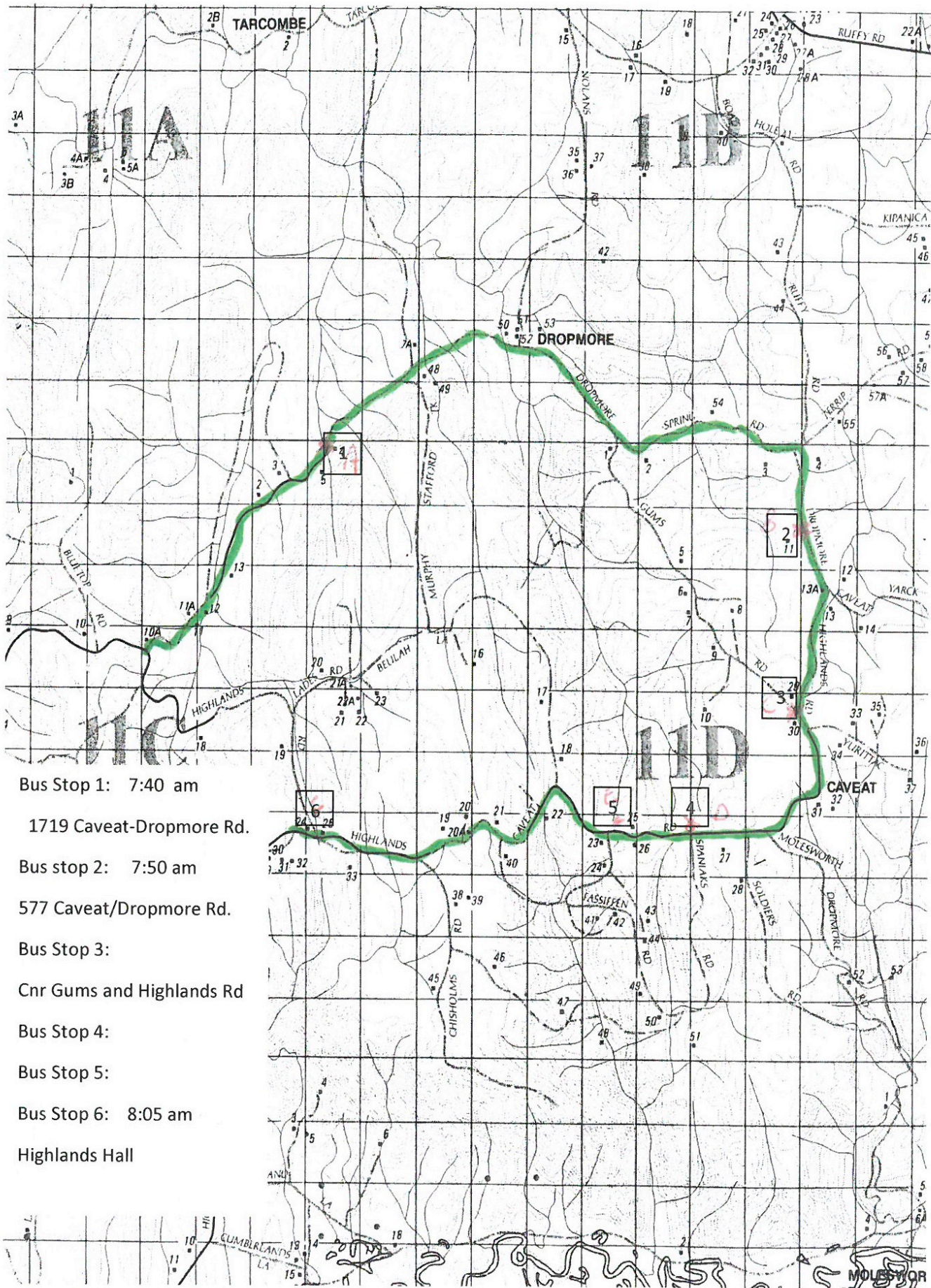


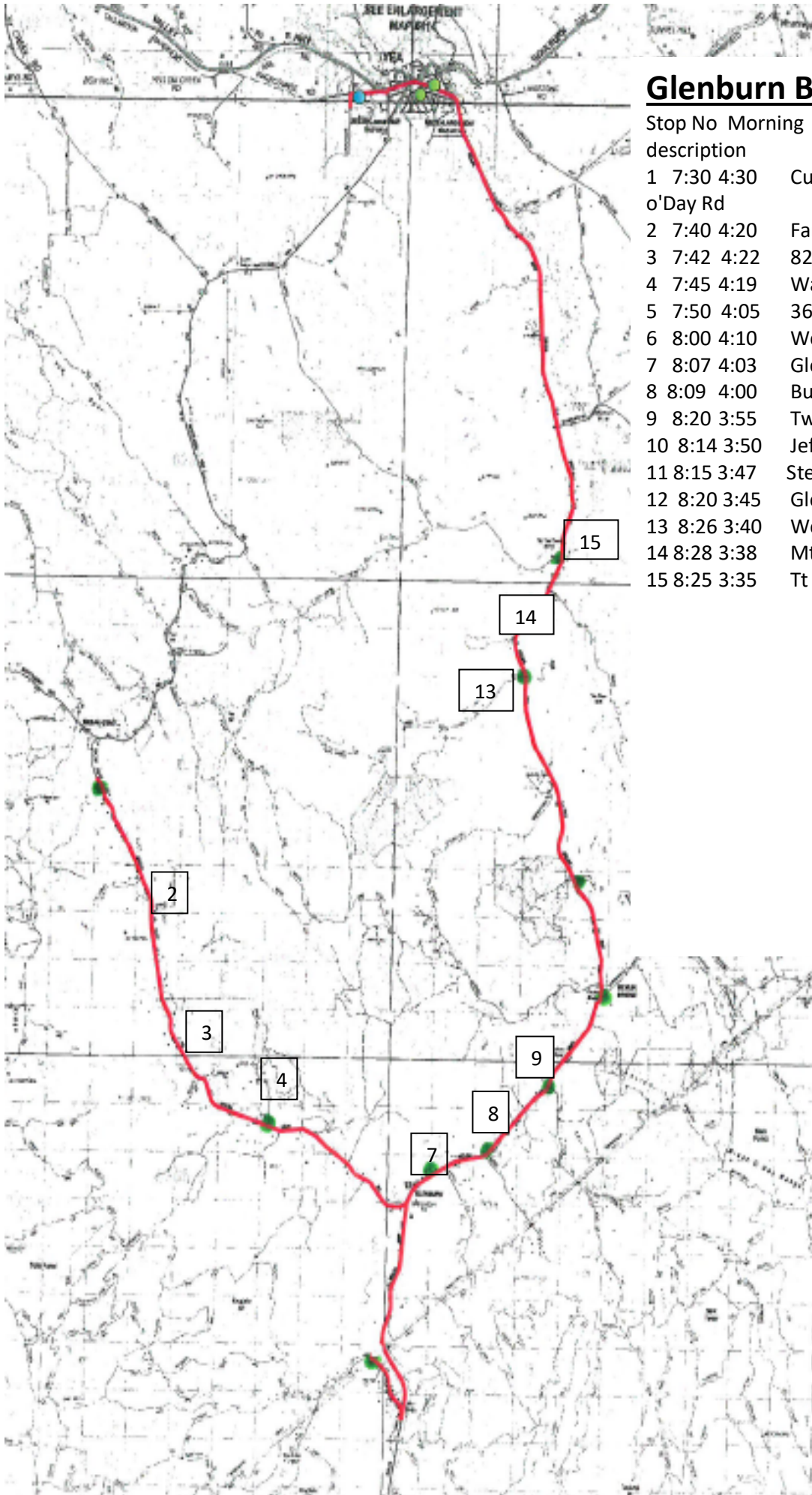


Killingworth Bus

Stop No	Morning description	Morning	Evening Stop	Evening
1	8:06	3:35	Goldie Park	
2	8:08	3:37	Winfield	
3	8:11	3:40	Abes Lane	
4	8:15	3:44	Cnr GV Hwy & Killingworth Rd	
5	8:21	3:50	Christies Gate	
6	8:22	3:51	Kaaks Gate	
7	8:23	3:52	McLeans Gate	
8	8:26	3:56	Cnr Killingworth West Rd	
9	8:30	3:59	McLeish Rd	
10	8:33	4:02	Carey Rd	

Upper Highlands Bus Route





Glenburn Bus

Stop No	Morning	Evening	Stop description
1	7:30	4:30	Cunningham/Break o'Day Rd
2	7:40	4:20	Fanning Rd
3	7:42	4:22	820 Break O Day Rd
4	7:45	4:19	Walls Rd
5	7:50	4:05	3626 Melba Hwy
6	8:00	4:10	Westbridge Rd
7	8:07	4:03	Glenburn Roadhouse
8	8:09	4:00	Burns RD
9	8:20	3:55	Two Hills/Kalatha Rd
10	8:14	3:50	Jefferies/Devlins Bridge
11	8:15	3:47	Steuarts Rd
12	8:20	3:45	Glendaloch Tk
13	8:26	3:40	Webbwares Rd
14	8:28	3:38	Mt Caroline Cnr
15	8:25	3:35	Tt Tree Ck Rd

Bus Risk Management

All Buses

Yea High School, the bus coordinating school, has seven bus routes identified above. On code red days these buses will not run.

Description of major bus movements:

1. Buses depart Yea High School at approximately 3.30 p.m. and arrive at Yea High School between 8.30 am and 9.00 am. Six buses also deliver students to Yea PS and Sacred Heart PS.
2. The Strath Creek bus also connects to the Seymour bus network at Strath Creek and Students travel from Yea and Seymour to access Seymour College programs, GOTAFE and St Mary's College.
3. 5 buses travel for some part on major highways;
Highland bus, Strath Creek bus - Goulburn Valley Hwy
Glenburn bus, Murrindindi bus, Killingworth bus – Melba Hwy
4. 2 other buses travel South from Yea on the main roads;
Flowerdale Bus and Kinglake bus on Yea- Whittlesea Rd and Main Rd. Kinglake
5. 2 buses also travel on unsealed roads;
Killingworth bus, Strath Creek bus and Murrindindi bus
6. The Upper Highlands bus travels through grassland and bush areas on sealed and unsealed roads. The route maybe impacted by road blockages due to fallen trees and poor road conditions in wet weather. The bus will be cancelled on Code Red days.
7. All buses could be impacted by;
 - bush and grass fires
 - severe weather storms
 - road accidents
 - road blockages

Identify Potential Threats / Hazards	Description of Risk	Current Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Treatments to be implemented List the control measures required to eliminate or minimise the risk	Revised Risk Rating After Implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequences	Likelihood	Risk Level
Bushfires or grassfires	<p>Risk/s There is a risk of injury due to a bushfire. There is a risk of psychological injury.</p> <p>Causes: Large area of natural bushland in the vicinity. Lightning strikes. Other fire hazards.</p> <p>Consequences: Fatality and/or permanent disability. Stress event requiring extensive clinical support for multiple individuals. Failure of bus to complete journey. Suspension of travel.</p>	<p>Ensure Emergency Management Plan is up-to-date.</p> <p>Check CFA website and alerts during the bushfire season.</p> <p>Reinforce bus safety and emergency procedures.</p> <p>Monitor radio (ABC) and CFA and Emergency Services on days of high fire danger.</p> <p>School buses will not run on Code Red days.</p>	Severe	Unlikely	High	<p>Prior to bushfire season, consult staff re their personal Emergency plans</p> <p>Communicate school bushfire preparedness and strategies to the school community</p> <p>Implement actions for varied fire warnings as per EMP</p> <p>During a high fire danger period the Principal or Assistant Principal, in consultation with staff, will assess the current fire risk in the area and may decide to alter, move or cancel scheduled programs/camps/excursions</p>	Severe	Rare	Medium
Severe weather, storms and flooding		<p>Liaise with Police/SES /local government to identify potential</p>	Major	Likely	High	<p>If there is a severe weather warning or the upcoming forecast is</p>			Medium

	<p>Risk/s: There is a risk of injury due to a severe weather event.</p> <p>Causes: - flying debris - flooding - falling objects - falling power lines</p> <p>Consequences: Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals</p>	<p>risks. Bus en route procedure enacted. Test communications Monitor radio (ABC) and CFA and Emergency Services</p>				<p>predicting possible extreme weather or storms, the Principal or Assistant Principal, in consultation with staff, will assess the upcoming period may decide to alter, move or cancel scheduled programs/camps/excursions and monitor conditions for bus travel.</p>			
School Bus accident	<p>Risk/s: There is a risk of injury due to transporting students to and from school</p> <p>Causes: Mechanical breakdown Driver fatigue Other Drivers Road conditions</p> <p>Consequences: Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals</p>	<p>Ensure bus safety guidelines are complied with Ensure drivers are emergency contact numbers for the vehicle. Drivers/Buses Contractor should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if</p>	Severe	Possible	High				

		necessary postpone the trip.						
Road closure	<p>Risk/s: There is a risk buses not completing their route on time or a total road closure. Students witnessing road trauma.</p> <p>Causes: Road accidents Road conditions</p> <p>Consequences: Stress event requiring extensive support for multiple individuals. Parent concern.</p>	<p>Liaise with Police/SES/local government to identify potential risks.</p> <p>Drivers/Bus Contractor should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip. Contingency plan for contacting parents.</p>	Moderate	Possible	Med			

Risk Analysis

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium