

2026 East Gippsland Ride Emergency Management Plan

EXCURSION DETAILS	
Activity type	<i>Cycling: East Gippsland Ride</i>
Location	Eastern Victoria – East Gippsland Rail Trail – Nicholson, Bumberrah, Tambo Upper, Mossiface, Wiseleigh, Colquhoun, Bruthen, Orbost, Newmerella, Simpsons Creek, Waygara, Tostaree, Nowa Nowa. Accommodation: Mingling Waters, 2050 Princes Highway, Nowa Nowa Vic 3887
Year level/Class	Your school's year level/class/age group
Dates	Monday 14th September – Thursday 17th September 2026

EMERGENCY MANAGEMENT PLAN <i>Template completed by Blackwood staff, for individual schools to use.</i>						Change details as necessary to suit requirements for your School	
Key contacts							
Teacher-in-charge	Your school's teacher in charge		Venue contact	Mingling Waters (03) 5155 7600			
First aid staff	Your school's first aid staff		Principal	Your school's principal			
School reception	Your school's reception/office #		Assistant Principal	Your school's assistant principal			
DET – Incident Support and Operations Centre	1800 126 126 (24 Hours)		School 24-hour contact	Your school's 24 hr contact			
Blackwood Special Schools Contacts							
Event Co-ordinator	Will Morgan	Contact	0405 518 131	Blackwood SSOEC Principal	Kristine Baker	Contact	03 9789 6844
Event First Aid Co-ordinator	Will Morgan	Contact	0405 518 131	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	Orbost Regional Health (24 hour Emergency Care) 104 Boundary Road, Orbost Vic 3888 (03) 5154 6666			Fire/Police/Ambulance Local Police	000 Bruthen Police Station: 45 Main St, Bruthen VIC 3885 (03) 5157 5221		
	Bairnsdale Regional Health Service (24 hour Emergency Care) Offices 5 and 6/122 Day St, Bairnsdale VIC 3875 (03) 5150 3333						

Nearest Medical Centre	Gippsland Lakes Complete Health, Lakes Entrance: 18-28 Jemmeson St, Lakes Entrance VIC 3909 (03) 5155 8300	CFA	Wairewa CFA: 2 Trevaskis Rd, Wairewa VIC 3887
SES	VICSES Bairnsdale unit 132500, 189 Macleod St, Bairnsdale Vic 3875	Other	
Evacuation response (attach maps and mark locations if required)			
Access points (emergency vehicles, helicopter etc.)	Mingling Waters: Emergency vehicle access via entrance located at 2050 Princes Highway	Time for school support to arrive	4hrs 45mins from Blackwood
Assembly points	Mingling Waters; See attached map Assembly point A: Mingling Waters Entrance, (In front of bistro). Assembly point B: Mingling Waters Exit (In front of private residence) Offsite assembly points: 1: Nowa Nowa Recreation Reserve 2090 Princes Hwy, Nowa Nowa VIC 2: Lakes Entrance Information Centre, 2 Marine Parade, Lakes Entrance VIC	Travel time to nearest medical help (from Nowa Nowa)	Mingling Waters's to Orbost Health = 26 mins (38km) Mingling Waters to Bairnsdale Regional Health = 44 mins (56km)

Emergency Response Procedure	
<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>	
What (injury, illness, weather, environmental conditions)	Actions required, including equipment and location such as first aid, EpiPen etc. (who is responsible)
Common communications for emergencies	First on the Scene <ul style="list-style-type: none"> Contact emergency services 000 Blackwood Ride Co-ordinator <ul style="list-style-type: none"> Contact your Principal

	<p>Visiting School Ride Coordinator</p> <ul style="list-style-type: none"> • Contact your Principal <p>Blackwood SSOEC Principal</p> <ul style="list-style-type: none"> • Contact the Department’s incident Support and Operations Centre
<p>Building Fire</p>	<p>Building Fire Specific Procedures:</p> <ul style="list-style-type: none"> • Extinguish the fire (only if safe to do so). • Implement the procedure for on-site or off-site evacuation. <p>Building Fire Specific Procedures after the Incident:</p> <ul style="list-style-type: none"> • 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. <p>Initial Generic Procedures:</p> <ul style="list-style-type: none"> • Ensure that your personal safety and wellbeing is maintained. • Assess and maintain the personal safety and wellbeing of others in your group. • Make the area safe for all • If required call 000. <p>Blackwood Ride Co-ordinator</p> <ul style="list-style-type: none"> • Contact the Blackwood Campus Principal or equivalent to gain further advice and support. • If possible, continue managing the scene and the incident <p>Visiting School Ride Coordinator</p> <ul style="list-style-type: none"> • Contact the Blackwood Campus Principal or equivalent to gain further advice and support • If possible, continue managing the scene and the incident
<p>Intruder</p>	<p>Intruder Specific Procedures:</p> <ul style="list-style-type: none"> • 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. Perform the relevant procedure, do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so <p>Initial Generic Procedures:</p> <ul style="list-style-type: none"> • Ensure that your personal safety and wellbeing is maintained. • Assess and maintain the personal safety and wellbeing of others in your group. • Make the area safe for all • If required call 000.

	<p>Blackwood Ride Co-ordinator</p> <ul style="list-style-type: none"> • Contact the Blackwood Campus Principal or equivalent to gain further advice and support. • If possible, continue managing the scene and the incident <p>Visiting School Ride Co-ordinator</p> <ul style="list-style-type: none"> • Contact the Blackwood Campus Principal or equivalent to gain further advice and support. • If possible, continue managing the scene and the incident.
<p>Bushfire</p>	<p>Triggers for Action. The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> • is observable, or • identified via Vic Emergency App within the event location and/or immediate area • there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes the event location and immediate area <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> • If immediate emergency services assistance is required phone '000'. <p>Blackwood Ride Co-ordinator</p> <ul style="list-style-type: none"> • 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. • Convene your Incident Management Team (IMT) • Continue to monitor conditions such as wind change, size of fire, direction of travel. • Continue to monitor warnings and advice messages through the Vic Emergency App or website. • 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. <p>Blackwood SSOEC Principal</p> <ul style="list-style-type: none"> • Report the incident to ISOC (1800 126 126) <p>Moving to safe place in community</p> <p>Blackwood Ride Co-ordinator</p> <ul style="list-style-type: none"> • If fire refuge is required, move all students, staff and visitors to the Nowa Nowa Recreation Reserve or Lakes Entrance Information Centre, provided it is safe to do so. • Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services are maintained.

	<p>Visiting School Ride Co-ordinator</p> <ul style="list-style-type: none"> • Check that all your students & staff are accounted for • 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 <p>Blackwood SSOEC Staff</p> <ul style="list-style-type: none"> • 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. • The Communication Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. <ul style="list-style-type: none"> • Wait for emergency services to arrive or provide further information. • Any decision to leave the Shelter in Place should only occur on advice of emergency services
<p>Severe Weather event</p>	<p>Severe Weather Event Specific Procedures</p> <ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • If offsite and away from shelter: <ul style="list-style-type: none"> • Blackwood Ride Co-ordinator & Visiting School Ride Co-ordinator <ul style="list-style-type: none"> • 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"> ○ Cease activity and coordinate pick up by Sag Wagon. All students to get into vehicle to keep warm and dry until ○ 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 ○ 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 • If onsite and close to shelter... <ul style="list-style-type: none"> • Seek shelter onsite (if there's enough space) or at offsite assembly points if there isn't enough indoor space • Blackwood Ride Co-ordinator & Visiting School Ride Co-ordinator <ul style="list-style-type: none"> • Before the storm, store or secure loose items external to buildings, such as outdoor furniture and rubbish bins. • Ensure all participants are in a safe indoor location, not in tents. • 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. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.

	<p>Blackwood Ride Co-ordinator</p> <ul style="list-style-type: none"> • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Principal. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 9603 7999. • 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. • Implement the off-site evacuation or shelter in place procedure if required. <p>Visiting School Ride Co-ordinator</p> <ul style="list-style-type: none"> • Report any matter concerning the safety and wellbeing of your students, staff and visitors to your Principal • Disconnect electrical equipment – cover and/or move this equipment away from windows. <p>Blackwood SSOEC Staff</p> <ul style="list-style-type: none"> • Listen to local radio or TV on battery-powered sets for weather warnings and advice <p>Blackwood SSOEC Principal</p> <ul style="list-style-type: none"> • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <p>First on the Scene</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening. Consider transport to nearest hospital or stay at location to wait for an ambulance. • Administer first aid • Follow specific procedures for the short, medium and long term care of the patient/s and others. <p>Visiting School Ride Co-ordinator</p> <ul style="list-style-type: none"> • Consider any immediate wellbeing support required for all students • Notify your Principal • Ask your Principal to contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Provide support for students who may have witnessed early stage of emergency <p>Visiting School & Blackwood SSOEC Staff</p> <ul style="list-style-type: none"> • Supervise students remaining at the excursion location • Keep other students away from the emergency/incident
<p>Missing person</p>	<p>If a person is missing and/or cannot be accounted for:</p>

	<p>Visiting School Staff & Blackwood SSOEC Staff</p> <ul style="list-style-type: none"> • Search the immediate area <p>Visiting School Ride Co-ordinator</p> <ul style="list-style-type: none"> • Contact the parent/carer/partner to gain as much information about the persons behavior, routine, personality as possible <p>Blackwood Ride Co-ordinator</p> <ul style="list-style-type: none"> • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Work through the lost persons procedure. <p>Blackwood SSOEC Principal</p> <ul style="list-style-type: none"> • Report the incident to the incident Support and Operations Centre on 1800 126 126 <p>Immediate Response of Incident Scene Person: When informed of or discovering a person is missing</p> <p>Blackwood Ride Co-ordinator Gather as much information as possible on the person.</p> <ul style="list-style-type: none"> • Where were they last seen? • What is the person's motivation? • What do you think their intent is? • Has the person done this in the past? • General appearance of person? • What were they wearing? • Date of birth? <ol style="list-style-type: none"> 1. Ensure all other participants are accounted for and cease activity. 2. Organise a systematic search of the area mentioned in the information gathering. 3. Enact communication process. 4. When ringing police/emergency services have the Visiting Teacher who best knows the person with you. 5. Contact and assemble any available Blackwood staff to assist with a search. 6. Using any available Blackwood staff and Visiting Staff, initiate a coordinated search of likely areas. All staff to have a radio. <p>Visiting School Staff & Blackwood SSOEC Staff</p> <ul style="list-style-type: none"> • Systematically search the area mentioned in the information gathering.
COVID-19	<u>Managing an unwell student or staff member</u>

	<p>Refer to the guidance School Operations Guide and Management of Students Displaying COVID-19 Symptoms in Education Settings 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 School Operations Guide 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 Personal Protective Equipment (PPE) guide in education settings when additional PPE is required and for information on the correct and safe use of PPE.</p>
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • 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. <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 https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • 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. <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 https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p><i>The 4 critical actions are:</i></p> <ol style="list-style-type: none"> 1. <i>Responding to an emergency</i> 2. <i>Reporting to the authorities/referring to services</i> 3. <i>Contacting parents/carers</i> 4. <i>Providing ongoing support</i>
<p>Bus emergency while en route</p>	<p>First on the Scene</p> <ul style="list-style-type: none"> • Ensure that your personal safety and wellbeing and that of others is maintained. • Call ‘000’ if immediate/life threatening. Consider transport to the nearest hospital or stay at location to wait for an ambulance.

Or
School bus
accident/vehicle
incident

- Administer first aid.
- Follow specific procedures for the short, medium and long term care of the patient/s and others.

Initial Generic Procedures:

- Ensure that your personal safety and wellbeing and that of others is maintained.

Blackwood Ride Co-ordinator & Visiting School Ride Co-ordinator

- Assess and maintain the personal safety and wellbeing of others in your group.
- Make the area safe for all
- Contact the Campus Principal or equivalent to gain further advice and support.
- If possible, continue managing the scene and the incident.

Generic Procedures after the Incident:

Blackwood Ride Co-ordinator & Visiting School Ride Co-ordinator

- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to your Principal

Blackwood SSOEC Staff

- If needed tune in to ABC radio so you can follow any emergency instructions.

