



YEA PRIMARY SCHOOL

EMERGENCY MANAGEMENT PLAN

Registration Requirement 4.1a) v

Emergency services & other contact numbers

Ambulance/Police/Fire	000
Local Doctor	5736 0444
Local Police	5797 2630
Local Hospital	5736 0400
Murrindindi Shire (Alexandra)	57720333 or 1800 633 792
Murrindindi Shire (Yea)	5797 2209 or 1800 672 719
S.E.S.	000
Poisons Info. Centre	131126
School	5797 2724
(In emergencies this number is reserved for incoming calls)	
(Outgoing calls to be made on the mobile or from fax/modem line)	
North Eastern Region	03 83929300
DET (24 hour emergency no)	9589 6266
Emergency Management Unit	9589 0292
Principal (Debbie George)	5796 2381 or 0407 830 713
Council President (Amanda Jolly)	0400 510 787



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ANIMAL THREAT

- If situation is potentially dangerous ring the bell and direct children to their classrooms.
- Keep children inside until situation is resolved.
- If staff member can control or remove the animal do so. If not **notify**:
Murrindindi Shire 57720233
Police 000
- Inform all staff members as soon as possible.

BOMB THREATS

- When a bomb threat is made - keep calm and detain the caller as long as possible on the incoming line AND have another person **notify**:

Police 000

Questions to ask

- What time is the bomb set to explode?
- Where did you put the bomb?
- What does the bomb look like?
- What type of bomb is it?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name?
- What is your address?

Things to note

- Background noises
- Callers voice
- Accent (specifically)
- Any impediment
- Voice (loud/soft etc.)
- Speech (fast/slow)
- Diction (clear/muffled)
- Manner (calm/emotional)
- Did you recognise the voice?
- Was the caller familiar with area?
- Gender of caller
- Age (estimate)

- **Notify:**
Police 000
- Evacuate to open area (oval)
- Await Police instructions
- **Notify:**
Hume Region 57612100
- Inform all staff members as soon as possible.

Call taken

* Date ___ / ___ / ___



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* Time ____ : ____

* Duration of call

* Recipient of call

*Signature _____

COLLAPSE/MAJOR DAMAGE TO BUILDING OR EQUIPMENT/IMPACT BY MACHINERY/EQUIPMENT/AIRCRAFT/CAR

- Evacuate uninjured to a safe area.
- Ascertain numbers missing/trapped.
- Check danger (e.g. inflammable substances, gas leaks, electricity etc).
- If necessary **notify**:

S.E.S.	000
Ambulance	000
Police	57972630
Doctor	57360444
Hospital	57360400
Fire brigade	000

- Keep area clear
- Keep victim/s calm
- Render First Aid if possible/recommended & if area is safe to access
- Contact parents
- **Notify**:

Hume Region	57612100
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- Inform all staff members as soon as possible

DISAPPEARANCE OR REMOVAL OF STUDENT

- Staff member to inform the most senior member of staff immediately.
- If someone was seen with the child document details if available.

Description
Name
Mode of travel
Description of vehicle and registration if possible
Direction taken
Other information/comments

- Instigate a thorough search of school & surrounds.
- Notify parents.
- **Notify**: Police 57972630
- Consult peers

Description of clothing
Emotional state of child
Possible whereabouts

- Have school photograph of child available.
- **Notify**: S.E.S 000
- Inform all staff members as soon as possible.



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TRAUMATIC EVENTS SUCH AS FATALITY, SUICIDE, SERIOUS INJURY AND SEXUAL OR PHYSICAL ASSAULT

When traumatic events such as these occur within the community it will impact on all its members in a wide variety of ways. Responding to such an event will be left to the discretion of the Principal according to the circumstances and in consultation with other key (to the situation) staff members.

- Contact the police and family as soon as possible to show support and to ascertain what information may be released within the school, and then inform the staff either individually or as a group.
- Provide a brief outline to others within the community on a need to know basis.
- Normal school routines need to be maintained as much as possible, while providing support for staff and students as required.
- Refer to the 'Student Welfare and Discipline policy'/Seasons - A Program for Grief and Loss' for further information. Details in resources section at the back of this document

FIRE PLAN

PROCEDURE FOR EMERGENCY EVACUATION OF BUILDING

1. Teacher in charge, or other adult, first noticing threat will raise the alarm verbally and notify other teachers or adults.
2. Children to leave building in single file, in a calm, orderly and silent manner and assemble on the oval.
3. Teachers will collect roll, turn off gas heater/fan or air conditioners, and close all doors and windows if able.
4. Person nominated to contact appropriate body. See list below.
5. Office/ Principal to check office, library, Art room, Hall and toilets to ensure complete evacuation. Take mobile phone, first aid kit and contact list.

DRILLS

Drill relating to External and Internal threat conducted on a once per term basis.

EVACUATION PLAN

- Police, CFA Fire Captain and Hume Region Office are the only authorities to evacuate the school.
- The threat is assessed and ordered by Emergency Services.

TO REPORT A FIRE RING 000. Phone numbers for local authorities are as follows:

Fire Brigade	Yea	57 972 676
Police	Yea	57 972 630
	Seymour	57 350 200
Ambulance	Emergencies	000
	Enquires	57 721 162
Hospital	Yea	57 360 400
	Seymour	57 936 100
SES	Seymour	57 922 822
Shire of Murrindindi	Alexandra	57 720 333



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Department of Education and Training
Emergency No. 24 hours. (03) 9589 6266
Hume Region Office – Benalla (03) 57 612 100

PROCEDURES DURING BUSH FIRES

After a warning that fire is threatening the school, or if there is a cloud of smoke or strong smell of smoke, the following procedures should be followed:

Call 000

Notify local Police, Parents and Regional Office of school situation as soon as possible.

- Staff to take roll, shut windows and doors and move students in an orderly fashion to the oval.
- Principal check toilets, resource room and office area
- Staff – teachers, specialists, integration aides member supervise children
Office staff – monitor local radio station

*****No child is to leave the school unless picked up by parents or evacuated by emergency services.*****

BUS TRAVELLERS

IN CASE OF A FIRE

- The relevant bus/es will be delayed at school and the C.F.A. or Police will be informed and asked to advise when it would be safe to allow it to proceed.
- All parents will be notified of the delay by phone, information will be posted on the coordinating school's website.
- No child on the affected bus routes will be permitted to leave the school unless picked up by their parents.
- If the bus is to be restricted, parents will be advised to meet their children at a revised bus stop.
- The coordinating school will liaise with schools which have affected travellers.
- Bus Coordinator or Principal should notify Emergency Management 95896266 of the situation.

BUS DRIVERS IN THE CASE OF A FIRE SHOULD:

- Not leave school without approval of Principal or Bus Coordinator
- If at all possible, notify Police and Principal immediately if a bus is delayed en-route
- Not allow pupils to alight from buses if fires are running unless parents are waiting for them
- Stop and check at the nearest property should they suspect there is a fire in the vicinity use satellite 'phone if appropriate
- Seek shelter at the nearest property if in danger.

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

1. Bus driver to attempt to contact: a) coordinating school by phone 57972207 or
b) school contact person 0408352568
2. If this is impossible, bus driver to proceed to closest farm property and telephone the above people. If students are already on the bus, the driver will remain with them at all times, and wait for assistance.
3. Parents may contact the coordinating school 57972207, or the school contact person, 0408352568.



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

Refer attachment: Information letter to parents

FLOOD/WIND STORM OR OTHER NATURAL EVENT

Flood

- Yea Primary School is the safest site in a flood
- Notify:**

S.E.S	000
Police	57972630
- Advise staff of the situation
- Bus co-ordinator to contact Yea High School- Bruce Skewes re alternative busing arrangements.
- Contact parents
- Retain children at school until collected by parents or it is safe to travel home.
- Notify:**

Hume Region	57612100
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Wind storm

- Keep children and staff inside
- Notify:**

S.E.S	000
Police	57972630
- Do not allow anyone outside until the area is free from fallen power lines and other dangerous situations.
- Retain children at school until collected by parents or it is safe to travel home.
- Notify:**

Hume Region	57612100
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Earth Tremor

Indoors

- Everybody under desks, tables or door frames
- Ensure nobody leaves the building
- When tremor has subsided - evacuate
- Check buildings for damage (it may be appropriate to get a qualified person to do this).
- Notify: Hume Region 57612100**

Outdoors

- Move everyone away from buildings, trees and power lines
- When tremor has subsided - check buildings before students are allowed to re-enter (it may be appropriate to get a qualified person to do this).
- Notify: Hume Region 57612100**

FUMES/SPILL/LEAK/CONTAMINATION BY HAZARDOUS MATERIAL

- Report to the Office
- Check danger
- Evacuate to an open area (not down wind)
- Check source, if possible turn off main.



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- Isolate those who came in contact with the hazardous materials and don't touch them.
- **Notify:**

Fire brigade	000
Police	000 (57972630)
S.E.S.	000

- Await instructions from the Officer in Charge.
 - **Notify:**
- | | |
|-------------|----------|
| Hume Region | 57612100 |
|-------------|----------|
- Inform all staff members as soon as practicable.
 - Watch for after effects.

MOTOR VEHICLE COLLISION/IMPACT WITH SCHOOL

Motor vehicle collision

- Check dangers (Fuel/Power lines/other vehicles etc.)
- Render First Aid if required after removal of danger
- Assess injuries and damage
- **Notify:**

Police	000 (57972630)
Ambulance	000
Fire brigade	000
S.E.S.	000
School	57972724
Hume Region	57612100

CAMPS & EXCURSIONS

In addition to the above steps:

- Immediately contact the school and ensure in turn that parents are informed of the situation.
 - If after hours:
- | | |
|-----------|------------------------|
| Principal | 57962381 or 0407830713 |
|-----------|------------------------|
- Make sure local numbers are at hand.

OUTBREAK OF DISEASE/POISONOUS SUBSTANCES/FOOD CONTAMINATION

- Develop a list of people affected

Poisonous substances/food contamination

- Develop a list of people affected

- **Notify:**

Ambulance	000
Doctor	57360444
Hospital	57360400
Poisons Information Centre	131126

- Contact parents
- Render First Aid if possible/recommended
- Collect samples of substances concerned for testing and/or identification
- **Notify:**

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SIEGE/HOSTAGE/FIREARMS

- Confirm facts
- **Notify:**

Police	57972630
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- Advise staff of the situation in a discreet manner
- If possible/appropriate evacuate people not involved
- Avoid panic
- Assemble personnel with direct knowledge of

events
area
hostage/s
assailant/s
- Co-operate with the Police
- **Notify:**

Hume Region	57612100
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TRAPPED PERSON

- Check dangers (power/gas etc.)
- **Notify:**

S.E.S.	000
Ambulance	000
Police	000 (57972630)
CFA	
- Keep area clear
- Notify parents
- Keep victim calm
- Where possible secure any structural damage
- Render First Aid
- **Notify: Hume Region 57612100**
 - Inform all staff members as soon as possible

STAFF MEMBERS WISHING TO LEAVE WORKPLACE

- Student welfare is the first priority.
- Staff may request to leave the workplace in the event of a personal emergency. The Principal will give permission if there are enough staff to attend to the welfare of the students and if it is safe for the staff member to leave.
- The staff member may be advised that they are not to leave the workplace

ROLES AND RESPONSIBILITIES OF KEY PERSONNEL DURING AN EMERGENCY

ROLE OF THE PRINCIPAL

- Gather factual information on the crisis
- Determine immediate cause or course of action
- Arrange for contact with emergency services if required



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- Liaise with Police/S.E.S./Fire Brigade as required
- In the case of an evacuation check all rooms (except the Admin building), toilets and storerooms
- Take the mobile phone out to evacuation area if alarm is sounded
- Supervise the Emergency Management Plan
- Supervise the Evacuation Plan
- Operate electric or manual ringing of warning
- Chair relevant meetings e.g. assemblies, staff meetings etc.
- Arrange for contact with Department of Education, Hume and District
- Liaise with Department of Education, Hume and Cluster re extra staff resources
- Contact parents of students directly involved
- Be the only school contact with the media
- Keep staff informed
- Arrange for the election of an Occupation Health and Safety Officer
- Make sure any new staff have been familiarised with the Emergency Management Plan and their responsibilities
- Be conscious that incoming calls need to be kept short for maximum availability

ROLE OF THE DESIGNATED EXPERT TEACHER

- Arrange school assembly if appropriate
- Check the designated areas to make sure all students have evacuated
- Check roll call has been completed and report the outcome to the Principal
- Make arrangements for extra casual staff where necessary
- Record 'at risk' children nominated by the Welfare Teacher and other staff
- Monitor the situation on successive days and report back to the Principal
- Keep staff informed of situation and changes to the plan each day
- Arrange for a meeting of the Leadership Team if appropriate
- Be mobile around the school throughout the day to assist in handling any problems arising
- Be conscious that incoming calls need to be kept short for maximum availability
- Be familiar with the Principal's role and be prepared to take over in case of absence/incapacitation

ROLE OF THE UNIT LEADERS

- Keep their unit (staff and students) informed where appropriate
- Meet with the Intervention Team to consider management of crises, short and long term
- Contact the Principal if become aware of students that may need assistance
- Monitor student needs throughout the day
- Seek to establish class routine as soon as possible
- Be sensitive to the need for variation in routine

ROLE OF THE SPECIALIST TEACHERS

- Specialist teachers to take children outside to normal grade positions to meet class teachers.
- Replace Unit Leader to allow him/her to attend the Intervention Team meetings if required
- Follow directions issued by the Principal

ROLE OF THE OFFICE MANAGER

- Follow directions issued by the Principal
- In the case of an evacuation check all rooms in the Administration Block
- Take first aid kit out to evacuation area if alarm is sounded



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- Be conscious that incoming calls need to be kept short for maximum availability

ROLE OF THE ELECTED OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

- Revise the Emergency Management Plan early in the year
- Make appropriate changes as new staff are appointed
- Arrange for an evacuation practice each term & a debrief at the staff meeting immediately after

ROLE OF THE CLASS TEACHERS

When signal is sounded for an EMERGENCY EVACUATION:

- The emphasis must at all times be on ORDERLINESS AND CALMNESS; SAFETY FIRST.
- Teachers are to remain with the grade at all times
- Contact the designated Expert Teacher if become aware of students that may need assistance
- Monitor student needs throughout the day
- Be prepared for modifications at short notice due to location of fire. If the need arises, and your doorway is blocked, break a window by first covering your arm with a jumper or similar, then pass children through to outside
- In practice drills, the normal school bell will be the signal for the ALL CLEAR. Teachers are to lead their classes back to their rooms by the doors used to clear the school
- Fully discuss these procedures with your class - the children should be familiar with the steps to be taken

ROLE OF THE ANCILLARY STAFF

- Follow directions issued by the Principal
- To support the class/student currently time tabled with if no other direction issued

ASSESSMENT OF RISK AND THE HAZARDS TO WHICH WORKPLACE MAY BE EXPOSE

Refer to the Occupational Health and Safety Policy.
Copies are kept in the office and on the server

RISK TREATMENT PROGRAM WITH FUNDING TO REDUCE RISKS

Refer to the:
Occupational Health and Safety Policy (school publication)
** Copies are kept in the Office and on the server.*

PROCEDURES FOR REPORTING EMERGENCIES

Staff will immediately notify the Principal (in the case of his/her absence notify the Designated Expert Teacher

The Principal will notify:

- The appropriate emergency services



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- The DE&T 24 hour emergency communications centre on 95896266
- Hume 57612100

EVACUATION ASSEMBLY AREAS

School Oval

EVACUATION SIGNALS

Evac Signal is a continuous intermittent bell

A prolonged bell ringing period, and normally announced over the P.A. system with location of fire. In a power failure, there will be an announcement in each room beginning with the rooms nearest fire. A hand held megaphone/loud hailer will produce the signal in a power failure situation.

In the event of a power failure, classes will be notified by word of mouth, incorporating use of loud hailer, commencing with those classes deemed to be in the greatest risk/danger area.

If the evacuation period is likely to be for a long time, we will be directed to take the children to the following: Railway Park Reserve or follow CFA emergency directive

EVACUATION PROCEDURES TO BE FOLLOWED BY STAFF AND STUDENTS

These instructions together with the evacuation map are to be displayed in a prominent place in each classroom and specialist area.

PROCEDURE:

Immediately the signal is given, children cease work and the teacher should form them in convenient formation, near the normal exit door of the room. The teacher needs to collect a class list and if it is safe to do so, close all windows. Last person out should close the door. Children then proceed out their usual exit, if safe to do so, to the marshalling area on the school oval for both Plan A and Plan B.

MOST IMPORTANT:

All children out of the room. Windows and doors closed.

THE POSITION OF THE FIRE MIGHT NECESSITATE USING A DIFFERENT DOOR.... USE YOUR DISCRETION!

Instant response - rapid, unhurried movement. Check to see that ALL are clear of the room. QUICK, QUIET CONTROL.... NO ONE TO LEAVE ASSEMBLY AREA until the ALL CLEAR is given.

ABOVE ALL, SAFEGUARD STUDENTS AT ALL TIMES.

LEAVE FIRE FIGHTING TO THE EXPERTS.....ALWAYS SAFETY FIRST!

N.B. If the Evacuation signal is given before school, at morning recess or at lunch time: Children are to assemble on the school oval. Teacher on Yard Duty and those who are on the premises at that time will supervise the children. The Principal will check that all rooms are pupil free, as well as checking the storeroom, Staffroom and toilets. The Office Manager will check all rooms in the Administration Building.



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MEANS BY WHICH RECOVERY PROGRAMS WILL BE IMPLEMENTED

Long term recovery management requires a continuing awareness of individual needs and reactions and a process for managing these responses.

According to the circumstances and the needs of each individual situation, recovery programs may be implemented within the school in a number of ways and may include:

- regular, time table de-briefing sessions to allow staff (and or students) to talk together and share their reactions
- students accessing the Seasons program
- organising trained personnel to address the staff (and or students) on an individual and group basis
- continue liaison with the outside agencies and maintain contact networks.

It is also useful at this time to re-examine the school's Emergency Plan, to revise it on the basis of what worked well and what didn't, and reconvene key people at regular intervals to review the school's response and effectiveness of planning arrangements.

RESOURCES

Title	Author	Where it is
Managing School emergencies	Education Victoria	Principal's Office
Y.P.S. Welfare Policy		Each staff member has a copy Copy in the Office
Seasons - A Program for Grief & Loss	The Catholic Family Welfare Bureau	Copy in the Office

THE VICTIM GRID

People directly exposed to incidents

Those who suffer the full intensity of trauma including injuries, e.g. students and staff.

Relatives and friends

Those who are grieving for the injured and affected e.g. families, students, staff.

Helpers/Recovery Personnel

Those who need help to maintain functional efficiency during the incident and to cope with the psychological affects e.g. staff, school counsellors, administrators, emergency service personnel.

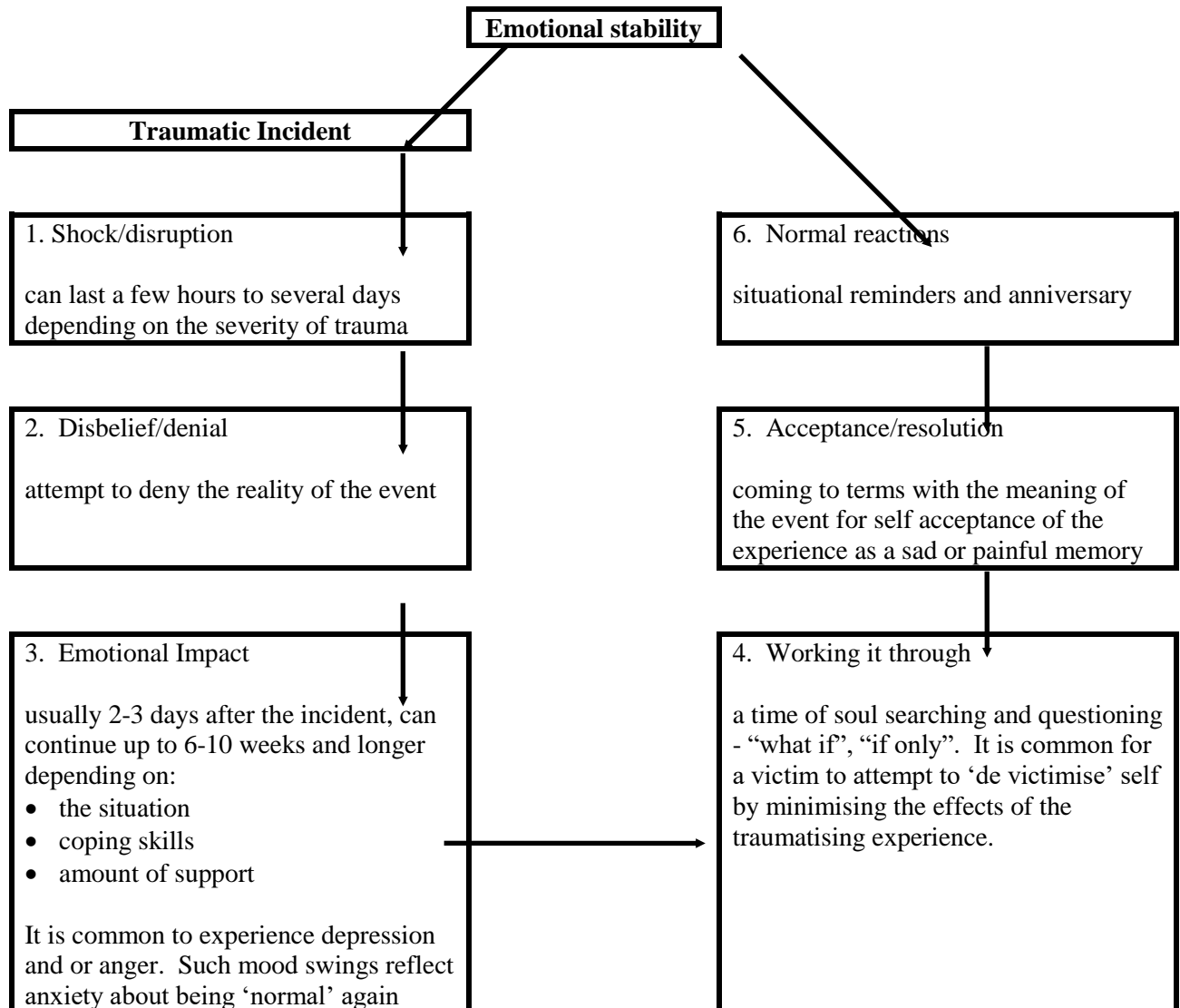
Community and People indirectly involved.

Those in the community affected but not directly involved, e.g. other parents, staff and students from neighbouring schools, those who could have been direct victims but who were not because of chance or circumstances: those for whom stress is triggered as a result of the traumatic incident.



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NORMAL STAGES OF THE RESPONSE AND RECOVERY CYCLE FOR A TRAUMATIC INCIDENT



It is understood that people do not just move through these steps in an orderly pre determined way. The order is not fixed, varies from person to person and you often move in and out of steps as you grow in your ability to cope.

POST INCIDENT

Evaluation, validation and modification Evaluation of Management Plan

After a traumatic incident, a meeting of staff, students, and local community representatives, which where appropriate, should be held to evaluate the effectiveness of the response and Recovery Management Plan. Modifications should be made if necessary.

The following factors should be discussed during the evaluative process:

*has the exposure of risk been identified?



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- *Was the action taken to minimise the risk of trauma effective?
- *Were key local support agencies easily contactable?
- *Was the operational area functional (e.g . telephone access, first aid facilities)?
- *Was access for emergency services appropriate?
- *Were emergency evacuation procedures effective?
- *Was control of the media maintained?
- *Were parents, students and staff adequately informed?
- *Was transport home for distressed staff/students necessary and/or provided?
- *Were relief staff co-ordinated and available?
- *Was trauma debriefing implemented?
- *Are long - term effects of the trauma on staff and students being monitored?



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Information for Members of the School Community

Bushfire Response Information – Code Red (Catastrophic) Days

Yea Primary School is committed to ensuring that our school community is as prepared as possible for the coming bushfire season. The safety of our students and staff is paramount.

Statewide response

Every school (government and non-government), and children's service has been asked to review its emergency management plan and address any priority maintenance works.

The CFA is conducting training for school principals and directors of children's services with facilities in areas of identified bushfire risk.

Schools are also being provided with additional curriculum resources to assist in preparing students for the threat of bushfires.

School Closures

Schools that have been identified as being at high fire risk will now close on a day declared a Code Red Fire Danger Rating Day within the relevant Bureau of Meteorology district. Yea PS is located in the North Central District (see map)

Yea Primary School has been part of an audit process designed to assess the site's fire risk. **The audit has assessed The Yea Primary School site as being low risk.**

Consequently, the site has not been placed on the Bushfire At-Risk Register and so Yea Primary School will NOT automatically close on a Code Red Day.

School Bus Services

Several schools in the west of Murrindindi Shire have been placed on the Bushfire AT-Risk Register these are: Highlands PS, Flowerdale PS, Kinglake West PS, Middle Kinglake PS and Kinglake PS. The placement of these sites on the Bushfire At-Risk Register has a flow on impact on the West Murrindindi School Bus System. Bus routes passing through at-risk areas or routes operated by schools in at-risk locations will be closed on high-risk fire days.

The impact on the school buses servicing Yea High School, Yea Primary School and the Sacred Heart Primary School will be as follows: On a Code Red Day NO school buses will run.

On days other than Code Red school buses will not run if it is likely the route passes into, or through, a high risk area due to a going fire. The complete route will be cancelled.



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Communication

Yea Primary School has been working closely with Yea High School and DEECD representatives in order to develop a number of ways families can access information relating to Code Red or localised emergency events.

We are developing 'five ways' for members of our community to access information relating to school and bus service closure. This information system will be used for Code Red Days and for responses to localised emergencies.

1. **School Notice:** In circumstances where there is adequate time to notify families prior to an event (Such as a Code Red Day), students will be issued with a notice to take home to their family outlining arrangements for that day.
2. **email:** The school has set up an email group which will allow the school to contact bus travelling families with a short message with up to date information.
3. **Websites:** Until our website has been remodeled, Yea High School website www.yeahs.vic.edu.au and www.yea.com will carry relevant information that families can access.
4. **SMS Messaging:** Working with the DEECD, the school will soon have access to an SMS messaging system which will allow the school to contact families with a short message with up to date information.
5. **Telephone Hotline:** Yea High School is in the process of establishing a Hotline which will have relevant information relating to Code Red days or localized emergencies affecting the school bus system. The Hotline number will be **57 972 686**.

Please note that with some of these 'ways of communication' the school needs to have current information as to mobile telephone numbers and email addresses.

Please ensure your contact details held at the general office are correct and up to date.

Further Information

The DEECD has set up a website with comprehensive information and answers to frequently asked questions it can be found at: www.education.vic.gov.au/bushfires
Alternatively, I am very happy to speak with family members and go over aspects of the school's emergency response plans. Fell free to contact me at Yea Primary School on 57 972 724

EVALUATION

This Policy is to be reviewed as part of the school's annual review cycle

Date Ratified at School Council 15/5/17

Principal signature _____

S.C. President signature _____ Next Review Date 2018