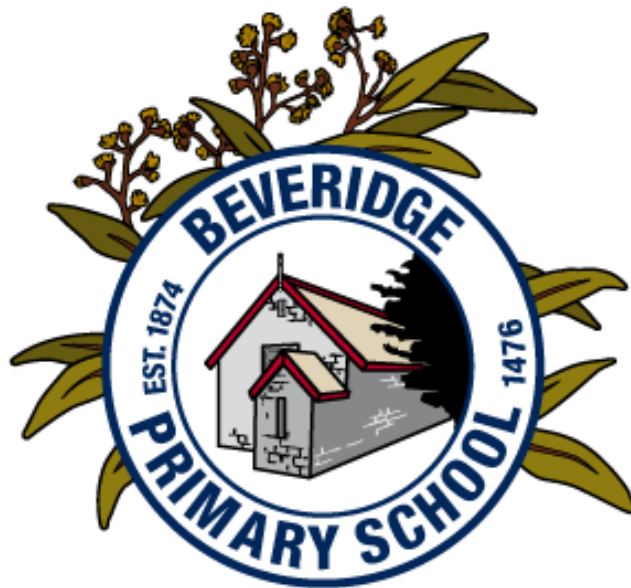


# Beveridge Primary School

## Emergency Management Plan 2018-2019



**Arrowsmith Street, Beveridge, VIC, 3753**  
**03 9745 2264 / [beveridge.ps@edumail.vic.gov.au](mailto:beveridge.ps@edumail.vic.gov.au)**

**Department of Education and Training**

**Date Approved:**

## Purpose

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

## Scope

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

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Trevor Roberts	CFA District 14	01/12/2016	t.roberts@cfa.vic.gov.au
Damian Elvey	Kalkallo FB, captain	01/12/2016	kalkallocfa@virginbroadband.com.au
Ned Panuzzo	Beveridge CFA	01/12/2016	Lithgow St, Beveridge
Acting Senior Sergeant Andrew Donovan	Wallan Police	01/12/2016	Andrew.donovan@police.vic.gov.au
Kathy Quinlan	Mitchell Shire	01/12/2016	kathyq@mitchellshire.vic.gov.au
All school staff	Beveridge Primary School	01/12/2016	
NA	DEECD	01/12/2016	<a href="https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/default.asp">https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/default.asp</a>

## Facility Profile

<b>School Name/Campus Name</b>	<b>Beveridge Primary School</b>
<b>Address</b>	Arrowsmith Street, Beveridge, VIC, 3753
<b>Phone</b>	03 9745 2264
<b>Email</b>	beveridge.ps@edumail.vic.gov.au
<b>Fax</b>	03 9745 2407
<b>DET Region</b>	NORTH-EASTERN VICTORIA
<b>DET Area</b>	Goulburn Area
<b>LGA</b>	Mitchell (S)
<b>BOM/Fire District</b>	North Central District
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8:30am - 4:00pm
<b>Number of Students</b>	294
<b>Number of Staff</b>	32
<b>Number of Buildings</b>	11
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Beveridge Community Centre, Lithgow St Beveridge
<b>On-site Evacuation Location</b>	
<b>Off-site Evacuation Location</b>	

<b>Typical method used for communications to school community</b>	SMS
<b>Is this school has other services or users of the site?</b>	Yes

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Out of School Hours Care	Bluestone	45-60	7:00am-8:30am 3:15pm-6:00pm	03 9745 2264	0437 744 672

## Building Information Summary

### Telephones (landlines)

Location	Number
Administration	03 9745 2264

### Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	Administration	DEECD	Swipe wall mounted unit on left of door. Swipe tag hanging on hook on admin desk.
Other			

### Utilities

Description	Location	Service	Location of shutoff
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		Provider	Instructions
Gas / Propane			
Water			
Electricity	Western boundary behind chicken shed	AusNet	

## Sprinkler System

<b>Control Valve Location</b>	
<b>Shutoff Instructions Location</b>	

## Boiler Room

<b>Location</b>	
<b>Access</b>	

## Emergency Power System

<b>Type</b>	
<b>Location</b>	
<b>Provides power to</b>	
<b>Shutoff Instructions Location</b>	

## Building and Site Hazards

Location	Number

# Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	
Student and staff with additional needs list (contained in EMP) including any student medications	
Staff contact information	
Student Release Forms/sign out book	
List of staff on the IMT	
Traffic/emergency safety vests and tabards	
Facility keys	
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	
A charged mobile phone and charger/s	
Torch with replacement batteries (or wind up torch)	
Whistle	
Megaphone	
Portable battery powered radio	
Copy of facility site plan and EMP including evacuation routes	
Water	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	01/11/2017
<b>Next check date</b>	01/11/2018

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Grass fire - shelter in place	Julia Houghton	23/02/2017	
Term 2	Onsite evacuation	Julia Houghton	16/05/2017	
Term 2	Building Fire - off site evacuation	Julia Houghton	25/05/2017	
Term 2	Pandemics	Julia Houghton	02/06/2017	
Term 3	Lockdown - intruders	Lexia Collins	31/07/2017	
Term 3	Lock out -- Hazardous substance	Lexia Collins	14/09/2017	
Term 4	Shelter in place - Severe storm	Lexia Collins	03/10/2017	
Term 4	EMP team meeting	Lexia Collins	22/11/2017	



## First Aid Training

Staff Member	Training Completed	Date Qualified To
John Andrews	August 2018	28/08/2021
Carla Liras	March 2018	02/03/2021
Lexia Collins	July 2016	19/04/2019
Luke McMurray	March 2018	02/03/2021
Vicki Albert	March 2018	02/03/2021
Michelle Hamer	July 2016	19/07/2019
Olivia Fletcher	August 2018	28/08/2021
Roybn Johns	July 2016	19/07/2019
Jemma Scerri	March 2018	02/03/2021
Tracey Sullivan	February 2017	01/02/2020
Jayden Jukes	March 2018	02/03/2021

## Other Training Record

Staff Member	Training Type	Date

## Students or Staff with Additional Needs

*To ensure adherence to the provisions of the Information Privacy Act 2000 you should not record personal details here.*

*Add summary of those with additional needs or medical conditions below, without including personal details.*

Category	Number of Staff	Number of Students
ADHD	0	4
Anaphylaxis	0	2
Asthma	1	40
Autism	0	4
Extropia (poor vision)	0	2
Hearing impaired	0	1
Teacher request	0	8
Diabetes	0	1

## Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Grassfires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis - see drill schedule. Fire tank maintenance is up to date. Need to get sprinkler system on oval maintained. Ensure there is a business continuity plan in place.		<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Need to Purchase a fire proof document storage	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Test communication systems (PA system) on a regular basis. Train staff on use of portable phones. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place. See drill schedule.		<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low		<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Severe weather and storms	Risk of injury. Risk of property damage.	Ensure roofs/gutters/drains are cleared monthly. Liaise with SES/local government to identify potential risks. Bins to be moved into the staffroom. Test communications Ensure there is a business continuity plan in place.		<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	Students brought indoors	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Intruders/personal threat	Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site. Visitors/contractors sign in through OSHC on holidays. Employee Assistance Program. See drill schedule.		<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	Visitor sign book and visitor badge required to be worn	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP). Investigate Parent Education process. See drill shedule		<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b>		<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b>

				Low		Low
Vehicle Incident	Risk of death/injury	Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers 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.		<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	Community education	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Pandemics and communicable diseases	Risk of Health and/or Death (in extreme cases of a pandemic)	Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Access to water and liquid soap (in every toilet) and alcohol-based sanitiser (in every classroom). Ensure staff and children are educated about covering their cough to prevent the spread of germs		<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High	Community education	<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High
Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures.		<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low	Community education	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
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.	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD's Work-related driving procedure. Collect site evacuation plans on excursions/camps and complete risk assessments. See drill schedule.		<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low	Community education	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.					
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.					
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students					

	Stress or psychological injury requiring clinical support for multiple individuals					
Influenza pandemic	Risk of health and possible death (in extreme cases)					
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets					

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-Site Evacuation Procedure	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Evacuate students, staff and visitors out of the building to - Beveridge Community Centre.if this is the evacuation option.</li> <li>• Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.</li> <li>• Once at your primary (Arrowsmith St) and/or secondary (Lithgow St) assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> </ul> <p><b>Actions after on-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide).</li> </ul>
Off-site evacuation procedure	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify which off-site assembly Point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to - Beveridge Community Centre</li> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> </ul>
<p>Actions after off-site evacuation procedure</p>	<ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide).</li> </ul>
<p>Lock-down procedure</p>	<p>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 'LOCK DOWN' the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <p><b>ALERT / ALARM:</b> The announcement will state the following:</p> <ul style="list-style-type: none"> <li>○ <b>Could Mr <u>LOCK</u> please make your way <u>DOWN</u> to the office – repeated 3 or 4 times.</b></li> </ul> <p><b>LOCKDOWN PRACTICES:</b></p> <p><b><u>OUT OF CLASS TIME (BEFORE SCHOOL / RECESS / LUNCH / AFTER SCHOOL)</u></b></p> <ul style="list-style-type: none"> <li>○ All students go to their classrooms unless otherwise instructed.</li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>STAFF MEMBERS IN MAIN STAFFROOM GO TO THEIR CLASSES</b></li> <li>○ Staff present in appropriate building need to ensure that doors are accessible.</li> <li>○ Follow procedure from step 3 in "During Class time" below.</li> </ul> <p><b>DURING CLASSTIME</b></p> <ol style="list-style-type: none"> <li>1. In this case it is mandatory that all students and adults remain in the classroom.</li> <li>2. <u>If children, a class or an adult is caught outside a classroom when the announcement is announced they must immediately go to the closest room/building they can before that room is locked down and join whoever is in that room.</u></li> <li>3. Staff who are not teaching at the start of lockdown should go to the nearest classroom. Staff, should check outside areas for students and direct them to the nearest classroom. Staff without a class – check toilets and rest of neighbourhood.</li> <li>4. Lock doors, windows and close blinds in room. Turn off heating / cooling, lights. (STAFF)</li> <li>5. Position students, visitors and teachers on the floor against the door wall or in the <b>most non-visible positions</b> (predetermined) <u>NB: This procedure must be tailored for the individual rooms being used.</u></li> <li>6. In the classroom:             <ul style="list-style-type: none"> <li>- Mark the class rolls.</li> <li>- Report any teachers / student absences to the Team Leader who in turn will report all absences to the office. (If no team leader is present in the building please nominate one staff member to liaison with the office</li> <li>- Emergency Lockdown Rolls are located in the red folders in the classroom.</li> </ul> </li> <li>7. Office to liaise with <i>Business Manager/Finance administrator</i> to relay any missing staff to be verified via diary and to notify those staff not to approach the college and to notify the police of any missing students or staff members.</li> <li>8. Do <b>not</b> allow students to use the classroom phone if there is one available.</li> <li>9. Insist students and adults remain quiet.</li> <li>10. Once a lockdown has been initiated (rooms are locked), no one is to open the door under any circumstance.</li> <li>11. Remain in this position until "all clear" is announced.</li> <li>12. After the all clear is sounded the Incident Controller can authorize the contacting of parents.</li> </ol> <p><b>ALL CLEAR</b></p> <ul style="list-style-type: none"> <li>• The '<b>ALL CLEAR</b>' announcement will be communicated by the Incident Controller only via announcement system.</li> <li>• The '<b>ALL CLEAR</b>' announcement will state the following:             <ul style="list-style-type: none"> <li>○ "<b>The LOCKDOWN has now ended.</b>"</li> </ul> </li> <li>• <b>It is critical that staff who are out of school, for whatever reason, register their movements in the diary. Business Manager/Finance administrator will be responsible for contacting them about the emergency and advise them not to approach the college.</b></li> </ul>
<p>Actions after lock-down procedure</p>	<ul style="list-style-type: none"> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief to review the lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide). Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> </ul>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> <li>○ lock doors to prevent entry</li> <li>○ check the premises for anyone left inside</li> <li>○ obtain Emergency Kit</li> </ul> </li> <li>• Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Go to the designated assembly point/s - Beveridge Community Centre</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>
<p>Actions after lock-out procedure</p>	<ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare and maintain records and documentation.</li> <li>• Undertake operational debrief to review the lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide)</li> </ul>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Incident Controller (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 Incident Controller on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Incident Controller activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area -Classrooms. Bluestone building.</li> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> <li>• Report the emergency and shelter-in-place to the Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Ascertain (as possible) if all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> </ul>
<p>Actions after shelter-in-place procedure</p>	<ul style="list-style-type: none"> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from the region (regional Manager, Operations and Emergency Management) as required.</li> <li>• Prepare and maintain records and documentation.</li> <li>• Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide).</li> </ul>

## Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Grassfires	
Building fire	<ul style="list-style-type: none"> <li>• Phone <b>000</b> to notify the emergency services and seek advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for <b>On-site Evacuation</b>.</li> <li>• Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary</li> <li>• Extinguish the fire (<b>only if safe to do so</b>).</li> <li>• Evacuate to the Beveridge Community Centre, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Incident Controller.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DEECD Media Unit on 9637 2871.</li> </ul>
Severe weather and storms	
Intruders/personal threat	
Bomb Threat	
Vehicle Incident	
Pandemics and communicable diseases	
Intruder	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>

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.
- Report the emergency to the Security Services Unit on 9603 7999.
- 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, including 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.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- 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
  - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

**Ask the caller:**

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:

	<ul style="list-style-type: none"> <li>○ <b>DO NOT HANG UP</b> - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.</li> <li>○ Immediately:             <ul style="list-style-type: none"> <li>▪ inform the Chief Warden/principal if this has not yet been done</li> <li>▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone</li> <li>▪ o 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.</li> </ul> </li> <li>○ implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above</li> <li>○ report the emergency to the Security Services Unit on 9589 6266</li> <li>○ ensure all of the caller information has been written down and provided to police on arrival.</li> </ul> <p><b>If a bomb/substance threat is received by letter</b></p> <ul style="list-style-type: none"> <li>• Place the letter in a clear bag or sleeve and store in a secure place</li> <li>• Avoid any further handling of the letter or envelope</li> <li>• Call 000 for police and seek and follow advice</li> <li>• Notify the Chief Warden/principal</li> <li>• 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.</li> <li>• Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ 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.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>○ Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
Severe weather event	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
Influenza pandemic	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
Loss of essential services	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>
Major medical emergency	
Off-site emergencies	

# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Steven Fernando	9745 2264	9499 6789	0437 744 672
Business Manager	Lexia Collins	9745 2264		0424 583 634
Year Level Coordinators	Melissa Blair, Robyn Johns,	9745 2264		0402 536 618 0437 001 110
First Aid Officer	Jemma Scerri	9745 2264		0417 698 985
OH&S Representative	Vicki Albert	9745 2264		0414 974 845
School Council President	Brad Tucker	0417 057 594		0417 057 594

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Judy Rose	(03) 8392 9578	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Linda Jamieson	(03) 8392 9336	0488 284 749
Emergency Management Support Officer	Petra Mackay	(03) 8392 9357	0427 374 563
Security Services Unit		1800 126 126	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL			
SSSO Team Leader	Sharon Blackwell	5783 1232	0429 041 776

## Local / Other Organizations

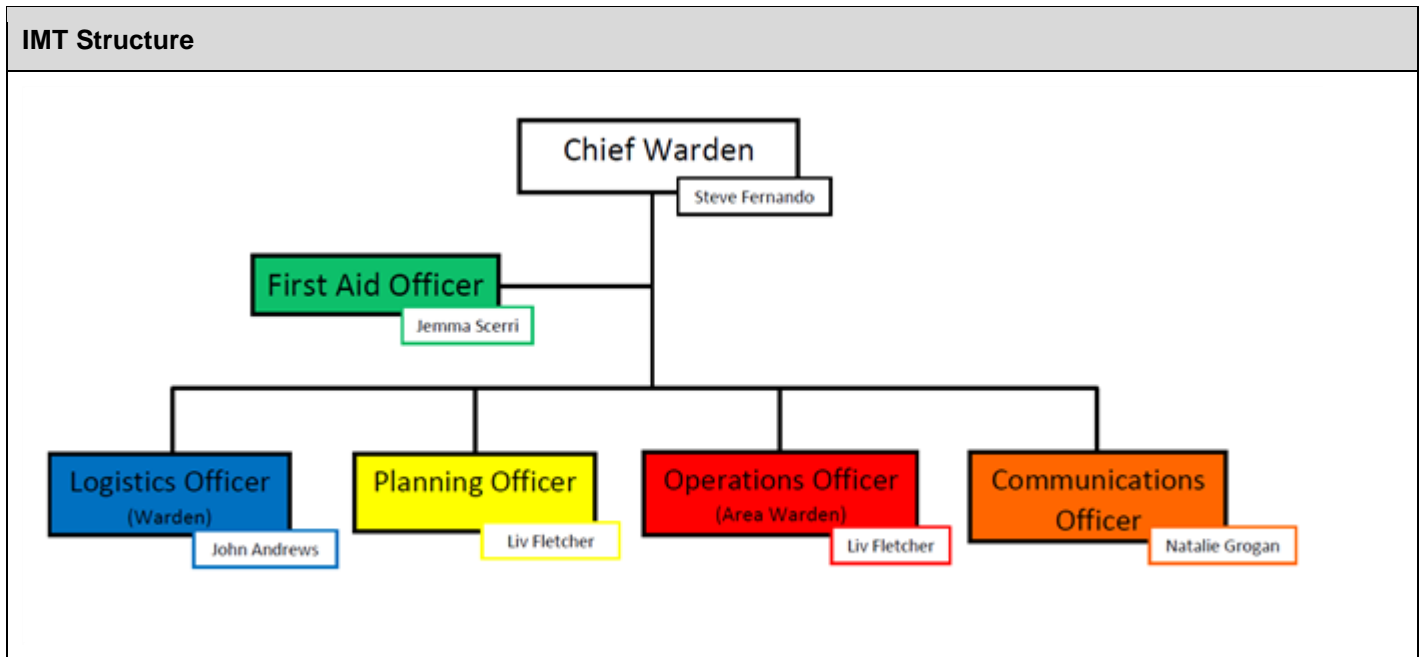
Name	Phone
Wallan Police Station	03 5783 0400
Northern Hospital/s	03 8405 8000
NA - Facility Plumber	1300 763 559
Facility Electrician	0422 037 929
Local Government	03 5734 6200
SES (flood, storm and earthquake)	132 500

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Refer to the School Bus Emergency Contacts section of the Guide			



# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Steven Fernando <b>Phone/Mobile:</b> 0437 744 672	<b>Name:</b> Robyn Johns <b>Phone/Mobile:</b> 0414 686 570
Planning Officer	<b>Name:</b> Liv Fletcher <b>Phone/Mobile:</b> 9745 2264/0433 668 376	<b>Name:</b> Vicki Albert <b>Phone/Mobile:</b> 0414 974 845
Operations Officer (Area Warden)	<b>Name:</b> Liv Fletcher <b>Phone/Mobile:</b> 9745 2264/0433 668 376	<b>Name:</b> Vicki Albert <b>Phone/Mobile:</b> 0414 974 845
Communications Officer	<b>Name:</b> Natalie Grogan	<b>Name:</b> Lexia Collins

	<b>Phone/Mobile:</b> 9745 2264/0413 339 006	<b>Phone/Mobile:</b> 0424 583 634
Logistics Officer (Warden)	<b>Name:</b> John Andrews <b>Phone/Mobile:</b> 9745 2264/0411 206 814	<b>Name:</b> Amanda Salem <b>Phone/Mobile:</b> 0410 616 884
First Aid Officer	<b>Name:</b> Jemma Scerri <b>Phone/Mobile:</b> 9745 2264/0417 698 985	<b>Name:</b> Maxine Chrystie <b>Phone/Mobile:</b> 0412 566 999
Prep	<b>Name:</b> Melissa Blair <b>Phone/Mobile:</b> 0437 001 110	
Grade 1	<b>Name:</b> Shae Chisholm <b>Phone/Mobile:</b> 0430 021 393	
Grade 2	<b>Name:</b> Tracey Sullivan <b>Phone/Mobile:</b> 0412 472 549	
Grade 3/4	<b>Name:</b> Michelle Hamer <b>Phone/Mobile:</b> 0402 536 618	
Grade 5/6	<b>Name:</b> Andrew Curwood <b>Phone/Mobile:</b> 0417 117 946	

# Incident Management Team Roles & Responsibilities

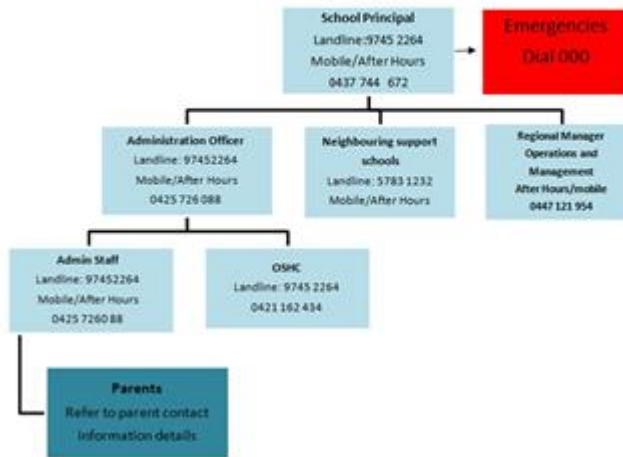
Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
<p>Planning Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
<p>Operations Officer (Area Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p>

	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> </ul>

	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for debrief.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Prepare the First aid evacuation bags ensuring they are always stocked &amp; in date</li> <li>• Maintain the list of students and staff that will require assistance during an emergency</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Take all medication and evacuation pack to the evacuation point (refer to list inside first door at back)</li> <li>• Evacuate any students currently in sick bay and ensure they are accounted for on roll.</li> <li>• Attend to any staff, students or visitors that require first aid and medication</li> </ul> <p>Post-Emergency</p> <ul style="list-style-type: none"> <li>• Pack up emergency first aid equipment</li> <li>• Record any first aid administered</li> <li>• Contact parents as required</li> <li>• Debrief Area Warden</li> </ul>

# Communication Tree

## Communication Tree



# Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

## 1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

<b>Details of arrangements</b>	
--------------------------------	--

Name	Contact Details	Support Role

## 2. Arrangements to manage a loss of technology / telephony / data / power

You may like to consider backing up school data, use of paper based systems, flexible lesson plans, generators, emergency lighting

<b>Details of arrangements</b>	
--------------------------------	--

Name	Contact Details	Support Role

## 3. Arrangements to manage a loss or shortage of staff or skills

You may like to consider temporary staff arrangements, multi-skilling/cross training, alternate operational arrangements, suspending non critical activities and/or mutual support with other school(s)

<b>Details of arrangements</b>	
--------------------------------	--

Name	Contact Details	Support Role

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• School activities</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>• Suspension of non-critical activities</li> <li>• Mutual support arranged with other schools</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key school data</li> <li>• Using paper based systems</li> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	



<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> <li>• Other users of site</li> <li>• Region</li> <li>• Suppliers</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	

# Area Map

## Area Map



Distance to Primary Off-site Assembly Area: 2 metres from school boundary

Estimated time to reach Off-site Assembly Area: 5 minutes

# Evacuation Map

Building Name	Evacuation Procedures
Beveridge Primary School Evacuation Diagram	

