



NATHALIA SECONDARY COLLEGE

BUS EMERGENCY MANAGEMENT PLAN

In the case of a Forecast Emergency

In forecast emergency situations the DET EMC (Nathalia Secondary College Principal) will take a lead role in planning and preparedness on behalf of the region.

Bushfire –

The potential for school closures and school bus service cancellations as a result of a Code Red Day will be flagged up to 3 days in advance and confirmed eighteen hours before closure. The DET Bushfire at Risk Register indicates schools that will automatically be closed on a Code Red Day.

No school bus services will operate to or from a school that has been closed as a result of a declared Code Red Day. Buses will also not operate in or near an area determined by the regional director as high risk.

The Emergency Management Coordinator (EMC) will take the lead on emergency management arrangements. Upon notification of a declared Code Red Day, the EMC will confirm school closures and bus route cancellations with the DET regional director and PTV.

Rapid Onset Emergency –

A rapid onset emergency may affect the safety of a school and/or bus service, and will require the coordinating Principal to take immediate action. Where possible, direction should be sought from the EMC.

In a rapid onset emergency the coordinating principal will initially take the leadership role and be supported by the EMC.

Bus services will be cancelled where a rapid onset emergency affects or has the potential to affect school bus services. No bus routes will be modified unless directed by emergency services in consultation with the regional director and the EMC, where required.

Coordinating Principal will:

- Receive notification of a rapid onset emergency – this could be from a range of sources including emergency service, members of the public, bus drivers or regions.

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- Seek advice and information to determine bus route closures and the cancellation of services.
- If students are at school instruct all affected students to remain at the school until the all clear is given
- Notify parents of events and if possible advise when and where it is safe for their child to be picked up.
- Notify client school principals of bus service cancellations and receive confirmation that all their parents have been informed.
- Liaise with bus operators and/or drivers regarding school bus service cancellations and instruct drivers not to leave the school until the all clear is given.
- Notify the EMC of actions taken
- Keep an accurate log of all communication in relation to the event.

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Consultative requirements:

DET Security Services Unit (SSU) 03 9589 6266

Manager Operations and Emergency Management – Linda Jamieson 03 8392 9336
or 0448 284 749

Mortimer's Bus Company 5866 2767 or

Schools:

Nathalia Primary School 03 5866 2677 – Chris McCallum 0427 662 677

St Mary of the Angels 03 5866 2222 – Matt Carver 0437 083 244

St Francis Primary 03 5866 2271 – New Prin TBA

IN AN EMERGENCY DIAL 000

Apps : Vic Emergency

Emergency Aus

Reviewed 13th February, 2018 by School Council Policy Review Sub Committee

Policy last ratified 13th February 2018 Due for review February 2020



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