

# 2025 Alpine 100 Ride Emergency Management Plan

EXCURSION DETAILS	
Activity type	Cycling: Alpine 100 Ride
Location	Northern Victoria – Murray to the Mountains Rail Trail – Beechworth, Everton, Gapsted, Myrtleford, Harrietville, Bright, Porepunkah, Eurobin, Ovens, Myrtleford. Accommodation: Ardern's Caravan Park, Willow grove, Myrtleford, Vic 3737
Your school's year level/class/age group	
Dates	Monday 30 <sup>th</sup> March – Thursday 2 <sup>nd</sup> April 2026

EMERGENCY MANAGEMENT PLAN Template completed by Blackwood staff, for individual schools to use. <a href="#">Change details as necessary to suit requirements for your School</a>							
Key contacts							
Your school's teacher in charge			Venue contact		Ardern's Caravan Park <a href="tel:(03)57521394">(03) 5752 1394</a>		
Your school's first aid staff			Your school's principal				
Your school's reception/office #			Your school's assistant principal				
DET – Incident Support and Operations Centre	1800 126 126 (24 Hours)		Your school's 24 hr contact				
Blackwood Special Schools Contacts							
Event Co-ordinator	Shane Le Fevre	Contact	0423 893 506	Blackwood SSOEC Principal	Kristine Baker	Contact	03 9789 6844
Event First Aid Co-ordinator	David Ogilvie	Contact	0437 019 334	Campus Principal	Tony Bellette	Contact	0439 686 768
Blackwood SSOEC	03 5368 6768			Blackwood SSOEC 24-hour Contact	Tony Bellette	Contact	0439 686 768
Local emergency contacts							
Nearest Hospital	Northeast Health Wangaratta (Full Emergency Department) <a href="tel:(03)57225111">(03) 5722 5111</a> 35-47 Green St, Wangaratta VIC 3677			Fire/Police/Ambulance Local Police	000 Myrtleford Police Station <a href="tel:(03)57521003">(03) 5752 1003</a> 2 Queen St, Myrtleford VIC 3737		
Nearest Medical Centre	Myrtleford Hospital (Urgent care: 24hr / 7 days) 03 5751 9300 30 O'Donnell Avenue Myrtleford VIC 3737			CFA	Myrtleford Fire station: 41 Duke St, Myrtleford VIC 3737		

<b>SES</b>	VICSES Myrtleford unit 132500 16 Jubilee St, Myrtleford VIC 3737	<b>Other</b>	
<b>Evacuation response (attach maps and mark locations if required)</b>			
<b>Access points (emergency vehicles, helicopter etc.)</b>	Ardern's Caravan Park: Emergency vehicle access via Willow Grove	<b>Time for support to arrive from your school</b>	
<b>Assembly points</b>	Ardern's Caravan Park; See attached map Assembly point A: Butter Factory Carpark. Assembly point B: Happy Valley creek (SW corner of property) Offsite assembly points: 1: Myrtleford Showgrounds 2: Myrtleford Football Oval	<b>Travel time to nearest medical help (from Myrtleford)</b>	Ardern's to Myrtleford hospital = 3 mins Ardern's to Wangaratta Hospital = 40 mins

<b>Emergency Response Procedure</b>	
<i>For students or staff with an existing medical management plan (e.g. Anaphylaxis Management Plan, Asthma Management Plan etc.) please attach the plan to this document. There is no need to complete additional emergency response procedures unless it is deemed necessary by the principal.</i>	
<b>What (injury, illness, weather, environmental conditions)</b>	<b>Actions required, including equipment and location such as first aid, EpiPen etc. (who is responsible)</b>
<b>Common communications for emergencies</b>	<p><b>First on the Scene</b></p> <ul style="list-style-type: none"> <li>• Contact emergency services 000</li> </ul> <p><b>Blackwood Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>• Contact your Principal</li> </ul> <p><b>Visiting School Ride Coordinator</b></p> <ul style="list-style-type: none"> <li>• Contact your Principal</li> </ul> <p><b>Blackwood SSOEC Principal</b></p> <ul style="list-style-type: none"> <li>• Contact the Department's incident Support and Operations Centre</li> </ul>
<b>Building Fire</b>	Building Fire Specific Procedures: <ul style="list-style-type: none"> <li>• Extinguish the fire (only if safe to do so).</li> </ul>

	<ul style="list-style-type: none"> <li>Implement the procedure for on-site or off-site evacuation.</li> </ul> <p><b>Building Fire Specific Procedures after the Incident:</b></p> <ul style="list-style-type: none"> <li>Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> </ul> <p><b>Initial Generic Procedures:</b></p> <ul style="list-style-type: none"> <li>Ensure that your personal safety and wellbeing is maintained.</li> <li>Assess and maintain the personal safety and wellbeing of others in your group.</li> <li>Make the area safe for all</li> <li>If required call 000.</li> </ul> <p><b>Blackwood Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Contact the Blackwood Campus Principal or equivalent to gain further advice and support.</li> <li>If possible, continue managing the scene and the incident</li> </ul> <p><b>Visiting School Ride Coordinator</b></p> <ul style="list-style-type: none"> <li>Contact the Blackwood Campus Principal or equivalent to gain further advice and support</li> <li>If possible, continue managing the scene and the incident</li> </ul>
Intruder	<p><b>Intruder Specific Procedures:</b></p> <ul style="list-style-type: none"> <li>Do not do or say anything to the person to encourage irrational behaviour.</li> <li>Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>Determine whether evacuation, lock-down or shelter-in-place is required. Perform the relevant procedure, do this in consultation with the Police where possible.</li> <li>Evacuation only should be considered if safe to do so</li> </ul> <p><b>Initial Generic Procedures:</b></p> <ul style="list-style-type: none"> <li>Ensure that your personal safety and wellbeing is maintained.</li> <li>Assess and maintain the personal safety and wellbeing of others in your group.</li> <li>Make the area safe for all</li> <li>If required call 000.</li> </ul> <p><b>Blackwood Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Contact the Blackwood Campus Principal or equivalent to gain further advice and support.</li> <li>If possible, continue managing the scene and the incident</li> </ul> <p><b>Visiting School Ride Coordinator</b></p> <ul style="list-style-type: none"> <li>Contact the Blackwood Campus Principal or equivalent to gain further advice and support.</li> <li>If possible, continue managing the scene and the incident.</li> </ul>

<p><b>Bushfire</b></p>	<p><b>Triggers for Action.</b></p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>• is observable, or</li> <li>• identified via Vic Emergency App within the event location and/or immediate area</li> <li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes the event location and immediate area</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>• If immediate emergency services assistance is required phone '000'.</li> </ul> <p><b>Blackwood Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> <li>• Convene your Incident Management Team (IMT)</li> <li>• Continue to monitor conditions such as wind change, size of fire, direction of travel.</li> <li>• Continue to monitor warnings and advice messages through the VicEmergency App or website.</li> <li>• If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the site, seek further advice to determine if any actions are necessary.</li> </ul> <p><b>Blackwood SSOEC Principal</b></p> <ul style="list-style-type: none"> <li>• Report the incident to ISOC (1800 126 126)</li> </ul> <p><b>Moving to safe place in community</b></p> <p><b>Blackwood Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>• If fire refuge is required, move all students, staff and visitors to the Myrtleford Football oval or Myrtleford Showgrounds, provided it is safe to do so.</li> <li>• Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services are maintained.</li> </ul> <p><b>Visiting School Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>• Check that all your students &amp; staff are accounted for</li> <li>• Advise your Principal that you are sheltering and that they should advise all members of your School Community to not come to the area to pick up students or staff</li> </ul> <p><b>Blackwood SSOEC Staff</b></p> <ul style="list-style-type: none"> <li>• Attend to students and staff who show signs of or are known to be susceptible to smoke. If possible, supply them with P2 smoke masks and any medication they may require.</li> <li>• The Communication Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> </ul>
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	<ul style="list-style-type: none"> <li>Wait for emergency services to arrive or provide further information.</li> <li>Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> </ul>
Severe Weather event	<p><b>Severe Weather Event Specific Procedures</b></p> <ul style="list-style-type: none"> <li>Call 000 if emergency services are needed and seek and follow advice.</li> <li><b>If offsite and away from shelter:</b> <p><b>Blackwood Ride Co-ordinator &amp; Visiting School Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Ensure the safety of all participants immediately by seeking safety and shelter nearby. Remain in shelter until safe to move <ul style="list-style-type: none"> <li>Cease activity and coordinate pick up by Sag Wagon. All students to get into vehicle to keep warm and dry until</li> <li>Depending on suitability of shelter, proximity to transport and weather forecast, consider evacuation to avoid further risk of inclement weather. Do not move if conditions are not safe to do so</li> <li>Ensure participants have warm, protective clothing which protects them from the elements. This may mean changing out of wet clothes once shelter has been sought</li> </ul> </li> </ul> </li> <li><b>If onsite and close to shelter...</b> <ul style="list-style-type: none"> <li>Seek shelter onsite (if there's enough space) or at offsite assembly points if there isn't enough indoor space</li> </ul> </li> </ul> <p><b>Blackwood Ride Co-ordinator &amp; Visiting School Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Before the storm, store or secure loose items external to buildings, such as outdoor furniture and rubbish bins.</li> <li>Ensure all participants are in a safe indoor location, not in tents.</li> <li>Once in safe indoor place: secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> </ul> <ul style="list-style-type: none"> <li><b>During a severe storm:</b> <ul style="list-style-type: none"> <li>Remain in the building and keep away from windows.</li> <li>Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> </ul> <p><b>Blackwood Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Report any matter concerning <b>the</b> safety and wellbeing of students, staff and visitors to the Principal.</li> <li>Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>Report emergency to the Security Services Unit on 9603 7999.</li> <li>After the storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.</li> <li>Implement the off-site evacuation or shelter in place procedure if required.</li> </ul> <p><b>Visiting School Ride Co-ordinator</b></p>

	<ul style="list-style-type: none"> <li>Report any matter concerning the safety and wellbeing of your students, staff and visitors to your Principal</li> <li>Disconnect electrical equipment – cover and/or move this equipment away from windows.</li> </ul> <p><b>Blackwood SSOEC Staff</b></p> <ul style="list-style-type: none"> <li>Listen to local radio or TV on battery-powered sets for weather warnings and advice</li> </ul> <p><b>Blackwood SSOEC Principal</b></p> <ul style="list-style-type: none"> <li>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> </ul>
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <p><b>First on the Scene</b></p> <ul style="list-style-type: none"> <li>Call '000' if immediate/life threatening. Consider transport to nearest hospital or stay at location to wait for an ambulance.</li> <li>Administer first aid</li> <li>Follow specific procedures for the short, medium and long term care of the patient/s and others.</li> </ul> <p><b>Visiting School Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li><i>Consider any immediate wellbeing support required for all students</i></li> <li><i>Notify your Principal</i></li> <li>Ask your Principal to contact parent/guardian of affected student</li> <li>Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>Record evidence (if applicable)</li> <li>Provide support for students who may have witnessed early stage of emergency</li> </ul> <p><b>Visiting School &amp; Blackwood SSOEC Staff</b></p> <ul style="list-style-type: none"> <li>Supervise students remaining at the excursion location</li> <li>Keep other students away from the emergency/incident</li> </ul>
Missing person	<p>If a person is missing and/or cannot be accounted for:</p> <p><b>Visiting School Staff &amp; Blackwood SSOEC Staff</b></p> <ul style="list-style-type: none"> <li>Search the immediate area</li> </ul> <p><b>Visiting School Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Contact the parent/carer/partner to gain as much information about the persons behaviour, routine, personality as possible</li> </ul> <p><b>Blackwood Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Contact '000' for police to report child missing <ul style="list-style-type: none"> <li>Provide a description, time last seen and location</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Work through the lost persons procedure.</li> </ul> <p><b>Blackwood SSOEC Principal</b></p> <ul style="list-style-type: none"> <li>• Report the incident to the incident Support and Operations Centre on 1800 126 126</li> </ul> <p><b>Immediate Response of Incident Scene Person:</b></p> <p>When informed of or discovering a person is missing</p> <p><b>Blackwood Ride Co-ordinator</b></p> <p>Gather as much information as possible on the person.</p> <ul style="list-style-type: none"> <li>• Where were they last seen?</li> <li>• What is the person's motivation?</li> <li>• What do you think their intent is?</li> <li>• Has the person done this in the past?</li> <li>• General appearance of person?</li> <li>• What were they wearing?</li> <li>• Date of birth?</li> </ul> <ol style="list-style-type: none"> <li>1. Ensure all other participants are accounted for and cease activity.</li> <li>2. Organise a systematic search of the area mentioned in the information gathering.</li> <li>3. Enact communication process.</li> <li>4. When ringing police/emergency services have the Visiting Teacher who best knows the person with you.</li> <li>5. Contact and assemble any available Blackwood staff to assist with a search.</li> <li>6. Using any available Blackwood staff and Visiting Staff, initiate a coordinated search of likely areas. All staff to have a radio.</li> </ol> <p><b>Visiting School Staff &amp; Blackwood SSOEC Staff</b></p> <ul style="list-style-type: none"> <li>• Systematically search the area mentioned in the information gathering.</li> </ul>
COVID-19	<p><u>Managing an unwell student or staff member</u></p> <p>Refer to the guidance <a href="#">School Operations Guide</a> and <a href="#">Management of Students Displaying COVID-19 Symptoms in Education Settings</a> in relation to the management of an unwell student / staff member, including in relation to the safe isolation of unwell staff or students, and directing staff or students to return home as soon as possible, and appropriate use of rapid antigen tests.</p> <p><u>Managing a confirmed case of COVID-19</u></p> <p>Refer to the guidance in the <a href="#">School Operations Guide</a> in relation to staff or students that are identified as a positive case of coronavirus (COVID-19), including in relation to the safe isolation of staff or students as needed, and directing staff or students to return home for testing as soon as possible.</p> <p>Schools do not need to take further action, until directed to do so.</p> <p><u>Use of personal protective equipment (PPE)</u></p> <p>School staff should ensure appropriate PPE is brought to the camp/excursion, so it is available in case it is required. Refer to the Department's <a href="#">Personal Protective Equipment (PPE) guide in education settings</a> when additional PPE is required and for information on the correct and safe use of PPE.</p>

<p><b>Child Abuse</b></p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p><i>The 4 critical actions are:</i></p> <ol style="list-style-type: none"> <li>1. <i>Responding to an emergency</i></li> <li>2. <i>Reporting to the authorities/referring to services</i></li> <li>3. <i>Contacting parents/carers</i></li> <li>4. <i>Providing ongoing support</i></li> </ol>
<p><b>Bus emergency while en route</b> <b>Or</b> <b>School bus accident/vehicle incident</b></p>	<p><b>First on the Scene</b></p> <ul style="list-style-type: none"> <li>Ensure that your personal safety and wellbeing and that of others is maintained.</li> <li>Call '000' if immediate/life threatening. Consider transport to the nearest hospital or stay at location to wait for an ambulance.</li> <li>Administer first aid.</li> <li>Follow specific procedures for the short, medium and long term care of the patient/s and others.</li> </ul> <p>Initial Generic Procedures:</p> <ul style="list-style-type: none"> <li>Ensure that your personal safety and wellbeing and that of others is maintained.</li> </ul> <p><b>Blackwood Ride Co-ordinator &amp; Visiting School Ride Co-ordinator</b></p> <ul style="list-style-type: none"> <li>Assess and maintain the personal safety and wellbeing of others in your group.</li> <li>Make the area safe for all</li> <li>Contact the Campus Principal or equivalent to gain further advice and support.</li> </ul>

	<ul style="list-style-type: none"><li>• If possible, continue managing the scene and the incident.</li></ul> <p>Generic Procedures after the Incident:</p> <p><b>Blackwood Ride Co-ordinator &amp; Visiting School Ride Co-ordinator</b></p> <ul style="list-style-type: none"><li>• Arrange medical assistance where required.</li><li>• Help others if you can.</li><li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to your Principal</li></ul> <p><b>Blackwood SSOEC Staff</b></p> <ul style="list-style-type: none"><li>• If needed tune in to ABC radio so you can and follow any emergency instructions.</li></ul>
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