## Emergency Management Plan 2026

**Taiwanese School of Melbourne Altona Meadows Campus**

Talwanese School of Melbourne
墨爾本台湾學校

### Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how **Taiwanese School** of **Melbourne** will prepare for and respond to emergency situations. The school must ensure that all staff and volunteers have a clear understanding of this EMP and its procedures; that the staff and volunteers are trained in these procedures; and that emergency procedures are tested at regular intervals.

*Note: This document is based on the Department of Education's Emergency Management Planning documentation for government schools.*

### Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at the school.

| | |
|---|---|
| Name of Principal | Elisa Huang |
| Physical Address of Campus: | 78-88 Alma Ave, Altona Meadows Vic 3028 |
| Version no: | V1 |
| Date Approved by Principal: | 05/04/2026 |
| Next Review Date: | 05/04/2027 |

### Distribution

A copy of this EMP has been distributed to Community Languages Victoria and other applicable organisation(s), e.g. building owners, as required:

| Name | Position & Organisation Name | Date Sent | Email Address |
|---|---|---|---|
| Fahry Abubaker | Executive Officer, | | info@communitylanguages.org.au |
| | Community Languages Victoria | | |

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|---|---|---|---|
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## TABLE OF CONTENTS

**TABLE OF CONTENTS** ..... **2**
**IN CASE OF AN EMERGENCY** ..... **3**
**1.EMERGENCY CONTACTS** ..... **4**
1.1.Community Language School Contacts ..... 4
1.2.Local / Other Organisations Contacts ..... 4
**2. INCIDENT MANAGEMENT TEAM** ..... 5
2.1. Incident Management Team Structure ..... 5
2.2.Incident Management Team Contact Details ..... 5
2.3. Responsibilities of the Chief Warden ..... 6
2.4.Staff with First Aid Qualifications ..... 6
2.5.Students and Staff with Special Needs ..... 7
**3.GENERAL EMERGENCY RESPONSE PROCEDURES** ..... **8**
3.1.Onsite Evacuation Procedure ..... **8**
3.2. Lockdown Procedure ..... **8**
**4.RESPONSE PROCEDURES FOR SPECIFIC EMERGENCIES** ..... **9**
4.1.Building Fire ..... 9
4.2.Bushfire ..... 9
4.3.Major External Emissions/Spill (Includes Gas Leaks) ..... 9
4.4. Intruder (Known or Unknown) ..... 10
4.5. Bomb/Substance Threat ..... 10
4.6. Internal Emission/Spil ..... 11
4.7.Severe Weather Event ..... 12
4.8.Earthquake ..... 12
**5.AREA MAP** ..... 14
5.1.Area Map of [Insert School Name] ..... 14
**6. EVACUATION PLAN** ..... 15
6.1.Evacuation Plan of [Insert School Name] ..... 15

## IN CASE OF AN EMERGENCY

| | |
|---|---|
| Call<br>Police,Ambulance,Fire Services | DIAL 0OO |
| For advice call<br>Organisational Contact | Frank Chang<br>0403577999 |
| Convene your<br>Incident Management Team | |

# 1. EMERGENCY CONTACTS

## 1.1. COMMUNITY LANGUAGE SCHOOL CONTACTS

| Key Roles | Name | Mobile | Working With Children (WWC) Check or VIT registration number | WWC Check or VIT registration expiry date |
|---|---|---|---|---|
| Principal | Elisa huang | 0483296927 | 2715067A-01 | 22/03/2028 |
| First Aid Officer | Kuan-Yu Lin | 0476295063 | 2968653A-01 | 21/12/2028 |
| Child Safety Officer | Ching-Ying Lee | 0468714966 | 3253012A | 2/10/2029 |
| School Council President | Mr W.H.O.Chang | 98366213 | 1294762a-02 | 15/03/2028 |

## 1.2. LOCAL / OTHER ORGANISATIONS CONTACTS

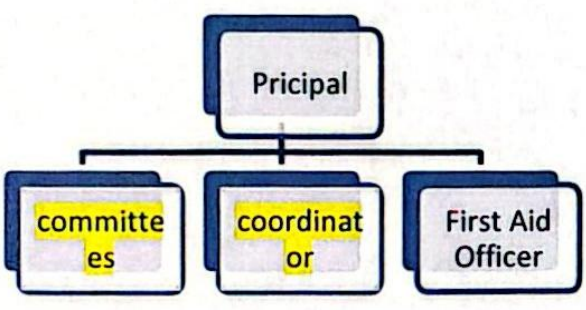
| Contact | Phone |
|---|---|
| Police Station(ashburton) | 93692122 |
| Hospital/s | Werribee Mercy Hospital – 8754 3000<br>The Williamstown Hospital – 9393 0100 |
| Gas Provider | NA |
| Electricity Provider | NA |
| Water Corporation | NA |
| School Plumber | NA |
| School Electrician | NA |
| Community Languages Victoria | 9349 2683 |
| SES (flood,storm and earthquake) | 13 25 00 |
| Worksafe Victoria | 13 23 60 |

## 2. INCIDENT MANAGEMENT TEAM

### 2.1. INCIDENT MANAGEMENT TEAM STRUCTURE

Each community language school should assign roles to individuals who will be responsible for coordinating or assisting in an emergency. Those individuals with particular roles in an emergency situation form the Incident Management Team (IMT). The primary role is the role of Chief Warden, who will oversee all emergency procedures. The Chief Warden may or may not be the principal of the school. Other suggested roles include: First Aid Officer-responsible for administering and/or coordinating the administration of first aid as needed.

Amend and expand this diagram as necessary to reflect the Incident Management Team structure at your community language school.




### 2.2. INCIDENT MANAGEMENT TEAM CONTACT DETAILS

| Position | Name | Mobile | Working With Children (WWC)Check or VIT registration number | WWC Check or VIT registration expiry date |
|---|---|---|---|---|
| Principal | Elisa huang | 0483296927 | 2715067A-01 | 22/03/2028 |
| First Aid Officer | Kuan-Yu LIn | 0476295063 | 2968653A-01 | 21/12/2028 |
| | | | | |
| | | | | |

## 2.3. RESPONSIBILITIES OF THE CHIEF WARDEN

The designated Chief Warden will take initial charge of an emergency and delegate the other IMT responsibilities until emergency services arrive and take control of the incident.

**Pre-emergency**

- Maintain current contact details of Incident Management Team members.
- Ensure IMT members are aware of their responsibilities.
- Ensure that the list of students/staff with special needs is up-to-date.
- Ensure that the list of staff trained in first aid is up-to-date.
- Ensure the emergency response procedures are kept up-to-date.
  Conduct regular exercises/drills.

**During emergency**

- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene the IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.

Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and students return to normal operations.
- Organise debrief with the IMT and, where appropriate,with any attending emergency service.

- Ensure that a record of the emergency (including steps taken and outcome), is kept on file and a copy forwarded to Community Languages Victoria.

## 2.4. STAFF WITH FIRST AID QUALIFICATIONS

| Staff Member | Qualifications and level | Date Qualified until | Working With Children (WCW)Check or VIT registration number | WWC Check or VIT registration expiry date |
|---|---|---|---|---|
| Kuan-Yu LIn | HLTAID009<br>HLTAID010<br>HLTAID011<br>HLTAID012 | 23/02/2027 | 2968653A-01 | 21/12/2028 |
| | | | | |
| | | | | |

## 2.5. STUDENTS AND STAFF WITH SPECIAL NEEDS

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove student and staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

| Students | | | | |
|---|---|---|---|---|
| Name | Room/Area | Condition | Assistance needed during an emergency | Who will be responsible? |
| NA | | | | |
| | | | | |
| | | | | |

| Staff | | | | |
|---|---|---|---|---|
| Name | Room/Area | Condition | Assistance needed during an emergency | Who will be responsible? |
| NA | | | | |
| | | | | |
| | | | | |

# 3. GENERAL EMERGENCY RESPONSE PROCEDURES

## 3.1. ONSITE EVACUATION PROCEDURE

When it is unsafe for students, staff and visitors to remain inside the community language school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000 for emergency services and seek and follow advice.**
- Take your student and staff attendance lists, a copy of this EMP and your emergency kit/first aid kit.
- Evacuate to a nominated assembly point marked on your area/evacuation maps.
- Check all students, staff and visitors are accounted for.
- Ensure communication with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your organisation if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

## 3.2. LOCKDOWN PROCEDURE

When an external and immediate danger is identified andit is determined that the students should be secured inside the building for their own safety, the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000 for emergency services and seek and follow advice.**
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in the classroom, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
  If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Divert parents and returning groups from the community language school if required.
- Ensure a telephone line is kept free.
  Keep the public address system free.
  Keep the main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the community language school to guide emergency services personnel.
- As appropriate, ascertain that all students, staff and visitors are accounted for.
- Ensure any students, staff or visitors with medical or other needs are supported.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your organisation if required.

Maintain a record of actions/decisions undertaken and times.

## 4. RESPONSE PROCEDURES FOR SPECIFIC EMERGENCIES

### 4.1. BUILDING FIRE

- **Call 000 for emergency services and seek and follow advice.**
- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
  Report the emergency immediately to the Chief Warden.
- Extinguish the fire (only if safe to do so).
- Evacuate to an assembly point marked on your area and evacuation maps, closing all doors and windows.
- Check that all students, staff and visitors are accounted for.
  Contact parents as required.

### 4.2. BUSHFIRE

- If immediate emergency services assistance is required, phone '000'.

  Report the emergency immediately to the Chief Warden/Principal.
  Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
  If evacuation is required and time permits before you leave:

  Make sure you close all doors and windows
  - Turn off power and gas.
- Checkthat all students, staff and visitors are accounted for.
  Listen to TV or local radio on battery-powered devices for bushfire/weather warnings and advice.
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
  Contact parents as required.

### 4.3. MAJOR EXTERNAL EMISSIONS/SPILL (INCLUDES GAS LEAKS)

**Call 000 for emergency services and seek and follow advice.**

Report the emergency immediately to the Chief Warden.

- Turn off gas supply.
  If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, students, visitors and contractors to an assembly point marked on your evacuation and area maps. This may be an off-site location.
- Check that all 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.

## 4.4. Intruder (Known or Unknown)

- **Call 000 for emergency services and seek and follow advice.**
- Report the emergency immediately to Chief Warden.
- 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, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe todo so.

  Contact parents as required.

## 4.5. Bomb / Substance Threat

**If a suspicious object is found (or the threat identifies the location of a bomb)**

- Immediately clear and cordon off the area in the vicinity of the object.
- **Call 000 for police and seek and follow advice.**
- Report the threat immediately to the Chief Warden.
- Do not approach, touch, tilt or tamper with the object.

**If a bomb/substance threat is received by telephone**

- **DO NOT HANG UP**

- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller,signal a co-worker to:
  - **call 000 for police on a separate phone**
  - notify the Chief Warden/principal
- Listen carefully for a full description and take note of:
  - gender of caller
  - age of caller
  - accents or speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/robotic/taped/recorded.
- Ask the caller:

  Where exactly is the bomb/substance located?
  - What time will the bomb explode/the substance be released?
  - What will make the bomb explode/how will the substance be released?
  - What does the bomb look like?
  - What kind of device/substance is it?
    - Who put the bomb/substance there? Why was it put there?
  - What kind of substance is it (gas, powder, liquid)? How muchis there?
    - Where are you? Where do you live?

- What is your name? What are your contact details?

Provide this information to the police.
Implement evacuation procedures.

**If a bomb/substance threat is received by letter**

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- **Call 000 for police and seek and follow advice**
- Notify the Chief Warden/principal.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
  Implement evacuation procedures.

**If a bomb/substance threat is received electronically (e.g.by email)**

- **DO NOT DELETE THE MESSAGE**
- **Call 000 for police and seek and follow advice**
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation procedures.

**If you are at the site of an explosion**

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuationprocedures. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
  Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
  Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested

## 4.6. INTERNAL EMISSION/SPIL

- **Call 000 for emergency services and seek and follow advice.**
- Report the emergency immediately to the Chief Warden.
- Move staff and students away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff.
- Contact parents as required.
  Notify the Victorian WorkCover Authority if required.

## 4.7. Severe Weather Event

- **Call 000 if emergency services are needed and seek and follow advice.**

  Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains and blinds) and external doors. If necessary,tape windows and glass entrances.

  Utilise boards and sandbags if required.
- Monitor the VicEmergency website and/or VicEmergency App
- Monitor the Bureau of Meteorology website for weather updates and weather warnings

  During a 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 Chief Warden.
- Disconnect electrical equipment-cover and/or move this equipment away/from windows.
- Listen to local radio or TV on battery-powered devices for weather warnings and advice.

**After the severe weather event**

- After a storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Contact parents as required.

## 4.8. Earthquake

- **Call 000 if emergency services are needed and seek and follow advice.**
- Report the emergency immediately to the Chief Warden.

**If outside**

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP,COVER and HOLD
  - DROP to the ground

  Take COVER by covering your headand neck with their arms and hands
  - HOLD on until the shaking stops.

**If inside**

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and so on

DROP, COVER and HOLD

DROP to the ground.

- Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
  HOLD on until the shaking stops.

**After the earthquake**

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate,watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
  Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Contact parents as required.
  Tune in to ABC radio if you can and follow any emergency instructions.
  If the community language school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.

## 5. AREA MAP

The area map gives an aerial view of our school and shows the following:

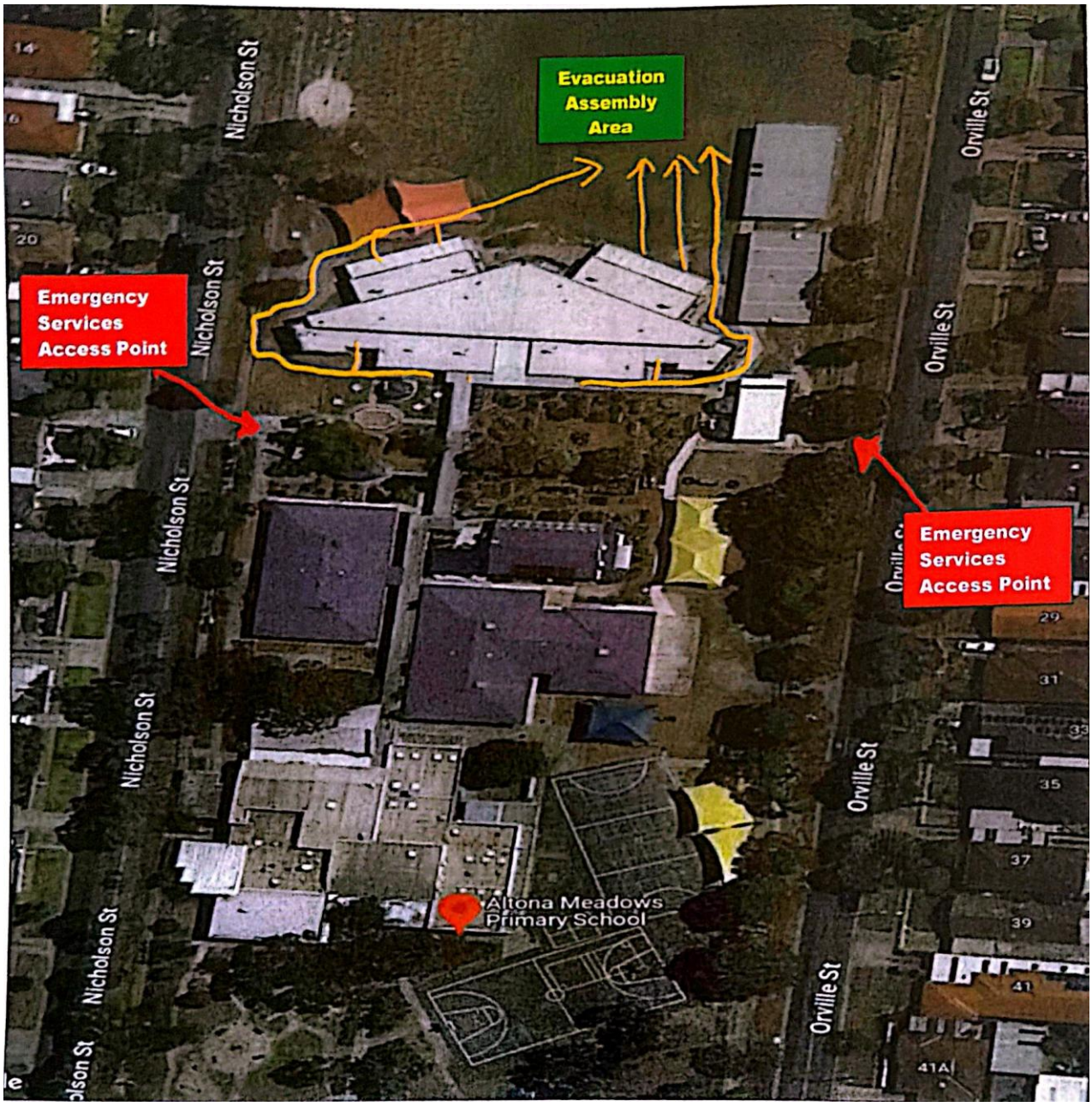
- evacuation assembly area(s)
- external evacuation routes
- surrounding streets

emergency services access points.

(Instructions for how to create an area map are downloadable from www.cls.vic.edu.au)

### 5.1. AREA MAP OF TAIWANESE SCHOOL OF MELBOURNE

| | |
|---|---|
| Date Area Map Validated: | 05/04/2026 |


Evacuation Assembly Area
Emergency Services Access Point
Emergency Services Access Point
Nicholson St
Nicholson St
Nicholson St
Nicholson St
Orville St
Orville St
Orville St
Orville St
Altona Meadows Primary School
14
20
29
31
33
35
37
39
41
41A

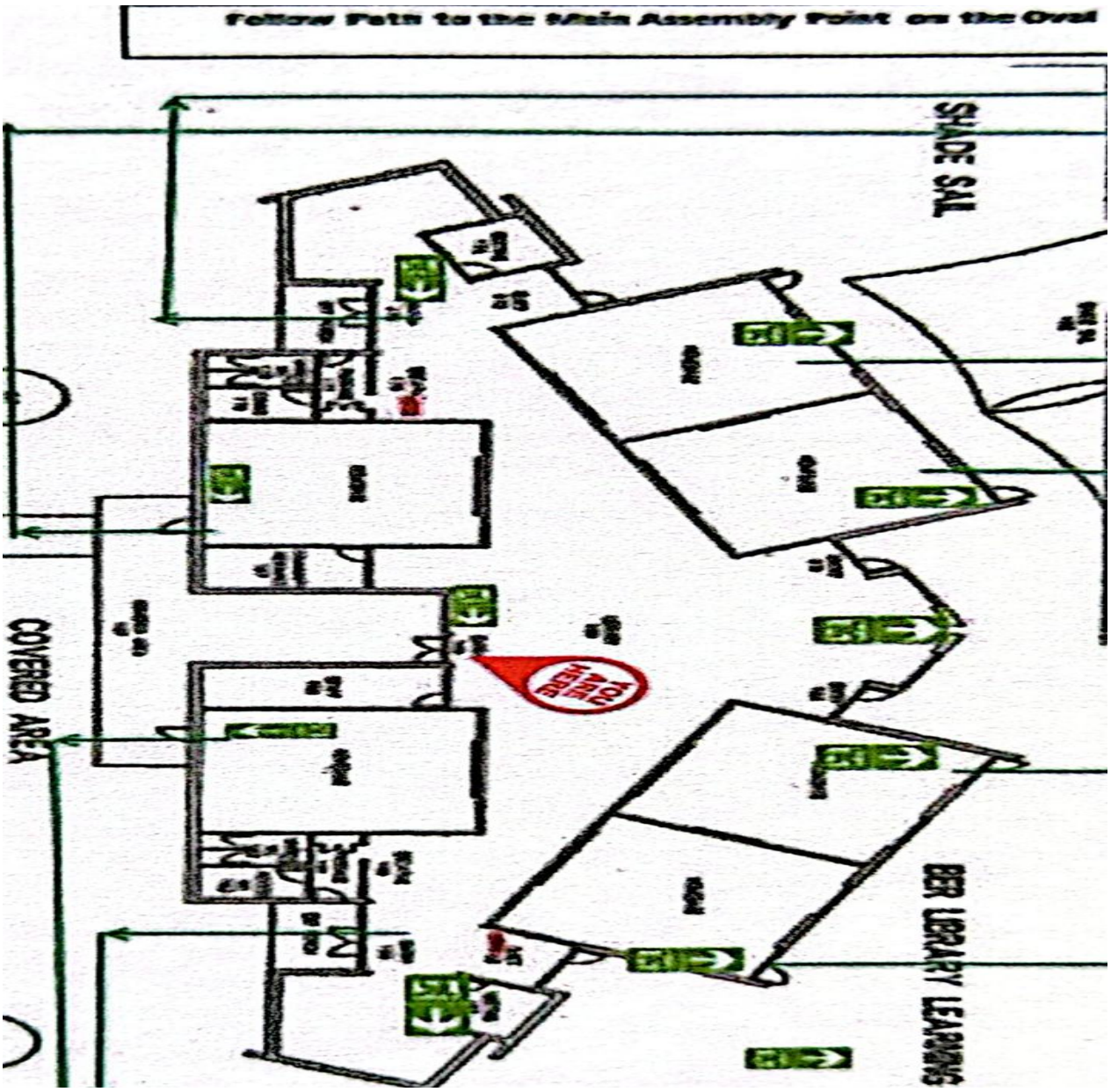
## 6. EVACUATION PLAN

The evacuation plan gives a floor plan for all classrooms used by our school and shows the following:

- the internal layout of the building(s)
- internal evacuation routes
- fire extinguishers (where possible)
- exits
- evacuation assembly area(s)
- a legend.

### 6.1. EVACUATION PLAN OF [INSERT SCHOOL NAME]

| | |
|---|---|
| Building Name: | BER Library Learning |
| Date Evacuation Plan Validated: | 05/04/2026 |


Follow Path to the Main Assembly Point on the Oval
SHADE SAIL
COVERED AREA
BER LIBRARY LEARNING