



Hamlyn Views School

Bus Emergency Management Plan

IMPORTANT INFORMATION

An emergency is defined by the Department of Education and Training as an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at an early childhood education and care service. Examples of emergencies include floods, bushfires, prolonged student seizures and student ill health or situations which require a service to be locked down.

Emergency Contacts

Police 000
Fire 000
Ambulance 000

Hamlyn Views School	(03) 5215 5700
HVS School Principal – <i>Suzanne Armstrong</i>	0457 141 157
HVS Assistant Principal – <i>Michele Marcu</i>	0420 767 533
HVS Bus Coordinator – <i>Stephanie Caramanico</i>	0414 190 159
DET Emergency Management and Security Services Unit (SSU)	1800 126 126
Gold Bus	(03) 5335 5005
Gold Bus Operations Manager – <i>Simon Etherton</i>	0418 518 600
Red Bus (Clifton Springs Route)	0418 411 887
Blue Bus (Inverleigh Route)	0407 927 563

ANY EMERGENCY must be reported to:

- The relevant emergency service
- The bus operator
- The school bus coordinator and/or school principal

The principal will report the emergency situation to the SSU.
If the school cannot be contacted, then the bus or bus operator should notify SSU.
Messages are not to be left on answering machines.

In the event that a student or bus passenger requires urgent medical attention:

- The bus driver should act to immediately request an ambulance if the situation is serious, life threatening or is it warranted in the circumstances.
- Contact the school principal and bus operator.
- Do not leave the route until emergency services, school and bus operator have all been contacted.
- If and when it is safe to do so, the bus should resume its normal route.

Emergency Procedures

In the event of an emergency, the relevant emergency services, bus operator and school must be contacted immediately. The school will notify parents and the Emergency Management and Security Services Unit of the Department of Education and Early Childhood Development (SSU).

A checklist will be located in each bus clearly outlining the responsibilities of the driver and the bus chaperone in the event of an emergency. It will include instructions for notifying emergency services and emergency telephone numbers for emergency services, the school and the SSU.

Emergency Management

Hamlyn Views School will be responsible for notifying parents/guardian and responding to enquiries as deemed necessary.

Students are not to be dismissed or released to a parents/guardian or other adults without the specific authority from the school principal. To avoid traffic congestion, confusion, unsafe practices and panic, it is advisable that parents/guardians avoid coming to the bus/school until directed to do so by the school principal or the SSU.

The bus mobile phone is to be used for communications with the bus operator, school and/or emergency services only. Parents will be asked to restrict or avoid calls to the bus during the emergency and are requested to ring the school.

As some phone services may be inoperable, the principal and senior staff members will be required to use their personal mobile phones to communicate with bus staff. Bus staff are advised to keep phones charged at all times.

If students are evacuated from the bus they will be taken to a designated emergency assembly area as advised by the Emergency Services controller.

Extreme Weather Event

In accordance with the *SDTP Emergency Management Operation Guidelines*, when a weather warning is issued by the Department of Education Emergency Management Coordinator (EMC), these guidelines are to be followed in the event of a rapid onset emergency or advance warning emergency eg. Bushfire, flood, severe storms,

Forecast Emergencies

- In forecast emergency situations, the DET EMC will take the lead role in planning and preparedness on behalf of the region.
- No SDTP buses will operate in an emergency affected zone or on days where a Code Red (high fire danger) is called.
- In the event where advance warning is given up to 24-hours before, SDTP bus services through affected zones will be cancelled in full; no route will be shortened, modified or rerouted.
- Hamlyn Views School will notify parents/guardians of SDTP bus cancellations.
- Hamlyn Views School will confirm cancellations with bus operator.

Advance Warning on the Day

- In the event where notice is given on the day, buses travelling through affected zones will not leave the school. No route will be shortened, modified or rerouted without direction from SSU.
- All students will remain at school until the all clear is given.
- Hamlyn Views School will follow directions from SSU regarding students being picked up by parents, or going on changed bus routes (if approved).
- Hamlyn Views School will notify parents/guardians of SDTP bus cancellations, or altered routes.
- Hamlyn Views School will confirm cancellations and/or altered routes with bus operator.

Rapid Onset Emergencies

- In rapid onset emergency situations, the principal will take responsibility for decisions affecting the SDTP services while students are at school. The principal should seek guidance from their regional EMC where possible.
- Call 000 for assistance if required.
- When students are at school during a rapid onset emergency, SDTP bus services through affected zones will be cancelled in full; no route will be shortened, modified or rerouted.
- Buses with students on board must not leave the school without approval of the principal.
- All students will remain at school until the all clear is given.
- Hamlyn Views School will follow directions from SSU regarding students being picked up by parents, or going on changed bus routes (if approved).
- Hamlyn Views School will notify parents/guardians of SDTP bus cancellations, or altered routes.
- Hamlyn Views School will confirm cancellations and/or altered routes with bus operator.

When Students Are En Route

- In emergency situations where students are en route, the bus driver will assume responsibility. The bus driver is responsible for passenger safety and where practical, make decisions with guidance from the principal.
- Call 000 for assistance if required.
- The bus driver will notify the principal of any emergency encountered en route and any anticipated delay, and take instruction from emergency services where possible.
- The principal will confirm or provide the bus driver with a destination.
- Hamlyn Views School will notify parents/guardians of SDTP altered routes or alternate drop off destinations.

Bus Breakdown

The school and bus operator should be notified immediately in the event of a breakdown or if the bus is experiencing mechanical difficulties, eg. With engine, hoists or wheelchair ramps.

If the bus is going to be late due to breakdown, change of route due to roadwork or changes to drop off order, the bus will contact the school who will then contact parents. Parents will be notified of the expected delay and will be given the option of collecting their child or waiting for a replacement bus.

Any changes to runs due to a bus breakdown will be kept to a minimum.

Urgent Medical Attention

In the event that a student suddenly becomes unwell, has abnormal seizures or experiences another incident on the bus requiring urgent medical attention:

- The bus driver should act to immediately request an ambulance if the situation is serious, life threatening or it is warranted in the circumstances.
- Contact the bus operator and the school principal.
- If and when it is safe to do so, the bus should resume its normal route.

Aggressive or Violent Behaviours En Route

The driver will stop the bus and the chaperone will ensure the safety of other students (with the driver's assistance, if required). The school will be notified immediately and assistance will be sent. Emergency assistance (police or ambulance) will be sought if help from school is unavailable.

Accident

The bus driver should act to immediately request emergency services, as required. The bus operator and school will then be notified, and the school will contact STU.

If it is safe to do so, the bus should resume its normal route, or a replacement bus will be sourced by the bus operator. Parents will be notified of the incident and will be given the option of collecting their child or waiting for a replacement bus.

Emergencies in the Hamlyn Views School Bus Bay

When there is an emergency situation in the bus bay, the bus staff are to notify a bus marshal immediately who will then notify the school administration. If an ambulance is required to be called, the call will be made by the bus marshal so they can liaise directly with the ambulance. The other bus marshals on duty will continue to monitor the bus bay and will call for assistance if required.

Hamlyn Views School Emergency Management protocols will be followed.

Procedure for Reporting Emergencies

Always assess the situation before calling for assistance:

- Make the scene as safe as possible.
- Move the bus off the road where possible and/or warn other road users.
- Keep passengers informed of any actions.
- Always speak slowly using a clear and calm voice.
- Evacuate the vehicle only when necessary for passenger's safety.
- Conduct a head count.
- Render first aid if needed.
- It may be necessary to delegate tasks. Use responsible passengers or other people at the scene.
- Never leave the bus route without contacting the above emergency numbers.

ANY EMERGENCY must be reported to:

- The relevant emergency service
- The bus operator
- The school bus coordinator and/or school principal

The principal should report the emergency situation to the SSU. If the school cannot be contacted, then the bus or bus operator should notify SSU. Messages are not to be left on answering machines.

Emergency services reporting should include the following information:

- Your precise location and nature of the incident, eg. Accident, fire, road obstruction.
- The number of the phone you are using and names of people involved.
- Description of the vehicle and registration.

Emergency reporting to the school principal, bus operator and SSU should include the following information:

- The precise location and nature of the incident.
- The time the incident occurred.
- The name and phone number of the person reporting the incident.
- The phone number and names of people involved.
- The emergency service which have been advised and their follow up.
- If a replacement bus is required to complete the route.

Supporting Those Affected by Emergency Situations

The principal will organise a Recovery Management Group to support staff or students who have been traumatised or are likely to suffer long term effects as a result of exposure to an emergency. The group will include DET support personnel such as network psychologists, social workers and external consultants who may be engaged in the DET if necessary.

MORE INFORMATION AND RESOURCES

- **Hamlyn Views School Policy and Resources**
 - Bus Management Policy
 - Bus emergency Checklist
- **Department of Education and Training Policy and Resources**
 - SDTP Emergency Management Operation Guidelines - <https://bit.ly/2NJtLW2>

The safety and wellbeing of every student at Hamlyn Views School remains our highest priority.

**This plan was reviewed and updated in December 2019
Date for next review: Term 3, 2020**