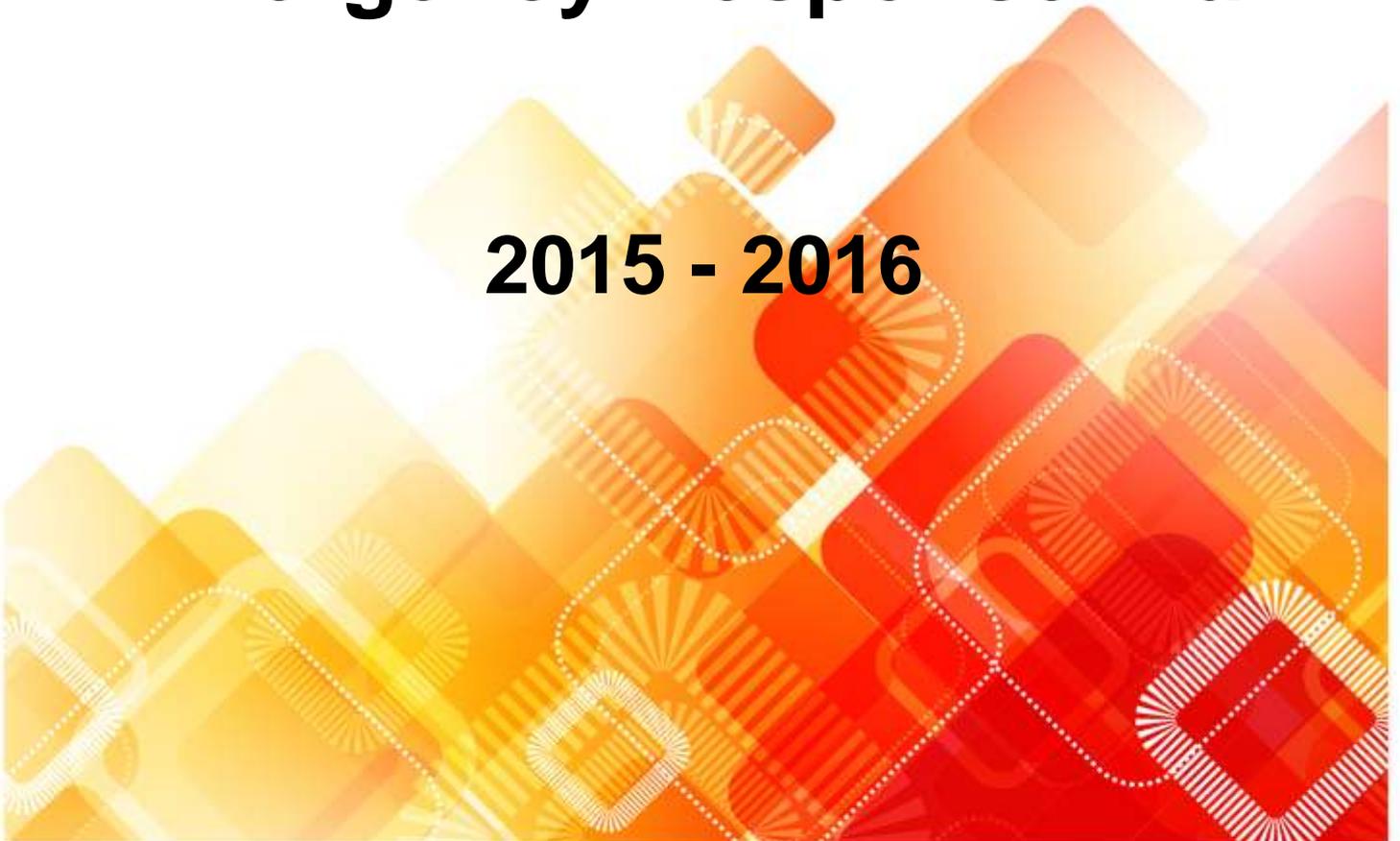# Caboolture State School

Emergency Response Plan

2015 - 2016

A current hardcopy of this plan should be kept on file and be accessible in the event of a disaster or emergency.

Emergency Response Plan key contact

Key Contact:	Russell Knowles
Phone Details:	5431 4555 / 0437 200 020
Email Details:	Rknow1@eq.edu.au
Campus/es included:	Caboolture State School
Document Status:	Proposed.

Details

School or Campus/es	Caboolture State School
Physical Address	12 – 16 George Street Caboolture
DET Region	North Coast

Approvals

Name	Title	Signature	Date
Russell Knowles	Principal		
[Name]	Regional Director or delegate		

Review

Next review date	**Annual Review October 2016**

Contents

1. Purpose

The purpose of this Emergency Response Plan (ERP) is to provide details of how Caboolture State School will prepare for and respond to a disaster or emergency situations. This includes weather, geological, biological or human events that pose risks to life, property or the environment

2. Scope

This Emergency Response Plan applies to all staff, students, visitors, contractors and volunteers at Caboolture State School.

3. Response Strategies

When a School facility is impacted, or is about to be impacted, by a disaster or emergency this plan will be enacted at the direction of the Principal who assumes the role of School Response Controller (SRC). Each disaster or emergency may have extenuating circumstances which require the application of an additional appreciation to provide a solution to new risk or circumstance.

DET 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 or during a disaster or emergency.

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

- *'rising tide'* or *'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 vent has to be responded to during or post impact.

Disasters or emergencies may occur under such circumstances that the School Response Controller can make pre-emptive decisions to take action and best prepare the students, staff or school for the event. This is the preferred scenario for DET in that when a disaster or emergency is identified as having a potential impact on a school, the School Response Controller can begin preparations as early as practicable with a view to ensuring the safety of students, staff and other stakeholders.

4. Mission

To ensure the safety of students, staff and any other persons within the facility.

To minimise the damage to DET property and facilities

To resume educational services when safe to do so.

5. Execution

Imminent event

Upon identifying an emerging risk to the School the School Response Controller (SRC) should;

1. Form the School Response Team (SRT);
2. Identify the risk and expected impact on the School;
3. Consider the courses of action;
4. Consult with stakeholders where practicable;
5. Decide on the strategy;
6. Implement the strategy;
7. Commence the Communication Strategy;
8. Brief the Regional Response Team (RRT) on the progress and status; and
9. Consider the Business Continuity Plan.

Event impact

Upon the impact of a sudden event on the School, the SRC;

1. Assess safety of students and staff;
2. Advise Emergency Services if required;
3. Implement Lockdown, Evacuation or Temporary Closure if required;
4. Brief the Regional Response Controller (RRC);
5. Monitor impact of event and response;
6. Commence the Communication Strategy as practicable.

Post impact

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

If school has been <u>not</u> been temporarily closed:

1. Assess safety of students and staff;
2. Assess the status of the school, noting BAS protocols;
3. If any visible damage or potential hazards eg asbestos, site access, tree damage, then engage BAS for site inspection;

4. If required consider Temporary Closure under CE Directive 1/2015; and

5. Implement Business Continuity Plan as required.

If school has been vacated (holidays, weekends) or temporarily closed under CE Directive 1/2015 then;

1. Assess safety and wellbeing of staff;

2. Assess status of school;

3. If any visible damage or potential hazards eg asbestos, engage BAS for site inspection;

4. Implement Business Continuity Plan as required;

5. Decide on resuming educational services;

6. Invoke, or continue, Temporary Closure of the school under CE Directive 1.2015 as required and advise the Regional Response Controller.

7. Utilise Communication Strategy; and

8. Re-open school after conducting a Suitability Assessment and determining that it is safe to do so.

6. Administration and Logistics

The School Coordination Centre is to be located at (Caboolture Neighbourhood Centre) where the School Response Controller (SRC) and the School Response Team (SRT) will operate if practicable. This facility has the requisite support for occupation, communications capability and other resources for the response structure. The alternate location is at George Street Caboolture

Hard copies of the School Emergency Response Plan should be stored in the main Administration building of the school, held by the Principal and other staff who form part of the School Response Team.

Section 19 – provides a document, the Suitability Assessment, to be used to support the decision making around keeping schools temporarily closed or re-opening.

7. Command and Communications

The Principal will assume the role of the School Response Controller (SRC) and will form, and chair, the School Response Team (SRT).

The SRC is responsible for making decisions about the temporary closure and re-opening of schools in accordance with the CE Directive 1/2015.

When formed, the SRT is to establish and maintain communications with the Regional Response Team as practicable. In the absence of communications the SRC must operate independently until communications are able to be established.

The SRC is to maintain contact with the LDMG and attend scheduled meetings if possible or send a delegate.

The SRT is as follows:

Role	Assigned staff including shadow	Contact details
Response Controller	*Russell Knowles*	0437 200 020
	Bob Kennedy	0401 209 478
Operations Officer	*Bob Kennedy*	0401 209 478
	Ambar Wheat	0431 479 182
Logistics Officer	*Ambar Wheat*	0431 479 182
	Jenny Marsh	0419 676 075
Public Information Officer	*Tracy Stevens*	0427 057 592
	Liz Abernethy	0413 763 296
Finance and Administration Officer	*Deb Haines*	0407 726 140
	Tracy Stevens	0427 057 592
Safety and Wellbeing Officer	*Jenny Marsh*	0419 676 075
	Back-up contact	
Advisory Group		

Some schools due to their size will not have the staff to fill the suggested positions and available staff will have to undertake multiple roles.

A list of key contacts is included in this ERP. It lists the school and regional response entities and mechanisms to assist communications before, during or after an event. It also lists other agency and stakeholder contact points.

8. School/Campus Map
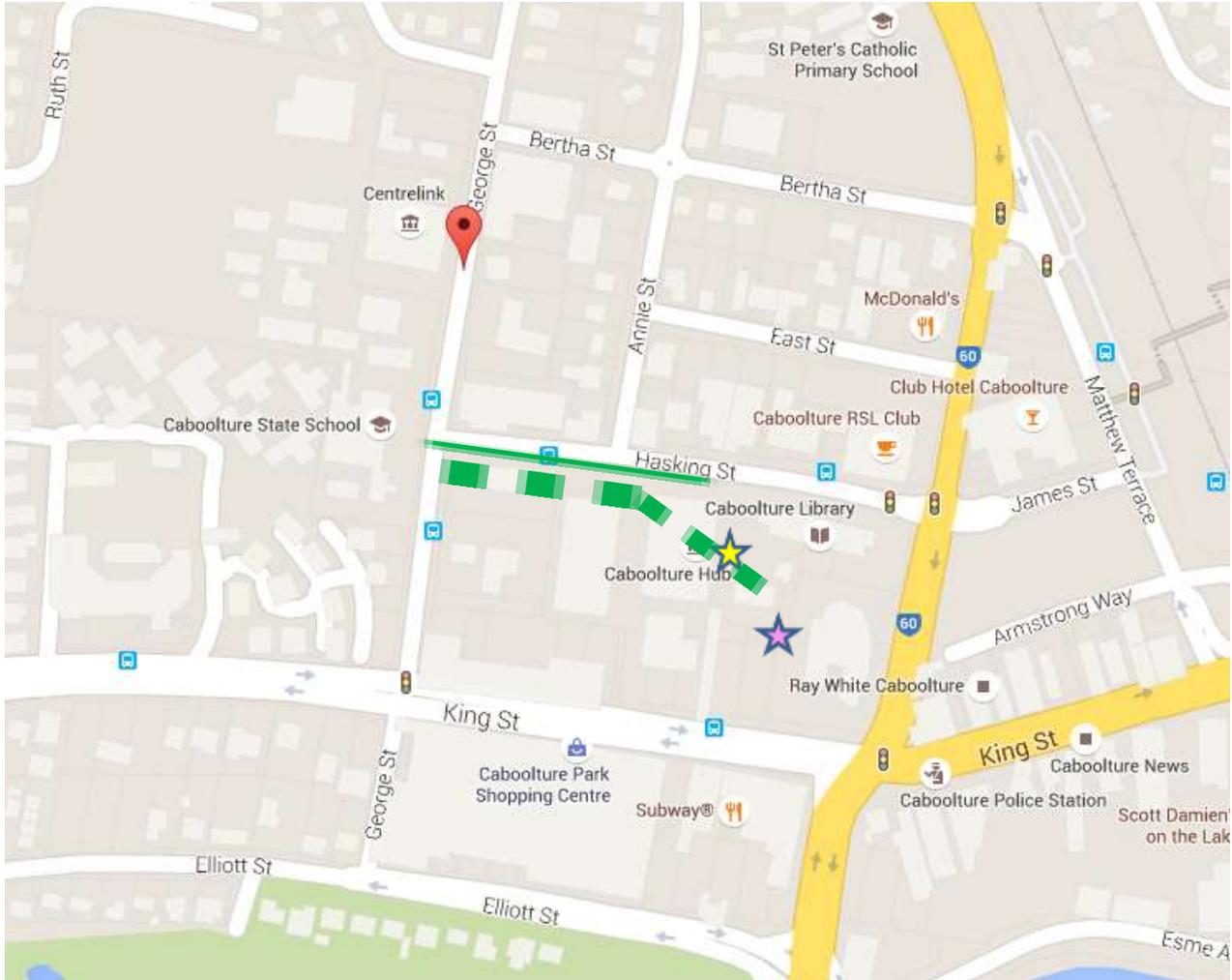
Distance to Primary off-site assembly point:	**200m**
Approx time to reach Primary off-site assembly point:	**<5mins.**
Distance to Secondary off-site assembly point:	**350m**
Approx. time to reach Secondary off-site assembly point:	**<5mins**
Legend	
Primary off-site assembly point	⭐
Route to Primary off-site assembly point	▬
Secondary off-site assembly point	⭐
Route to Secondary off-site assembly point	•••
Emergency services access point	

9. Evacuation Response

The fields containing example responses below should be edited to suit the location.

Priority	Safety of students, staff, parents, members of the community and/or site visitors.
Reporting the emergency	• Contact Emergency Services immediately on 000 • Notify the Regional Director
Evacuation	**Signal: Electronic bells sounding like an emergency vehicle**
	Procedure: All building to be evacuated to the assembly point. All visitors/contractors to follow directions given by staff.
	Special considerations
	Special responsibilities
Evacuation assembly	**Assembly area/s: Senior Oval**
	Assembly procedure 1. Class lists/rolls are checked. 2. Report all students/persons unaccounted for to the Warden (or delegate).
Evacuation clearance	1. No person is to return to any area of the school until advised by the Principal. 2. One blast on the alarm is the clearance signal.
General principles	Evacuation procedures will be displayed on Emergency Evacuation maps in all rooms. 1. **FIRST PRIORITY** is to the safety of pupils and persons in the school. 2. **ALL** staff, parents and visitors are automatically involved. 3. **CONTRACTORS** should sign the Visitors book at the office. 4. **ALL VOLUNTEERS** in school should sign in the 'Volunteers' book in the classroom or in Tuckshop. 5. **TUCKSHOP** manager and volunteers must follow the Evacuation Procedures including bringing the sign on book. 6. **PARENT HELPERS/TUTORS** must follow Evacuation Procedures. 7. **NO** person should be placed in a position of risk. 8. **EVACUATION** drill will be conducted at least twice a year. Annual revision of the use of Fire Extinguishers will be conducted. 9. **PRINCIPAL OR DELEGATE** is responsible for ensuring the electricity is turned off and that Emergency Services are contacted and given every assistance.
Communications	• If the evacuation goes for an extended time then the Response

	Controller activates the Communications Plan to inform the parents and stakeholders via the established formats.
Pre-arrangements	- Site Emergency Evacuation Maps must be clearly displayed in all rooms. - Visitor sign-in registers maintained in the office or Tuckshop. - Emergency class lists kept by exit door. - Relief staff provided with Evacuation summary.

10. Lockdown Response

The fields containing example responses below should be edited to suit the location.

Priority	This procedure minimises access to the school environment and secures all persons in rooms.
Reporting the emergency	• Contact Emergency Services immediately on 000 • Notify the Regional Director
Lockdown	**Signal: Electronic bells sounding a long whooping sound**
	Procedure 1. Administration doors are locked by office personnel. 2. Classroom doors are locked by teachers. 3. Access to any and all persons denied. 4. All outside activities and lessons stop immediately and students are taken to the nearest classroom. 5. If a class or group are not on the school site the teacher should keep the students off-site until an all clear signal is given to return. 6. Staff not in their own classroom will remain in the building and/or room they are currently in until told it is safe to move. 7. Class lists/rolls are checked. 8. Report all students/persons unaccounted for to the Principal (or delegate). 9. Students are to remain calm and silent inside classrooms out of line of sight i.e. under desks or against walls. 10. Toilet block checked by executive staff or principal (if safe to do so) to ensure all students are safely in their rooms. 11. Names of missing students should be provided to executive and front office as soon as possible. 12. Staff and students remain in their rooms until told that the school is safe.
	Special considerations
	Special responsibilities
Lockdown cancellation	1. Staff and students remain in their rooms until advised by the Principal that the Lockdown procedure is cancelled. 2. One blast on the alarm is the clearance signal.
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 School Response Controller 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 or Tuckshop.
	• Emergency class lists kept by exit door.
	• 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.

11. Temporary Closure Response

The fields containing example responses below should be edited to suit the location.

Priority	Safety of students, staff, parents, members of the community and/or site visitors.
	Staff and students must remain off-site until advised by the School Response Controller (Principal) that the school or campus is safe and available to be re-occupied and re-opened.
Decision	In accordance with CE Directive 1/2015. Consultation undertaken prior to decision to temporarily close a State School with Regional Director, Local Disaster Management Group and Advisory Group as practicable.
Reporting the closure	1. Notify the Regional Director or delegate 2. Notify the local Radio Station 3. Notify staff – phone tree 4. Notify school community – school website, school sms messaging **5.** Notify other stakeholders
Temporary Closure	**Prepare** • Engage the site's Response Team • Prepare for Temporary Closure Plan with stakeholders • Undertake required communications
	Respond • Monitor the event and stay informed • Maintain communications with the LDMG and RRT • Wait till safe to deploy to site for inspection • Inspect facilities/campus to identify damage. Report damage to BAS and RRT. • Assess staff status and support required • Engage Business Continuity Plan as required • Undertake Suitability Assessment for decision to re-open or not.
	Recover • Liaise with BAS and RRT re repair schedule • Manage and support staff welfare issues • Monitor business continuity activities
	Special considerations
Re-opening	1. Notify the Regional Director – if unavailable advise ESMU 2. Notify Radio Station 3. Advise P&C
General principles	• 'Safety before schedule' Normal school routine should re-commence as soon as possible after the event and when safe to do so.
Communications	• The School Response Controller informs the parents and stakeholders via the Communications Strategy using the established formats.

12. Specific emergencies – response procedures

The fields containing example responses below should be edited to suit the location.

Building Fire	
	• Call 000 for emergency services and follow advice.
	• Activate the fire alarm.
	• Report the emergency immediately to the School Response Controller who will convene your SRT if necessary.
	• Extinguish the fire (only if safe to do so).
	• If appropriate, follow the procedure for on-site evacuation.
	• Evacuate to the senior oval, closing all doors and windows.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Contact parents as required.
Bushfire	
	• Call 000 for emergency services and follow advice.
	• Report the emergency immediately to the School Response Controller who will convene the SRT if necessary.
	• Determine appropriate response strategy (evacuate or lockdown) in consultation with emergency services, if possible.
	• Provide advice to Emergency services regarding any hazards within the school, eg, gas cylinder location.
	• If evacuation is required and time permits before you leave:
	• Make sure you close all doors and windows
	• Turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Contact parents as required.
Major external emissions/spill (includes gas leaks)	
	• Call 000 for emergency services and follow advice.
	• Report the emergency immediately to the School Response Controller who will convene the SRT if necessary.
	• Turn off gas supply.
	• If the gas leak is onsite, notify your gas provider.
	• If appropriate, follow the procedure for on-site evacuation.
	• Alternatively this may need to be to an off-site location.
	• Check students, staff and visitors are accounted for.
	• Await 'all clear' advice from emergency services or further advice

	before resuming normal school activities.
	• Contact parents as required.
Intruder	• Call 000 for emergency services and seek and follow advice.
	• Report the emergency immediately to the School Response Controller.
	• Do not do or say anything to the person to encourage irrational behaviour.
	• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
	• Determine whether evacuation or lock-down is required. Do this in consultation with the Police where possible.
	• Evacuation only should be considered if safe to do so.
	• Contact parents as required.
Bomb or substance threat	• Call 000 for emergency services and seek and follow advice.
	• Report the threat to the School Response Controller.
	• 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 000 for emergency services on a separate phone without alerting the caller and notify the School Response Controller.
	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 000 for emergency services and seek and follow advice.
	• Notify the School Response Controller.
	If a bomb/substance threat is received electronically or through the

	school's website: • Do not delete the message • Call 000 for emergency services and seek and follow advice • Notify the School Response Controller.
Internal emission or spill	• Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the School Response Controller who will convene your SRT if necessary. • Move staff and students away from the spill to a safe area and isolate the affected area. • Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. • Contact parents as required.
Severe Weather event	*Sudden event during operational hours* • Call 000 if emergency services are needed and follow advice. • Advise the School Response Controller who will convene the SRT if necessary. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Disconnect electrical equipment – cover and/or move this equipment away from windows. • Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • Instigate a lockdown. • During the severe storm: • Remain in the building and keep away from windows • Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the School Response Controller. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. *Forecast imminent event (e.g. cyclone, floods)* • If weather warnings and advice from the State Disaster Management Group indicate that the location will be impacted by a severe weather event, the School Response Controller will follow the decision-making process to determine if the school will be temporarily closed.

	• The SRT will be convened.
	• If the school is to be temporarily closed, then all stakeholders will be advised including the Regional Director who will manage the School Closures advice.
	• The Temporary Closure procedure needs to be implemented.
	• After the event, if the school is situated in the impact zone, then Building and Asset Services (BAS) will determine if the site is safe for the School Response Controller to enter to undertake a Suitability Assessment to Re-open.
Earthquake	
	• Call 000 for emergency services and seek and follow advice.
	• The School Response Controller who will convene the SRT if necessary.
	• Evacuate to assembly area/s.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Await 'all clear' advice from emergency services or further advice before resuming normal school activities.
	• Contact parents as required.

13. Regional Response Team & LDMG Contacts

For information about the Response Team structure or roles, refer to the *Quick Reference Guide – Response Team Roles and Responsibilities*.

The response to a disaster or emergency event will be managed by the Officer-in-Charge at the location.

Level	Team	Officer-in-Charge	Designated Officer
Region (Operational)	Regional Response Team (RRT)	Regional Response Controller (RRC)	Regional Director
School (Tactical)	School Response Team (SRT)	School Response Controller (SRC)	School Principal

The Regional Response Team is the in-line reporting structure for the School Response Team. Below is a table of contacts for the Regional Response Team.

Regional Response Team (RT) *(Schools can insert the table provided by the Region)*

Role	Assigned staff including shadow	Contact details
Regional Response Controller	*Tracy Corsbie*	0408 980 236
	Trevor Walker	0455 096 096
Infrastructure (Operations Officer)	*Brenda May*	0408 770 682
	Wendy Cowie	0408 456 855
Educational Services (Logistics Officer)	*Theresa Johnston*	0457 526 771
	Mark Rewald	0407 587 513
CEP (Public Information Officer)	*Wendy Ennor*	3203 9019
	Stephanie Curtis	0475 812 943
Finance **Finance and Administration Officer**	*Andrew Kouvaras*	0419 662 248
	Stephen Armitage	0417 785 975
HR and Wellbeing Officer	*Scott Luttrell*	0408 770 709
	Julie Muza	0407 148 709

14. CHIEF EXECUTIVE'S DIRECTIVE NO. 01/2015

1.	Title	**Temporary Closure and Re-opening of State Schools in Disaster or Emergency Situations**
2.	Purpose	To provide direction to Principals on the management of schools in disaster or emergency situations.
3.	Legislative authority	This Directive is made pursuant to s.4 of the *Education (General Provisions) Regulation 2006* (EGPR).
4.	Application	This Directive applies to Principals in line with their managerial responsibilities under s.5 of the EGPR and to Regional Directors in respect of their support of and managerial responsibility for schools in their Region.
5.	Effective date	This Directive repeals *Chief Executive's Direction No.1 of 2010*. This Directive takes effect from 1 October 2015.

Authority

6. Under this directive, the Chief Executive gives authority to:
    a. Principals to temporarily close their school or campus in a disaster or emergency situation and to re-open their school or campus; and
    b. the Regional Director to, where the Principal has not already acted, to temporarily close a school, campus or schools in a disaster or emergency situation.
7. Other agencies may use their legislative powers to direct the temporary closure of a school, campus or schools. This includes the District Disaster Co-ordinator's (DDC) authority under the *Public Safety Preservation Act 1986* (PSPA).

Decision to temporarily close a school or campus

8. The person responsible for deciding to temporarily close a school or campus in a disaster or emergency situation is the Principal.
9. In making the decision to temporarily close a school or campus, the Principal of the school must:
    a. consider available disaster or emergency information relevant to their locale;
    b. consider advice of their Regional Director/Regional Response Controller (RRC) where available;
    c. consult with other principals where practicable;
    d. consider the Standard Emergency Warning Signal (SEWS) where an alert is issued for the area;
    e. consider advice from the Local Disaster Management Group (LDMG) and/or District Disaster Management Group (DDMG) where available; and
    f. consider other local stakeholder (e.g. P&C) input where applicable.
10. In making the decision to direct a Principal to temporarily close a school, campus or schools in a geographical area, the Regional Director must:
    a. consider available disaster or emergency information relevant to the locale;
    b. consult with principals where practicable;
    c. consider advice from the Local Disaster Management Group (LDMG) and/or District Disaster Management Group (DDMG) where available.
    d. consider the Standard Emergency Warning Signal (SEWS) where an alert is issued for the area;
    e. consult with the Department's Executive Response Controller; and

    f.   consult with the non-State sector in the region where practicable.

11. Where students are unable to access safe transport, the Principal must make arrangements to ensure the safety of students at the school or campus, or an alternative site.

12. The Principal may release school staff not necessary for the supervision of students.

Communicating the decision to temporarily close a school or campus

13. The Principal of the school must make reasonable attempts to communicate the decision to temporarily close a school or campus to:
    a. the Regional Director;
    b. the school community including the Parents and Citizens' Executive;
    c. all service providers using the site or campus where applicable; and
    d. the DET Emergency and Security Management Unit (ESMU) if the Regional Director is unavailable.

14. The Regional Director may advise the media of the closure in order to facilitate communication with the community of the temporary closure.

15. The Regional Director must arrange for the closure information to be notified through the school closure website.

16. Where the temporary closure of a school or campus arises during the school day, the Principal must make reasonable attempts to contact parents to make arrangements for the transportation of students to a place of safety.

17. Where the decision to temporarily close the school or campus is made outside of normal school hours, the Principal must make reasonable attempts to notify students, parents, staff, other service providers and the school community of the temporary closure.

Decision to re-open the school or campus

18. The person responsible for deciding to re-open a school or campus following the end of a disaster or emergency situation is the Principal.

19. In making the decision to re-open a school or campus, the Principal must satisfy themselves that it is safe to re-open the school taking into account:
    a. the accessibility to and from the site;
    b. the condition of the site and infrastructure;
    c. the availability and impact of essential services;
    d. available emergency information; and
    e. the advice of their Regional Director where practicable.

Communicating the decision to re-open a school or campus

20. The Principal must make reasonable attempts to communicate the decision to re-open a school or campus to:
    a. the Regional Director;
    b. the school community including the Parents and Citizens' Executive;
    c. all Service providers using the site or campus where applicable; and
    d. the DET Emergency and Security Management Unit (ESMU) if the Regional Director is unavailable.

21.   The Regional Director may advise the media of the re-opening in order to facilitate communication with the community of the re-opening.

22.   The Regional Director must arrange for the re-opening information to be notified through the school closure website.

Definitions

For the purpose of this directive the following definitions apply:

DET Executive Response Controller

A person appointed by the Director-General who is responsible for the co-ordination of emergency operations in DET. This is generally the Assistant Director-General, Infrastructure Services Branch.

District Disaster Coordinator (DDC)

The Commissioner, Queensland Police Service (QPS), appoints a chair to the DDC role and deputy Chair for each disaster district. The DDC coordinates the District Disaster Management Group (DDMG).

District Disaster Management Group (DDMG)

The DDMG is responsible for the planning, organisation, coordination and implementation of all measures to mitigate/prevent, prepare for, respond to and recover from disasters.

Disaster or emergency situation

Includes, but is not limited to, flood, fire, bushfire, cyclone, tornado, tsunami, earthquake, chemical, medical, biological, or health related matters, structural damage or other circumstances that render gathering or staying at the premises of the instructional institution temporarily unsafe.

Emergency and Security Management Unit (ESMU)

The ESMU coordinates the delivery of the Department's legislative responsibilities for the purpose of facilitating disaster management preparedness and response.

Local Disaster Management Group (LDMG)

The LDMG is responsible for the local planning, organisation, coordination and implementation of all measures to mitigate/prevent, prepare for, respond to and recover from disasters.

Principal

The person ordinarily in day-to-day charge of the State school or the person in charge in the absence of the Principal (*see* s.9 of the EGPR).

Regional Director

The person with responsibility for the management of the Department of Education and Training (DET) region.

Regional Response Controller

Person appointed to coordinate the regional preparation, response and recovery effort. Typically the Regional Director located in the vicinity of the disaster or emergency situation or their delegate.

State school

For the purposes of this Direction, means a State Instructional Institution established under s.13 or 14 of the *Education (General Provisions) Act 2006 (EGPA)*, namely State primary, secondary or special education schools, environmental education centre and outdoor education centre. A school may have an additional site(s) referred to as a campus.

Standard Emergency Warning Signal (SEWS) alerts

Broadcast if the following four factors are present:

a. Potential for loss of life and/or a major threat to a significant number of properties or the environment. Usually the threat/impact would be the lead item in local news bulletins;
b. A significant number of people need to be warned;
c. Impact is expected within 12 hours - or is occurring at the time; and
d. One or more phenomena are classified as "destructive".

Further information

The CE Directive can be located on the Directives page of the Department's *Policies and Procedures Register (http://ppr.det.qld.gov.au/Pages/default.aspx).* Effective from 6 October 2015.

15. School communications details

Phone tree

In a disaster or emergency event, the following phone tree will be activated.

(Example only, please adjust for the location.)
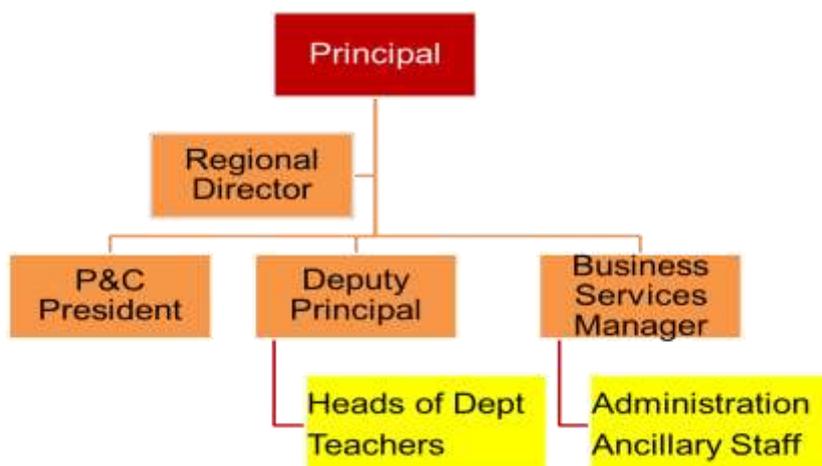
School personnel contact details

Role	Name	Email(s)	Phone No. (Day)	Phone No. (After Hours)
Principal	Russell Knowles	Rknow1@eq.edu.au	54314555	0437200020
Reg Dir	Tracy Corsbie			0408980236
D/Prin	Bob Kennedy	Rkenn17@eq.edu.au	54314555	0401209478
D/Prin	Ambar Wheat	Awhea16@eq.edu.au	54314555	
BSM	Deb Haines	Dhain2@eq.edu.au	54314555	0407726140
Mast Teac	Janny Marsh	Jmars196@eq.edu.au	54314555	0419676075
Admin	Tracy Stevens	Tstev69@eq.edu.au	54314555	0427057592
Admin	Liz Abernethy	Eaber1@eq.edu.au	54314555	0413763296
Grounds	Bernie Rooke	Brook4@eq.edu.au	54314555	0417724998

16. External Emergency numbers

(Applicable for the location)

Display a copy of this list next to your administration phone/s.

Group	Contact/details	Phone number
Police	Life-threatening or time critical emergency	000 – calling from land line
	Non-life threatening incident	131 444
	Local Police Station	54950444
Ambulance		000
LDMG	Moreton Bay Region Council	32050555
DDMG		
Qld Fire and Emergency Services (QFES)		000
State Emergency Service (SES)		132 500
Hospital/s	Caboolture Hospital	54338888
Electricity	Erm Power	134376
Water Corporation	Unity Water	1300086489
Gas supplier		
Building and Asset Services	Regional Manager David Dodds	0418713189
Department of Community Safety (Regional Office)		
Child Safety Services	http://www.childsafety.qld.gov.au/contacts/index.html	1800 811 810 (Qld only)
Dept of Natural Resources & Mines	https://www.dnrm.qld.gov.au/our-department/contact-us	13 QGOV (13 74 68)

DET Contacts (When RRT not enacted)

Key contact	Contact/details	Phone number
Assistant Regional Director	Trevor Walker	32039043 0455096096
Infrastructure Manager	Brenda May	0408770682
Regional Health & Safety Consultant		
DET Emergency & Security Management Unit (ESMU)	qld-dete-emru@id.ngcomms.net	07 3034 6012

Local Community Contacts

	Contact/details	Phone number
Transport Operator		
After-hours Care Operator		
Tuckshop Convenor		

17. Students/Staff with special needs

* Response – evacuation, lockdown or temporary closure.

Name	Class/ Room	Condition	Response*/ Assistance required	Person responsible	Family/Carer contact & mobile
Amba Brown	3D	Hearing impairment	Interpreter/ Guidance	Teacher / Teacher Aide	Tanya Gibbons 0404665243
Rhys Hong Choy	5A	Hearing impairment	Interpreter / Guidance	Teacher / Teacher Aide	Sharlene Leszkiewicz 0448965656

18. Specialist trained Staff

(E.g. First Aid, Fire Warden, Chainsaw qualified etc)

Staff Member	Training	Date Qualified To
Elizabeth Abernethy	Senior First Aid	28/11/16
Elizabeth Abernethy	CPR	23/01/16
Tina Bagby	Senior First Aid	23/01/18
Tina Bagby	CPR	23/01/16
Tanya Bell	Senior First Aid	23/01/18
Tanya Bell	CPR	23/01/16
David Bowen	Senior First Aid	23/01/18
David Bowen	CPR	23/01/16
Gabrielle Bryan	Senior First Aid	28/11/16
Gabrielle Bryan	CPR	23/01/16
Sue Buch	Senior First Aid	28/11/16
Sue Buch	CPR	23/01/16
Amanda Camilleri	Senior First Aid	23/01/18
Amanda Camilleri	CPR	23/01/16
Neelima Chand	Senior First Aid	21/11/16
Neelima Chand	CPR	23/01/16
Candi Crispin	Senior First Aid	28/11/16
Candi Crispin	CPR	23/1/16
Tanya Crosby	Senior First Aid	28/11/16
Tanya Crosby	CPR	23/01/16
Meagan Dau	Senior First Aid	21/11/16
Meagan Dau	CPR	23/01/16
Corin Dowdney	Senior First Aid	23/01/18
Corin Dowdney	CPR	23/01/16
Annette Dunphy	Senior First Aid	23/01/18
Annette Dunphy	CPR	23/01/16
Jenny Eden	Senior First Aid	28/11/16
Jenny Eden	CPR	23/01/16
Roxene Gallier	Senior First Aid	23/01/18
Roxene Gallier	CPR	23/01/16
Nerida Gibson	Senior First Aid	23/01/18
Nerida Gibson	CPR	23/01/16
Kathryn Golding	Senior First Aid	23/01/18
Kathryn Golding	CPR	23/01/16
Amanda Grant	Senior First Aid	23/01/18
Amanda Grant	CPR	23/01/16
Tina Harmer	Senior First Aid	23/01/18
Tina Harmer	CPR	23/01/16
Bruce Kidston	Senior First Aid	28/11/16

Bruce Kidston	CPR	23/01/16
Stacey Longmore	Senior First Aid	21/11/16
Jennifer Marsh	Senior First Aid	23/01/18
Jennifer Marsh	CPR	23/01/16
Wendy Mayfield	Senior First Aid	23/01/18
Wendy Mayfield	CPR	23/01/16
Michele Melrose	Senior First Aid	28/11/16
Michele Melrose	CPR	23/01/16
Rebecca Mills	Senior First Aid	28/11/16
Rebecca Mills	CPR	23/01/16
Andrew Ogilvie	Senior First Aid	28/11/16
Andrew Ogilvie	CPR	23/01/16
Jenny Rodgers	Senior First Aid	28/11/16
Jenny Rodgersa	CPR	23/01/16
Bernie Rooke	Senior First Aid	28/11/16
Susan Rossallen	Senior First Aid	23/01/18
Susan Rossallen	CPR	23/01/16
Dean Sanderson	Senior First Aid	21/11/16
Dean Sanderson	CPR	23/01/16
Tracy Sbresni	Senior First Aid	21/11/16
Tracy Sbresnie	CPR	23/01/16
Simone Simpson	Senior First Aid	28/11/16
Simone Simpson	CPR	23/01/16
Tracy Stevens	Senior First Aid	28/11/16
Tracy Stevens	CPR	23/01/16
Jenna Sulter	Senior First Aid	28/11/16
Jenna Sulter	CPR	23/01/16
Kelly Summerville	Senior First Aid	21/11/16
Kelly summerville	CPR	23/01/16
Susanne Thomason	Senior First Aid	21/11/16
Susanne Thomason	CPR	28/11/16
Jacky Truin	Senior First Aid	23/01/18
Jacky Truin	CPR	23/01/16
Caryn Vanderhout	Senior First Aid	28/11/16
Caryn Vanderhout	CPR	23/01/16
Jacky Van Opdenbosch	Senior First Aid	23/01/18
Jacky Van Opdenbosch	CPR	23/01/16
Georgie Vanderzee	Senior First Aid	28/11/16
Georgie Vanderzee	CPR	23/01/16
Mindy Vines	Senior First Aid	28/11/16
Mindy vines	CPR	23/01/16
Lynley Voke	Senior First Aid	24/07/17
Lynley voke	CPR	23/01/16
Jan Walker	Senior first Aid	28/11/16

Jan Walker	CPR	23/01/16
Tracey Webb	Senior First Aid	23/01/16
Tracey Webb	CPR	23/01/16
Ambar Wheat	Senior first Aid	21/11/16
Ambar Wheat	CPR	23/01/16
Leanne Whelan	Senior First Aid	02/11/16
Danielle Wilcox	Senior First Aid	23/01/16
Danielle Wilcox	CPR	23/01/16
Karen Wolfenden	Senior First Aid	23/01/18
Karen Wolfenden	CPR	23/01/16
Michelle Woods	Senior First Aid	21/11/16
Michelle Woods	CPR	23/01/16
Deborah Young	Senior First Aid	23/01/18
Deborah Young	CPR	23/01/16
Nicole Zielinski	Senior First Aid	21/11/16
Nicole Zielinski	CPR	23/01/16

19. Building information summary

Telephones (Landlines):

Location	Number	Location	Number
Administration	54314555		
E Block Lower level	54314573		

Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	Admin	BRL Electrical	BSM / Grounds
Intrusion:	Admin	BRL Electrical	BSM / Grounds
Other:	Admin	BRL Electrical	BSM / GRounds

Utilities	, Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:	N/A		
Water:	Front of school	Unity Water	Grounds staff
Electricity:	Front of school	ERM Power	Grounds staff
Solar			

Sprinkler System

Location of Control Valve:	School Oval
Location of Shut-off Instructions:	Groundsman

Boiler Room

Location:	
Access:	

Emergency Power System

Type:	
Location:	
Provides Power To:	
Location of Shut-off Instructions:	

Building and Site Hazards

Hazard Description	Location
Asbestos	Most buildings

20. Suitability assessment to re-open the school or campus.

After an event which has caused the school to temporarily be closed the following process needs to occur in the course of deciding to re-open the school. Principals need to undertake an assessment to determine to the impact of the event on essential infrastructure and resources
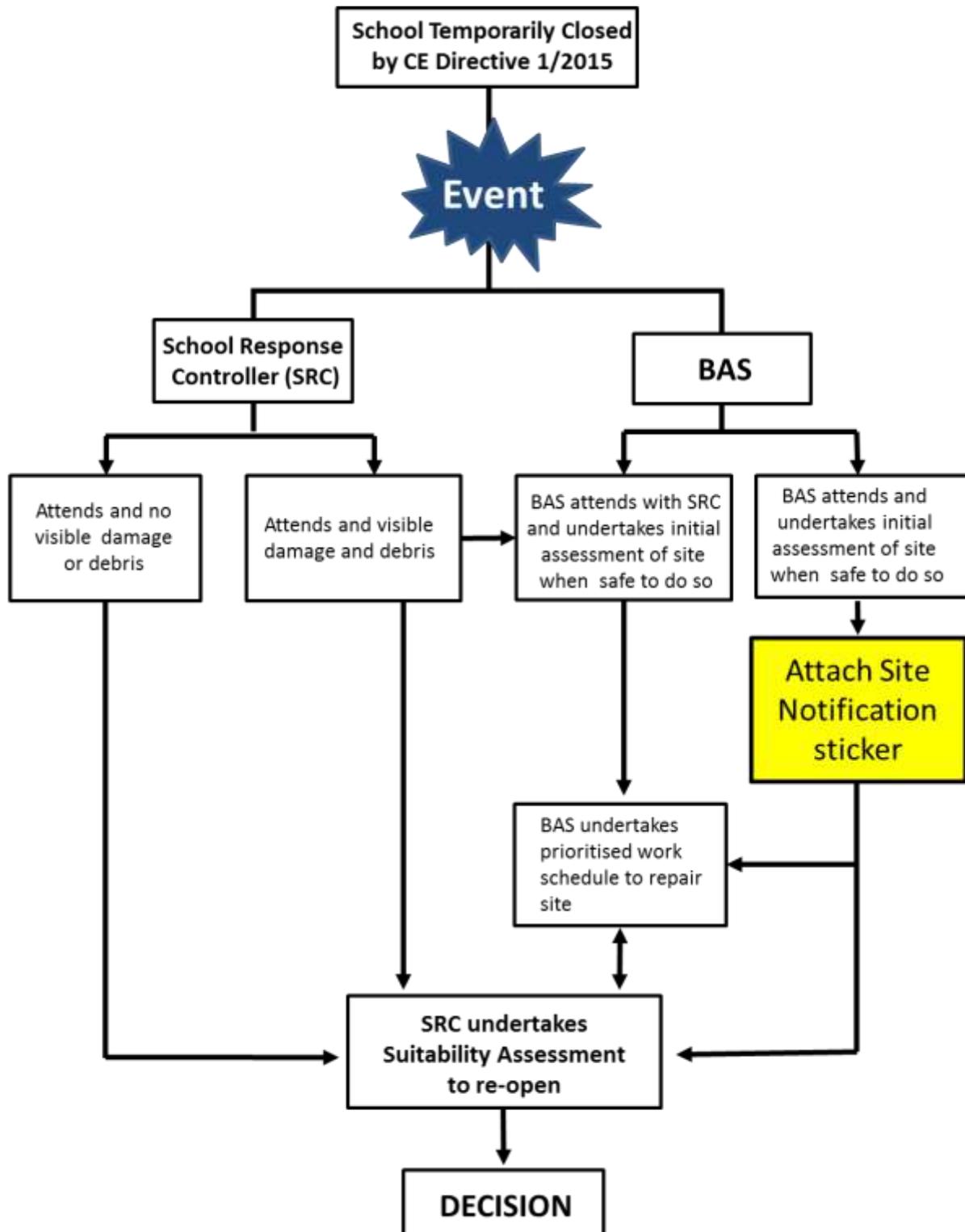
SUITABILITY ASSESSMENT

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.	
	No		
Does 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 Local Disaster Management Group 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	

Item	Considerations		Observation/Mitigation
	Orange	then consider the following: • 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 Building & Asset Services (BAS) 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 other there other hazards that prevent human occupation eg mud, mould?	Yes	DET 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 Building & Asset Services (BAS).	
	No		
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		

Item	Considerations		Observation/Mitigation
Are the toilet buildings functioning and safe to be used?	Yes	Are they structurally safe and accessible?	
	No	Are other facilities available nearby or can Porta-loos be sourced.	
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? Does 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. Does 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:**