

Purpose: The purpose of this Emergency Response Plan (ERP) is to provide details of how Horizons

College will prepare for and respond to a disaster or emergency situation. This includes weather, geological, biological or human events that pose risks to life, property or the

environment.

Scope: This ERP applies to all staff, students, visitors, contractors and volunteers at Horizons

College

References:
• Work Health and Safety Act 2011 (Qld)

• Work Health and Safety Regulations 2011 (Qld)

• Education (Accreditation of Non-State Schools) Act 2017 (Qld)

Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)

• Australian Education Regulations 2013 (Cth)

• National Safe Schools Framework

Horizons College Child Risk Management Strategy

Horizons College Workplace Health & Safety Policy

• Horizons College Risk Management Framework

Policy Name:	Emergency Response Plan		Version 202301_01
Policy Type:	Mandatory Policies, Frameworks and Strategies		
Supersedes:	Emergency Response Plan - Version 202211_01		
Authorised by:	Board Chair	Date of Authorisation:	January 2023
Review Date:	Annually	Next Review Date:	January 2024
Policy Owner:	Principal		

Note: Policy types marked with asterisks as follows are:

^{*} published on school website

^{**} only mandatory for schools incorporated through the Corporations Act 2001 (Cth)



Definitions

- **Harm**, immaterial of how it is caused to a person is any detrimental effect of a significant nature on the person's physical, psychological or emotional wellbeing, irrespective of the source. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation.
- A Student is any person regardless of age who is enrolled in any Horizons College program or course.
- **Employee** incudes any person who has an agreement with Horizons College to carry out work and includes all staff, and for the purposes of this manual, all unpaid volunteers and contractors.
- A hazard is something with the potential to cause harm.
- Risk is the likelihood that a harmful consequence (death, injury, illness) might result when exposed to the hazard.
- A **serious injury or illness** of a person is an injury or illness requiring the person to have immediate treatment as an in-patient in a hospital or other medical facility.
- A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - an uncontrolled escape, spillage or leakage of a substance
 - an uncontrolled implosion, explosion or fire
 - an uncontrolled escape of gas or steam
 - an uncontrolled escape of a pressurised substance
 - electric shock
 - the fall or release from a height of any plant, substance or thing
 - the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
 - the collapse or partial collapse of a structure
 - the collapse or failure of an excavation or of any shoring supporting an excavation
 - the inrush of water, mud or gas in workings, in an underground excavation or tunnel
 - the interruption of the main system of ventilation in an underground excavation or tunnel.
- SRT School Response Team
- ERP Emergency Response Plan
- ERC Emergency Response Coordinator



Response Strategy Outline

When a school facility is, or is about to be, impacted by a disaster or emergency, this plan can be enacted at the direction of the Principal or appointed person who assumes the role of Emergency Response Co-ordinator (ERC). Each disaster or emergency may have extenuating circumstances, which require the application of an appreciation to provide a solution to new risk or circumstance.

Horizons College has adopted an 'all hazards approach' to the planning of response strategies to disasters or emergencies and subsequently there are generally three response strategies that can be implemented prior to, during or after a disaster or emergency event.

The general response strategies, which can be implemented singularly or jointly, are:

- 1. Evacuation of the facility;
- 2. Lockdown of the facility;
- 3. Temporary Closure of the facility.

It is also noted that disasters or emergencies may also be categorised as:

- 'slow burn' events which enables decision makers to act prior to the impact of the event; or
- sudden or spontaneous events for which there are no warnings or indications that allow pre-emptive actions and the event has to be responded to during or post impact.

Disasters or emergencies may occur under such circumstances that the ERC can enact the plan and make pre-emptive decisions to take action and best prepare the students, staff or school for the event. This is the preferred scenario for DoE when a disaster or emergency is identified as having a potential impact on a school.

Introduction

1. Mission

- To ensure the safety of students, staff and any other persons within the facility.
- To minimise the damage to Horizons College property and facilities.
- To resume educational services when safe to do so.

2. Execution

Upon identifying an emerging or existing risk to the School, the ERC should:

- 1. Form the School Response Team (SRT);
- 2. Gather information on the incident;
- 3. Assess safety of students and staff (ongoing);
- 4. Advise Emergency Services if required;
- 5. Identify the risk and expected impact on the School;
- 6. Consider the courses of action;
- 7. Consult with stakeholders where applicable;
- 8. Decide on the course of action;
- 9. Implement the course of action;
- 10. Commence the Communication Strategy;
- 11. Brief the Emergency Services as soon as practicable; and
- 12. Monitor and review the response.



After the event has impacted the School the following should occur:

- 1. Assess safety of students and staff;
- 2. Assess the status of the school, noting any visible damage or potential hazards, e.g asbestos, site access, tree damage, then work with Di Martini for site inspection;
- 3. If required consider Temporary Closure
- 4. Prior to reopening the school consider information ensuring that it is safe to do so.

3. Administration and Logistics

The School Coordination Centre is to be located at the <u>Blue Shade Cloth Area</u> where the ERC and the SRT will operate if practicable. This facility has the requisite support for occupation, communications capability and other resources for the response structure.

The alternative location is at the grassed area on the other side of the bridge.

Hard copies of the School ERP should be stored in the main Administration building, held by the Principal and by other essential staff who form part of the SRT.



External Emergency numbers

Group	Contact/details	Phone number
	Life-threatening or time critical emergency	000
Police	Non-life threatening incident	131 444
	Local Police Station	5490 0555
Ambulance		000
Queensland Fire and Emergency Services (QFES)		000
State Emergency Service (SES)		132 500
	Power Outages	13 62 62
Electricity - Energex	To report life threatening emergencies like fallen powerlines or shocks & tingles	000 or 13 19 62
Gas supplier	Supagas	5471 9777
	Building Lessor –	
De Martini (Building owners)	Facilities Manager – Brett Muller	0435 947 675
	Office Number	3211 2033
Poisons Information Centre		13 11 26
Child Safety Services	http://www.childsafety.qld.gov.au/contacts/index.html	1800 811 810 (Qld only)
Waffle Factory – Riviana - neighbour adjoining main building	Contact – Manu Kfouri (Production Manager)	0459 230 303

NOTE: This contact information sheet is located in all administration offices and staff rooms, as well as student services.



Command and Communications

The Principal or appointed person will assume the role of the ERC and will form, and chair, the SRT.

When formed, the SRT is to establish and maintain communications with the Regional Response Team as practicable.

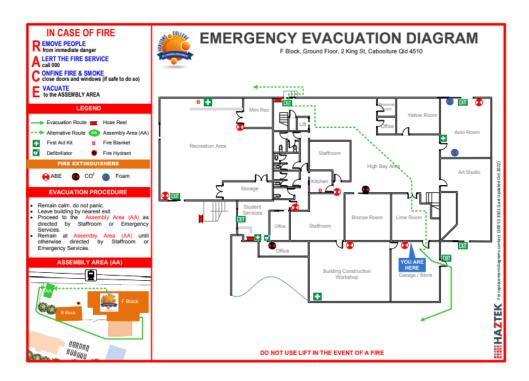
The School Response Team is as follows:

ROLE	ASSIGNED STAFF	
	Jane Robinson, Principal	
Response Controller / Chief Warden	In Jane's absence, the HOD (or teacher) timetabled to Student Services at the time of the emergency. This may include:	
	 Kristin Grant, Head of Teaching and Learning Chris Warren, Head of Student Wellbeing and Engagement Dan Munro, Classroom Teacher 	
	Nicole Bedward, Student Services Coordinator	
Deputy Warden	In Nicole's absence, a HOD (or teacher) not timetabled to a class. This may include:	
	 Kristin Grant, Head of Teaching and Learning Chris Warren, Head of Student Wellbeing and Engagement 	
	Any teacher on a spare during that session	
Area Warden	Shannon Hayes, Student Support Officer (SSO)	
Area warden	Jason Bruni, Student Support Officer (SSO)	
First Aid Officer	Kelly Toomey, Student Support Officer (SSO)	
Thist Aid Officer	Karen Gold, College Support Officer (CSO)	
Floor Wardens (Team 1) Top and middle floors main building	<u>Two</u> Student Support Officers (SSOs), College Support Officers (CSOs), Education Support Officers (ESOs) and/or Accounts Officer <u>as per the direction of the ERC/Chief Warden.</u>	
Floor wardens (Team 2) Ground floor main building	Two Student Support Officers (SSOs), College Support Officers (CSOs), Education Support Officers (ESOs) and/or Accounts Officer as per the direction of the ERC/Chief Warden.	
Floor wardens (Team 3) B and D Blocks	Two Student Support Officers (SSOs), College Support Officers (CSOs), Education Support Officers (ESOs) and/or Accounts Officer as per the direction of the ERC/Chief Warden.	
	Debra Williams , Office Manager (checking rolls and staff absences)	
Assistant Wardens	Natalie Zeller, Administration Officer	
	Allison McQueen, Administration Officer	



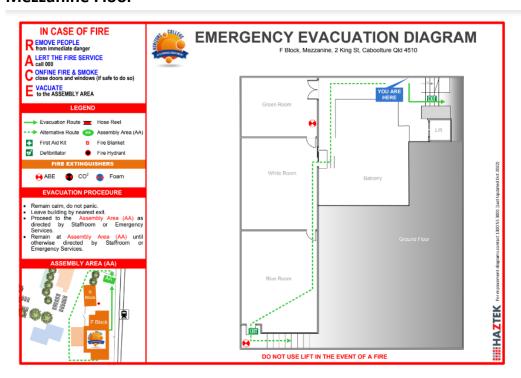
Overview School Map of Floors and B Block Building

Ground Floor

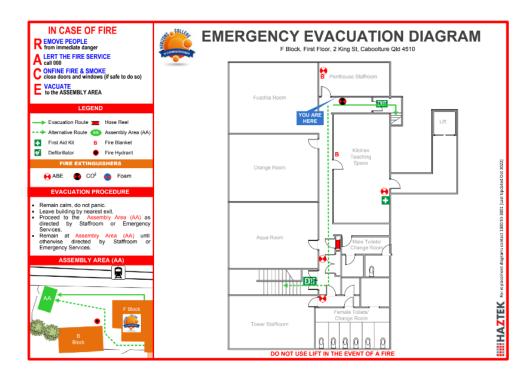




Mezzanine Floor

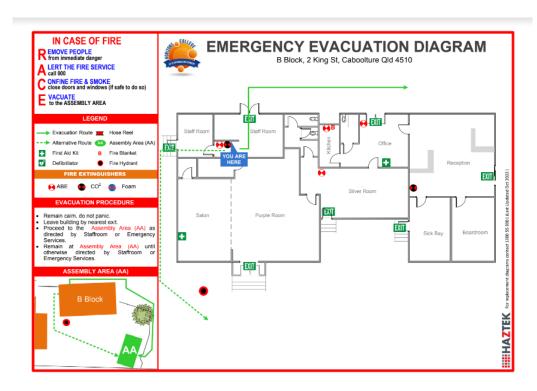


Top Floor

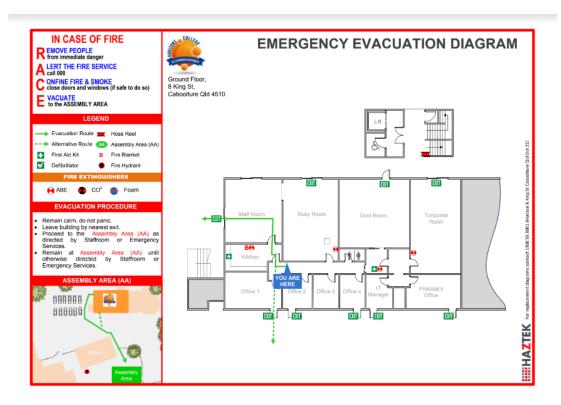




B-Block



D-Block





Building information summary

Telephones (Land	dlines):			
	Location	Number		Extensions
Administration but	uilding	07 5428 0104		200, 202, 203
Principal's office	ext	07 5428 0104		518
Student Services		07 5428 0104		224 & 225
Student Services	– PBS office	07 5428 0104		226
Alarms	Location		Location of Shu	t-off Instructions
Fire:	To be sounded by the ERC	C/Chief Warden	N/A	
Intrusion:	To be announced by ERC/Chief Warden		N/A	
Bomb	To be announced by ERC/Chief Warden		N/A	
Utilities	Location	Service Provider	Location of Shu	t-off Instructions
Gas / Propane:	Railway Side gate	Supagas	Keys are in the of the bench – sma to the sliding do	
Water:	N/A			
Electricity:	De Martini - Brett	0435947675	Building Lessor	Representative
	De Martini – Office	3211 2033		
Solar	N/A			



Evacuation Response – Fire/Bomb Threat

Priority	Safety of students, staff, parents, members of the community and/or site visitors.
ERC/Chief Warden	The ERC/Chief Warden, on becoming aware of a potential emergency, shall
	determine the nature of the emergency and decide on the appropriate action.
	If an emergency is declared, the ERC/Chief Warden shall initiate the emergency
	procedures which should include the following actions:
	If necessary, initiate evacuation procedure
	Ensuring that the appropriate emergency service has been notified
	Identify tasks to be assigned to staff
	Ensuring that the Floor Wardens are advised of the situation
	Communicating if required, with floor/building wardens providing details about
	location of any injuries or the impediments to a safe evacuation
	Brief emergency service personnel on their arrival and thereafter act on the
	instructions of the emergency service's senior officer.
	Ensure that all mobility-impaired persons are attended to and appropriate
	procedures are implemented (check procedure at end of this document)
Deputy Warden	Key duties of the Deputy Warden include:
	Assist the Chief Warden as directed
	Offer advice if required
	Assist Chief Warden to co-ordinate wardens
	Assist Wardens with their tasks
	Know all evacuation and alternative escape routes
Area Warden	The Area Warden is to be knowledgeable of all aspects of the evacuation
	procedure. The Area Warden is to co-ordinate all aspects of the evacuation area
	in conjunction with the Chief Warden.
	Responsibilities include:
	Open the car park gate as wide as possible
	Direct all students and teachers to the identified Emergency Assembly Area
	Assist staff with students with sitting arrangements
	Notifying the First Aid Warden of anyone who is injured
	Assist with further actions to keep everybody safe and in the Emergency Assembly
	Area.
	Area Wardens must be familiar with:
	The Emergency Assembly Area and where students and staff are to assemble
	Who the members of the emergency evacuation team are and their jobs
	The implementation of the fire alarm system and emergency procedures
	Ensure all students and staff are following the procedures



Evacuation Response – Fire/Bomb Threat (cont.)

Floor Wardens / Building Wardens

Floor Warden - Roles during an emergency

Three teams of two floor wardens will be responsible for the following areas within the college:

- Main Building & Admin building
- Team 1 Top and Mezzanine floors of main building
- Team 2 Ground floor of main building
- Team 3 B Block

N.B. Two (2) wardens must operate together

On becoming aware of an emergency, floor wardens must implement the following emergency procedures:

Team 1

- report to Student Services to collect Warden caps, vests, check sheets and UHF (one per team)
- receive directions on the emergency from the Chief Warden
- search all areas of the top and mezzanine floors of main building, starting with the upstairs bathroom on the top floor to ensure all persons are accounted for
- complete check sheet to record areas swept
- exit through side door (EOJ door) of ground floor on railway side of building on completion of sweep
- report to Chief Warden in the Emergency Evacuation Area

Team 2

- report to Student Services to collect Warden caps, vests, check sheets and UHF (one per team)
- receive directions on the emergency from the Chief Warden
- search all areas of the ground floor of main building, starting with Students
 Services to ensure all persons are accounted for
- complete check sheet to record areas swept
- exit through the rear door of the building (garage) on completion of sweep
- report to Chief Warden in the Emergency Evacuation Area

Team 3

- report to Student Services to collect Warden caps, vests, check sheets and UHF (one per team)
- contact Chief Warden by UHF to indicate your readiness to sweep the building
- receive directions on the emergency from the Chief Warden
- search all areas of B Block, starting with the SSO office to ensure all persons are accounted for
- complete check sheet to record areas swept
- exit via the Reception and proceed to search all areas of D Block starting with the D Block Staff lunchroom
- exit D Block via the Principal's Office



report to Chief Warden in the Emergency Evacuation Area

In the event of an emergency, Wardens may be required to carry out a number of activities, including the following:

- assisting staff with orderly movement of students
- providing other staff with information as required
- assisting mobility-impaired persons and alerting the chief Warden/Area Warden
 of that person's location, awaiting further instructions if required

Floor Wardens must know the location of the first attack fire-fighting equipment including:

- fire blankets
- portable fire extinguishers
- and fire hoses in their area

Operate the first attack fire-fighting equipment if you are trained *and* it is safe to do so.



Evacuation Response – Fire/Bomb Threat (cont.)

Ensure all rolls are marked as staff present rolls of each class Mark off student rolls	
 Mark off student rolls Liaise with Chief Warden and Floor Wardens that all are accounted for Liaise with ERC/Chief Warden if there are missing students / staff Collect Emergency Evacuation Handbook Visitors sign in/out book Student sign in/out book Master Roll Confirm with ERC/Chief Warden rolls are marked and all on campus are accounted for ALL staff, if sick MUST email staffabsences@horizonscollege.qld.edu.au 	

EQUIPMENT ALLOCATION

Main Building – Students services	Caps- identifying wardens	
	Vests	
	UHF handheld communication x 5	
	Chief Warden – 1	
	Deputy Warden - 1	
	Area Warden - 1	
	Floor wardens - 4	
	Check sheets x 2 – Rooms and floors	
	Mega Phone x 2 - Chief Warden and Area Warden	
First Aid Warden	Collect First Aid Kit from board room / Student Services	
	Report to Warden Assembly Area.	



Evacuation Response – Fire/Bomb Threat (cont.)

EMERGENCY EVACUATION AREAS - All wardens are to meet under the Blue Sunshade on the Railway side if not required.

Students and Staff	 Students are to sit along the railway side of the grounds/carpark Students under the direction of their teacher are to sit in their class All students are to follow instruction and to be quiet.
	 Teachers are to stay with their class Teachers are to confirm that all students in their class are accounted for Teachers take class rolls to Assistant Warden Teachers who are on spares after being accounted for, assist other teachers as required
Wardens	When floor searches are completed report to Chief Warden for further instructions as required Information to be relayed to Chief Warden Stay in Evacuation Area to support other staff as required

EMERGENCY IMPLEMENTATION – Fire/Bomb Threat

Fire identified and call made to Principal (Chief Warden), if no answer call Student Services.

- Chief Warden/ ERC to announce that the emergency is enacted
- Principal/ERC has the Fire Alarm sounded
- An announcement ALL students and staff are to evacuate the building.
- Floor wardens are to go directly to student services
 - o gain information where the fire is located (if possible)
 - o collect evacuation kit (check list, communication devices caps etc)
- Floor Wardens check off rooms and toilet facilities communicating with Deputy Warden as they progress (UHF when implemented)

Main building - Top floor procedure - Teachers Do not lock doors (only lock staff rooms)

- Teachers follows instructions from Chief Warden and enact emergency evacuation route
- Staff direct students to follow the emergency evacuation route check to see that all students are accounted for when leaving the classroom
- Direct all students out to the Emergency Assembly Area follow the Area Wardens instructions.
- Teachers ensure students sit down in their class groups and remain silent
- Roll call (Note: Each Monday before school begins teachers will be given a list of students (on a clipboard) for all of their classes for the week. This Clipboard **must be** in each teachers' possession at all times)
- Mark roll and provide the list to the Assistant Warden ASAP under the blue cover area next to the rail line.



Evacuation Response – Fire/Bomb Threat (cont.)

Mezzanine Floor - Teachers Do not lock doors

- Teachers follows instructions from Chief Warden and ascertain where the fire is located and enact on the identified emergency evacuation route
- Staff direct students to follow the emergency evacuation route check to see that all students are accounted for when leaving the classroom
- Direct all students out to the Emergency Assembly Area follow the Area Wardens instructions.
- Teachers ensure students sit down in their class groups and remain silent
- Roll call (Note: Each Monday before school begins teachers will be given a list of students (on a clipboard) for all of their classes for the week. This Clipboard **must be** in each teachers' possession at all times)
- Mark roll and provide the list to the Assistant Warden ASAP under the blue cover area next to the rail line.

Ground floor – Teachers Do not lock doors (only lock staff room)

- Teachers follows instructions from Chief Warden and ascertain where the fire is located and enact on the identified emergency evacuation route
- Staff direct students to follow the emergency evacuation route check to see that all students are accounted for when leaving the classroom
- Direct all students out to the Emergency Assembly Area follow the Area Wardens instructions.
- Teachers ensure students sit down in their class groups and remain silent
- Roll call (Note: Each Monday before school begins teachers will be given a list of students (on a clipboard) for all of their classes for the week. This Clipboard **must be** in each teachers' possession at all times)
- Mark roll and provide the list to the Assistant Warden ASAP under the blue cover area next to the rail line.

B Block – Teachers Do not lock doors (only lock staff room and glass door)

- Teachers follows Chief Warden's instructions and ascertain where the fire is located and enact on the identified emergency evacuation route
- Staff direct students to follow the emergency evacuation route check to see that all students are accounted for when leaving the classroom
- Direct all students out to the Emergency Assembly Area follow the Area Wardens instructions.
- Teachers ensure students sit down in their class groups and remain silent
- Roll call (Note: Each Monday before school begins teachers will be given a list of students (on a clipboard) for all of their classes for the week. This Clipboard **must be** in each teachers' possession at all times)
- Mark roll and provide the list to the Assistant Warden ASAP (Nicole/Deb) under the blue cover area next to the rail line.

Student Services staff

- ERC/Chief Warden (Principal) will delegate Student services staff member to call the Fire Brigade 000.
- Student Services staff member activate Air Horn through Loudspeaker for minimum of 30 seconds.
- Student Services staff member call to D block to advise to evacuate and report to assembly area.
- All Student Support staff report to Chief Warden at the evacuation area for further instruction if required accompany classes you are assisting to the assembly area.



Evacuation Response – Fire/Bomb Threat (cont.)

Emergency Evacuation for Persons with Disabilities

- The person designated to provide support for a disabled person would assist them to evacuate the building, or to move to a safe area to await assistance from members of the emergency response group or emergency services personnel.
- A person designated to provide support for the disabled colleague should remain with that person until the all clear is given or they are relieved of those duties.
- The Chief Warden will assign a floor warden, or request an emergency response warden, to check that assistance is being provided to the person with disabilities, or assist with evacuation of the disabled person if this practical and appropriate.
- The Floor Warden will advise the Chief Warden of any need for assistance.
- The Chief Warden will ensure that the emergency response personnel are aware of the situation and location of the disabled person.

Wheel Chair Evacuation Procedure

Floor
Wardens/Building
Wardens

Floor Warden - Roles during an emergency

On becoming aware of an emergency implement emergency procedures for their floor which should include the following actions:

- Report to Student services collect Warden caps, vests, Check sheets, UHF
- Wardens will receive direction on the emergency from the Chief Warden

All buildings

Team 1

- **report to Student Services** to collect Warden caps, vests, check sheets and UHF (one per team)
- receive directions on the emergency from the Chief Warden
- search all areas of the top and mezzanine floors of main building, starting with the upstairs bathroom on the top floor to ensure all persons are accounted for
- complete check sheet to record areas swept
- exit through side door (EOJ door) of ground floor on railway side of building on completion of sweep

N.B two (2) wardens must operate together

report to Chief Warden in the Emergency Evacuation Area

Team 2

- report to Student Services to collect Warden caps, vests, check sheets and UHF (one per team)
- receive directions on the emergency from the Chief Warden
- search all areas of the ground floor of main building, starting with Students
 Services to ensure all persons are accounted for
- complete check sheet to record areas swept
- exit through the rear door of the building (garage) on completion of sweep



report to Chief Warden in the Emergency Evacuation Area

Team 3

- report to Student Services to collect Warden caps, vests, check sheets and UHF (one per team)
- contact Chief Warden by UHF to indicate your readiness to sweep the building
- receive directions on the emergency from the Chief Warden
- search all areas of B Block, starting with the SSO Office to ensure all persons are accounted for
- complete check sheet to record areas swept
- exit via the Reception and proceed to search all areas of D Block starting with the D Block Staff lunchroom
- exit D Block via the Principal's Office report to Chief Warden in the Emergency Evacuation Area



Lockdown Response

Priority	This procedure minimises access to the school environment and secures all persons in rooms.
Reporting the emergency	Immediately notify the ERC/Principal or designated person, who are all authorised to initiate a lockdown.
	 ERC/Chief Warden will use the College PA system to make the following coded announcement: "Attention all Staff – who has the Red folder? Repeat – can all staff immediately check their room for the Red folder?" Contact Emergency Services immediately on Triple Zero (000).
Lockdown	Signal: Who has the Red Folder
_	 A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat. In the event that a staff member feels threatened by something/someone outside the school grounds, it is advised that relevant staff member initiate the following lockdown procedure: All staff must ensure that they are completely familiar with this announcement and what is required of them when it is made. When this announcement is made, staff in all sections of the College must ensure that all doors are closed and locked as soon as possible. Any person remaining outside should be directed to the closest lockable room. If the lockdown takes place outside of designated class times, eg. during break times, ensure that all occupants are directed to the closest lockable room, preferably away from any view of what is occurring. The designated person should call 000 as soon as possible, or designate another nearby staff member to do so. Staff members should calmly advise all occupants within the premises that they are to remain inside the building until further notice. Staff members should calmly advise all occupants within the premises that they are to remain silent until further notice. If possible, blinds should be shut and lights in perimeter rooms should be turned off. Staff members should email Student Services with the names of any students who are not accounted for in their class. Student Services will search for and locate the missing student and take them to the nearest classroom. The names of any missing students should be provided to Police on arrival. Upon receiving notice from Police or the Principal (or WHSO) that it is safe for lockdown procedures to be concluded, the designated Venue Safety Officers should communicate this to the College via the PA system. The staff member should



	Chariel considerations Chudout Connect Office were he directed by the EDC/Datastralia		
	Special considerations - Student Support Offices may be directed by the ERC/Principal to do a floor check if it is safe to do so. This decision will be made at the discretion of the		
	ERC after information on the situation is provide to the ERC.		
	Special responsibilities – ERC/Principal may appoint a staff member to communicate to		
	Police or emergency response units.		
Lockdown	Staff and students remain in their rooms until advised by the principal that the		
cancellation	Lockdown procedure is cancelled.		
	A message is announced over the loud speaker 'Attention all staff, the red folder has		
	been found'.		
General principles	These help to prevent persons from entering the school site.		
	Normal school routine should re-commence as soon as possible after the event.		
	Staff to be vigilant in reporting the entry of unauthorised person or persons onto the		
	school grounds.		
Communications	If the lockdown goes for an extended time then the ERC informs the parents and		
	stakeholders via Communications Strategy utilising established formats.		
Pre-arrangements	Facilities can be locked internally		
	Visitor sign-in registers maintained in the office		
	Emergency class lists are printed at Students Services and distributed to teachers		
	before school on a Monday		
	Relief staff provided with Lockdown summary		
	Staff and students will be made aware of this signal and its meaning and importance		
	at regular times throughout the year.		
Additional	If students are en-route or returning to school through the school Bus.		
Considerations	 Ensure Bus/Transport Operators contact details are on file. 		
	 Contact Bus/Transport Operators to advise and re-route students and staff. 		
	o If possible record:		
	Student head count by year group.		
	Staff head count.		
	Bus routes, times and service contacts.		
	Identify alternative localised sites considered suitable as 'Shelter in Place' until		
	Lockdown lifted.		
	Consider medical/medication requirements for identified students and staff.		
	. , , , , , , , , , , , , , , , , , , ,		



Bomb or Substance Threat

Priority	This procedure minimises access to the school environment and secures all persons in rooms.
Bomb or substance threat	The ERC/Chief Warden, on becoming aware of a potential emergency, shall determine the nature of the emergency and decide on the appropriate action. If an emergency is declared, the ERC/Chief Warden shall initiate the emergency procedures which should include the following
_	actions:
	 Call Triple Zero (000) for emergency services Assemble on the Grassed area on the other side of the bridge Implement Emergency Evacuation Plan
	Do not touch any suspicious objects found.
	• If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered:
	 If appropriate under the circumstances, clear the area immediately within the vicinity of the object of students and staff.
	 Ensure students and staff are not directed past the object.
	 Ensure students and staff that have been evacuated are moved to a safe, designated location.
	Contact parents as required.
	If a bomb/substance threat is received by telephone:
	Do not hang up.
	If possible fill out the bomb threat checklist while you are on the phone to the caller.
	Keep the person talking for as long as possible and obtain as much information as possible.
	 Have a co-worker call Triple Zero (000) for emergency services on a separate phone without alerting the caller and notify the ERC.
	If a bomb/substance threat is received by mail:
	Place the letter in a clear bag or sleeve.
	Avoid any further handling of the letter or envelope or object.
	Call Triple Zero (000) for emergency services and seek and follow advice.
	Notify the ERC.
	If a bomb/substance threat is received electronically or through the school's website:
	Do not delete the message.
	Call Triple Zero (000) for emergency services and seek and follow advice.
	Notify the ERC.



Student Incidents

Priority

The response required for an incident of this nature will depend on the specific issue. Incidents include but not limited to:

- Student anger or distress in college grounds
- Student risk of Self harm
- Threats from external source outside of the College grounds
- Events outside of the college grounds
- Threatening events in a classroom staff in danger

Responding to incidents

Staff involved in critical incidents:

- Principal
- Student Support Officers and Administration Officers

In the Principal's absence, the HOD timetabled to Student Services at the time of the emergency. This may include:

• Kristin Thomas, Head of Curriculum (non-VET)

The following procedures are to be undertaken in the following situations: If a student leaves the College in anger, distress or other.

- If the student is at risk of self-harm or other harm, then the staff member who witnesses this is to follow the student (if possible) and seek support from another staff member. If required phone the police or other relevant emergency service. The other staff member (if available) needs to call the Principal's mobile or if unavailable, the Horizons Main Administration (Front Office) and alert administration staff who are to inform the Principal immediately.
- If the student is not at risk of self-harm or other harm, the staff member needs to advise the Principal immediately. If the staff member is in charge of students at this time, they are to call the Principal directly, or Horizons Main Administration (Front Office) who will advise the Principal. Procedures will then be put in place as required.

Event outside of the school gates or within the grounds of a potential threatening nature. Depending on the circumstances, the following should generally be applied:

- If the incident involves people who are not our students, the staff member present must call the police and then the Horizons Main Administration. Administration Officers are required to alert the Principal (and then Student Services, if required) who will arrange for back-up support for the staff member involved and for further assistance to remove any of our students away from the scene. If deemed necessary or pre-cautionary, the Principal may direct staff to lock doors, with a staff member remaining inside the room with the students, preferably out of view of the incident.
- If the incident involves one or more of our students, the staff member is required to call the
 Principal or Horizons Main Administration who will alert the police. Student Services staff will
 support and assistance to the staff member involved and to remove all other students from
 the scene.
- The Principal will provide directions. It is imperative that all staff have mobile the mobile phones charged and on them as well as their keys to the buildings and gates. Staff are



and it is deemed safe to do so, the perimeter gates must be locked. Threatening events within the classroom If a teacher is on their own, they are required to call the Principal immediately. If the Principal does not answer, a call must be made to the Horizons Main Administration so that the Administration Officers can alert the Principal and then Student Services if required. The teacher is required to deescalate the situation to the best of their ability and within safety parameters. Preventing others students from becoming involved in the situation is a top priority. If possible, other students should be removed from the scene. The Principal will immediately send help to the classroom to support the staff member involved and to remove all other students from the scene. Incidents reported to the school that involve student (other than to report sickness). The Principal to be advised by staff and appropriate action to be decided and acted upon. Irrespective of the situation, staff members involved are to inform the Principal on the full outcome of the incident immediately after it has been attended to and/or resolved. All staff members involved in 'incidents' are to complete an Incident report and case notes by COB that same day Due to severe weather – power cuts – other events that could cause a power outage Actions as required - the ERC/Principal

required to stay off the phone if possible so that incoming calls can be taken. If time permits

Power outage

- May direct staff and students to evacuate parts/all of the school.
- If there is no power, the Principal will direct Student Support Officers to go floor by floor alerting staff and students what procedure is being implemented
- Consider medical/medication requirements for identified students and staff.
- Consider access to the site for any emergency situations, ie. road access, and fencing restrictions etc.
- If instructed follow the Fire/Bomb threat evacuation procedure; and contact parents as required.

Adverse Weather

Adverse weather event

Actions as required - the ERC/Principal

Students are advised that the Wet Weather Procedure is enacted

- Students and staff are to make their way to the next timetabled class
- Students are to access the build via the stairs in front of Student Services and proceed to their classroom through the building.
- Students are supervised by staff as they proceed
- Students and staff who are timetabled in the Gold/Turquoise Rooms are to meet in front of Student Services to collect umbrellas and proceed to their timetabled rooms. This is only if it is safe to do so. The Principal will advise staff.



Staff Working on their own

When a staff member is in the classroom/office/workshop/kitchen follow

If a staff member has to stay behind after 4 pm, they are to alert the Principal and student services before 3.45 to inform via email that you intend to stay longer at work. In the email, please include the time you plan to leave. When the staff member has finished their work, they are to email the principal prior to leaving the building.

Further instructions:

- The staff member is to ensure that they are safe by insuring the building where they work is secure.
- The staff member staying behind may ask other staff member to ensure all access doors are locked as they leave.
- If working on the top floor of the main building, ensure the roller door is closed at top of stairs.
- Have a mobile phone.
- Know emergency contact numbers.
- Have both Principal phone number.
- When leaving the building, ensure all lights are turned off. In the Main Building, the light switch for the ground floor is located at the back door.
- Check surrounds are clear before proceeding to transportation



SUITABILITY ASSESSMENT

Item	Considerations		Observation/Mitigation	
STAFFING				
Has the event impacted on staff availability to support an acceptable staff/student supervision ratio?	Yes	If there is limited capacity to supervise students safely then remain closed. Consider contacting the Regional Response Team to request staff wellbeing support.		
	No			
ACCESS				
Is there a Police or District Disaster Management Group direction to close the school?	Yes	If the direction has not been revoked then the school or campus must remain closed.		
Horizons Colleges storm debris prevent safe movement around the school?	Yes	Is there a large amount of debris in school or campus grounds that prevents safe movement or supervision around the site? Can affected areas be barricaded and traffic diverted to allow safe movement around the school or campus?		
	No			
Are access roads to the school cut by debris, downed power lines or flood waters?	Yes	Liaise with the Local Disaster Management Group (LDMG) to determine when the roads will be safe to travel. Ensure access roads are not at risk of being cut off due to rising flood waters that will inhibit staff and students to leave the site safely. Contact the LDMG or the Police.		
	No	If the site can be accessed safely then consider re-opening if there are sufficient resources to provide for the safe supervision of students.		
BUILDINGS				
Have buildings been damaged?	Yes	If all buildings are damaged then then school or campus remains temporarily closed. If not all buildings are damaged then consider the following:		



Item		Considerations	Observation/Mitigation
		 Can access to damaged buildings be restricted to allow safe unimpeded access to other areas of the school or campus? Are there sufficient teaching spaces available to deliver services (even in a limited capacity)? Have De Martini inspected the buildings and provided certification that the buildings are safe to reoccupy? 	
	No		
HAZARDS			
Has asbestos-containing material (ACM) been exposed/damaged in the school grounds? Or are there other hazards that prevent human occupation eg mud, mould?	Yes	Horizons College Policy is that no persons can be in the vicinity of damaged ACM or on site when ACM removal is undertaken. If ACM requires specialist removal then the school or campus needs to stay closed. Contact De Martini.	
WATER			
Has water supply to school been disrupted?	Yes	If Yes, can bottled water be sourced quickly for staff/student use? Parents can be asked to provide water for students but some bottled water will be required for emergencies. If Yes, is water available for amenities such as toilets? Contact the Infrastructure Manager.	
	No		
TOILETS			
Have septic tanks, sewer treatment equipment or sewage pumps been affected?	Yes	Have all the grounds been affected by sewage overflow or just an area? Can this area be barricaded off to restrict access without impacting on teaching space?	
	No		
Are the toilet buildings functioning and safe to be used?	Yes No	Are they structurally safe and accessible? Are other facilities available nearby	
		or can Porta-loos be sourced.	



Item		Considerations	Observation/Mitigation		
COMMUNICATIONS					
Have external telecommunications been affected?	Yes	If landlines have been affected then is there mobile phone capacity? Are mobile phones readily accessible? Are satellite phones required? Horizons Colleges an adjoining site have phones?			
	No				
ELECTRICITY					
Has the electricity supply been affected?	Yes	Are there power lines down within the school? Contact power supplier immediately. School must remain closed. Horizons Colleges the school have an external generator supply point installed? Can the supervision of students be undertaken without power to the classrooms? Is power required to operate the septic tanks?			
	No				
OTHER ISSUES					

DECISION RECORD

Record the decision to keep the school Temporarily Closed or to Re-open the school.				
Signature:	Date :	Time:		
Name:	Position:			