



# **MANSFIELD SCHOOL CAMPUS**

## **FIRE AND EMERGENCY PROCEDURES MANUAL**



**81 Highett Street  
Mansfield VIC 3722**

**Master copy**

**Valid to 2023**

## MASS Emergency Management Statement

The management and staff of MASS are committed to providing a high level of safety to all who work within or visit the Mansfield School Campus.

The primary goal is the life and safety of all. The secondary goal is the continuity of operations and the protection of the School's environment and assets.

This Fire and Emergency Procedures Manual accompanies the MASS Emergency Management Plan. The administration and activation of these documents is the responsibility of the Emergency Planning Committee.

It is acknowledged that it is impossible to plan and prepare for every possible incident or emergency. This document aims to support the training, skills and common sense of staff members as they respond to unforeseen situations.

### Authorised by:

Name: *Simone Reeves*

Position: *CEO, Mansfield Autism Statewide Services*



Signature:

Date 1 Feb 2022

## Emergency Telephone Numbers

*Mansfield School Campus*

*88 Highett Street Mansfield Victoria 3722*

*Phone 5775 2876*

<b>Service</b>	<b>Telephone Number</b>
<b>Fire brigade CFA</b>	<b>000</b>
<b>Police</b>	<b>000</b>
<b>Ambulance</b>	<b>000</b>
Victorian State Emergency Service (SES)	132 500
Electricity - Ausnet Services	<b>13 17 99</b>
Site Electrician – Billy Mahoney Electrical	0417 331 979
Site Plumber – Bo Christopher Plumbing	0409 950 280
Fire Maintenance Contractor – Celsius Fire Services	03 9543 8999
Locksmith – Neil the Lock Doctor	0419 533 140
Water & sewerage - GVW	1800 454 500
Poisons Information Centre	131 126
Environmental Protection Authority	1300 372 842
Mansfield Shire Council	5775 8555
Department of Health and Human Services	1300 650 172
National Security Hotline	1800 123 400
DET NE district Stuart Brain	0427 895 398 8392 9579

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## Glossary

### Acronyms

DFFH	Department of Families, Fairness and Housing
DET	Department of Education and Training
EPC	Emergency Planning Committee
EPA	Environment Protection Authority
MASS	Mansfield Autism Statewide Services
EMP	Emergency Management Plan
CFA	Country Fire Authority
SES	State Emergency Service
DELWP	Department of Environment Water Lands and Planning
SITREP	Situation report

### Definitions

Facility	The property (building and grounds) that the Plan has been developed to protect
Incident	An event or circumstance that occurred during service delivery and resulted in harm to a client or had the potential to. (DFFH)
Emergency	Emergency is a term describing a state and relates best to response. A serious, unexpected situation and often dangerous that requires immediate action.
Hazard	A hazard is something that can cause harm, e.g. extreme weather, electricity, unsafe structures etc.
Risk	Risk is the chance, high or low, that any hazard or combination of hazards will actually cause somebody harm.
Lead worker	The worker designated to lead during an incident.
On-call Manager	The manager who has been rostered to respond to situations out of hours.
Incident Controller	The person who is controlling the incident response by the emergency services. It could be a CFA or SES volunteer or a Police or Ambulance officer.

## Introduction and scope

This MASS **Mansfield School Campus** at **81 Highett Street Mansfield (the facility)** is a day school for children with autism. Managing children with autism during an emergency is complex and much of the decision making and action will depend on the intuition and expertise of the staff present at the time.

The campus is open with staff present 9am – 5am Monday to Friday. Students attend the school during school terms. There are no evening activities held at the campus apart from some evening meetings.

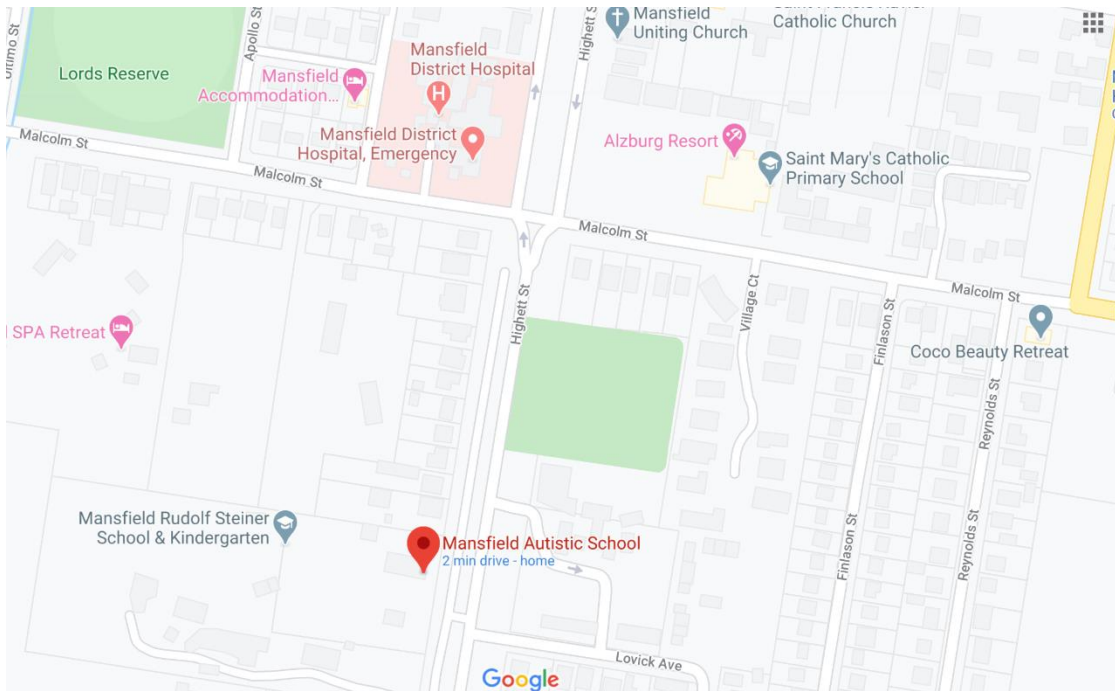
This Manual provides a structure and procedures for responding to emergencies at this facility and details those organisational arrangements, plans, equipment and procedures in place to deal with foreseeable emergency events.

Emergencies addressed in the Manual include:

- Structure fire
- Bush and grass fire
- Storm
- Flood
- Power outage
- Heatwave
- Pandemic
- External threats including bomb threat and invasion

This Manual should be read in conjunction with the **MASS Emergency Management Plan (EMP)** which offers a greater level of detail.

## Map



## Emergency organisation

### The Emergency Planning Committee (EPC)

The members of the Emergency Planning Committee (EPC) are responsible for ensuring the currency and effectiveness of the MASS emergency arrangements.

The EPC:

- develops, tests and updates the emergency procedures detailed in this Manual
- provision of orientation and fire and emergency safety training
- conduct of drills and other related activities to ensure the capability of staff and capacity of facilities to respond to and withstand fires and other emergency events
- support and monitoring of staff
- debriefs post any emergency incidents and updates to this Manual.

### Membership

The membership of the EPC is as follows:

<b>NAME</b>	<b>PHONE</b>	<b>ROLE</b>
Simone Reeves	0418 380 061	CEO
Mercia Nelson	0447 312 597	Child Services Team Leader
Sophie Walker	0419 887 106	Adult Services Team Leader
Caroline Trenfield	5775 2876	HR Manager

Ian Geer	0417 545 606	Project Manager
Robin Mosley	5775 2876	OH&S Officer
Katrine Ziemer	5825 6480	Dookie Teacher

## Emergency management and staff

This **Fire and Emergency Procedures Manual** is made available to all staff on orientation and each staff member should be aware of its contents and where the Manual is kept.

All staff have undertaken First Aid and anaphylaxis training. Staff are also required to take part in drills and evacuation exercises.

The MASS staff structure is 'flat' with many staff on an equal standing. If an incident occurs, the most experienced staff member may be designated as the lead worker and assume a control position which may involve directing other staff, communicating with EPC members and emergency services.



## Fire Safety Planning

### Introduction

The main objective of fire safety management is to ensure that, in the event of an emergency incident, the safety measures provided will be available and that students are assisted to either move away from the emergency or to evacuate.

The key steps are:

- The Emergency Management Policy
- Risk management processes and procedures
- Emergency Management Plan and Fire and Emergency Response Procedures Manuals for each facility
- Inspections and audits
- Fire safety maintenance
- The emergency management structure (the EPC)
- Pre summer preparation for the possibility of nearby bush and grass fires

### Fire safety

The EMC Should ensure all staff are familiar with the location of fire extinguishers and blankets. Ideally, all staff should be trained in how to extinguish small, internal fires.

**Portable fire extinguishers** of the ABE, BE and CO<sub>2</sub> type are provided in this facility.




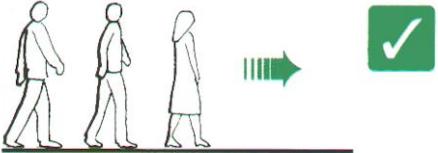
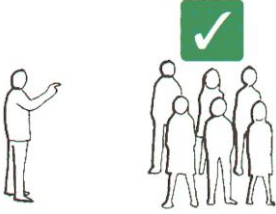
**Fire blankets** are provided for each kitchen area where cooking is performed.

**Exit signs** that are illuminated at all times and have battery back-up have been installed in the facility to indicate the designated exits, to direct staff and students to exits, and to provide illumination of the exit paths. Building exits should be kept clear of obstructions at all times.

**Smoke alarms** are installed as per building regulations.

The steps to take in the event of a small internal fire and the steps to take to evacuate the facility can be found in the **Procedures** section at the rear of this document.

# FIRE ORDERS

<p><b>1</b></p>	<p>Assist any person in immediate danger <b>ONLY</b> if <b>SAFE</b> to do so.</p>	
<p><b>2</b></p>	<p>Close door(s) to isolate smoke.</p>	
<p><b>3</b></p>	<p>Call 000 and notify the Fire Brigade.</p>	
<p><b>4</b></p>	<p>Evacuate all residents to Assembly Area.</p>	
<p><b>5</b></p>	<p>Conduct headcount, ensure everybody is accounted for and remain at the Assembly Area until further notice.</p>	

## Pre summer preparation

Preparation and maintenance must be undertaken each summer to reduce the risk of the facility being affected by wildfire or embers from nearby bushfires.

Steps that should be taken include:

- Clear all leaf litter from gutters and around the buildings
- Cut back any vegetation close to the buildings
- Attach hoses to eternal taps
- Ensure adequate supplies of PPE including sturdy gloves and masks and stocks of bottled water.

Visit <https://www.cfa.vic.gov.au/plan-prepare> for detailed advice and information.

**THE MANSFIELD SCHOOL CAMPUS WILL BE CLOSED ON  
EXTREME AND CODE RED FIRE DANGER DAYS**

On **Severe** and **Extreme** fire danger days:

- Check for flammable items near the buildings and move to a safe location
- Teachers to undertake daily monitoring of Vic Emergency for up to date fire danger ratings, warnings and information, either through the phone app or website
- Staff to contact all parents on previous day or earlier to notify of closure.
- If rating is downgraded plans do not change
- On **SEVERE** fire danger days, conduct any external activities in the morning, then move inside for the remainder of the day.
- On high risk days, use a car for small group trips (if absolutely essential) so bus is available for evacuation if necessary.

## Bushfire and grass fire

In the event of a nearby fire, it is essential that information is only gathered from accredited sources including:

- Vic Emergency for up to date warnings and information, either through the phone app or website. <https://emergency.vic.gov.au/respond/>
- CFA website and social media
- ABC Radio 97.7FM or Radio Mansfield 99.7FM
- ABC websites and social media
- Mansfield Shire Council websites and social media

Vic Emergency and the control agency (CFA or DELWP) will issue warnings if a fire starts in the area.

Fire warnings that may be received are as follows:

### **ADVICE**

- An incident is occurring or has occurred in the area
- Access information and monitor conditions.

### **WATCH AND ACT**

- An emergency is developing nearby.
- You need to take action now to protect yourself and others.

### **EMERGENCY WARNING**

- You are in imminent danger and need to take action now.
- You will be impacted.

It must be noted that this information may not be issued in the order above. In the case of a fast running grassfire, the first warning received may be Watch and Act or Emergency.

For detailed information visit the CFA website

<https://www.cfa.vic.gov.au/warnings-restrictions/about-warnings>

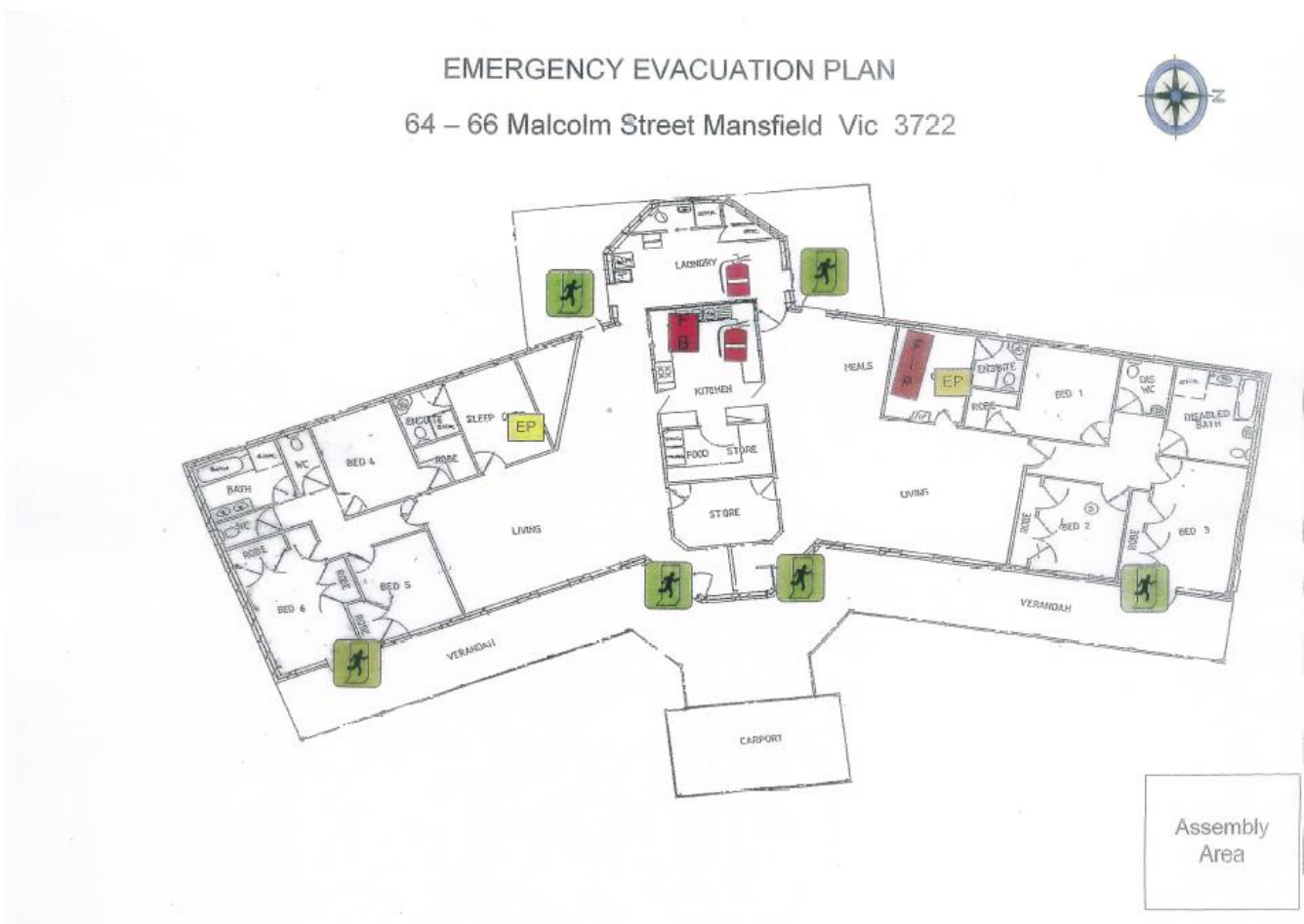
The steps to take in the event of a nearby bush or grassfire can be found in the **Procedures** section at the rear of this document.

## Emergency Evacuation Plan

**Evacuation of MASS facilities will only be carried out in the most extreme of circumstances.**

The **Emergency Evacuation Plan** is displayed at each designated primary exit, staff desk, fire indicator panel, and nominated secondary exit doors. All staff must be familiar with the Emergency Evacuation Plan. The Plan for this facility can be found at the end of this section.

The Emergency Evacuation Plan is correctly aligned (oriented) and positioned to allow the person reading the plan to quickly determine their location and the direction of travel to the exit, bedrooms or emergency equipment.



### Evacuation procedures

All staff are to be informed of the general evacuation procedures during their induction and before and after exercises.

**NOTE:** The lead worker will be wearing a yellow vest. The lead worker must carry the **evacuation kit** or allocate this task to another staff member.

The steps to take for an evacuation can be found in the **Procedures** section at the rear of this document. It is acknowledged that evacuating the students of the Mansfield School Campus

may be more complicated and problematic than with other school campuses. Maintaining calm and control is of the utmost importance and the staff will know best how to manage individual students.

### Evacuation pack

The evacuation pack is a fluoro yellow bag. There are two packs at the school campus. One is located **on the shelf in office** and contains:

- EpiPen
- Asmol inhaler and spacer
- Small first aid kit
- Snake bite kit
- Plastic disposable gloves
- Information sheets re Emergency contacts, Asthma, photo sheet of clients with summary of medication, student enrolment information
- Fire and Emergency Procedures Manual with phone contacts and evacuation details
- Pen and notebook

### Assembly area

Students and any other occupants are to evacuate to the front of the school (see photo below) where a head count is to be conducted. The Police, emergency services and On-call Manager should be advised immediately of any missing persons. All assembly areas are easily accessible by emergency vehicles.

If circumstances require students and any other occupants to move to another location, this is to be carried out after everyone has been evacuated from the campus and all are accounted for. The police or fire brigade may assist the lead worker or management in making this decision.

### Assembly area 1



## Assembly area 2



### Lock-down

In situations where there is an external threat present, it may be necessary to 'lock down' the facility through moving all staff and students to internal rooms and securely locking the doors. Refer to the lock down **procedure** at the rear of this Manual.

### 'All-clear' and Recovery

After an incident, the Incident Controller of the emergency service (CFA, SES, Police) will issue the 'all-clear' to the lead worker who will authorise the return to the facility. The lead worker or a staff member should advise the On call Manager and/or EPC (if they are not already in attendance) of the return to the facility.

### Recovery

Recovery is broadly classified as:

- Resumption of occupation and services (normal operations), or
- Relocation.

### Resumption

On return to the facility, staff should conduct a head count and account for all students, visitors (if appropriate), and staff. The On-call Manager and police must be immediately advised of any missing persons so that follow-up action can be initiated.

When the head count has been completed and all students are accounted for, normal operations can be resumed.

## Communications

Parents and carers of students must be notified of any incidents as soon as practicable. Staff may need to organise the contact of parents and carers from another location. All communications should be signed off by the CEO or On-call Manager.

Emergency communications instructions can be found in the MASS Emergency Management Plan.

## Relocation

If declaration of the 'all-clear' is to be delayed for any reason, the lead worker, in consultation with the On-call Manager or EMP members will need to make an assessment about the viability of returning to the facility and the possible need to relocate students and staff.

If moving students to another location, staff should conduct a head count and account for all students and staff. Once students have been relocated, the EPC should consult regarding staff or client support for a range of issues such as counselling or emergency funding for purchase of personal items for students.

## Reporting and follow-up actions

For small events an **incident report** should be completed. For major events eg a building fire, a situation report (SITREP) should be prepared to advise stakeholders about the event. A good SITREP is clear, accurate and concise and should include:

- Name of incident
- Date SITREP prepared and by whom
- Date and location of incident
- Background – a short synopsis of what occurred
- What is currently known
- What is not known
- What actions are underway
- The actions still required
- Timeframe for the next SITREP

A debrief should be held to discuss the response and outcomes and to check on the welfare of those involved. Follow-up action and updates to emergency management documents may be undertaken.



## Emergency Procedures

# FIRE AND EMERGENCY RESPONSE PROCEDURES

The following procedure charts are designed as an easy to follow instruction in times of emergency. All staff should be familiar with these procedures and the location of this Manual. In situations where there is more than one staff member on duty, a **'lead worker'** should be designated to take overall charge of the situation including but not limited to:

- Communication with emergency services and management
- Delegation of tasks
- Recording details of the situation
- Provision of situation reports
- Headcounts
- Oversee evacuation if necessary
- Be the point of contact

The following emergency situations are covered in the procedures:

- Emergency or alarm
- Evacuation
- Lock down
- Structure fire and smoke
- Bushfire and grass fire
- Storm damage
- External flood damage
- Power outage (extended)
- Bomb threat
- Personal threat (including civil disturbance and invasion)
- Utility failure

## Emergency or alarm

### In the event of an emergency situation or an alarm:

- Ensure the relevant emergency service is notified.
- Assume control of the facility until the emergency service arrives.
- Delegate tasks to other staff members as required and assist, as necessary, in the relocation of the students.
- Allocate additional resources as required
- .
- Ensure a head count of all students, staff and visitors is carried out and the results are recorded.
- Provide a situation report to the emergency service(s) on their arrival and provide specific emergency information if applicable.
- Take notes as situation unfolds or delegate the task to another staff member
- Brief the On-call Manager and/or the EPC members during the incident (if possible)

**Emergency or alarm**

## Evacuation

### **Lead worker to oversee:**

- Rescue and/or move student(s) in immediate danger, if safe to do so.
- Close doors to seal off the area.
- Seek assistance from other staff members on-duty.
- Call the fire brigade on '000' or other appropriate emergency service.
- Evacuate the facility, starting with the most ambulant students and those who are able to self-evacuate.
- Evacuate remaining students who need assistance, those students with behavioural difficulties and any student requiring specialist help.
- Follow any nominated measures specified in each student's Management Plan.
- Collect the evacuation pack and first aid kit.
- Search all rooms including toilets, storerooms and other areas not normally used to ensure that everybody has evacuated from the building.
- Ensure that all students proceed directly to the Assembly Area located at the front of the building
- Remain at the Assembly Area and conduct a head count to ensure that all occupants and staff are present.
- Advise the emergency services and Police if someone is missing.
- Wait for the 'all-clear' from the emergency service before returning students to the building.
- If circumstances require students to move to another location, do this in consultation with the On-call Manager and/or EPC members, and only after everyone has been evacuated from the facility and accounted for.

# Evacuation

## Lockdown

### Lead worker to oversee:

- Rescue and/or move student(s) in immediate danger, if safe to do so.
- Close doors to seal off the area.
- Seek assistance from other staff members on-duty.
- Call the fire brigade on '000' or other appropriate emergency service.
- Call 000
- Collect the evacuation pack
- Follow any nominated measures specified in each student's Management Plan.
  
- Search all rooms including toilets, storerooms and other areas not normally used to ensure that everybody is in a secure location
- Take steps to prevent returning groups and parents from approaching the facility
  
- Advise the emergency services and Police if someone is missing.
- Wait for the 'all-clear' from the emergency service before unlocking doors and returning students to their classrooms.
- Determine what information needs to go to parents, carers and stakeholders and prepare communications as soon as possible

Lockdown

### **ACT ONLY IF IT IS SAFE TO DO SO:**

- Call the fire brigade on '000' and activate fire alarm.
- If confronted with smoke, crawl low to the ground to the outside. Close doors quickly when exiting rooms to prevent smoke travel.
- Rescue and/or move students in immediate danger and close doors to seal off the area where fire or smoke is observed.
- If necessary, evacuate the facility using the evacuation procedures
- Search all rooms including toilets, store rooms and other areas not normally used, to ensure that everybody has evacuated from the building.
- Identify the location of the fire or the source of the smoke.
- **Fire extinguishers and fire blankets:**
- Available staff may attempt to extinguish a fire using the correct extinguisher or fire blanket if:
  - It is a small fire (e.g. a smouldering waste paper bin, overheating/smouldering electrical equipment, frying pan);
  - Students have been moved from the danger area and an evacuation has commenced;
  - The person using the extinguisher or fire blanket has been trained in their use; and
  - The fire brigade has been called.
- Remain at the Assembly Area until the 'all-clear' is given to return to the facility or alternative arrangements are made
- If the 'all-clear' is given to return to the building
- Determine what information needs to go to parents, carers and stakeholders and prepare communications as soon as possible

## Bushfire and grass fire

### The Mansfield School Campus is closed on CODE RED days

This facility is situated in the **North East** Victoria fire region, District 23.

On days of **Severe fire danger**, students will remain close to or inside the facility in the afternoons

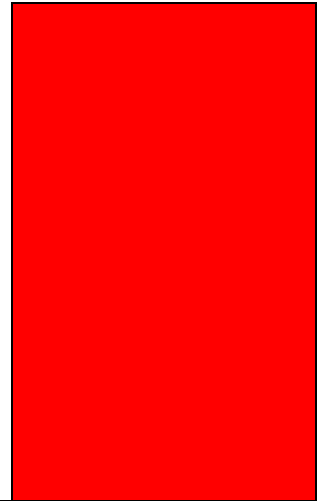
On **Extreme fire danger** days, students will remain close to or inside the facility for the whole day  
Warnings will be issued by the control agency (CFA or DELWP) and Vic Emergency. Follow [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au) or the Vic Emergency phone app for information.

When a **Watch and Act** warning is received for the surrounding area, contact the EPC and begin to take the steps detailed here.

- Plan to stay indoors – the Mansfield township should not be evacuated due to fire..
- Check for flammable items near the buildings (eg door mats, furniture) and move away from buildings.
- Disconnect gas cylinders and point valves away from buildings.
- Stop gutters with tennis balls or small bags of sand and fill with water
- Patrol the outside of the building looking for embers
- Fill buckets with water and use mops to douse embers that land.
- Store garden hoses inside and fill buckets with water.
- Close all windows and doors
- Keep students inside building away from windows.

**Bushfire and Grass Fire**

- Maintain communications with the On-call Manager
- Plan for a power outage and be prepared to operate without power.
- DRINK WATER every 20 minutes, especially if patrolling the outside.
- If a structure fire is started by embers, follow the Structure Fire procedures



## Bomb threat

### Telephone threat

- NOT HANG UP and record details of calling number if available.
- Collect as much information as possible and fill in the Bomb Threat Checklist (following) as circumstances allow.
- Contact the Police and management and follow any directions they give.

### Written or electronically delivered threat

- Not discard the threat or the material on, or in which, it was delivered.
- Avoid unnecessary handling of the envelope, container and documents.
- Contact the Police and management and follow any directions they give.

### Suspect object or parcel

- Not allow anyone to touch, cover or move the suspect object.
- Isolate the area where the suspect object is located as much as possible.
- Evacuate the building if possible
- Turn off mobile phones, radios and electronic equipment until a clearance is given.
- Contact the Police and management and follow any directions they give.
- Determine what information needs to go to parents, carers and stakeholders and prepare communications as soon as possible

# Bomb Threat



## Bomb Threat Checklist

<b>GENERAL QUESTIONS</b>	<b>CALLER CHARACTERISTICS</b>
What is it?	Accent is (specify):
What does it look like?	Any impediment (specify):
Did you put it there?	Loud, soft, etc.:
Where did you put it?	Speech (fast, slow, etc):
Why did you put it there?	Diction (clear, muffled):
When did you put it there?	Manner (calm, emotional etc.):
<b>BOMB THREAT QUESTIONS</b>	Did you recognise the voice? YES/NO
What kind of bomb is it?	Was the caller familiar with the area? YES/NO
What does the bomb look like?	<b>THREAT LANGUAGE</b> Well spoken                      Incoherent
Did you put the bomb there?	Irrational                      Taped Abusive                          Other
Where did you put the bomb?	Was a message read by the caller? YES/NO
What will make the bomb explode?	<b>OTHER INFORMATION</b> Gender (Sex) and estimated age:
How will the bomb explode?	Other:
What is your name?	
	<b>CALL TAKEN</b>
Where are you?	Date: Time:
<b>BACKGROUND NOISES</b>	Duration of call:
Street noises              School noises	<b>Number called:</b>
Aircraft              Children Voices	<b>Number calling:</b>
Music              Machinery              Other	<b>THREAT DETAILS</b>
<b>EXACT WORDING OF THREAT</b>	Reported to:
	Time:                      Date:
	<b>Your name:</b>
	<b>Tel. No:</b>

# Bomb Threat Checklist

## Power outage

- In the event of a power outage establish whether the outage is confined to the facility only or more widespread.
- Alert the Operations Manager or Infrastructure Manager (refer contacts and EPC details)
- If widespread, contact the Ausnet Services on 13 17 99 for information about expected duration
- If the power outage is confined to the facility, contact the designated electrician.
- Avoid opening fridge doors and freezers during the outage
- Switch off and unplug sensitive electrical and electronic equipment
- The phone system and internet modem will not operate during a power outage and mobile phones may have to be relied upon
- Move school activities outside if possible
  
- If the power failure becomes prolonged, relocation of students to the Malcolm Street residence (Res 1, 68 Malcolm St) may need to be considered.
  
- Note that during an extended power failure. the battery supplying the fire detection system will discharge rendering the system out of order.
- If during a failure or incident, another building emergency occurs, for example a fire, follow the standard evacuation procedures.

# Power Outage

## Utility Failure or Incident

### Utility failure

- In the event of a utility failure or incident, contact the relevant utility or after-hours emergency number listed in the contacts at the beginning of this Manual.
- If during a failure or incident, another building emergency occurs, for example a fire, follow the standard evacuation procedures.

### Gas leak

- Cease all operations. Do not switch on lights, mobile telephones, radios or any electrical equipment. Switch gas valve off, if safe to do so.
- Evacuate students and staff to a distance of at least 500 metres from the facility.
- Open all doors and windows
- Call the fire brigade on 000 if there is any fire risk

### Water contamination/failure

- Stop using water supplies as soon as the contamination is noticed.
- Call an ambulance if any staff members and students require medical attention.
- Report the failure or contamination to Goulburn Valley Water

### Plumbing/ internal flooding

- Stop using all electrical equipment. If necessary, vacate the area.
- Contact a plumber or GVW, as appropriate.

### Sewerage leak

- Cordon off the area. If internal, move students outside or to another location if necessary. If external, avoid the area
- Advise the Operations Manager or Infrastructure Manager (refer contacts and EPC details)
- If external, contact GVW on 1800 454 500. If internal, contact a local plumber

# Utility Failure or Incident

## Personal threat or civil disturbance

### Personal threat or invader

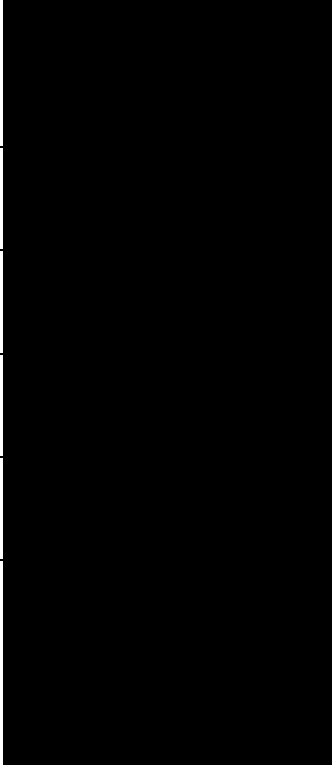
- Remain calm, do not panic. Think rationally and try to remember or record the details.
- Follow the offender's instructions if they pose no threat to safety.
- Not argue, provoke or disagree with the offender.
- Not try to disarm or overpower the offender.
- Try not to stare into the face of the offender.
- If demanded by the offender, hand over all money, drugs and valuables.
- Attempt to ascertain the offender's grievance.
- Note the offender's escape route and method, but do not follow or give chase.
- Note as much information as possible about the offender such as: speech, dress, features, weapon used, particular grievance etc.
- Once offender has left, ring the police and give your name, exact location and a brief summary of the facts.
- Give collected information to Police and complete an incident report form
- Contact the On-call Manager and advise them of the situation.
- Do not discuss the incident with the media.

### External threat

If possible, lock all doors to prevent those outside from entering the building and move further away inside the building.

Call the police and report the location, nature and size of the disturbance.

# Personal Threat or Invader

Allocate a staff member to monitor the situation and give regular reports to staff inside the building and On-call Manager	
Divert parents and returning groups from the facility if required.	
Continue as much as possible with a normal routine and stay away from doors and windows.	
Not interfere with the people creating the disturbance or with authorities at the scene.	
Record details of the incident to be handed to Police if required and written into an incident report form	
Contact management and advise them of the situation. Determine what information needs to go to parents, carers and stakeholders and develop communications and prepare as soon as possible.	

## Offender Report Form

<b>Date of incident:</b>	<b>Time of incident:</b>
<b>Offender description</b>	<b>Offender and Incident details</b>
Sex:	Clothing: <i>Tie Shirt Tee-shirt Jumper</i>
Ethnic Origin:	<i>Coat Trousers Shorts Dress Skirt Hat</i>
Approx. age:	<i>Blouse Footwear:</i>
Height:                      Weight:	Other Features:
Build: <i>Thin Medium Heavy Stout</i>	
Features: <i>Beard Moustache Glasses</i> <i>Tattoos Scars Other:</i>	Nicknames used:
Hair: <i>Colour:                      Straight</i> <i>Wavy</i>	Did you recognize offender? YES/NO
<i>Curly Bald Thick Long Other:</i>	If so, who do you think it was:
Complexion: <i>Fair Dark Pale Suntanned</i> <i>Other:</i>	Weapon (if any):
Eyes: <i>Colour:                      Size:</i>	
Eyes: <i>Intense Stare Squint Other:</i>	<b>Transport</b>
Ears: <i>Size:                      Shape:</i>	Car:
Nose: <i>Size:                      Shape:</i>	Make:
Lips: <i>Size:                      Shape:</i>	Model:
Teeth: <i>Good Uneven Spaced</i> <i>Bad Missing Protruding</i>	Colour:
	Registration:
Speech: <i>Fast Slow Other:</i>	Other:
Posture: <i>Erect Stooped Slouchy Other:</i>	<b>Actions of offender:</b>
Walk: <i>Quick Slow Limp Other:</i>	Describe what the offender did:
Hands: <i>Big Small Other:</i>	
Jewellery: <i>Gold/Silver Rings Chains</i> <i>Watch Other jewellery:</i>	
Gloves: <i>Yes/No Description:</i>	
<b>Your name:</b>	
<b>Your telephone number:</b>	
<b>Report Time:</b>	
<b>Report Date:</b>	

**Personal Threat or  
Invader**

## Storm damage

### When safe to do so:

- Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.
- Ensure all students or clients are safely indoors and away from windows
- After storm has passed, check for damage inside and outside building
- If there is a sign of damage to the facility, assess the situation and determine the need to evacuate, **AND**:
  - Monitor Vic Emergency or Mansfield Radio 99.7FM for official warnings and/or advice.
  - If in need of emergency assistance, call the police or State Emergency Service (SES). 132 500
  - Beware of fallen power lines and damaged buildings.
  - Be aware of trees that are damaged, have fallen, may drop limbs or may fall.
  - Be aware of flooded watercourses.
  - Not attempt to walk or drive through water of unknown depth.
  - Contact the On-call Manager and advise them of the situation.

### Assembly Area

- The police, SES or management will nominate the Assembly Area, as the normal evacuation assembly area may not be suitable.
- Return students to the building when the 'all clear' is given by the police and management.
- Determine the information needs to go to parents, carers and stakeholders and prepare communications as soon as possible

# Storm

## External Flood

- If there is a sign of an external flood that is impacting, or likely to impact, on the School, assess the situation and determine the need to evacuate, **AND**:
  - Monitor Vic Emergency or Mansfield Radio 99.7FM for official warnings and/or advice.
  - If in need of emergency assistance, call the police or State Emergency Service (SES) 132 500
  - Follow any instructions given by the police or State Emergency Service (SES).
  - Beware of snakes and spiders which may also be looking for high ground.
  - Check with police for safe routes before driving anywhere.
  - Not drive along flooded roads unless advised it is safe to do so and the depth and strength of the current is known.
  - Not attempt to walk or drive through water of unknown depth.

### **Assembly Area**

- The police, SES or the On-call Manager will nominate the Assembly Area, as the normal evacuation assembly area will not be suitable.
- The lead worker shall only return students to the building when the 'all clear' is given by the police and the On-call Manager.
- Determine the information needs to go to parents, carers and stakeholders and prepare communications as soon as possible

# External Flood



## Extreme heat

### Extreme heat

- Extreme heat is forecast 4 days in advance. The DHHS will release a Heat Health alert when thresholds are going to be reached that could impact human health.
- Heat related illnesses are serious and can be fatal. More people die from heat stroke than from bushfires each year.
- The department has identified temperature thresholds for Victoria above which heat-related illness and mortality increases substantially.
- Everyone is at risk of heat stress on extreme days. People with chronic medical conditions or taking certain medications can be even more vulnerable.
- Plan ahead for extreme heat – hold outside activities early in the day
- Stay hydrated. Drink plenty of water even if you don't feel thirsty.
- Stay out of the sun and stay cool – in the shade if outside; inside in air conditioning is preferable
- Have plans for power outages – how will students and clients be kept cool if there is no power. Swimming pool, alternative location, wet towels, water play...
- Do not leave anyone in a hot car
- Check on others – students, clients and staff
- Know how to recognise heat stress – heat rash, cramps, deterioration of existing medical conditions, dizziness and fainting.
- Call an ambulance on 000 for anyone exhibiting heat related illness

# Extreme Heat