

# MARYMEDE CATHOLIC COLLEGE

## Sth Morang Campus

### Emergency Management Plan

# Contents

- How to use this document**.....Error! Bookmark not defined.
- Critical information** ..... **6**
- Introduction** ..... **8**
  - Authority..... 8
  - Compliance and regulation..... 8
  - Approval and self-assurance..... 8
  - Period of validity and review requirements..... 8
  - Document control and amendments ..... 8
  - Document distribution table ..... 9
- Where to go for support** ..... **10**
- Critical contact information**..... **11**
- MACS school profile** ..... **16**
  - Demographic and geographic overview ..... 16
  - School map..... 17
  - ..... 17
  - Student and staff information..... 18
  - Facilities and infrastructure..... 19
- Risk register** ..... **32**
- Planning for emergencies and critical incidents** ..... **32**
  - Emergency Planning Committee ..... 32
- Response to emergencies and critical incidents** ..... **34**
  - Emergency and critical incident management priorities ..... 34
  - Approach to emergency and critical incident response..... 34
  - Emergency warnings and alerts ..... 35
  - Emergency Control Organisation / Incident Management Team ..... 36
  - Individuals with specific needs ..... 37
  - Communicating emergencies ..... 37
  - Communications tree..... 38
- Excursions**..... **39**
  - Requirements ..... 39
  - Emergency planning considerations ..... 39
- Drills, exercises and training**..... **39**
  - Fire warden training..... 39
  - Regulatory requirements ..... 39

Reporting .....	40
<b>Bushfire preparedness and response .....</b>	<b>40</b>
BARR status .....	40
Compliance requirements – all MACS schools .....	40
Compliance requirements – BARR schools .....	<b>Error! Bookmark not defined.</b>
Catastrophic day closure .....	<b>Error! Bookmark not defined.</b>
Non-Catastrophic, elevated fire danger days .....	41
Bushfire nearby .....	41
<b>List of response procedures .....</b>	<b>43</b>
List of core response procedures .....	43
List of additional response procedures .....	43
<b>Core response procedures .....</b>	<b>Error! Bookmark not defined.</b>
Death or serious injury of student or staff member .....	44
Evacuation – off site .....	45
Evacuation – on site .....	46
Lockdown.....	47
Lockout .....	48
MACS school closure – whole or partial.....	49
Shelter in place .....	50
<b>Additional response procedures.....</b>	<b>51</b>
Bomb threat .....	51
Building damage.....	51
Communicable disease outbreak or pandemic .....	51
Epidemic thunderstorm asthma – high-risk day .....	52
Epidemic thunderstorm asthma – event.....	53
Extreme heat .....	53
Flood.....	54
Intruder .....	54
Loss of essential service .....	55
Missing student or abduction.....	56
Severe storm .....	57
Smoke.....	57
Snakes.....	58
Terrorism or active armed offender .....	59
Violence, aggression or harassment .....	60
<b>Evacuation diagrams .....</b>	<b>61</b>
<b>Appendix A: Self-assurance certification.....</b>	<b>81</b>
<b>Appendix B: MACS school bus route maps.....</b>	<b>84</b>

<b>Appendix C: Hazard event assessment matrix .....</b>	<b>87</b>
<b>Appendix D: BARR school notices to parents/carers .....</b>	<b>88</b>
Newsletter article advising bushfire arrangements .....	88
Letter to parents/carers advising Catastrophic day closure .....	90
Notice for exterior of school advising Catastrophic day closure.....	91
<b>Appendix E: Excursion Emergency Management Plan template.....</b>	<b>92</b>
<b>Appendix F: Bushfire information notice .....</b>	<b>97</b>



## Critical information

<b>Critical School Information</b>	
School name	Marymede Catholic College
Campus address	60 Williamsons Road, South Morang, 3752
Governing body	<p><b>Melbourne Archdiocese Catholic Schools (MACS)</b>            James Goold House            228 Victoria Parade            East Melbourne VIC 3002            PO Box 3            East Melbourne VIC 3002            Ph: 03 9267 0228</p>
Region	<p><b>Eastern Region</b>            39 Hewish Road            PO Box 1121            Croydon VIC 3136            Ph: 03 9427 6400</p>
Principal name/contact	<p><b>Mr. Timothy Newcomb</b>            Ph (business hours): 03 9407 9000            Mobile ph (24/7): 0408 545 634 and 0436 958 801</p>
After-hours names/contacts	<p><b>Mr. Adrian Puckering</b>            Ph (business hours): 03 9407 9000            Mobile ph (after-hours): 0466 518 471 and 0436 958 801</p> <p><b>Mr. Paul Romanin</b>            Ph (business hours): 03 9407 9000            Mobile ph (after-hours): 0417 830 341 and 0436 958 801</p> <p>Changes to school emergency contacts must also be made to the CEVN <a href="#">School Emergency Contacts</a> database.</p>

### Severe Weather and Bushfire Information

Weather/fire district	Central
BARR status	This school is not on the Bushfire At-Risk Register (BARR).
Designated Neighbourhood Safer Place – Bushfire Place of Last Resort	This school is not a designated Neighbourhood Safer Place – Bushfire Place of Last Resort.

### Emergency Management Plan Information

Issue date	December 2025
Next review date	December 2026
Version	Version 1
Approved by	Mr. Timothy Newcomb Principal

## Introduction

The Emergency Management Plan (EMP) of Marymede Catholic College is designed to ensure the safety of students, staff and visitors during emergencies and critical incidents. This plan outlines the procedures and protocols for effective response to incidents on and off a school campus. Its primary goal is to minimise the impact of emergencies and critical incidents, protect lives and wellbeing, and safeguard property by establishing clear guidelines, responsibilities and communication channels.

## Authority

This EMP is issued on the authority of the Principal and overseen by the Melbourne Archdiocese Catholic Schools (MACS) Emergency Management team. The principal has primary responsibility for approving and implementing the EMP to ensure the safety and wellbeing of all individuals in their care.

The MACS Emergency Management team provides guidance, support and oversight during the planning and response to emergencies and critical incidents, to ensure emergency and critical incident practices align with MACS and Victorian Registration and Qualifications Authority (VRQA) requirements.

## Compliance and regulation

This EMP is designed to align with the MACS Emergency and Critical Incident Management Policy and Procedures, the VRQA Guidelines to the Minimum Standards and Requirements for School Registration, and the VRQA Guidelines on Bushfire Preparedness.

## Approval and self-assurance

Approval of this document occurs via the self-assurance certification at [Appendix A](#). This document remains current until revoked or superseded.

## Period of validity and review requirements

This Emergency Management Plan is valid for twelve (12) months from the date of issue, provided:

- Evacuation diagrams are reviewed annually
- There have been no revisions to:
  - AS 3745:2010 Planning for emergencies in facilities
  - Work Health and Safety Regulations 2011 (Regulation 43 Emergency Plans)
  - MACS Emergency and Critical Incident Management Policy and Procedures
- No alterations to the building (e.g., renovations, extensions, or refurbishments), or changes to the building's installed emergency equipment.

The plan must be reviewed at the end of the 12 month period or after any significant incident or drill where deficiencies in the plan were identified.

## Document control and amendments

This EMP is a controlled document. The Document Controller holds the Master Copy; other copies should be treated as uncontrolled.

Name	Role	Contact details
Adrian Puckering	Deputy Principal – Professional Culture	0466 518 471 adrianpuckering@marymede.vic.edu.au

Amendments and reviews of this document are listed below:

Date	Section	Summary of amendments	Updated / approved by / name

## Document distribution table

The table below records the extent of distribution of the plan. The plan must at least be distributed to members of the Emergency Planning Committee (EPC), school leadership and MACS Emergency Management. Sufficient information shall also be provided to members of the Emergency Control Organisation (ECO) to enable them to carry out their required duties.

**The Procedures section** should be made available for facility occupants and included in inductions and training.

**Where Personal Emergency Evacuation Plans (PEEPs) exist** for people with disabilities, a record of the distribution of the PEEP (e.g., to the relevant warden) should be included in this section.

Version / date	Person	Role / Organisation	Section
December 2025	Timothy Newcomb	Principal - EPC	Full Plan
December 2025	Paul Romanin	Business Manager - EPC	Full Plan
December 2025	David Walton	Property Manager - EPC	Full Plan
December 2025	Nurse	Nurse	Full Plan
December 2025	Adrian Puckering	Head Warden – PEEPS - Deputy Principal - EPC	Full Plan
December 2025	David Brick	Deputy Principal	Full Plan
December 2025	Julie Plymin	Deputy Principal	Full Plan
December 2025	Narelle Collins	Deputy Principal	Full Plan
December 2025	Lisa Murray	Deputy Principal	Full Plan
December 2025	Libby Audley	Head of Learning Diversity	Full Plan
December 2025	Marwin Austerberry	MACS Regional Office	Full Plan
December 2025	Michelle McDonald	MACS Emergency Management Coordinator	Full Plan
December 2025	TBC	St Mary's College for the Deaf	Full Plan
December 2025	MACSEYE Early Learning Centre		Full Plan

## Where to go for support

### In an emergency

Police

Fire

Ambulance

State Emergency Service **132 500**

# 000

Type of event	Source of support / assistance
Life threatening emergency	<b>000</b> for Police / Fire / Ambulance MACS Emergency Management 0436 958 801
Flood / storm / earthquake emergency response	State Emergency Service 132 500 MACS Emergency Management 0436 958 801
Natural disaster Environmental emergency Personal security incident Physical/infrastructure security incident Legislative breach or criminal act	This EMP MACS Emergency Management 0436 958 801 Marwin Austerberry General Manager Ph: 0400 092 981
IT security incident or cyber attack	ICT Helpdesk 03 9267 0422 (option 3) 8:00am – 5.30pm Monday to Thursday 8.00am – 5.00pm Friday Contact MACS Emergency Management on 0436 958 801 for security incidents or cyber attacks outside these hours.
Local incident or minor emergency	This EMP MACS Emergency Management 0436 958 801 Marwin Austerberry General Manager Ph: 0400 092 981
Outage of essential service (water, electricity, gas)	This EMP Essential service supplier (refer to page 14) MACS Emergency Management 0436 958 801
School closure	Marwin Austerberry General Manager Ph: 0400 092 981
Damage to buildings and facilities requiring immediate make-safe building works	Pattersons Make Safe 1300 722 272 MACS Emergency Management 0436 958 801
Incident, issue, or concern relating to student wellbeing	Student Wellbeing Information Support Service (SWISS) 03 9267 0419/ <a href="mailto:swb@macs.vic.edu.au">swb@macs.vic.edu.au</a>
Workplace incident or concerns / issues relating to health, safety, and staff wellbeing	MACS Health, Safety and Wellbeing 03 9267 0431 / <a href="mailto:ohs@macs.vic.edu.au">ohs@macs.vic.edu.au</a>

Issues relating to employee relations including staff entitlements and workplace issues

MACS Employee Relations  
03 9267 0431 / [ceoir@macs.vic.edu.au](mailto:ceoir@macs.vic.edu.au)

Wellbeing supports for MACS school staff

Employee Assistance Program  
Access EAP 1800 818 728

## Critical contact information

### In an emergency

Police

Fire

Ambulance

State Emergency Service **132 500**

# 000

School	
School office	Phone: 03 9407 9000 Email: <a href="mailto:principal@marymede.vic.edu.au">principal@marymede.vic.edu.au</a>
Principal	<b>Tim Newcomb</b> Mobile phone: 0408545634 Email: <a href="mailto:tim.newcomb@marymede.vic.edu.au">tim.newcomb@marymede.vic.edu.au</a>
Deputy Principal	<b>Adrian Puckering</b> <b>DP Professional Culture</b> Mobile phone: 0466 518 471 Email: <a href="mailto:Adrian.puckering@marymede.vic.edu.au">Adrian.puckering@marymede.vic.edu.au</a>
Deputy Principal	<b>Michelle Robertson - DP Diff. Ed. Practice</b> Mobile phone: 0409 533 100 Email: <a href="mailto:michelle.robertson@marymede.vic.edu.au">michelle.robertson@marymede.vic.edu.au</a>
Deputy Principal	<b>Laetitia Malusu – DP Catholic Identity &amp; Mission</b> Mobile phone: 0468 741 471 Email: <a href="mailto:laetitia.malusu@marymede.vic.edu.au">laetitia.malusu@marymede.vic.edu.au</a>
Deputy Principal	<b>Lisa Murray – DP Student Wellbeing</b> Mobile phone: 0431 296 064 Email: <a href="mailto:lisa.murray@marymede.vic.edu.au">lisa.murray@marymede.vic.edu.au</a>

Deputy Principal	<p><b>David Brick – Deputy Principal Head of Campus Secondary South Morang Campus</b>  Mobile phone: 0431 720 910  Email: <a href="mailto:david.birck@marymede.vic.edu.au">david.birck@marymede.vic.edu.au</a></p>
Deputy Principal	<p><b>Narelle Collins - Deputy Principal Head of Campus Primary South Morang Campus</b>  Mobile phone: 0416 364 321  Email: <a href="mailto:Narelle.colins@marymede.vic.edu.au">Narelle.colins@marymede.vic.edu.au</a></p>
Deputy Principal	<p><b>Julie Plymin – Deputy Principal Head of Campus Secondary Doreen Campus</b>  Mobile phone: 0413 183 110  Email: <a href="mailto:julie.plymin@marymede.vic.edu.au">julie.plymin@marymede.vic.edu.au</a></p>
Parish Priest	<p><b>Fr Hien Vu</b>  <b>Christ the Light Parish</b>  Mobile phone: 0403 022 577  Email: <a href="mailto:hien.vu@cam.org.au">hien.vu@cam.org.au</a></p> <p><b>Fr Anthony Girolami</b>  <b>St Francis of Assisi Parish</b>  Mobile phone: 0409 123 767  Email: <a href="mailto:simeon.anthony@cam.org.au">simeon.anthony@cam.org.au</a></p>
School bus coordinator	<p><b>Fleur Bedford</b>  Mobile phone: 0409 358 981  Email: <a href="mailto:fleur.bedford@marymede.vic.edu.au">fleur.bedford@marymede.vic.edu.au</a></p>
School bus provider	<p><b>Dyson's</b>  <b>Melita Belic</b>  <b>Contact number: 03 9463 3999</b></p>
Outside School Hours Care coordinator	<p><b>Camp Australia</b>  <b>Krishnakumari Santhanakrishna (Krishna)</b>  Mobile phone: 0469 097 800  Email: <a href="mailto:krishnakumari.santhanakrisna.campaustralia.com.au">krishnakumari.santhanakrisna.campaustralia.com.au</a></p>
St Mary's College of Deaf	<p>Narelle Stone  0394079000</p>

<b>MACS</b>	
Emergency Management	Phone: <b>0436 958 801</b> (24/7) Email: <a href="mailto:emergencymanagement@macs.vic.edu.au">emergencymanagement@macs.vic.edu.au</a> (business hours only)
Region's General Manager (GMR)	<b>East</b> Marwin Austerberry General Manager Ph: 0400 092 981
Student Wellbeing Information Support Service (SWISS)	Phone: 03 9267 0419 (8.30 am – 4.30 pm weekdays, except 1.00–2.00 pm) Email: <a href="mailto:swb@macs.vic.edu.au">swb@macs.vic.edu.au</a> (non-urgent requests only)
Health, Safety and Wellbeing	Phone: 03 9267 0431
Cybersecurity incidents	Phone: 03 9267 0422 (option 3)
Communications	Phone: 0432 673 114
<b>Emergency Services</b>	
In an emergency – police, fire, ambulance	<b>000</b>
Nearest hospital emergency department	Northern Hospital 185 Cooper Street, Epping 3076 Phone: 03 8405 8000
State Emergency Service	132 500
Police Assistance Line (non-urgent crime and reports)	131 444
Mernda police station <a href="http://www.police.vic.gov.au/police-station-location">www.police.vic.gov.au/police-station-location</a> .	542 Bridge Inn Road, Mernda 3754 Phone: 03 9216 1200

## Essential Service Providers

Electricity distributor <a href="http://www.energy.vic.gov.au/households/find-your-energy-distributor">www.energy.vic.gov.au/households/find-your-energy-distributor</a> .	<b>Energy Australia</b> Faults: 13 17 99 Enquiries: 131799
Gas distributor <a href="http://www.energy.vic.gov.au/households/find-your-energy-distributor">www.energy.vic.gov.au/households/find-your-energy-distributor</a> .	<b>AGL Energy</b> Faults: 1800427532 Leaks: 1800427532 Enquiries: 133835
Water company <a href="http://www.water.vic.gov.au/for-households/find-your-water-corporation">www.water.vic.gov.au/for-households/find-your-water-corporation</a> .	<b>Yarra Valley Water</b> Faults & Leaks: 132762 Enquiries: 1300304688
Urgent works or make-safe provider	<b>Pattersons Make Safe</b> Phone: 1300 722 272

Plumber	<p><b>Joniec Plumbing</b>  Phone: 1300575862  Email: <a href="mailto:bookings@jonieciplumbing.com.au">bookings@jonieciplumbing.com.au</a></p>
Electrician	<p><b>Zorzi Electrical and Data</b>  <b>Contact - Josh Zorzi</b>  Phone: 042354353  Email: jazorzi@gmail.com</p>
Builder/maintenance	<p><b>Craig James</b>  Phone: 0488550816  Email: craigjames1@bigpond.com</p>
<b>Government</b>	
Local Government / Council	<p><b>City of Whittlesea</b>  25 Ferres Boulevard, South Morang 3752  Phone: 03 9217 2170  Email: <a href="mailto:info@whittlesea.vic.gov.au">info@whittlesea.vic.gov.au</a></p>
Department of Families, Fairness and Housing (DFFH) Child Protection	<p>Phone the number covering the local government area (LGA) where the child lives. Business hours are 8.45 am – 5.00 pm Monday to Friday (the after-hours emergency number is located at the end of the list).</p> <p><b>North Division</b>  1300 598 521  Covers the following LGAs: Banyule, Buloke, Darebin, Campaspe, Central Goldfield, Gannawarra, Greater Bendigo, Hume, Loddon, Macedon Ranges, Mildura, Moreland, Mount Alexander, Nillumbik, Swan Hill, Whittlesea, Yarra.</p> <p><b>South Division</b>  1300 555 526  Covers the following LGAs: Bass Coast, Baw Baw, Bayside, Cardinia, Casey, East Gippsland, Frankston, Glen Eira, Greater Dandenong, Kingston, Latrobe, Mornington Peninsula, Port Phillip, South Gippsland, Stonnington, Wellington.</p> <p><b>East Division</b>  1300 360 452  Covers the following LGAs: Alpine, Benalla, Boroondara, Greater Shepparton, Indigo, Knox, Manningham, Mansfield, Maroondah, Mitchell, Moira, Monash, Murrindindi, Strathbogie, Towong, Wangaratta, Whitehorse, Wodonga, Yarra Ranges.</p> <p><b>West Division</b>  1300 360 462  Covers the following LGAs: Ararat, Ballarat, Brimbank, Colac-Otway, Corangamite, Glenelg, Golden Plains, Greater Geelong, Hepburn, Hobsons Bay, Hindmarsh, Horsham, Maribyrnong, Moorabool, Moyne, Melbourne, Melton, Moonee Valley, Northern Grampians, Pyrenees, Queenscliffe, Southern Grampians, Wyndham, Surf Coast, Warrnambool, West Wimmera, Yarriambiack.</p> <p><b>After-hours Child Protection Emergency Service</b></p>

	13 12 78 5.00 pm – 9.00 am Monday–Friday, 24 hours on weekends and public holidays.
<b>School Bus</b>	
Bus route name and number Route map is in <a href="#">Appendix B</a>	<b>Marymede Catholic College – Eden Park (MCCEP)</b> <b>Marymede Catholic College contact:</b> <b>Fleur Bedford</b> Mobile phone: 0409 358 981 Email: <a href="mailto:fleur.bedford@marymede.vic.edu.au">fleur.bedford@marymede.vic.edu.au</a>  <b>Dyson’s Contact:</b> <b>Melita Belic</b> <b>Contact number: 03 9463 3999</b>
Bus route name and number Route map is in <a href="#">Appendix B</a>	<b>Marymede Catholic College – Doreen Upper Plenty Eden Park Interchange)</b> <b>Marymede Catholic College contact:</b> <b>Fleur Bedford</b> Mobile phone: 0409 358 981 Email: <a href="mailto:fleur.bedford@marymede.vic.edu.au">fleur.bedford@marymede.vic.edu.au</a>  <b>Dyson’s Contact:</b> <b>Melita Belic</b> <b>Contact number: 03 9463 3999</b>

## MACS school profile

### Demographic and geographic overview

Marymede Catholic College is a MACS F–12 college located across two campuses in Melbourne's northern growth corridor. The primary campus is situated in South Morang, with an additional campus in Doreen, serving families across these rapidly expanding suburbs. The South Morang campus also hosts a campus of St Mary's College of the Deaf, providing specialized educational services onsite. An early learning centre operated by MACSEYE is also situated on the campus.

The college operates in a developing urban area characterized by significant residential growth and evolving infrastructure. The school's risk assessment identifies that it is not at high risk of bushfire or potential flood risks. As part of Melbourne's northern growth corridor, the college has experienced strong growth in student enrolment and continues to expand its facilities and infrastructure to meet the needs of the growing local Catholic community. The college maintains strong connections with local parishes and serves families seeking Catholic education in the Whittlesea area.



## Student and staff information

<b>Enrolment</b>	
Student enrolment at date of issue	South Morang – 2178
Staff establishment at date of issue	540
<b>School leadership</b>	
Principal	Tim Newcomb
Parish Priest	<b>Fr Hien Vu</b> <b>Christ the Light Parish</b>  <b>Fr Anthony Girolami</b> <b>St Francis of Assisi Parish</b>
Deputy Principal	Adrian Puckering
Deputy Principal	David Brick
Deputy Principal	Julie Plymin
Deputy Principal	Narelle Collins
Deputy Principal	Lisa Murray
Deputy Principal	Michelle Robertson
Deputy Principal	Laetitia Malusu
St Mary's College for the Deaf	Narelle Stone

## Facilities and infrastructure

### SOUTH MORANG CAMPUS

<b>Building Name: Trade Skills Centre</b>	
Location	South West corner of property
Normal occupancy	60 students, 4 staff during classes. 6 maintenance staff
Normal times of occupancy	7am-5pm
Construction	Steel frame, concrete slab, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Hose reels, hydrants, extinguishers
Location of water isolation valve and meter	NE corner, valve box in ground Meter – Booster box at Gate B
Location of gas isolation valve and meter	NE corner, valve box in ground Meter- Inside Gate E
Location of power isolation switch and meter	Switchboard at front of building, MSB at Gate B Meter- MSB near Gate B

<b>Building Name: Materials Technology Centre</b>	
Location	SW end of property
Normal occupancy	140 students max, 8 staff during classes
Normal times of occupancy	8am-5pm
Construction	Steel frame, colour bond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box in garden outside front entrance Meter- Booster box at Gate B
Location of gas isolation valve and meter	Valve box in ground to right of main entrance, main valve in ground- front of Resource Centre Meter- Inside Gate E

Location of power isolation switch and meter	Switchboard in basement, MSB at Gate B Meter – MSB near Gate B
----------------------------------------------	-------------------------------------------------------------------

**Building Name: House 4**

Location	SW side of property adjacent to Materials Tech
Normal occupancy	140 students and 5 staff during class.
Normal times of occupancy	8am-5pm
Construction	Portable – steel frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	In footpath beside building Meter – Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard inside N entry doors

**Building Name: House 6**

Location	West side of property
Normal occupancy	170 students and 6 staff during class
Normal times of occupancy	8am-5pm
Construction	Portable – Steel frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Hydrants, extinguishers
Location of water isolation valve and meter	Valve box in path outside East entry Meter- Booster box at Gate B
Location of gas isolation valve and meter	Valve to North of East entry Meter- Inside Gate E

Location of power isolation switch and meter	Switchboard inside store room, North side. Feed isolation at switchboard in Science Building Meter- MSB at South Admin area
----------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------

**Building Name: House 7**

Location	Midway along buildings, West side of property
Normal occupancy	224 students and 8 staff during classes.
Normal times of occupancy	8am-5pm
Construction	Portable- Steel frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Hydrants, extinguishers
Location of water isolation valve and meter	Valve boxes in path in front of building, West side Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in Staff office Meter- MSB at South Admin area

**Building Name: House 5**

Location	Slightly SW of main buildings, next to Jr running track
Normal occupancy	228 students and 8 staff during classes
Normal times of occupancy	8am-5pm
Construction	Slab, blockwork and colorbond cladding, timber frame
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve boxes in ground, West side near running track Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A

Location of power isolation switch and meter	Switchboard in hallway, West end Meter- MSB at South Admin area
----------------------------------------------	--------------------------------------------------------------------

**Building Name: Prep**

Location	South East corner of property, near Gate C
Normal occupancy	140 students and 5 staff during class
Normal times of occupancy	8am-5pm
Construction	Portable – Steel frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve boxes near path, near Science Building Meter – Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in storeroom between classrooms, distribution board outside building on North side. Meter – MSB at South Admin area

**Building Name: House 1**

Location	South East corner of property, near Gate C
Normal occupancy	140 students and 5 staff during class
Normal times of occupancy	8am-5pm
Construction	Portable – Steel frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve boxes near path, near Science Building Meter – Booster box at Gate B

Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in storeroom between classrooms, distribution board outside building on North side. Meter – MSB at South Admin area

### Building Name: House 2

Location	South East corner of property, near Gate C
Normal occupancy	140 students and 5 staff during class
Normal times of occupancy	8am-5pm
Construction	Portable – Steel frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve boxes near path, near Science Building Meter – Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in storeroom between classrooms, distribution board outside building on North side. Meter – MSB at South Admin area

### Building Name: Administration Building

Location	East side, near Gate D
Normal occupancy	28 during business hours
Normal times of occupancy	7.30am—6pm
Construction	Slab, timber frame, blockwork and colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants

Location of water isolation valve and meter	In valve box in garden between building and outer fence, East side Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in breezeway, West end of building

### Building Name: Multi-Purpose Building

Location	South East side of property, near Gate D
Normal occupancy	Up to 100
Normal times of occupancy	8am-7.30pm
Construction	Slab, timber frame, blockwork and colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box in path behind (South) Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in South entry near meeting room

### Building Name: Technology and Science Building

Location	Middle of buildings area, South side of common
Normal occupancy	250 students and 20 staff during class
Normal times of occupancy	8am-5pm
Construction	Slab, timber frame, blockwork and colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants

Location of water isolation valve and meter	Valve boxes in turf near running track, SE corner of building Meter- Booster box at Gate B
Location of gas isolation valve and meter	Valve box between building and rainwater tank at Resource Centre Meter – Inside Gate E
Location of power isolation switch and meter	Switchboard in Art Office, middle of building. MSB at South Admin area Meter- MSB, South Admin area.

### Building Name: Calthorpe Resource Centre

Location	West end of central common/plaza area
Normal occupancy	Up to 200 students and 8 staff
Normal times of occupancy	8am-5pm
Construction	Slab, timber frame, blockwork BV
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve boxes in path, South side of building. Meter – Booster box at Gate B
Location of gas isolation valve and meter	Valve box in path near rainwater tank, SW corner of building. Meter – inside Gate E
Location of power isolation switch and meter	Switchboard in left of entry foyer near toilet hallway. Meter- MSB in South Admin area

### Building Name: Chapel

Location	East side of property, near Gate E
Normal occupancy	Up to 250 staff or students during events
Normal times of occupancy	8am-5pm
Construction	Slab, timber frame, blockwork BV

Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box in roadway, north side of building. Meter- Booster box at Gate B
Location of gas isolation valve and meter	Valve at meter inside Gate E
Location of power isolation switch and meter	Switchboard in entry foyer, North side Meter- MSB at South Admin area

### **Building Name: Performing Arts Building (inc P.A. Extension)**

Location	North section of buildings area, along roadway from Gate E
Normal occupancy	Approx 300 students at capacity during classes/events and 15 staff
Normal times of occupancy	8am-5pm
Construction	Precast slab, blockwork and colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	
Location of gas isolation valve and meter	Valve at SE corner of building in path. Meter inside Gate E
Location of power isolation switch and meter	Switchboard in hallway for PA building, switchboard in external cupboard on SW corner for PA Ext. Main feed from MDB to SW of buildings outside toilets. Meter – MSB in South Admin area.

### **Building Name: Senior Specialist Centre (Art and Science)**

Location	Northern section of buildings, middle of property near Gate E
Normal occupancy	300 students and 12 staff during classes
Normal times of occupancy	8am-5pm

Construction	Slab, timber frame, blockwork and colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box in path at top of stairs between Founders/SS Meter-Booster box at Gate B
Location of gas isolation valve and meter	Valve in A/C services bay, West end of building Meter- Inside Gate E
Location of power isolation switch and meter	Switchboard between student toilets, South side. Main isolator in DB outside student toilets Meter- MSB in South Admin area

### Building Name: Founders Building

Location	Along roadway from Gate E, South end of soccer pitch
Normal occupancy	200 students and 18 staff during classes
Normal times of occupancy	8am-5pm
Construction	Slab, timber and steel frame, Vitrapanel cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box in path, East side of building Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in GF hallway near toilets Meter- MSB in South Admin area

### Building Name: VCE Building

Location	Along roadway from Gate E, South end of soccer pitch
Normal occupancy	300 students and 12 staff during classes
Normal times of occupancy	8am-5pm

Construction	Slab, timber and steel frame, Vitrapanel cladding
Roofing materials	Colorbond
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box near path , NW corner of building Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboards outside East GF and L1 entry doors. Meter – MSB at South Admin area

### Building Name: VCE Extension Building

Location	Along roadway from Gate E, South end of soccer pitch
Normal occupancy	112 students and 4 staff during classes
Normal times of occupancy	8am-5pm
Construction	Slab, timber and steel frame, Vitrapanel cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box near path , NW corner of building Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard outside GF entry door, East end Meter- MSB at South Admin area

### Building Name: Marian Centre

Location	End of roadway from Gate E, West side of property
Normal occupancy	280 students and 12 staff during classes
Normal times of occupancy	8am-5pm

Construction	Precast and steel
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box in pathway at front of building, North side Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in basement, main supply isolator in distribution board at NW corner of Resource Centre Meter- MSB at South Admin area

### Building Name: Fitness Centre

Location	South side of football oval, inside Gate E
Normal occupancy	100 students, 5 staff during classes. 100 people after hours for basketball
Normal times of occupancy	8am-8.30pm
Construction	Slab, steel frame, colour bond and Vitrapanel cladding
Roofing materials	Colourbond and laserlite sheeting
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box in pathway near entrance to building, South side Meter- Booster box at Gate B
Location of gas isolation valve and meter	Beside entrance door, South side Meter- Inside Gate E
Location of power isolation switch and meter	Switchboard in entry hallway Meter- MSB at South Admin area

### Building Name: Canteen

Location	Beside Fitness Centre on roadway from Gate E
----------	----------------------------------------------

Normal occupancy	6 people
Normal times of occupancy	8am-3.30pm
Construction	Portable, steel frame, colorbond cladding
Roofing materials	Colorbond cladding
Fire service	Fire extinguishers, hydrants
Location of water isolation valve and meter	Valve box at front of canteen, NE corner Meter- Booster box at Gate B
Location of gas isolation valve and meter	Front of Fitness Centre, beside entry door, South side Meter- Inside Gate E
Location of power isolation switch and meter	Switchboard in store room, West side. Fitness Centre switchboard (fed from here). Meter- MSB at South Admin area

### Building Name: Dadirri Space

Location	Beside Canteen/Fitness Centre on roadway from Gate E
Normal occupancy	4 people
Normal times of occupancy	8am-5pm
Construction	Portable, steel frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire extinguishers, hydrants
Location of water isolation valve and meter	N/A
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard in building, main feed from Fitness Centre switchboard

### Building Name: Early Learning Centre

Location	South West end of property inside Gate B
----------	------------------------------------------

Normal occupancy	50 students, 6-8 staff during classes
Normal times of occupancy	8am-5pm
Construction	Slab, steel and timber frame, Vitrapanel cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Valve box near external fenceline in front of building (South side) Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard on SE external corner of building, main isolator in MSB inside fenceline near Gate B

### Building Name: Primary Reception Building

Location	SE corner of property, near Gate C
Normal occupancy	10 people
Normal times of occupancy	8am-5pm
Construction	Portable, steel/timber frame, colorbond cladding
Roofing materials	Colorbond sheet
Fire service	Fire hose reels, extinguishers, hydrants
Location of water isolation valve and meter	Under decking hatch on North side of building, valve box at South corner of Science building Meter- Booster box at Gate B
Location of gas isolation valve and meter	N/A
Location of power isolation switch and meter	Switchboard on North external wall near staff toilet

## Security

Fencing	The school maintains comprehensive security fencing across all campus locations, with perimeter fencing enclosing each site completely. Additional internal fencing has been installed specifically around the Prep area to provide an extra layer of protection for younger students. All gates throughout the campus are kept closed during school hours to ensure controlled access and maintain a secure environment for students and staff.
CCTV	South Morang – 200 Recorder Unit – located in the server room
Lockdown system	Lockdown is activated via an iPad app. Four strategically located iPad are at South Morang campus. Lockdown can be activated from any campus. Leadership are all trained in the procedures.

## Risk register

This EMP is based upon, and designed to be read in conjunction with, the school's Risk Register. These documents outline and rate the risks faced by the school, and the mitigation measures in place. The additional response procedures provide specific response procedures for known hazards.

The school's Risk Register is located with the Principal.

## Planning for emergencies and critical incidents

### Emergency Planning Committee

As set out in Australian Standard AS 3745:2010, the Emergency Planning Committee (**EPC**) has responsibility for establishing and maintaining this Emergency Management Plan and ensuring adequate related training and exercises occur.

The EPC meets at least annually and after any emergency event to review emergency procedures and ensure adequate numbers of trained personnel are available throughout the school.

### Membership

The EPC shall consist of at least two members who are representative of the school's staff, of which at least one shall be management. Usually, the nominated School Commander / Chief Warden would chair the EPC.

The EPC consists of the following:

Name	Role	Email
------	------	-------

Tim Newcomb	Principal	Tim.Newcomb@marymede.com.au
Paul Romanin	Business Manager	Paul.Romanin@marymede.com.au
Adrian Puckering	Risk and Compliance Manager/Deputy Principal	Adrian.Puckering@marymede.com.au
David Brick	Deputy Principal	David.Brick@marymede.com.au
Narelle Collins	Deputy Principal	Narelle.Collins@marymede.com.au
Julie Plymin	Deputy Principal	Julie.Plymin@marymede.com.au
David Walton	Property Manager	David.Walton@marymede.com.au

External contractors may attend EPC meetings to provide specialist advice but are not members of the EPC.

### Responsibilities and meetings

The EPC must meet:

- Annually, or after an event or where deficiencies have been identified within the school's plan or procedures, to:
  - Identify the number and type of wardens required for the facility, and ensure that recruitment occurs
  - Identify the emergency training needs for staff at the facility
  - Arrange training and drills as required
  - Ensure the membership register of the Emergency Control Organisation (refer to page 36) is adequate and current
  - Review and update Personal Emergency Evacuation Plans (**PEEPs**)
  - Arrange for exercises / drills to occur at least once per term
  - Review the EMP and evacuation diagrams
  - Undertake mitigation works, including the implementation of safety policies, maintenance of emergency equipment, monitor storage practices, and ensure adequate maintenance of buildings and facilities
  - Distribute the EMP to MACS and other appropriate persons; and
  - Ensure a record of events for each emergency, incident, and EPC meeting is compiled and retained
- During an update to the EMP, to:
  - Conduct an operational risk analysis to identify hazards that could reasonably result in an emergency situation, and identify control measures (including procedures in this EMP) to mitigate the hazard
  - Prepare the EMP, including PEEPs and evacuation diagrams
  - Confirm the EMP and all associated collateral and training meets the requirements set out by MACS and the VRQA

- Ensure the Emergency Control Organisation is established, trained, and functional.

## Response to emergencies and critical incidents

### Emergency and critical incident management priorities

In the absence of specific direction or guidelines, emergencies and critical incidents at this school will be managed in accordance with these priorities:

#### 1. Preservation of life is paramount

The preservation of life is the paramount priority of all emergency management activities. This includes students, staff, contractors, visitors, volunteers and all others on site (e.g. OSHC providers), as well as others where practicable.

#### 2. Child safety and wellbeing for all

The maintenance of child safety procedures, minimisation of exposure to potentially traumatic events, and effective activation of psychological wellbeing services to minimise ongoing harm among students, staff and visitors are high priorities.

#### 3. Protection of assets and infrastructure

Where possible, MACS school assets and infrastructure (such as data, buildings and equipment) should be protected from the emergency. This may occur prior to the onset of the emergency (such as moving vulnerable assets to higher ground) or after the emergency has passed (such as extinguishing smouldering materials near a building following a bushfire, where safe and practicable to do so). This promotes recovery following the emergency and minimises the economic impact.

#### 4. Protection of cultural heritage and the environment

Actions aligned with the protection of cultural heritage and environmental assets are priorities. This minimises the environmental and cultural impact from the emergency, and promotes recovery of the social, environmental and cultural heritage domains.

#### 5. Recovery and restoration of operations

Actions aligned with recovering from the emergency and restoring operations are the final priority. The restoration of school operations is also a significant factor in restoring a sense of normality within an emergency-impacted community and contributes to the broader social recovery following an emergency.

### Approach to emergency and critical incident response



#### Step 1: Stop – incident identified

Upon identifying that an incident has occurred, steps must be taken to prevent the incident from getting worse. Usually this would include evacuating the area or resolving any immediate hazards where safe to do so.

#### Step 2: Make it safe – response initiated

Making the scene safe and initiating the response include rendering first aid, calling emergency services and extinguishing a fire if safe to do so.

### **Step 3: Communicate – incident escalated**

Ensure stakeholders who require notification of the incident are aware. It is appropriate to determine whether each stakeholder requires notification during, or after, the response to the incident. This includes, as appropriate:

- the Principal
- the General Manager (Regions)
- MACS Emergency Management (immediate report for ongoing or major/severe incidents, or routine 24-hour report for other incidents)
- next of kin or school community
- the Parish Priest; and
- WorkSafe Victoria.

### **Step 4: Manage – response managed**

The relevant controller (school and MACS, depending on the scale and escalation of the incident) is responsible for planning and implementing appropriate response measures to resolve the incident.

For serious emergencies and critical incidents, MACS may establish an Incident Management Team (IMT) to support the school to:

- a. Liaise with key stakeholders including the Parish
- b. Provide pastoral and wellbeing support to staff, students, and families
- c. Provide pastoral care to the school community
- d. Manage media and communication requirements
- e. Cooperate with investigations into the incident
- f. Return the school to operations, including repairing damage.

### **Step 5: Follow up – post-incident review**

Incidents are reviewed, debriefs are conducted, and plans and procedures checked to ensure any required amendments are made to improve the response to subsequent events.

## **Emergency warnings and alerts**

The school has subscribed to VicEmergency alerts for the area around the school. Individual excursion EMPs also outline arrangements for the monitoring of emergency warnings and alerts while outside school grounds. Where warnings and alerts are issued that encompass the school or off-campus school groups, the principal or teacher in charge will be responsible for reading the warning and determining the appropriate action to take to ensure the safety of students and staff. MACS Emergency Management can be consulted 24/7 for advice and, in a life-threatening emergency, call 000 for emergency services.

There are three warning levels:



#### **Advice (yellow)**

An incident has started. There is no immediate danger. Stay up to date in case the situation changes.



**Watch and Act (orange)**

There is a heightened level of threat. Conditions are changing and you need to start taking action now to remain safe.



**Emergency Warning (red)**

The highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

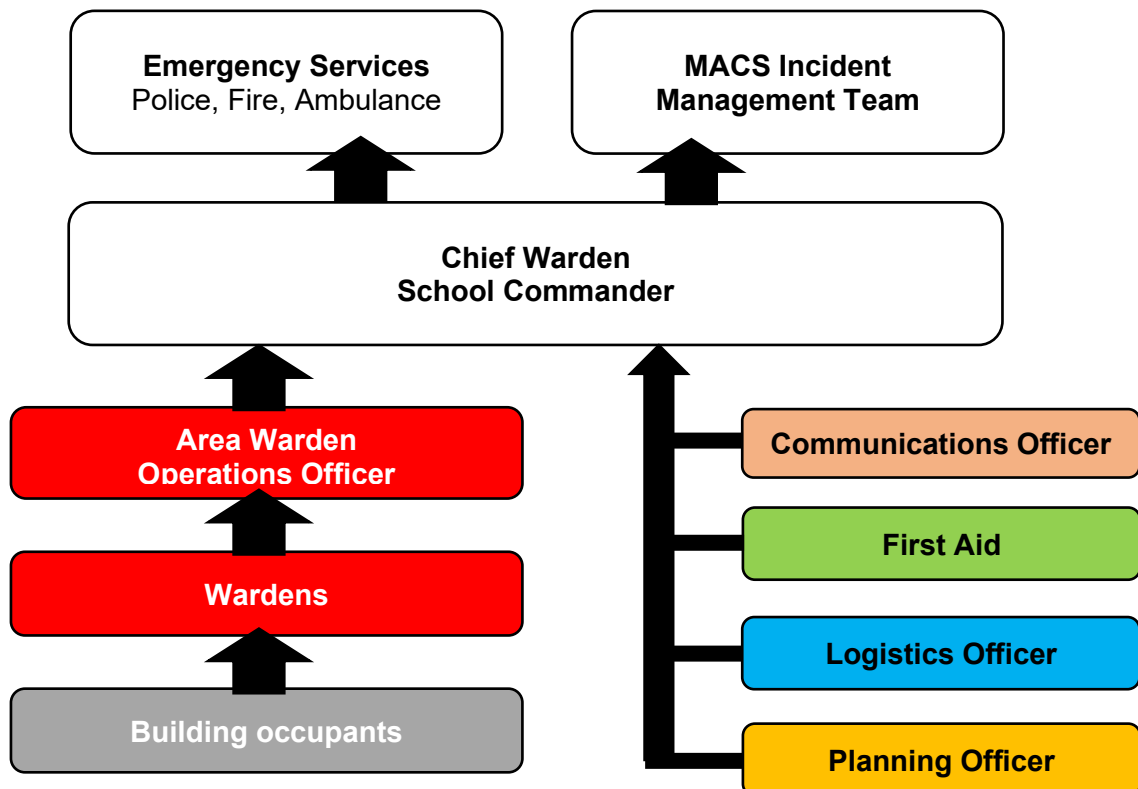
## Emergency Control Organisation / Incident Management Team

The school may establish an Incident Management Team (IMT) or Emergency Control Organisation (ECO) to support the management of an emergency or critical incident.

**Emergency Control Organisations (ECOs)** are used to manage situations where a response is required to ensure the safety of the school’s occupants, such as where an evacuation, lockdown, lockout, or shelter-in-place is required.

IMTs are used to manage critical incidents where whole-of-school emergency procedures are not required, such as a traffic crash, severe injury or death, cybersecurity incident, etc.

To minimise confusion, a common structure has been designed to function as both an IMT and ECO. The functional roles within the structure are activated by the Chief Warden / School Command as required by the specific incident. The structure is as follows:



The school's ECO/IMT comprises the following functional roles:

**School Commander (Chief Warden)**

Held by: Principal or Deputy Principal – Professional Culture or most senior staff member present.  
Identified by a WHITE hat / helmet / vest / tabard.

Responsibilities: Co-ordinate and oversee the response to the incident, ensuring the safety of all staff, students and others on site. Ensure necessary stakeholders are kept informed and the incident is resolved effectively. If other functional roles within the IMT are not delegated to another person, they rest with the Commander.

### **Operations Officer (Area Warden)**

Held by: : Principal or Deputy Principal – Professional Culture or Business Manager or senior staff member as delegated by the Commander.  
Identified by a RED hat / helmet / vest / tabard.

Responsibilities: Achieve the incident management objectives set out by the Commander by overseeing and coordinating activities implemented in response to the incident.

### **Planning Officer**

Held by: Principal or Deputy Principal – Professional Culture or Business Manager or Property Manager or senior staff member as delegated by the Commander.  
Identified by a YELLOW hat / helmet / vest / tabard.

Responsibilities: Undertake planning for the future needs of the incident, including resourcing, logistics requirements and transition to recovery. Develop the Incident Action Plan that the Operations Officer will follow to achieve the Commander's objectives.

### **Logistics Officer**

Held by: Principal or Deputy Principal – Professional Culture or Business Manager or Property Manager or senior staff member as delegated by the Commander

Identified by a BLUE hat / helmet / vest / tabard.

Responsibilities: Ensure IMT and response activities are appropriately resourced with staff and equipment. Ensure all evacuations have occurred. Liaise with the Planning Officer to ensure future activities are adequately resourced. Maintain financial records relating to the incident.

### **Communications Officer**

Held by: Principal or Deputy Principal – Professional Culture or Administration Team or senior staff member as delegated by the Commander Identified by a WHITE hat / helmet / vest / tabard.

Responsibilities: Maintain a log of events that occurred during the emergency. Work with MACS office to develop communications for families, the school community, staff and media relating to the incident. Distribute messages and information as directed by the Commander.

## **Individuals with specific needs**

MACS schools should consider those who may need assistance in the event of an emergency due to impaired mobility, hearing, vision or cognition, as well as temporary conditions such as medical conditions or short-term injuries. Additionally, schools should consider staff, students and visitors for whom English is a second language to ensure emergency information is readily accessible to them.

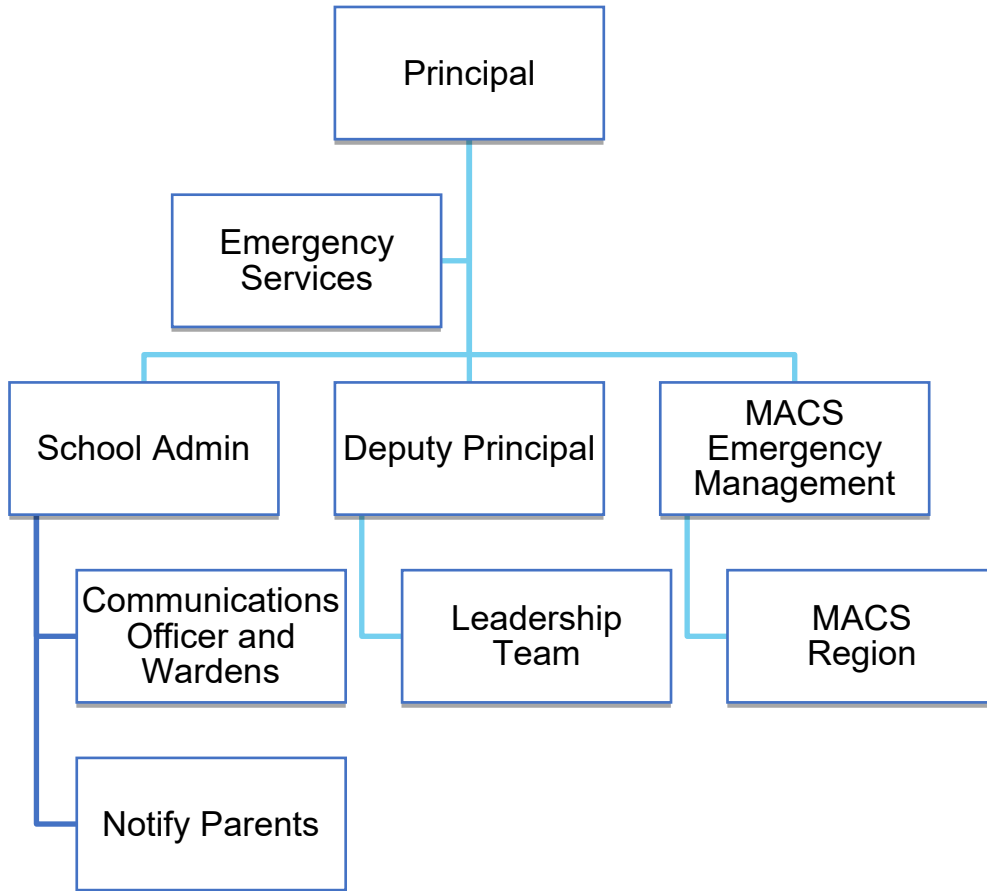
A Personal Emergency Evacuation Plan (**PEEP**) should be considered for all people meeting the above criteria. A PEEP will ensure appropriate actions are taken for an individual in the event of an emergency. A template PEEP is available at [Appendix G](#).

## **Communicating emergencies**

Include information on how to communicate information on emergencies here. This may include the location of PA equipment, how to trigger various evacuation signals, and how to stop evacuation signals. Individual procedures should include further information on when to trigger each signal.

## Communications tree

The communication tree allows the school to identify who is responsible for contacting whom in an emergency. Each person in the tree must know beforehand who they are responsible for contacting. Each person must also report back “up” the tree that they have successfully contacted their contact in the list, so the Chief Warden understands who may not have been contacted.



Name	Role	Phone
Tim Newcomb	Principal	Mobile phone 0408545634
Adrian Puckering	Deputy Principal	Mobile phone 0466518471
Paul Romanin	School Administration	Mobile Phone 0417830341
MACS Emergency Management		0436 958 801
Marwin Austerberry	General Manager (Regions)	Mobile Phone 0400 092 981

# Excursions

## Requirements

Section 1.2.10 of the MACS School Excursion Procedures requires that all excursions have a risk assessment and associated EMP completed. The EMP outlines the arrangements to be applied should one of the risks recognised in the risk assessment become an incident. A template EMP suitable for domestic camps and excursions, and international travel is available at [Appendix E](#), and should be amended to suit the requirements of the specific excursion.

## Emergency planning considerations

The excursion EMP should detail:

- activities being undertaken
- the location and planned routes of travel
- key contact information
- medical and health services nearby
- support arrangements for students with special needs
- the communications plan
- supervision arrangements; and
- information on weather forecasts, fire danger ratings and emergency warnings leading up to the excursion.

A copy of the EMP should be left at the school, while one or more copies are taken on the excursion for use by the teachers on the excursion.

MACS Emergency Management should be contacted if any assistance is required in preparing these documents and determining the risk and appropriate responses to incidents or hazards emerging from an excursion. MACS Emergency Management is available 24/7 to provide advice and assistance to schools managing excursion-related incidents.

# Drills, exercises and training

## Fire warden training

Fire warden training must be undertaken on an annual basis for all appointed fire wardens. This training must be undertaken by an independent third party.

## Regulatory requirements

It is a requirement that all MACS schools undertake an emergency exercise or drill at least once per school term. To meet these requirements, this school undertakes a physical emergency drill every school term.

Term	Planned drill/training	Date planned	Date conducted
Term 1	Lockdown	23 February 2026	23 February 2026
Term 2	Full School Evacuation	7 May 2026	
Term 3	Shelter in Place	13 August 2026	
Term 4	Partial Evacuation	20 November 2026	

## Reporting

Following each drill or exercise, the school completes and retains on file a debrief report, a template for which is located at Appendix I. Additionally, the activity is reported to MACS via <https://bit.ly/drillreport>.

## Bushfire preparedness and response

### BARR status

This MACS school is not listed on the Bushfire At-Risk Register.

### Compliance requirements – all MACS schools

All MACS schools are required to comply with the VRQA Guidelines on Bushfire Preparedness, which lay out the obligations of schools in relation to bushfire preparedness. They also outline requirements relating to the planning of offsite activities, such as excursions and camps, which are dealt with under [the excursions section](#) of this plan.

The guidelines are located at [www2.vrqa.vic.gov.au/guidelines-and-standards-for-schools#bushfire-preparedness](http://www2.vrqa.vic.gov.au/guidelines-and-standards-for-schools#bushfire-preparedness).

The guidelines include the following compliance requirements:

- **All schools must maintain an Emergency Management Plan (EMP). The EMP must be reviewed at least annually and immediately after any significant incident.** The school complies with this requirement through the implementation of this EMP and compliance with its review requirements.
- **All schools must regularly manage materials that may easily be ignited around buildings and facilities.** Marymede manage combustible materials through comprehensive safety protocols that address multiple risk areas. Landscape management plays a critical role, with grounds staff maintaining clear zones around buildings by regularly mowing grass, removing dry vegetation, and pruning overhanging branches to minimize fuel loads during fire season. Gas bottles used in science laboratories, maintenance workshops, and catering facilities are stored in well-ventilated, secure compounds away from ignition sources and building entry points, with regular inspections ensuring valves and connections remain secure. The scheduling and removal of combustible waste materials follows a systematic approach, with bins for general waste, green waste, and recyclables emptied according to fire danger ratings, while larger accumulations such as building materials, packaging, or seasonal yard waste are arranged for prompt collection to prevent extended storage on site. Staff training ensures all personnel understand their responsibilities in identifying combustible hazards, maintaining clearances, and following emergency procedures, creating a layered defence system that significantly reduces fire risk across the campus environment.
- **All schools must regularly monitor emergency access to buildings and grounds.** This includes ensuring exits are kept clear of obstructions, assembly points are designated and have appropriate access to emergency equipment, and access to facilities and grounds exists for emergency vehicles. Our school maintains emergency management site access through regular monitoring and maintenance of critical access points. Designated staff conduct routine inspections to ensure all emergency vehicle access routes, gates, and fire hydrant locations remain clear of obstructions such as parked vehicles, stored equipment, or overgrown vegetation. Key holders and access codes for locked gates are regularly updated and shared with local fire services and emergency responders, while site maps indicating emergency access points, building entries, and utility shut-offs are kept current and displayed prominently. During events or periods of construction, temporary signage and barriers are managed to preserve emergency vehicle manoeuvrability, and any reported access issues are addressed promptly to maintain compliance with emergency management requirements.

## Non-Catastrophic, elevated fire danger days

This MACS school is not listed on the BARR and an Extreme or Catastrophic fire danger rating has been declared by the Bureau of Meteorology for the following day.

### Procedure

Where the school becomes aware of a potentially elevated fire danger the following day, the school should:

1. proactively monitor the severe weather warnings at [www.bom.gov.au/vic/warnings](http://www.bom.gov.au/vic/warnings). MACS Emergency Management will also issue a notice to impacted schools via their region following the declaration
2. consider if any offsite activities (excursions or camps) are taking place in, or travelling through, areas covered by the Extreme or Catastrophic declaration:
  - a. any offsite activities in Catastrophic weather districts must be cancelled, with all students either returned home or outside the weather district by midnight
  - b. offsite activities in bushland areas should be relocated or cancelled following an Extreme declaration, with students returned home or outside the weather district the night before, or before 10.00 am on the fire danger day.
3. Contact MACS Emergency Management if you require assistance determining whether an offsite activity should be cancelled
4. monitor conditions. Ensure key school leadership staff have watch zones set up in the VicEmergency app to notify them if warnings are issued for the area surrounding the school. Be reasonably vigilant for signs of a developing emergency nearby, such as many sirens, the smell of smoke or a building smoke plume. Phone MACS Emergency Management if you are uncertain and require advice
5. monitor and follow warnings. 'Advice', 'Watch and Act' and 'Emergency Warning' will be issued via VicEmergency and provide critical information on what action to take in the event of a bushfire. Read these warnings and consider the impacts on the school, and what actions the school can reasonably and safely take to comply with the warning directions. Phone MACS Emergency Management for advice if required
6. prepare to initiate the shelter-in-place procedure if a bushfire threatens the school, a 'shelter now' warning is issued, or if the principal or delegate determines it is necessary. Phone MACS Emergency Management for advice if required.

## Bushfire nearby

**Indications:** A bushfire is burning nearby, which may threaten the MACS school.

### Procedure

1. Monitor conditions. Ensure key school leadership staff have watch zones set up in the VicEmergency app to notify them if warnings are issued for the area surrounding the school. Be reasonably vigilant for signs of a developing emergency nearby, such as many sirens, the smell of smoke or a building smoke plume. Phone MACS Emergency Management if you are uncertain and require advice.
2. Monitor and follow warnings. 'Advice', 'Watch and Act' and 'Emergency Warning' will be issued via VicEmergency and provide critical information on what action to take in the event of a bushfire. Read these warnings and consider the impacts on the school, and what actions the school can reasonably and safely take to comply with the warning directions. Phone MACS Emergency Management for advice if required.
3. Consider whether it is appropriate to close the school or conduct an offsite evacuation before the school comes under direct threat from the bushfire. Phone MACS Emergency Management for advice if uncertain.

4. Prepare to initiate the shelter-in-place procedure if a bushfire threatens the school, a 'shelter now' warning is issued, or if the principal or delegate determines it is necessary. Phone MACS Emergency Management for advice if required.

# List of response procedures

## List of core response procedures

- Death or serious injury of student or staff member ..... 44
- Evacuation – off site ..... 45
- Evacuation – on site ..... 46
- Lockdown..... 47
- Lockout ..... 48
- MACS school closure – whole or partial..... 49
- Shelter in place..... 50

## List of additional response procedures

- Bomb threat ..... 51
- Building damage ..... 51
- Communicable disease outbreak or pandemic ..... 51
- Epidemic thunderstorm asthma – high-risk day ..... 52
- Epidemic thunderstorm asthma – event..... 53
- Extreme heat ..... 53
- Flood ..... 54
- Intruder ..... 54
- Loss of essential service ..... 55
- Missing student or abduction..... 56
- Severe storm ..... 57
- Smoke..... 57
- Snakes ..... 58
- Terrorism or active armed offender ..... 59
- Violence, aggression or harassment ..... 60

## Death or serious injury of student or staff member

**Indication:** Death or serious injury of a student or staff member at school or at a location authorised by the MACS school (e.g., RTO or off-site activity).

**Procedure:**

2. **Manage the incident.** Call 000 for emergency services as required, ensure the safety of people in the vicinity, and implement any emergency procedures as required by the type of incident. Take all actions necessary to protect life and prevent the incident from escalating.
3. If required, establish a Critical Incident Management Team (**CIMT**) to manage the incident.
4. When possible, commence and maintain an incident log to keep track of times, actions, and decisions. The principal may choose to nominate this task to another staff member.
5. As soon as practicable, the principal (or a nominated staff member) should contact:
  - a. The General Manager (Regions) (GMR)
  - b. MACS Emergency Management (0436 958 801 24/7)
  - c. WorkSafe (13 23 60).
6. Once the initial response to the incident has concluded and imminent risks to safety have been removed, protect and prevent access to the incident location / area to facilitate subsequent investigations.
7. MACS will establish an Incident Management Team (**IMT**) to support the school.
8. Engage with the MACS IMT and/or your MACS regional contact (GMR or Senior Manager, School Leadership) to provide support to staff and students, the school community, investigators, and to return the school to operations.
9. Refer media inquiries to MACS Strategic Communications and Engagement via MACS Emergency Management / the MACS IMT.
10. Participate in a debriefing and lessons management process in accordance with Emergency and Critical Incident Management Procedures.

## Evacuation – off site

**Indications:** It is unsafe for people to remain inside or on the grounds of the facility, but offsite locations are safe.

### Procedure

1. Determine which of your school's pre-identified offsite evacuation points is most appropriate to use.
2. Trigger the evacuation signal according to the instructions on page 37, ensuring the selected evacuation point is communicated to everyone, along with any key information (such as routes to take or areas to avoid).
3. Take your school's emergency kit, first aid kit, a copy of this EMP, and attendance lists for staff and students to the evacuation point.
4. At the evacuation point, check all students, staff and visitors are accounted for.
5. Phone 000 to notify emergency services of the incident and the location of your evacuation point; include information on any individuals not accounted for.
6. Liaise with emergency services to provide any necessary information and support.
7. Notify your region's General Manager and/or MACS Emergency Management of the incident.
8. Maintain a log of all activities.
9. Notify parents/carers as appropriate.

### Standdown procedure

1. If school closure is required, make the determination early and communicate this with your region's General Manager. Consider the feasibility of having parents/carers collect students from the evacuation point and how this will be managed in a safe manner.
2. If school closure is not required, once the 'all clear' has been received from emergency services, advise staff and students to re-enter the school in an orderly manner. Ensure any critical information, such as areas of the facility to avoid, is clearly communicated.
3. Following the incident, identify and support any students, staff or visitors with medical or other needs requiring wellbeing supports.
4. Print and issue letters to parents/carers as required.
5. Undertake an operational debrief with staff and the IMT.
6. If not yet completed, report the incident to MACS Emergency Management.

## Evacuation – on site

**Indications:** It is unsafe for people to remain inside the facility, but elsewhere on the grounds is safe.

### Procedure

1. Determine which of your school's pre-identified onsite evacuation points is most appropriate to use.
2. Trigger the evacuation signal according to the instructions on page 37, ensuring the selected evacuation point is communicated to everyone, along with any key information (such as routes to take or areas to avoid).
3. Phone 000 and notify emergency services; include information on any individuals not accounted for.
4. Activate the Emergency Control Organisation (ECO).
5. Staff in the act of teaching remain responsible for the students in their care. Staff not in the act of teaching should report to their Area Warden or the Chief Warden at the control point for tasking.
6. Ensure your school's emergency kit, first aid kit, a copy of this EMP, and attendance lists for staff and students are taken to the evacuation point.
7. Pair wardens off and allocate search areas; note the search area allocated to each warden and the time they departed the control points. Wardens should then commence a search of their allocated areas according to the instructions on the search area card and report back to the Area or Chief Warden as relevant.
8. At the evacuation point, check all students, staff and visitors are accounted for.
9. Liaise with emergency services to provide any necessary information and support.
10. Notify your region's General Manager and/or MACS Emergency Management of the incident.
11. Maintain a log of all activities.

### Standdown procedure

1. If school closure is required, make the determination early and communicate this with your region's General Manager. Discuss the procedure with the emergency services Incident Controller to identify the ideal time and method of dismissing students. (It is likely that you will be asked to wait until response activities have concluded to bring parents/carers to the school.)
2. If school closure is not required, once the 'all clear' has been received from emergency services, advise staff and students to re-enter the school in an orderly manner. Ensure any critical information, such as areas of the facility to avoid, is clearly communicated.
3. Following the incident, identify and support any students, staff or visitors with medical or other needs requiring wellbeing supports.
4. Distribute communications to parents/carers as required.
5. Undertake an operational debrief with staff and the IMT.
6. If not yet completed, report the incident to MACS Emergency Management.

## Lockdown

**Indications:** An immediate external danger is identified, and the best approach for the safety of students and staff is to keep everyone securely inside the building.

### Procedure

1. Trigger the lockdown according to the instructions on page 37. Where possible, provide instructions to staff such as closing and covering internal doors and windows, remaining in classrooms, sitting below window level, moving into corridors, silencing electronic devices, hiding behind solid objects or barricading doors.
2. Call 000. Ask for police and seek and follow advice.
3. If possible, allocate staff to be posted near locked doors to allow students, staff and others to enter if locked out.
4. Divert parents/carers and returning groups from the facility if required.
5. Ensure the public address system and a telephone line are kept free.
6. Maintain the main entry as the only point of access and egress. Ensure it is constantly monitored and no unauthorised people are allowed access. Have a staff member wait at the main entry to guide emergency services personnel.
7. Contact your region's General Manager and/or MACS Emergency Management for advice and support.
8. Maintain a log of all activities.
9. Notify parents/carers as appropriate.

### Standdown procedure

1. If school closure is required, make the determination early and communicate this with your region's General Manager. Discuss the procedure with the emergency services Incident Controller to identify the ideal time and method of dismissing students. (It is likely that you will be asked to wait until response activities have concluded to bring parents/carers to the school.)
2. If school closure is not required, once the 'all clear' has been received from emergency services, advise staff and students to return to normal activities in an orderly manner. Ensure any critical information, such as areas of the facility to avoid, is clearly communicated.
3. Following the incident, identify and support any students, staff or visitors with medical or other needs requiring wellbeing supports.
4. Print and issue letters to parents/carers as required.
5. Undertake an operational debrief with staff and the IMT.
6. If not yet completed, report the incident to MACS Emergency Management.

## Lockout

**Indications:** An internal immediate danger is identified, and people must be excluded from buildings for their safety.

### Procedure

1. Determine which of your school's pre-identified onsite evacuation points is most appropriate to use.
2. Make the lockout notification according to the instructions on page 37, including instructions about what is required. This may include locking doors to prevent re-entry and checking the premises for anyone left inside. Include details of any routes to be taken or areas to be avoided.
3. Take your school's emergency kit, first aid kit, a copy of this EMP, and attendance lists for staff and students to the evacuation point.
4. At the evacuation point, check all students, staff and visitors are accounted for.
5. Phone 000 and notify emergency services; include information on any individuals not accounted for.
6. Liaise with emergency services to provide any necessary information and support.
7. Notify your region's General Manager and/or MACS Emergency Management of the incident.
8. Maintain a log of all activities.
9. Notify parents/carers as appropriate.

### Standdown procedure

1. If school closure is required, make the determination early and communicate this with your region's General Manager. Discuss the procedure with the emergency services Incident Controller to identify the ideal time and method of dismissing students. (It is likely that you will be asked to wait until response activities have concluded to bring parents/carers to the school.)
2. If school closure is not required, once the 'all clear' has been received from emergency services, advise staff and students to re-enter the school in an orderly manner. Ensure any critical information, such as areas of the facility to avoid, is clearly communicated.
3. Following the incident, identify and support any students, staff or visitors with medical or other needs requiring wellbeing supports.
4. Print and issue letters to parents/carers as required.
5. Undertake an operational debrief with staff and the IMT.
6. If not yet completed, report the incident to MACS Emergency Management.

## MACS school closure – whole or partial

**Indications:** Situations where the entire school requires closure or relocation due to damage, an essential service outage, or another situation; or situations where part of the school requires closure or relocation resulting in reduced staff or student numbers on site.

**Note:** All MACS school closures require approval by the Director, Education Excellence, via your General Manager (Regions). Where prior approval is not possible given the nature of the event, approval should be sought as soon as possible.

### Procedure

1. Manage the incident to ensure the safety of all on site. Implement any other procedures as required to maintain safety, including notifying emergency services.
2. **If the school requires immediate closure:**
  - a. Immediately notify your General Manager (Regions) (GMR) or MACS Emergency Management (0436 958 801 24/7).
  - b. Notify parents / guardians / carers to collect their children. Provide any further information to ensure the safe and orderly collection of students, especially if certain areas of the school are damaged or if collection is to be undertaken from an off-site assembly area.
  - c. Deploy staff as necessary to manage the safe and orderly dismissal of students. Consider placing marshals to keep parents / carers / students away from damaged or unsafe areas.
3. **If you are unsure whether immediate closure is warranted:**
  - a. Call MACS Emergency Management (0436 958 801 24/7) to discuss the situation and consider available options.
  - b. Following the closure, assess the extent and duration of the closure. This includes an estimate of how long operations will be impacted for, and whether the school is fully or partially out of operation. Provide this information to your GMR and MACS Emergency Management.
  - c. In the event of an extended closure (full or partial), discuss with your region alternative options to accommodate students. This may include nearby Catholic or other schools, halls for hire, or temporary classrooms placed on the school site.
  - d. Implement actions to restore the school to full operations. This may include engaging Make Safe contractors and lodging an insurance claim.
4. MACS Emergency Management is responsible for ensuring closures and relocations are reported to MACS GM Compliance, the VCEA and the VRQA. Ensure MACS Emergency Management is kept informed of the status of the school.

## Shelter in place

**Indications:** An external incident or emergency is underway. It is unsafe to evacuate, and the safest course of action is to remain inside a designated building in the facility.

### Procedure

1. Trigger the shelter-in-place signal according to the instructions on page 37, ensuring the internal assembly area location is communicated to everyone, along with any key information (such as routes to take or areas to avoid). Alternatively, it may be most appropriate for all students and staff to shelter where they are.
2. Take your school's emergency kit, first aid kit, a copy of this EMP, and attendance lists for staff and students to the shelter location.
3. At the shelter location, check all students, staff and visitors are accounted for.
4. Phone 000 and notify emergency services (call Police in the first instance, who have responsibility for evacuations); include information on how many people are sheltering, where they are sheltering and any individuals not accounted for.
5. Liaise with emergency services to provide any necessary information and support.
6. Notify your region's General Manager and/or MACS Emergency Management of the incident.
7. Maintain a log of all activities.
8. Notify parents/carers as appropriate. This would usually include instructions to stay away from the school, as attending may place parents/carers at risk from the incident.

### Standdown procedure

1. Once the immediate danger has passed, check on the structure to identify any damage or areas of the facility that are unsafe to reoccupy. Where safe to do so, extinguish any fires and take reasonable steps to minimise risk to people and property. It may be necessary to evacuate the Shelter-in-Place location to another, safer location at this point.
2. In conjunction with emergency services and MACS Emergency Management, identify the safest approach to stand down. This may include determining how to remove staff and students from the site and reunite them with their parents/carers.
3. If school closure is not required, once the 'all clear' has been received from emergency services, advise staff and students to return to normal activities in an orderly manner. Ensure any critical information, such as areas of the facility to avoid, is clearly communicated.
4. Following the incident, identify and support any students, staff or visitors with medical or other needs requiring wellbeing supports.
5. Print and issue letters to parents/carers as required – MACS Emergency Management can assist with this.
6. Undertake an operational debrief with staff and the IMT.
7. If not yet completed, report the incident to MACS Emergency Management.

## Additional response procedures

### Bomb threat

**Indications:** A bomb threat is made to the school.

#### Procedure

1. Take all bomb threats seriously, regardless of their credibility.
2. If the threat is received via phone call, keep the caller on the line as long as possible to gather information and complete a bomb threat checklist (see [Appendix H](#)).
3. If the threat is received via written communication, preserve the evidence without handling it and report it immediately to police.
4. Evacuate the school building immediately according to the instructions on page 37. **Consider selecting an alternative evacuation point than the usual primary evacuation point, if safe to do so.**
5. Call police on 000.
6. Report all information and details of any suspicious objects or packages to police.
7. Prevent individuals from re-entering the school until police have declared the scene safe.
8. Notify MACS Emergency Management and your region's General Manager.
9. Inform students, staff and parents/carers about the incident, and the steps taken to keep staff and students safe. Provide regular updates and instructions as required.
10. Provide support and counselling services to students and staff affected by the incident.
11. Document all actions taken in response to the bomb threat, including communications, evacuation procedures and coordination with authorities.

### Building damage

**Indications:** Damage to facilities outside the scope of the school's own tradespeople or where immediate make-safe works are required.

#### Procedure

1. Upon identifying the damage, take action to make the area safe. This may involve excluding people from the area, barricading the area or taking other reasonable actions where safe to do so.
2. Assess the damage to determine if immediate make-safe works are required or if the work can be completed by the school's own tradespeople. For advice, contact MACS Emergency Management.
3. If immediate make-safe works are required, contact Pattersons Make Safe (see 'Critical contact information' above).
4. Consider whether the damage is caused by an insurable event and whether it is likely to exceed the school's insurance excess. For advice, contact [insurancequeries@macs.vic.edu.au](mailto:insurancequeries@macs.vic.edu.au).

### Communicable disease outbreak or pandemic

**Indications:** A communicable disease outbreak or pandemic impacts the school or surrounding areas.

#### Procedure

1. Instruct all staff, students and others on site to stay away if unwell or displaying any symptoms of disease.
2. Ensure stocks of face masks and hand sanitiser are optimal. Avoid placing excessively large orders for stock; keep stockpiles reasonable.
3. Encourage good hand hygiene and cough/sneeze etiquette. Encourage and enforce other measures such as physical distancing, opening windows in classrooms, etc. as directed by the Department of Health.
4. Closely monitor advice on the Department of Health's website and as communicated by MACS Emergency Management.
5. Where required, report instances of illness at school and/or in the school community to the Department of Health.
6. Ensure the school is prepared to close and revert to remote learning on short notice.
7. If an outbreak occurs, consult with MACS Emergency Management to determine next steps.

### Epidemic thunderstorm asthma – high-risk day

**Indications:** The Department of Health advises that today has a high risk of epidemic thunderstorm asthma.

#### **Procedure**

1. Ensure key school leadership staff have the VicEmergency app on their phones with a watch zone set up to alert for warnings issued around the school and any excursions. Alternatively, ensure a VicEmergency account has been configured to send an email for warnings issued in the areas of the school and any excursions. (Epidemic thunderstorm asthma events trigger an Emergency Warning via VicEmergency – this ensures any such event will prompt notification.)
2. Brief staff to ensure they are alert for the signs of a building thunderstorm, and ensure staff and students are not outside in a thunderstorm, particularly during the wind gusts immediately prior to the storm.
3. Ahead of home time, check for signs of an impending thunderstorm (look outside or check the weather radar) before releasing students outside.
4. If a thunderstorm occurs in the vicinity during a high-risk day or an Emergency Warning is issued, refer to the 'Epidemic thunderstorm asthma – event' procedure below.

## Epidemic thunderstorm asthma – event

**Indications:** An epidemic thunderstorm asthma event is underway, imminent or all preconditions are met, as indicated by one of the following:

1. an emergency alert issued by the Department of Health via VicEmergency encompassing the school
2. a Severe Thunderstorm Warning issued by the Bureau of Meteorology in the vicinity of the school during a high-risk epidemic thunderstorm asthma day
3. a thunderstorm observed to be, or believed to be, forming in the vicinity during a high-risk epidemic thunderstorm asthma day.

### Procedure

1. Bring all staff and students inside. Cancel any outdoor activities.
2. Close all external windows and doors and ensure unfiltered air cannot enter from outside.
3. Ensure any air filtration systems are operating.
4. Brief all staff on the situation, ensuring they monitor the students in their care.
5. At the first sign of an asthma attack (coughing, wheezing, shortness of breath), implement asthma first aid principles according to the student's/staff member's asthma management plan.
6. If symptoms of asthma fail to resolve, get more severe (inspiratory and expiratory wheezing, inability to speak in full sentences, cyanosis) or as indicated by the asthma management plan, call 000 for an ambulance.
7. Wait until the storm passes through or the 'all clear' is issued via VicEmergency.

## Extreme heat

**Indications:** The Bureau of Meteorology Heatwave Service indicates a heatwave is in progress.

### Procedure

1. Assess the weather forecast for the coming three-day period. Identify the peaks of extreme weather.
2. Assess the school activities during the hotter weather to identify activities that may need adjustment. This may include:
  - a. restricting outdoor activities
  - b. moving planned outdoor activities (e.g. physical education lessons) to earlier in the day before the extreme heat sets in
  - c. moving activities to approved and suitable alternative venues (e.g. sports programs moved inside)
  - d. relocating classes from rooms with direct exposure to sunlight or no cooling.
3. Ensure staff and students prioritise hydration and sun/UV safety.
4. Monitor staff and students for early signs of heat stress.

## Flood

**Indications:** Flash or riverine flooding occurs which impacts the MACS school either through inundation of buildings or grounds, or by cutting off access and egress.

- This school is not located in a known flood-prone area. Previous experience indicates that the following river heights are significant:
- No MACS staff member or student is permitted to enter flood waters on foot or by vehicle.

### Procedure

1. If flooding causes an immediate threat to life, call 000 and ask for police.
2. If flash flooding cuts off access and egress to the school (without an imminent threat to life), keep staff and students safely in place at school until the flood waters recede. Notify parents/carers that their children are safe and actively discourage anyone from driving through floodwaters to collect their child.
3. If riverine flooding cuts off access and egress to the school (without an imminent threat to life) and staff and students are on site, ensure they are in a safe area, then contact MACS Emergency Management for advice. The most likely outcome will be to contact the State Emergency Service for assistance in evacuating the school.
4. During warmer months, be particularly vigilant for snakes moving to higher ground.
5. Where damage to the school has occurred, seek support from the State Emergency Service and/or make-safe contractors to provide initial clean-up efforts, and lodge an insurance claim. Contact MACS Emergency Management for support throughout the process.

## Intruder

**Indications:** An unwelcome person (or persons) is observed on school grounds.

### Procedure

1. Where possible, move any students away from the intruder.
2. Report the intruder immediately to school leadership staff.
3. Do not do or say anything to the intruder that may encourage irrational or aggressive behaviour.
4. Call police on 000.
5. Initiate action to restrict entry to school buildings if possible, and confine or isolate the intruder from staff and students through the use of locked doors and gates.
6. Determine whether an evacuation, lockdown or shelter in place is required and implement the relevant procedure. Seek advice from police or the MACS Emergency Management Coordinator (0436 958 801 25/7) if required.
7. Ensure staff are briefed on the incident.
8. Consider communications to parents/carers as appropriate.

**Note:** On occasion, an intruder may be recognised as obviously posing a low risk to students and staff. This may include frail or elderly persons who are lost. At their absolute discretion, the principal may elect to engage with a low-risk intruder to understand their wellbeing needs prior to (or instead of) notifying police. In all cases, the safety of staff, students and others on school grounds is the priority.

## Loss of essential service

**Indications:** An outage of an essential service (defined as water, gas, electricity and network connectivity) for a protracted period.

### Procedure

1. Contact emergency services on 000 if the outage is associated with an imminent hazard (e.g. powerlines down in front of the school, a gas leak at or in the vicinity of the school).
2. Upon identifying the outage, check with the service provider to determine if the outage is isolated to the school or affects a broader area. Determine if there is an estimated time for restoration.
3. If the outage is isolated to the school, contact your school's relevant tradesperson to have the outage rectified.
4. Assess the impact of the outage on school operations. If the outage is having a significant impact, no viable workaround exists and the estimated time for restoration is unknown or prolonged, contact your region's General Manager to discuss closing the school.
5. Contact MACS Emergency Management if you require advice or to discuss your options.

## Missing student or abduction

**Indications:** A student absconds or otherwise goes missing from school.

### Procedure

1. Conduct a 'hasty search' – check classrooms, toilets, playgrounds and other places the student may be.
2. Gather as much information as possible to understand when and where the student was last seen, in which direction they went after they left the school, if they were with anybody else, and any other details that may be relevant to locating the student, such as anything they said or their mood/motivation.
3. If intelligence suggests that the student has not been missing long or may be nearby (e.g. at a nearby gathering point such as a shopping centre or park), consider tasking members of staff to check those areas for the missing student if practicable.
4. Notify the student's parents/carers of the incident and to confirm they haven't gone home.
5. If not located from initial attempts, call police on 000.
6. Notify MACS Emergency Management and your region's General Manager. MACS will convene an Incident Management Team (**IMT**) to assist.
7. Continue gathering information where possible to support the police investigation. This may include speaking to the student's peers, gathering CCTV footage, etc. Supply any details and footage to police and MACS Emergency Management.
8. Discuss with MACS and the school's leadership team the requirement for communications for staff, students and parents/carers. Prepare for media enquiries and refer to MACS for support.
9. Remain in close contact with the student's family, police and MACS. Participate in MACS Critical Incident Management Team meetings as required.

## Severe storm

**Indications:** A severe thunderstorm warning is issued, or a severe storm impacts the school with any combination of high winds, heavy rain, flash flooding and hail.

### Procedure

1. Only if time permits, remove loose objects and debris from around the school grounds. These objects may become missiles in high winds.
2. Bring all students, staff and others on site inside.
3. Inform all staff and students about the storm and advise them to remain inside until it passes.
4. Ensure no persons are sheltering under trees, shade sails or other non-permanent structures.
5. Close all windows and doors.
6. Monitor external entry points and external drains for signs of flash flooding. Take steps to protect the school if water ingress appears likely (towels, sandbags, etc.).
7. Call the State Emergency Service if the immediate damage from the storm outstrips the school's ability to manage, which may lead to further damage.
8. After the storm, assess the school grounds. Make note and take pictures of trees down, structural damage, torn shade sails, etc.
9. Contact your maintenance contractor to conduct repairs. If damage is greater than the ability of your maintenance contractor to resolve in a reasonable timeframe, contact the make-safe provider.
10. Report damage to MACS Emergency Management and your region's General Manager.
11. Provide support to students, staff and families affected by the storm as required.

## Smoke

**Indications:** Smoke is present in the area due to a large and/or nearby fire.

### Procedure

1. If the school is in a plume of smoke from a nearby bushfire or structure fire, bring all staff and students inside, close windows, ensure air filtration systems are activated and wait for the air to clear. Ensure all people remain out of the smoke plume.
2. If the air is generally smoky (as opposed to the school being subjected to a direct plume of smoke), check the EPA AirWatch website for the air quality category at the station nearest your school:
  - a. If the air quality is 'Good', there is no need to change normal outdoor activities.
  - b. If the air quality is 'Fair', continue normal outdoor activities, but ensure staff and students who are sensitive to air pollution can reduce outdoor physical activity. Monitor for signs of respiratory illness.
  - c. If the air quality is 'Poor', it is recommended to reduce outdoor physical activity if symptoms like cough or shortness of breath develop. Consider reducing outdoor physical activity if possible and ensure those sensitive to air pollution can avoid such activity. Ensure windows and doors are closed, and air filtration systems are activated.
  - d. If the air quality is 'Very poor' or 'Extremely poor', avoid outdoor physical activity, and stay inside with windows and doors closed, and air filtration systems activated until outdoor air quality improves. For those with respiratory illness, actively monitor symptoms and follow any treatment plans in place.

## Snakes

**Indications:** Sighting of a snake on school grounds.

### Procedure

1. Reduce snake hazards by avoiding making a habitat and food source for snakes. This includes ensuring outdoor areas are tidy, with shrubs and gardens off the ground and well maintained. Keep grass mowed and tidy. Ensure food scraps are disposed of properly to discourage rats and mice. Block off as many potential access points to buildings as possible and block holes around the building, including between the roof and ceiling. Ensure first aid kits include multiple snake bite bandages.
2. Determine if the snake poses an immediate threat to students, staff or others on the site. Treat all snakes as venomous.
3. If the snake is indoors, ensure that students and staff are kept away from the area.
4. If the snake is outdoors, cordon off the area to prevent students from approaching.
5. Assign a staff member to monitor the snake's location from a safe distance until assistance arrives.
6. Contact a local snake handler to arrange removal of the snake.
7. Inform all staff about the snake sighting and the steps being taken to address it.

## Terrorism or active armed offender

**Indications:** Imminent credible threat of armed violence or an actual armed attack on the school.

### Procedure

1. Trigger an immediate offsite evacuation if safe or a lockdown if evacuation is not possible. Further information on triggering alarms is on page 37.
  - a. The school uses music (Canon in D) for a discreet lockdown in the event of an active armed offender incident.
2. Ensure everyone moves quickly and quietly to minimise the risk of encountering the offender. Students should not assemble prior to evacuation – as soon as they are able to escape, they should do so. Ensure hands are visible and follow any police instructions. Avoid running directly at police officers.
3. Contact police on 000. Provide as much information as possible about the location and description of the offender.
4. In a lockdown, secure all windows and doors, close blinds, turn off lights and silence electronic devices to make your presence less obvious. Instruct students to remain quiet and out of sight, hiding behind solid objects if possible.
5. Comply with police instructions. Avoid confrontations with the offender; allow police to handle the situation.
6. Keep a record of individuals who have evacuated or are sheltering in place and provide as much information to police as possible.
7. Notify MACS Emergency Management when safe and practical. MACS Emergency Management will convene an Incident Management Team (**IMT**) to support the school.
8. With support from MACS Emergency Management, coordinate with MACS Communications and police to communicate with parents/carers and the broader community. Coordinate with MACS Health, Safety and Wellbeing to provide intensive wellbeing supports in the immediate aftermath of the incident.

## Violence, aggression or harassment

**Indications:** Threatened or actual violence, aggression or harassment against a staff member or student.

### **Procedure**

1. Avoid escalating the situation and de-escalate if possible and safe.
2. Ensure the safety of the victim and others in the vicinity.
3. If safe to do so, separate the victim from the aggressor.
4. Call 000 for police and provide first aid if required.
5. Document the incident thoroughly, including time, location, involved parties and a detailed description of what occurred.
6. Provide immediate support and comfort to the victim. Offer access to counselling services or other support resources as required.
7. Conduct a prompt and thorough investigation into the incident, and determine an appropriate response based on the severity of the incident and school policies.
8. Follow up with the victim to ensure their ongoing safety and wellbeing.

# Evacuation diagrams

MARYMEDE CATHOLIC COLLEGE – SOUTH MORANG CAMPUS

EVACUATION – EMERGENCY RESPONSE MAP



**OFF SITE EVACUATION MAP**

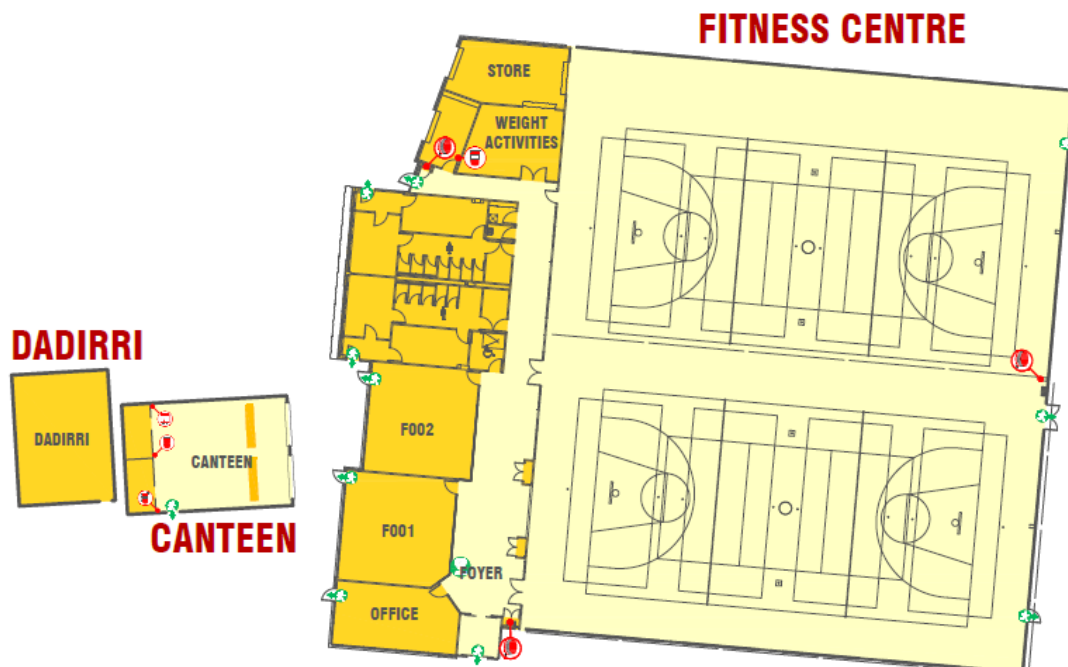
**MARYMEDE CATHOLIC COLLEGE – SOUTH MORANG CAMPUS**



# AREA 1

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

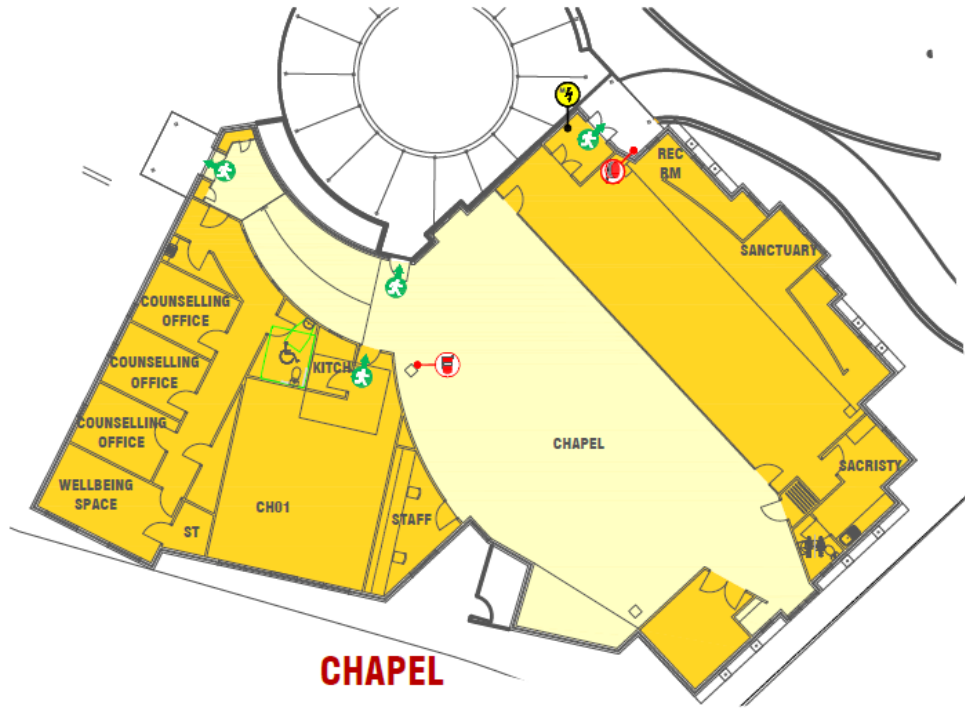
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**RIGBY & RHODES**

# AREA 2

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

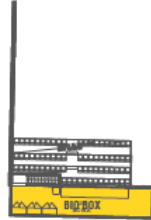
**R** RIGBY & RHODES

# AREA 3

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**

**L1-  
PERFORMING  
ARTS**



**LL- PERFORMING  
ARTS**



**GF - PERFORMING  
ARTS**

## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 4

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**

## SENIOR SPECIALIST CENTRE



### EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

### SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

### LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

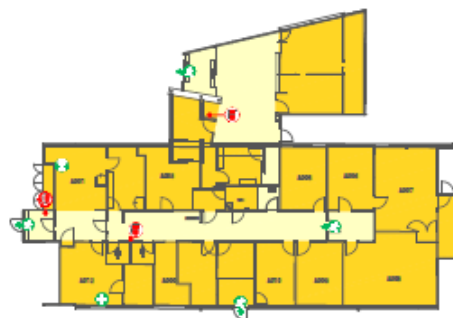
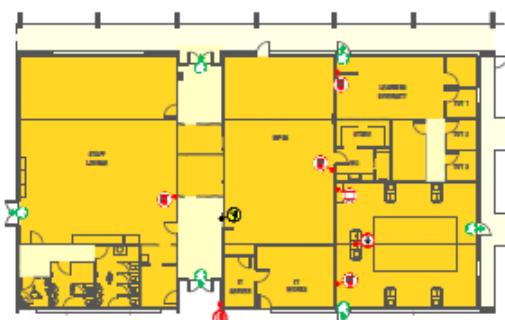
**R** RIGBY & RHODES

# AREA 5

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**

## MULTI PURPOSE CENTRE



## ADMINISTRATION

### EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

### SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

### LOCKDOWN

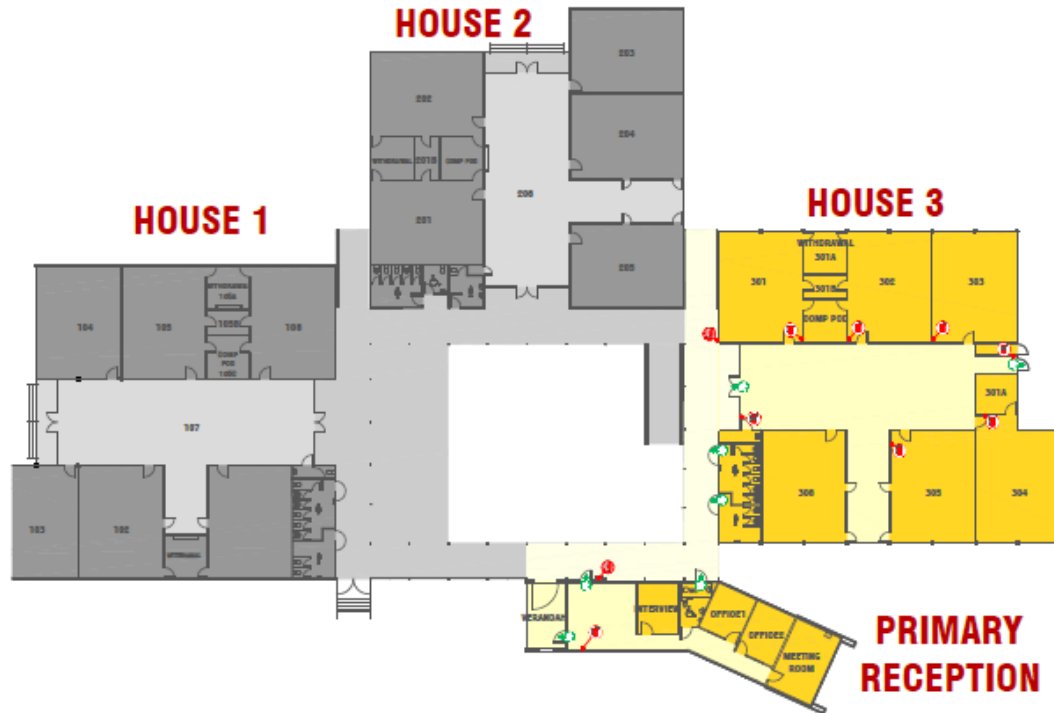
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 6

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

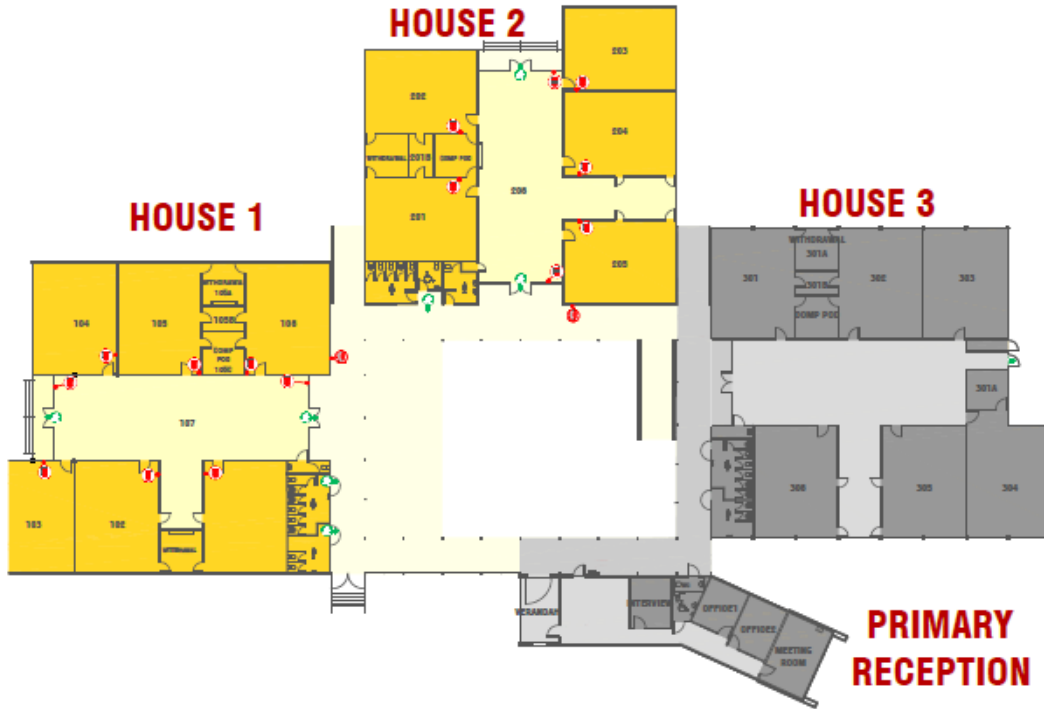
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 7

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and/or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 8

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**

## TECHNOLOGY SCIENCE CENTRE



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

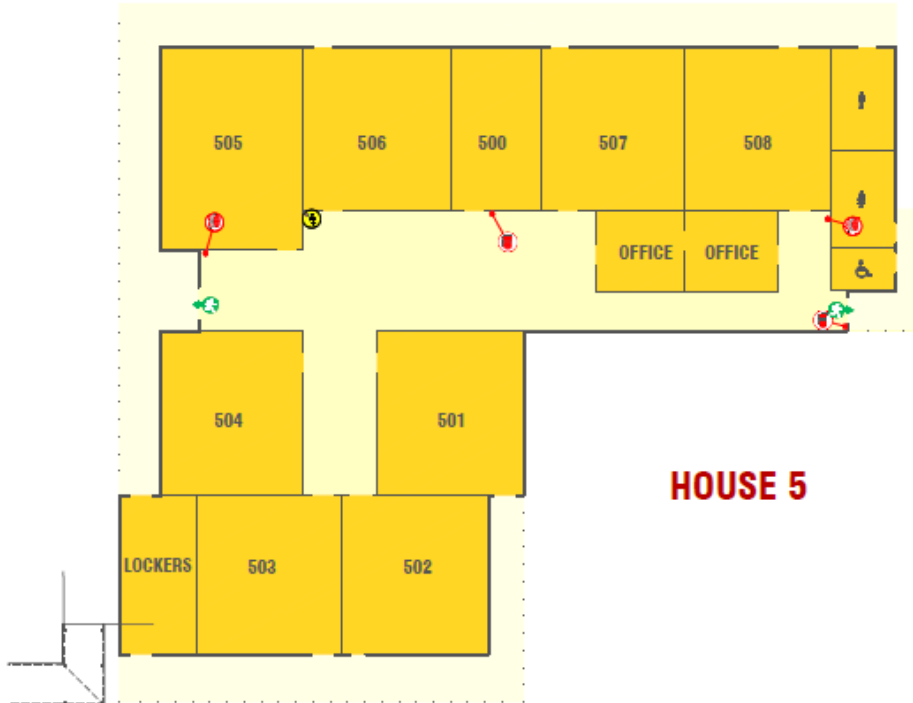
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 9

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



**HOUSE 5**

## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 10

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



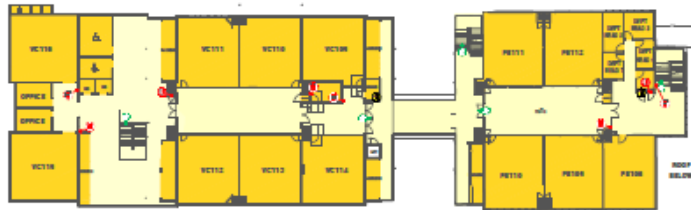
**BASEMENT -  
VCE**



**GF - VCE**



**GF - FOUNDER'S  
BUILDING**



**L1 - VCE**

**L1 - FOUNDER'S  
BUILDING**

## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and/or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 11

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

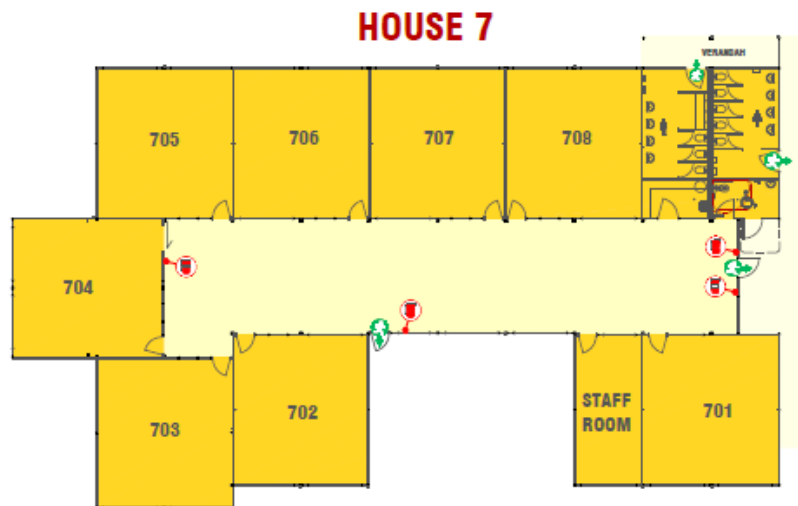
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 12

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

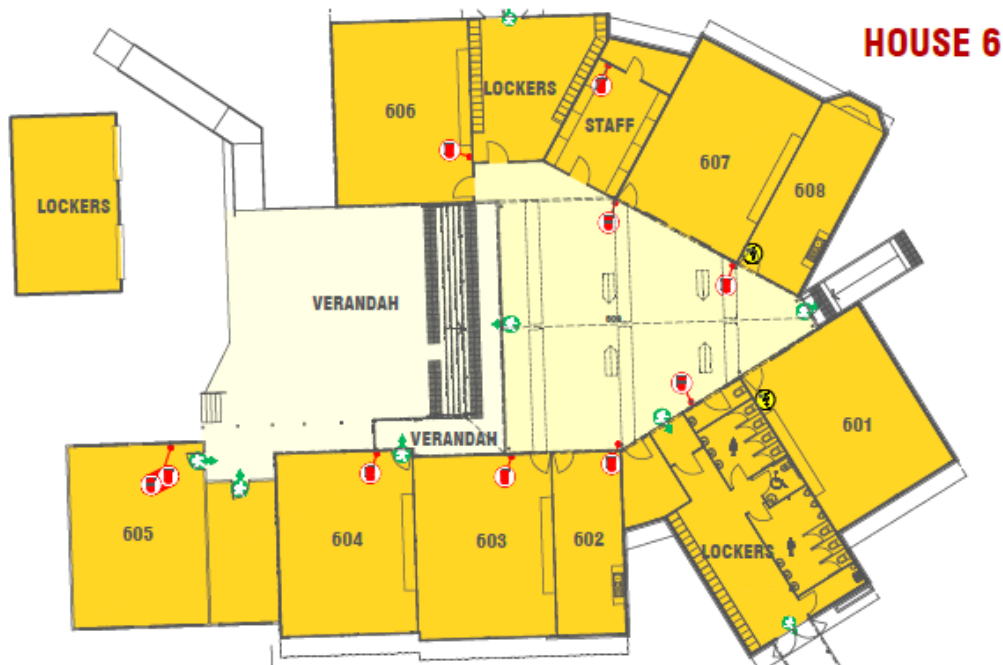
MARYMEDE CATHOLIC COLLEGE | JOB: EP-V04380 | WDC12, REV 0 | ISSUED: 29 MAR 2023 | VALID TILL: 29 MAR 2028

rigbyrhodes.au

# AREA 13

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 14

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

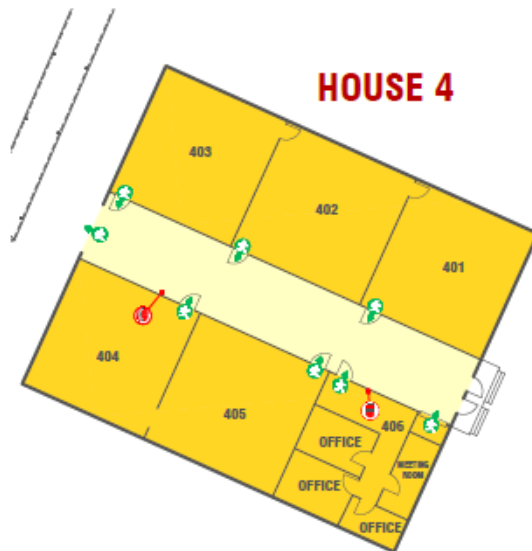
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 15

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## PREPARATORY BUILDING



### EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

### SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

### LOCKDOWN

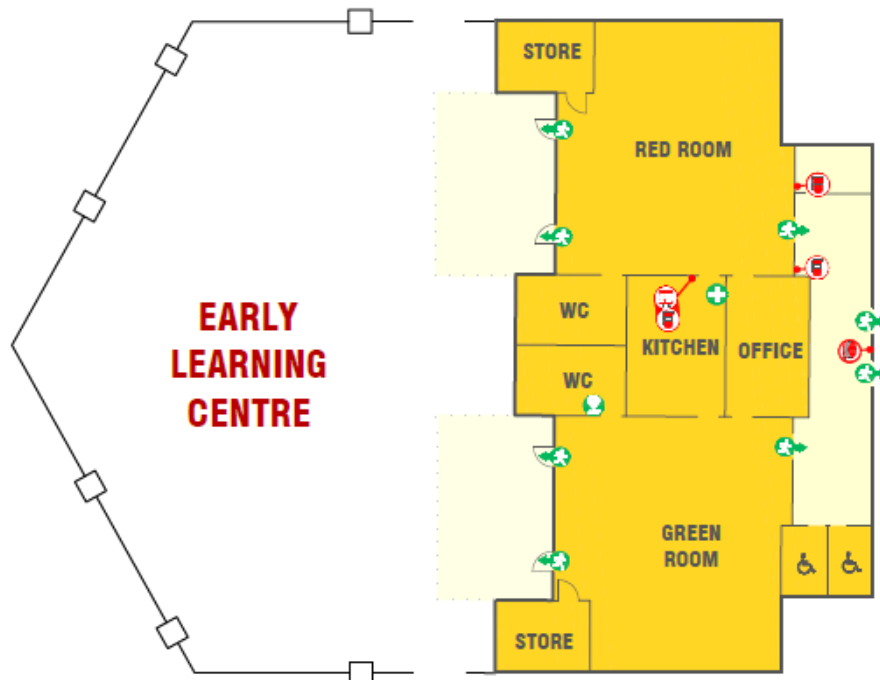
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**RIGBY & RHODES**

# AREA 16

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

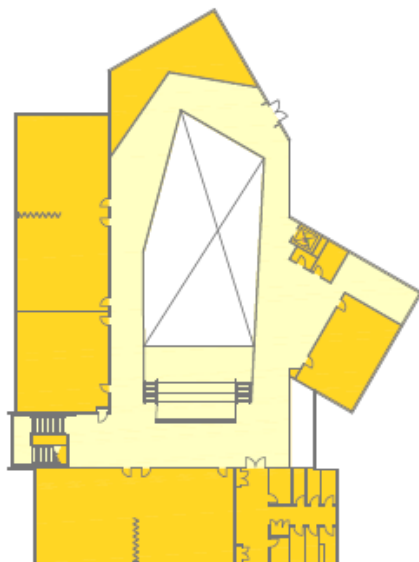
- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# AREA 17

# WARDEN DUTY CARD

**\*SEARCH THE AREA HIGHLIGHTED IN YELLOW**



**L1 - MARIAN LEARNING CENTRE**



**GF - MARIAN LEARNING CENTRE**

## EVACUATION

- Don Warden Identification
- Direct all occupants to evacuate the closest safe exit.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc..., to ensure that everyone is evacuated.
- Once checked, close the door behind you.
- Once the evacuation and search is complete, report to the Area Warden in person and give details of areas clear, anyone missing or requiring assistance.
- Follow any further directions from the Area Warden or Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

## SHELTER-IN-PLACE

- Don Warden Identification.
- Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- Assist in moving people with a disability to safety.
- Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

## LOCKDOWN

- Direct all occupants to **'Lockdown Lockdown'**
- Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- Follow any further directions from the Chief Warden.

**R** RIGBY & RHODES

# EMERGENCY PROCEDURE SUMMARY

60 Williamsons Rd, South Morang, VIC 3752  
Materials Technolgy



## WHAT TO DO IN AN EMERGENCY

- Remove anyone from immediate danger
- Raise the alarm
  - Call 03 9407 9000 to notify Administration
  - After Hours Call 000
- Commence appropriate response procedure

### SHELTER-IN-PLACE

Upon becoming aware of a storm or external emergency:

- Move inside away from windows and items that may fall.
- Remain inside and await further instruction from the Chief Warden.
- Planned lessons may continue indoors where safe to do so.
- Once the storm has passed or emergency situation is over.
  - Notify the Chief Warden of dangerous situations in your area.
  - If flooding has occurred, avoid pools of water.



## EVACUATE

On hearing the evacuation tone  
**Whoop... Whoop... Whoop...**  
or discovering an internal emergency:

- Turn off any equipment that may become a hazard if left unattended
- Commence Evacuation via the nearest safe EXIT.
- Make a final check of the room, take the class roll and shut the door.
- Lead students to the **ASSEMBLY AREA**.
- Account for your current class group and report any problems to the Communications Officer
- Remain in control of your class group at the **ASSEMBLY AREA**. Do not re-enter building until advised by the Chief Warden or responding Emergency Services Personnel.

**IF YOU ARE NOT TEACHING**, report to the Chief Warden to assist as a Warden.



## LOCKDOWN

Upon becoming aware of an external threat to life or hearing the **Lockdown Music**:

- Move inside to a secure area.
- Lock all doors and windows, draw blinds and stay down out of sight.
- Direct students to sit on the floor together, prevent them from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden.
- If confronted by an **Armed Intruder**:
  - Act calm, obey instructions, avoid sudden movements or making eye contact.
  - Answer all questions and hand over valuables if requested, these are replaceable, life is not.
  - DO NOT give chase when intruder departs.
  - Make a mental note of the offenders, such as speech, mannerisms, clothing, scars, tattoos etc.
- If an **ACTIVE ARMED OFFENDER**:
  - Escape / Hide / Tell, Call 000 and follow instruction from responding Emergency Service Personnel

## Appendix A: Self-assurance certification

The principal should complete the following self-assurance certification to confirm that the Emergency Management Plan is complete, compliant and approved. On completion, the Plan should be submitted to MACS Emergency Management by email to [emergencymanagement@macs.vic.edu.au](mailto:emergencymanagement@macs.vic.edu.au).

<b>School name and suburb</b>	<b>Marymede Catholic College - South Morang</b>
Principal name	Tim Newcomb

For each of the following items, indicate the page where this information is located. If the information is held in another document, indicate which document and where it may be found.

<b>Component</b>	<b>Location</b>
<b>Critical school information</b>	
School name and address	Marymede Catholic College 60 Williamsons Rd South Morang 3752
Principal name and contact details	Tim Newcomb Mobile 0408545632
Critical after-hours contact details (ensure these are also updated on the CEVN website)	Emergency contact number 0436958801
Weather/fire district	Central
BARR status	Not listed
Designated Neighbourhood Safer Place – Bushfire Place of Last Resort status	Not Applicable
<b>EMP information</b>	
Issue date	Dec 2025
Next review date	Dec 2026
<b>Critical contact information</b>	
School contacts including principal, deputy principals, parish priest, OHSC coordinator, bus coordinator	See Above – Page 6
Details of MACS Emergency Management and region's General Manager	See Above – Page 6
Details of essential service providers	See Above – Page 7
Details of school's preferred tradespeople	See Above – Page 8
Bus coordination and route information (enter 'N/A' if not a bus coordinating school)	See Above – Page 6 and Appendix B
<b>School profile</b>	
General information statement	See Above – Page 15
Details of facilities and infrastructure	See Above – Page 19

Evacuation diagram showing two evacuation points, shelter-in-place location, evacuation exit routes, emergency exits, hydrants and hose reels	See Above – Page 63
Information on third-party site users	See Above – Page 32
Location of risk register	See Above – Page 17

<b>Bushfire</b>	
Bushfire preparedness and response (check and update with information on the school's bushfire risk or lack thereof)	NA
Description of how the school manages combustible materials around buildings and facilities (all schools)	See Above – Page 42
Description of how the school ensures exits are clear, assembly points are designated and have access to emergency equipment, and access exists for emergency vehicles (all schools)	See Above – Page 42
Bushfire procedures (see <a href="#">Appendix F</a> ) posted in key locations around the school for BARR schools and those with an assessed bushfire risk	NA
<b>Response procedures</b>	
Evacuation – on site	See Above – Page 51
Evacuation – off site	See Above – Page 51
Lockdown	See Above – Page 53
Lockout	See Above – Page 53
Shelter in place	See Above – Page 55
Additional response procedures (check and include for all risks identified in the risk register)	See Above – Page 56
<b>Emergency drills and training</b>	
Drills are scheduled and occur every term	See Above – Page 41
For BARR schools, drills in Terms 1 and 4 are planned to include evacuation and shelter in place (N/A for other schools)	NA
<b>Special needs</b>	
Students and staff with special needs identified, and strategies put in place and documented, including PEEPs as required (Not required to form part of this EMP.)	PEEPs are prepared for all students with special needs including St Mary's students and are kept as hard copies in Emergency Evacuation Equipment and soft copies on SIMON.

I certify that the above information is true and correct and approve this Emergency Management Plan for the abovenamed school.

*Tim Newcomb*

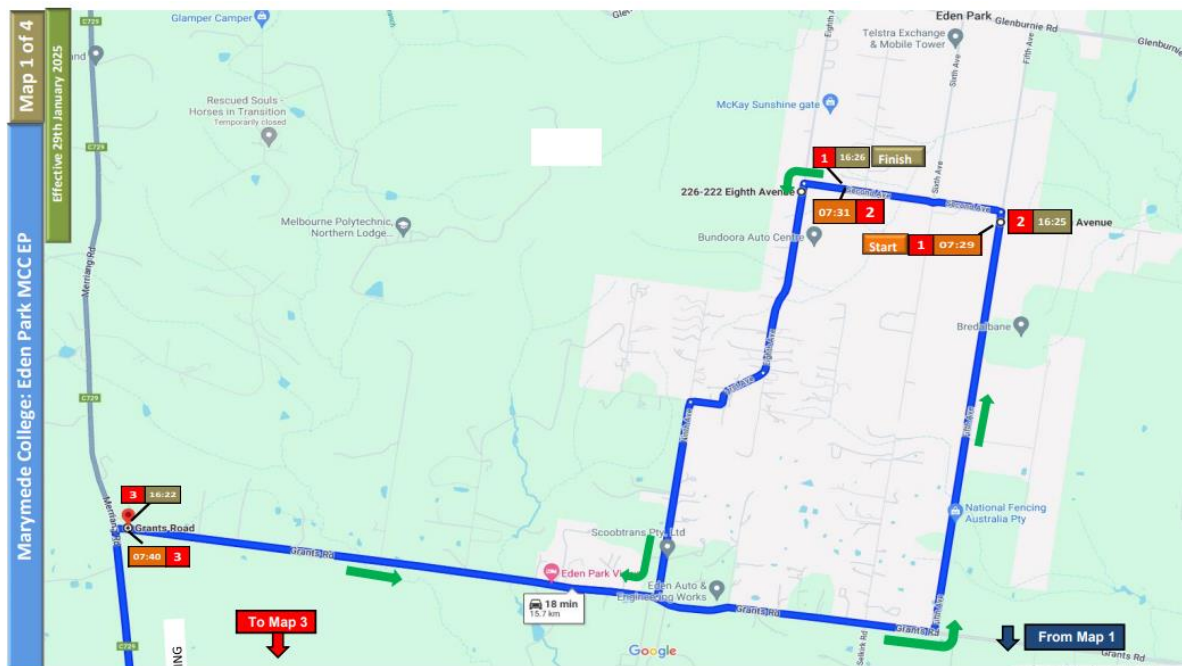
\_\_\_\_\_  
Principal signature

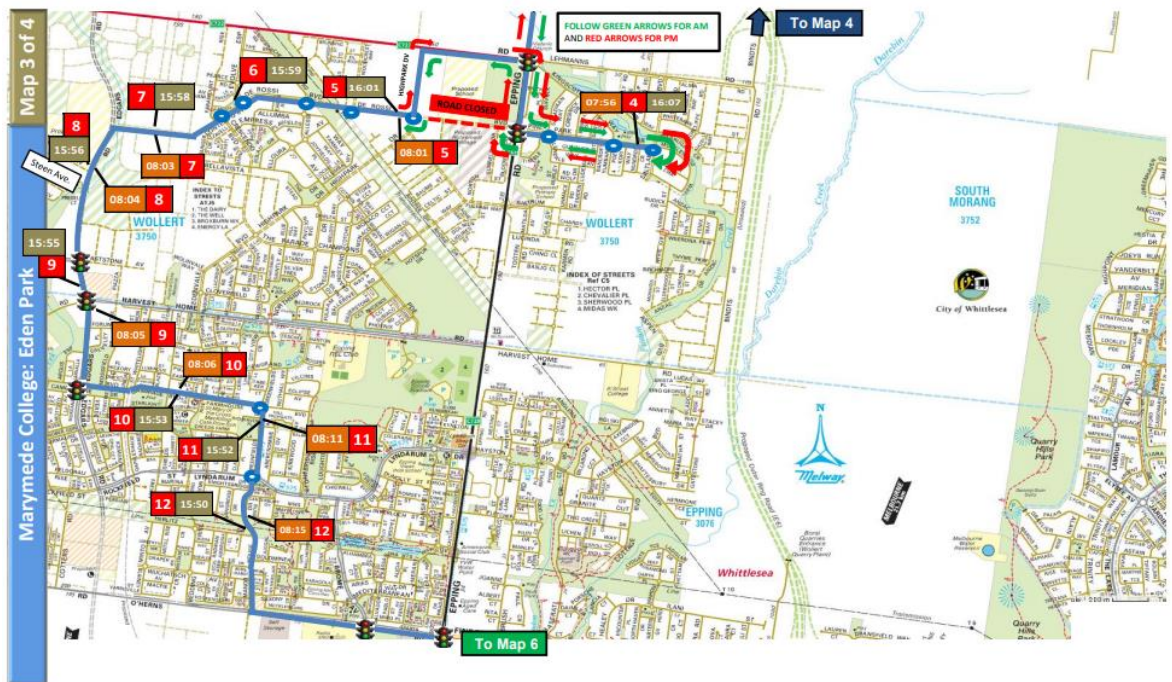
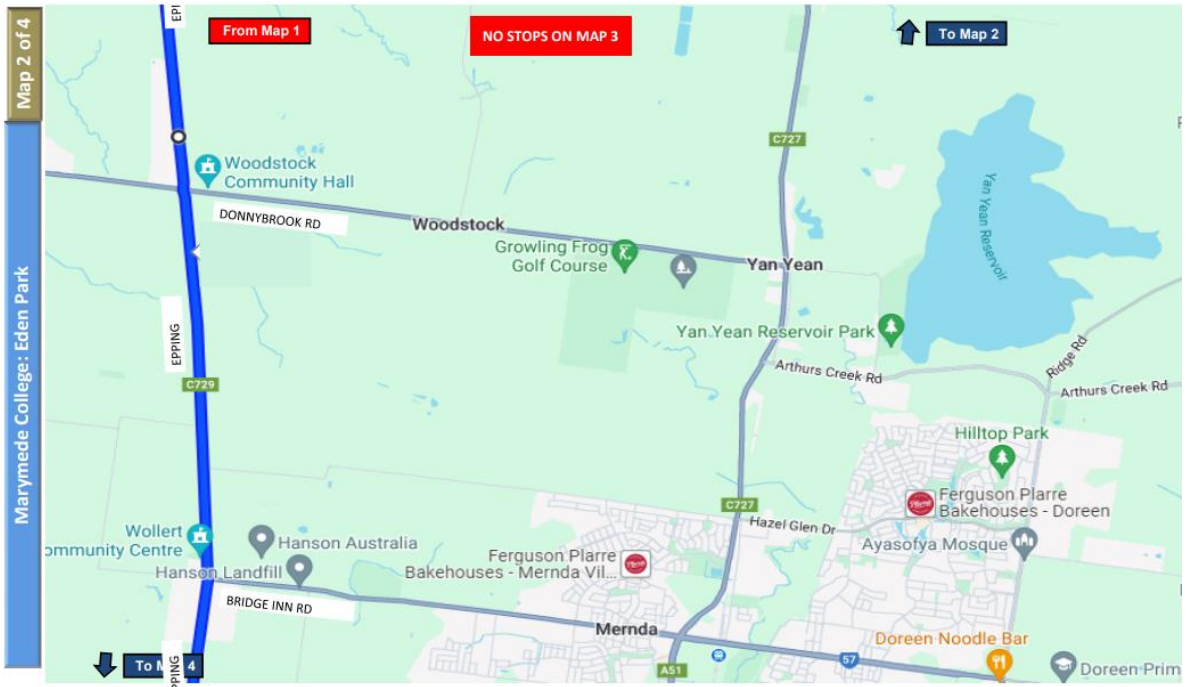
Date: 18/12/2025

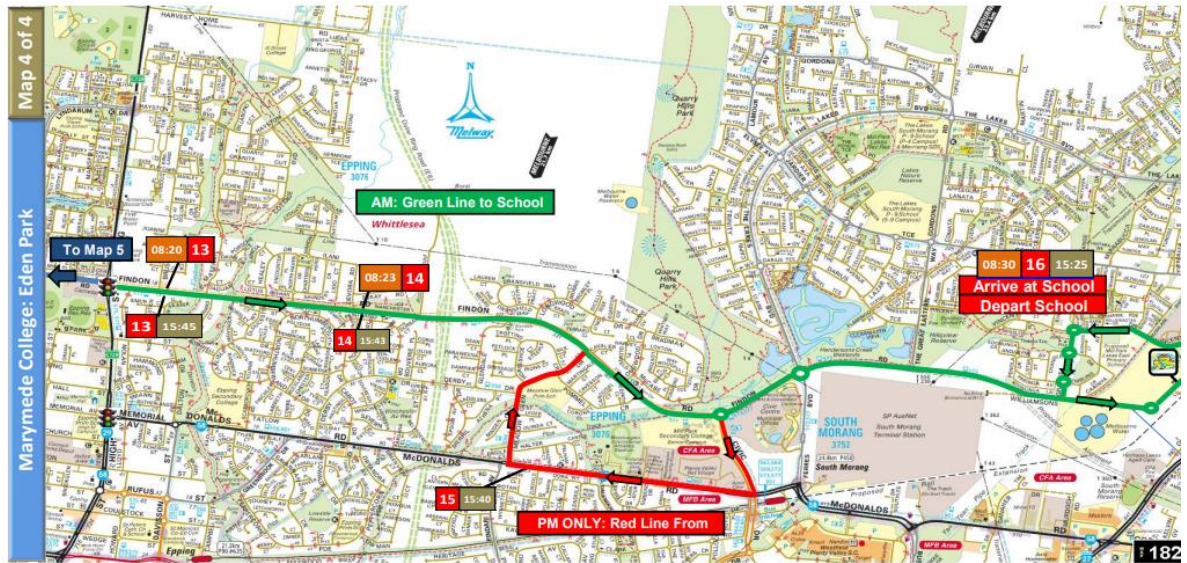
## Appendix B: MACS school bus route maps

Effective 29th January 2025		Marymede College: Eden Park - MCCEP		
Bus Stop Location AM	AM Time	Stop	PM Time	Bus Stop Location PM
Before Second Ave on Fifth Ave	07:29	1	16:26	Cnr Eighth and Second Ave
Cnr Eighth and Second Ave	07:31	2	16:25	Fifth Ave after Second Ave
Cnr Grants and Merriang Rd	07:40	3	16:22	Cnr Grants and Merriang Rd
Pine Park via Saltlake Boulevard opposite 356 bus stop on Pine Park Dve	07:56	4	16:07	Pine Park Dve at 356 bus stop
De Rossi Blvd after Highpark Drive	08:01	5	16:01	De Rossi Blvd Before Highpark Drive
N/A		6	15:59	Contempo Blvd/Evolve Esplanade
65 Contempo Boulevard before Edgars Rd (Bemm Lane)	08:03	7	15:58	Contempo Boulevard No. 72 (Bemm Lane)
Edgars Road after Steen Avenue at 357 Bus Stop	08:04	8	15:56	Edgars Road before Steen Avenue (on right) at 357 bus stop
Edgars Road after Harvest Home Road at 357 bus stop	08:05	9	15:55	Edgars Rd/Harvest Home Road
Gammage Boulevard before Shields Street	08:06	10	15:53	Gammage Boulevard before Shields Street
Greenfields Drive after Farmhouse Boulevard at 358 bus stop	08:11	11	15:52	Greenfields Drive after Farmhouse Boulevard at 358 bus stop
Manor House Drive after Herlitz Drive	08:15	12	15:50	Manor House Drive before easement
Findon Road and Brush Rd at bus stop	08:20	13	15:45	Findon Road and Brush Rd at bus stop
Findon Road after Devora Road at 577 bus stop	08:23	14	15:43	Findon Road after Devora Road at 577 bus stop
N/A		15	15:40	McDonalds Road (58) before Pindari Avenue
Marymede College Williamsons Road	08:30	16	15:25	Marymede College Williamsons Road

### MARYMEDE CATHOLIC COLLEGE - EDEN Park (MCCEP) MAPS:







## Marymede Catholic College Doreen Upper Plenty Eden Park Interchange

### DOREEN/UPPER PLENTY (Mernda Interchange)

- 1 Wallan-Whittlesea Rd/Mahadys Rd
- 2 Glenburnie Rd/Janna Rd
- 3 271 Sixth Ave
- 4 Second Ave/Sixth Ave
- 5 Francesca Dr/Breadalbane Ave - AM ONLY
- 6 Leonardo Dve/Kahe Grove - PM ONLY
- 7 Marymede Catholic College - Doreen Campus

Directions from 10 Mahadys Rd, Upper Plenty VIC 3756, Australia to 25 Granada Grove, Doreen VIC 3754, Australia



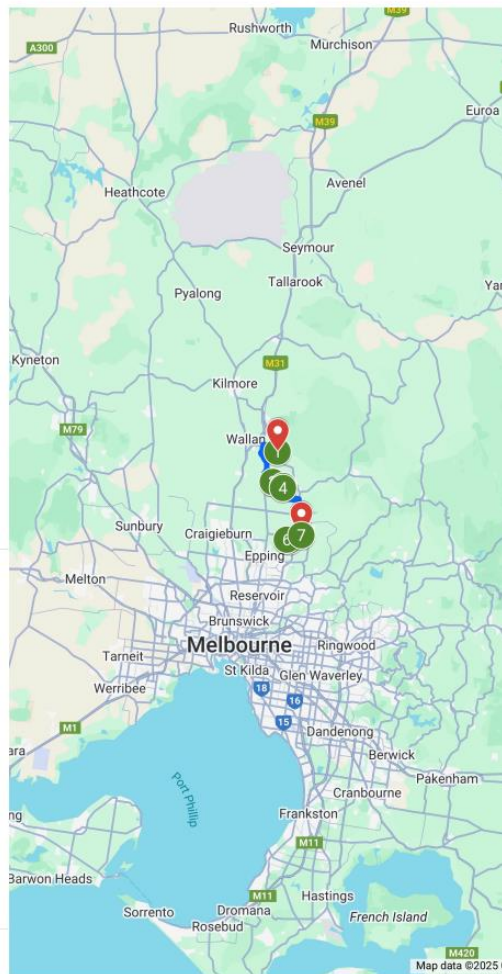
Directions from 10 Mahadys Rd, Upper Plenty VIC 3756, Australia to 25 Granada Grove, Doreen VIC 3754, Australia



10 Mahadys Rd, Upper Plenty VIC 3756, Australia



25 Granada Grove, Doreen VIC 3754, Australia



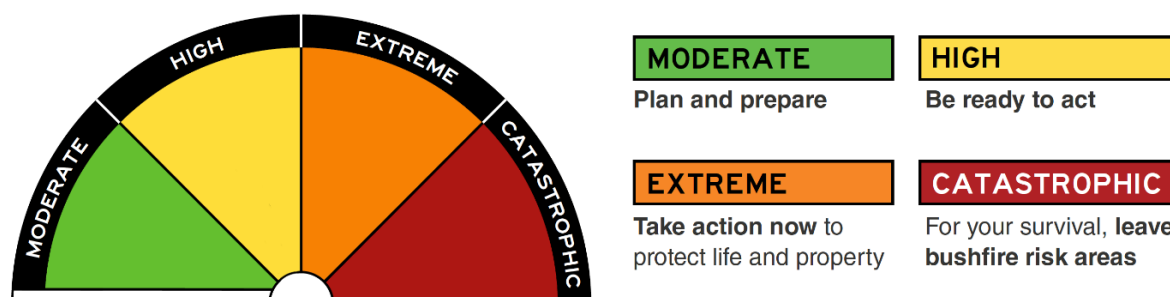
## Appendix C: Hazard event assessment matrix

Severity	Event impact (or potential impact)	Response required
<b>Severe</b>	<ul style="list-style-type: none"> <li>Incidents with severe and catastrophic impacts for people, facilities or the organisation.</li> <li>Fatal or life-changing injuries, multiple significant injuries from a single event, serious and imminent threat of violence.</li> <li>Significant reputational damage with third parties. Critical service unavailable for protracted period, major security breach with sensitive data loss.</li> <li>Complete loss of office or school.</li> </ul>	<p>Managed locally with MACS office support.</p> <p>Critical Incident/Emergency Management Team established.</p> <p>Notification to MACS board and Emergency Management.</p> <p>Notification timeframe: immediately after initial management actions.</p>
<b>Major</b>	<ul style="list-style-type: none"> <li>Incidents with significant impacts for people, facilities or the organisation.</li> <li>Single significant or multiple minor-to-moderate injuries from a single event.</li> <li>Significant impact to student welfare or learning. Moderate or potential reputational damage with third parties.</li> <li>Significant degradation or partial unavailability of a critical system, minor security breach with low-level data loss.</li> <li>Temporary loss of access to school or office.</li> </ul>	<p>Managed locally with MACS office support as required.</p> <p>CI/EMT established if required.</p> <p>Notification to MACS executive leadership team and Emergency Management.</p> <p>Notification timeframe: immediately after initial management actions.</p>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Incidents with moderate or medium duration impacts for people, facilities or the organisation.</li> <li>Minor to moderate injuries involving lost time or medical attention.</li> <li>Moderate impact to student welfare or learning.</li> <li>Moderate or pending reputational damage with third parties.</li> <li>Minor or short duration critical system outage or security breach without data loss.</li> </ul>	<p>Managed locally.</p> <p>Notification to MACS director and Emergency Management.</p> <p>Report timeframe: 24 hours.</p>
<b>Minor</b>	<ul style="list-style-type: none"> <li>Incidents with minor or short-term impacts for people, facilities or the organisation.</li> <li>Single, isolated minor injuries requiring basic first aid.</li> <li>Minimal impact to student welfare or learning.</li> <li>No reputational damage with third parties.</li> <li>Short-term service outage with minimal impact on school operations.</li> </ul>	<p>Managed locally, routine reporting.</p>
<b>Insignificant</b>	<ul style="list-style-type: none"> <li>Minor incidents or near misses with no or very limited impact on people, facilities or the organisation.</li> </ul>	<p>Managed locally, routine reporting.</p>

## Appendix D: BARR school notices to parents/carers

### Newsletter article advising bushfire arrangements

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options in a bushfire.



### School procedures for days of Catastrophic fire danger

Schools listed on the Bushfire At-Risk Register (BARR) will be closed when a Catastrophic fire danger day is declared in their weather district. Our school has been identified as being one of those at high bushfire risk and is listed on the BARR, so will close on any declared Catastrophic fire danger days.

We will provide as much notice of a Catastrophic fire danger day as we can. A Catastrophic day will be declared the day before. Once we are advised of the declaration, we will provide you with advice before the end of the school day.

**Once a Catastrophic day has been declared, the rating will not change, regardless of improvements in the weather forecast.** This is to avoid confusion and help your family plan alternative care arrangements for your child.

It is also important to note that:

- No staff will be on site on days where the school is closed due to Catastrophic fire danger.
- Outside School Hours Care will also be cancelled on these days.
- School camps will be cancelled if a Catastrophic fire danger day is determined for the weather district in which the camp is located. (Camps in some bushland areas may also be cancelled in the event of an Extreme fire danger day, but this will be determined on a case-by-case basis.)
- As a bus coordinating school, all bus routes will be cancelled.

On Catastrophic days, families are encouraged to enact their bushfire plan – **on such days, children should never be left at home alone or in the care of older children.** For those in bushfire-prone areas, fire services advise that the safest option is to leave the night before or early on the morning of Catastrophic days.

As part of preparing our school for potential hazards such as fire, the school has a robust Emergency Management Plan, and ensures that school grounds and facilities are well prepared for bushfire.

### What can you do?

- Download the VicEmergency app to stay informed about emergencies and warnings in your area.

- Make sure your family's bushfire survival plan is up to date and includes alternative care arrangements if our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers.
- Keep in touch with us by reading our newsletters, by checking our website, and by talking to your child's teacher or any other member of the teaching staff about our Emergency Management Plan.
- During the warmer months of the year, if you're planning a holiday or short stay in the bush or in a coastal area, check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and other emergencies, and your family's bushfire survival plan.

## Letter to parents/carers advising Catastrophic day closure

Marymede Catholic College

[Date]

Dear Parent/Carer

### **SCHOOL CLOSURE DUE TO FORECAST CATASTROPHIC FIRE DANGER DAY**

I am writing to advise you that our school will be closed on [date] due to a declared Catastrophic fire danger day forecast for our area.

As our school is listed on the Bushfire At-Risk Register, it is a government requirement that the school close on Catastrophic fire danger days for the safety of students, staff and families.

I realise that the closure of our school may result in you needing to make alternative arrangements for your child; however, the safety of our students and staff remains our top priority. Given the predicted fire weather conditions, we urge that your child is not left at home unattended or in the care of older children.

If you know of other parents who, for any reason, may not be aware of the school's closure, please contact them to help ensure they are aware that the school will be closed. Notices will be attached to the school gates to ensure anyone arriving at school tomorrow is informed.

You should also explain to your child and family that our school will be closed. For safety reasons, no staff will be permitted on site, and all Outside School Hours Care and other third-party providers that use the school facilities will close also.

For up-to-date bushfire safety information, visit the CFA website [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) and VicEmergency at <https://emergency.vic.gov.au>.

Thank you for your cooperation and understanding.

Yours sincerely

Tim Newcomb  
Principal

# SCHOOL CLOSED

## DUE TO

# CATASTROPHIC FIRE DANGER

Marymede Catholic College is closed today, [date], due to a declared Catastrophic fire danger day. As the school is recognised as being vulnerable to bushfire, it is required to cease all activities, with no staff or students permitted on site from midnight to midnight.

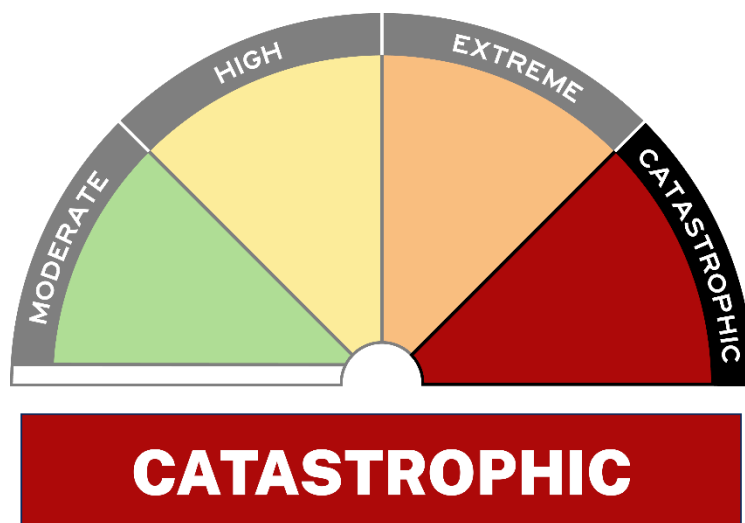
Outside School Hours Care and other activities on the school grounds are also cancelled.

We apologise for the inconvenience; however, we must always prioritise the safety of our students and staff.

**You are strongly urged to avoid leaving children at home or in the care of older children.** If you live in a bushfire-prone area, fire services advise the safest thing to do is to activate your bushfire plan and leave early before a fire starts.

For any questions, please contact [contact number for the day].

Thank you for your understanding.



## Appendix E: Excursion Emergency Management Plan template

This page is left intentionally blank – the EMP template is on the following page.



International/Domestic Student Travel Emergency Management Plan			
School name (including campus)	Click or tap here to enter text.	Year level(s)	
Activity(s)		Number of students	
Activity location(s)		Number of staff	
Activity date(s)		Date of review	
Approved by principal	Click or tap here to enter text.		

Key contacts	Name	Number(s)
Teacher in charge	Click or tap here to enter text.	
First aid staff		
Teacher/staff		
School reception		
MACS Emergency Management Coordinator	(+61) 0436 958 801 (24 hours)	
Venue contact		
Principal		
Assistant principal		
School 24-hour contact		
Consular Emergency Centre	Canberra	+61 2 6261 3305
Local emergency contacts		
Emergency services (police/fire/ambulance)		
Consulate/embassy for each location		
Nearest hospital(s) for each location		
Nearest medical centre		
State Emergency Service or equivalent		
Weather		
Health department		

### Evacuation response (attach maps and mark locations if required)

Access points (emergency vehicles, helicopter, etc.)	
Assembly points	
Time for school support to arrive	
Travel time to nearest medical help (from most remote location)	
Communication considerations (i.e. mobile/satellite phone, EPIRB/ PLB requirements)	

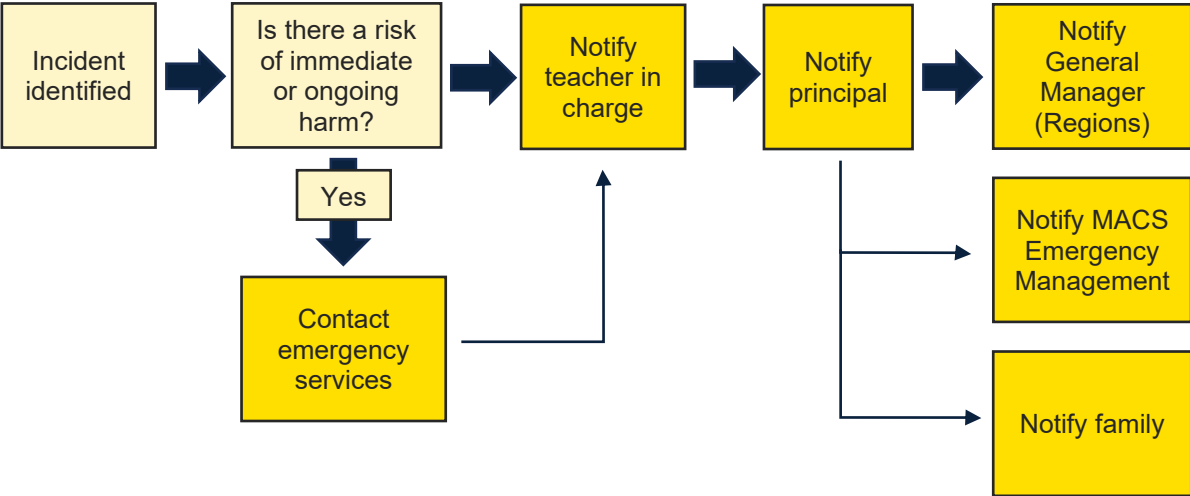
### Emergency response procedure

**For students or staff with an existing medical management plan (e.g. anaphylaxis management plan, asthma management plan, etc.), attach the plan to this document. There is no need to complete additional emergency response procedures unless it is deemed necessary by the principal.**

What (injury, illness, weather, environmental conditions)	Actions required (including equipment and location such as first aid, EpiPen, etc.)	Who is responsible for each action?
Medical emergency requiring hospitalisation	<ul style="list-style-type: none"> <li>• Contact ambulance or transport student to nearest appropriate hospital</li> <li>• Administer first aid until student arrives at hospital or ambulance arrives</li> <li>• Notify 24-hour school contact and family</li> <li>• Decide who will accompany student in ambulance</li> <li>• Support other students (and staff), decide if group is able to continue with schedule or will return to accommodation.</li> </ul>	<p>Teacher in charge</p> <p>Teacher qualified in first aid</p> <p>Teacher in charge</p> <p>Teacher in charge</p> <p>Other VIT-registered staff</p>
Lost student	<ul style="list-style-type: none"> <li>• Coordinate hasty search of immediate area and last known location</li> <li>• Attempt communication via established communication channels</li> <li>• If lost for a short time (&lt; 1 hour) and found by the leader/group – notify school contact and family</li> <li>• If lost for &gt; 1 hour – notify emergency services, MACS, school contact and family</li> <li>• If lost for &gt; 2 hours and non-contactable via any means – missing person declared; notify MACS Emergency Management and school contact, who will establish family liaison</li> <li>• Support other students (and staff)</li> </ul>	<p>Teacher in charge</p> <p>Teacher in charge</p> <p>Teacher in charge</p> <p>Teacher in charge</p> <p>Teacher in charge</p> <p>Teacher qualified in first aid or other staff</p>

<b>Emergency response procedure</b>		
	<ul style="list-style-type: none"> <li>Decide if group is able to continue with schedule or will return to accommodation.</li> </ul>	Teacher in charge
Illness – requiring withdrawal from day’s activities	<ul style="list-style-type: none"> <li>Assess whether ill student needs to be referred to medical services</li> <li>Decide how student will be supervised at accommodation (student buddy) considering never alone rule</li> <li>Consider how student(s) will get meals throughout time while group is away from accommodation</li> <li>Notify 24-hour school contact and family of illness and management plan.</li> </ul>	Teacher qualified in first aid Teacher in charge  Teacher providing supervision  Teacher in charge
Missed or cancelled flight	<ul style="list-style-type: none"> <li>Liaise with tour provider and airline to find replacement flight</li> <li>Consider and arrange accommodation if required</li> <li>Notify next accommodation provider if travelling to next location</li> <li>Decide how student will be supervised at airport or on route to new accommodation considering never alone rule</li> <li>Consider provision of extra meals for time during delay</li> <li>Notify 24-hour school contact and family of impacted plans – especially when airport pick-ups are impacted.</li> </ul>	Teacher in charge  Teacher in charge – consider delegation of remaining tasks to other VIT-registered staff
Diabetic emergency	<ul style="list-style-type: none"> <li>Monitor and deliver first aid in line with training</li> <li>Provide glucagon for hypoglycaemia if the person is:               <ul style="list-style-type: none"> <li>- too drowsy or unable to eat or drink</li> <li>- unconscious</li> <li>- fitting</li> </ul> </li> <li>Contact ambulance (call 000 / local emergency number) or transport student to nearest appropriate hospital</li> <li>Administer first aid until student arrives at hospital or ambulance arrives</li> <li>Notify 24-hour school contact and family</li> <li>Decide who will accompany patient in ambulance</li> <li>Support other students (and staff), decide if group can continue with schedule or will return to accommodation.</li> </ul>	Teachers trained for diabetic management Teachers trained for diabetic management  Teacher qualified in first aid Teachers trained for diabetic management Teacher in charge Teacher in charge  Other VIT-registered staff

**Emergency notification procedure**



## Appendix F: Bushfire information notice

This page is left intentionally blank – the notice is on the following page.



Melbourne Archdiocese  
Catholic Schools

[School name]

# Bushfire Procedures

[Date of revision]

**IN AN EMERGENCY, DIAL**

# 000

Marymede Catholic College]

**Address:** [School address],  
Victoria

**Nearest cross street:**  
[Nearest cross street]

## Critical Contact Information

### School

**Office:** [number]

**Principal:** [number]

**Deputy principal:** [number]

**Other:** [number]

**Parish priest:** [number]

### MACS

Region's General Manager:

[number]

Emergency Management:

03 9267 0228 or 0436 958 801

Insert other numbers that you may require in an emergency. This may include neighbouring schools or offsite evacuation facilities outlined in your EMP. Delete these instructions once complete.

[School logo]

## Shelter-in-place procedure

Designated shelter-in-place location: [location]

[Shelter-in-place procedure according to your school's EMP]

## Offsite evacuation procedure

Primary offsite evacuation location: [location]

Secondary offsite evacuation location: [location]

[Offsite evacuation procedure according to your school's EMP]

[Site map from your EMP showing offsite evacuation route and shelter-in-place location]



## Appendix G: Personal Emergency Evacuation Plan template

Complete this form and ensure the principal, chief warden and area warden have a copy.

<b>Name</b>		
<b>Work location (classroom)</b>		
<b>Specific location</b>		
<b>Telephone</b>		
<b>I require assistance to evacuate in an emergency due to:</b>		
<input type="checkbox"/> disability/physical impairment <input type="checkbox"/> illness (i.e. heart condition, asthma, etc.) <input type="checkbox"/> pregnancy <input type="checkbox"/> other reason (please specify):		
<b>Type of assistance required</b>		
<b>Type of equipment required</b>		
<b>Is an assistance animal involved?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Egress procedure</b>	1. 2. 3. 4.	
<b>Designated assistant</b>		
<b>Occupant signature</b>		<b>Date</b>
<b>Principal signature</b>		<b>Date</b>





## Appendix H: Bomb Threat Checklist

### Stay calm. Do not hang up. Keep the caller talking.

Date call received: \_\_\_/\_\_\_/\_\_\_      Time of call: \_\_\_      Time call ended: \_\_\_

Exact wording of threat:

Could you identify the caller's phone number? \_\_\_\_\_

### Ask the caller

When is the bomb going to explode?	
Where is the bomb?	
What will make the bomb explode?	
What kind of bomb is it?	
What does the bomb look like?	
Why did you place the bomb here?	
Where are you now?	
What is your name?	
What is your address?	
When was the bomb placed here?	
Who placed the bomb?	

### Call details

Where possible to obtain

Did you recognise the caller?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, who do you think it was?	
Was the call	<input type="checkbox"/> in person <input type="checkbox"/> automated <input type="checkbox"/> prerecorded?
Estimated age of caller	
Did the caller seem familiar with the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Characteristics of the call**

<b>Voice</b>	<b>Speech</b>	<b>Manner</b>	<b>Background noise</b>
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talk/voices
<input type="checkbox"/> Child	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Children
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street
<input type="checkbox"/> Accent:	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery
<b>Telephone</b>	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Mobile	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains
<input type="checkbox"/> Landline	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing
<input type="checkbox"/> Internal extension	<input type="checkbox"/> Slurred	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction
<input type="checkbox"/> Overseas	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Unknown			

**Other information**

Phone number call received on	
Who did you report the call to?	
Date and time of report	

Your name:

School:



## Appendix I: Incident / Drill Debrief Report

### INCIDENT DESCRIPTION:

Click or tap here to enter text.

Site:

Chief Warden / Commander:

Date:

Time:

### PRESENT AT DEBRIEF:

Wardens:

Others:

### SUMMARY OF THE EMERGENCY:

### WHAT WAS DONE WELL?

### WHAT COULD HAVE BEEN DONE BETTER?

### ACTION LIST

### ALLOCATED TO

### DEBRIEF COMPLETED BY:

Name:

ECO/IMT Role:

Role:

Date / Time:

Signature: