

ASSOCIATED CATHOLIC COLLEGES Emergency Management Plan

July 1st, 2024



Emergency management planning

Cover page

Event	<i>ACC Cross Country Championship</i>
Approved by	<i>Paul Fahey – ACC Executive Officer</i>
Physical Address	<i>Bundoora Park Plenty Rd, Bundoora</i>
Date Approved	<i>July 1st, 2024</i>
Next Review Date	<i>July 2025</i>

Distribution

Note: The Director of Sport within each school is responsible for the distribution of this information within their own school community.

Name	Position Title and Organisation Name	Date Sent
<i>Paul Fahey</i>	<i>Executive Officer – Associated Catholic Colleges</i>	<i>15/7/24</i>
<i>Emilio Rinaudo</i>	<i>Operations Officer – Associated Catholic Colleges</i>	<i>15/7/24</i>
<i>Melo Conti</i>	<i>Director of Sport – DE LA SALLE</i>	<i>15/7/24</i>
<i>Daniel Velardo</i>	<i>Director of Sport – EMMANUEL</i>	<i>15/7/24</i>
<i>Emilio Montoya</i>	<i>Director of Sport – MAZENOD</i>	<i>15/7/24</i>
<i>Ben Turner</i>	<i>Director of Sport – PARADE</i>	<i>15/7/24</i>
<i>Marcus Luisetto</i>	<i>Director of Sport – SIMONDS</i>	<i>15/7/24</i>
<i>Jayden Hawkes</i>	<i>Director of Sport – SALESIAN</i>	<i>15/7/24</i>
<i>Paul Groves</i>	<i>Directors of Sport – ST BERNARD'S</i>	<i>15/7/24</i>
<i>Guy Martyn</i>	<i>Director of Sport – ST BEDE'S</i>	<i>15/7/24</i>
<i>Lachie Doak</i>	<i>Director of Sport – ST JOSEPH'S GEELONG</i>	<i>15/7/24</i>
<i>Paul Trubiani</i>	<i>Director of Sport – ST JOSEPH'S FTG</i>	<i>15/7/24</i>
<i>Dean Bird</i>	<i>Director of Sport – ST MARY'S</i>	<i>15/7/24</i>
<i>Jason Lappin</i>	<i>Director of Sport – ST PATRICK'S</i>	<i>15/7/24</i>
<i>Kristan Height</i>	<i>Director of Sport – WHITEFRIARS</i>	<i>15/7/24</i>

In case of emergency

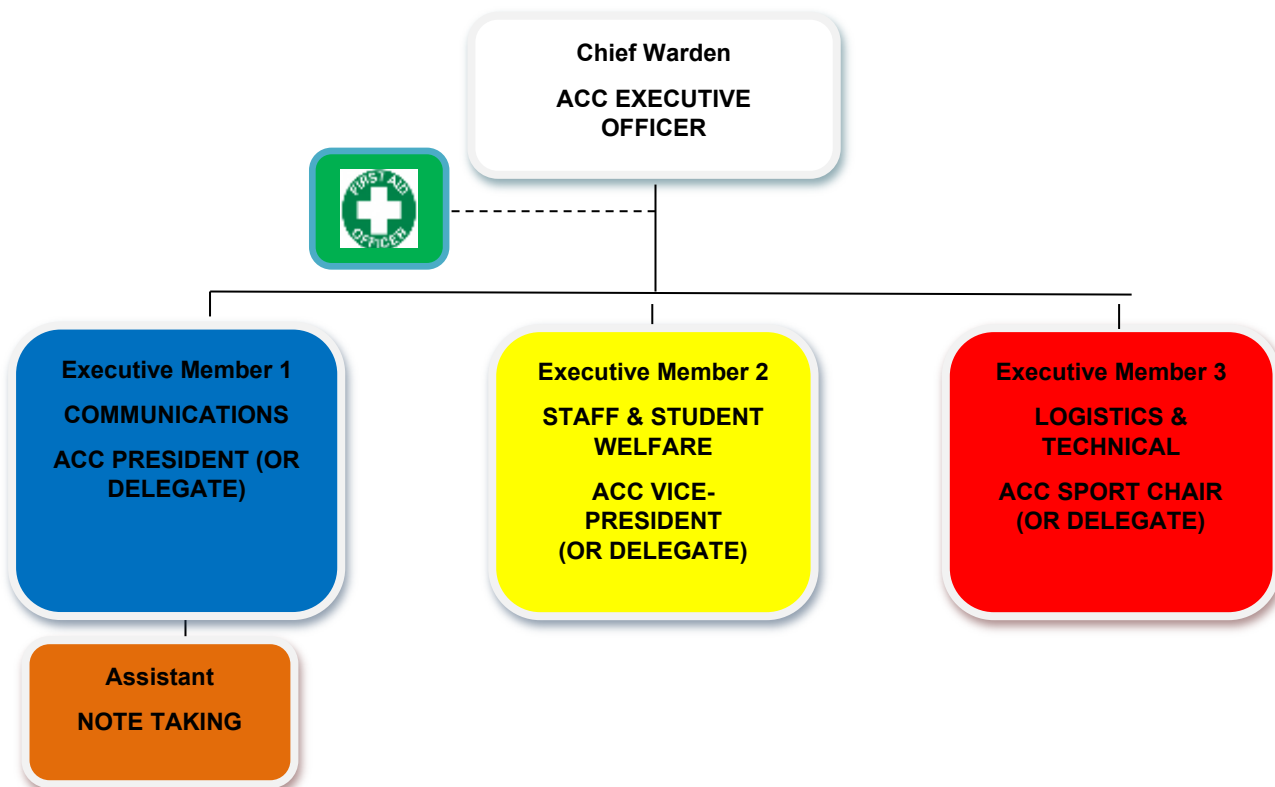
Organisation Name	Contact Number
<i>AMBULANCE</i>	<i>000</i>
<i>POLICE</i>	<i>000</i>
<i>FIRE</i>	<i>000</i>

Emergency contacts

School Name	Contact Number
<i>DE LA SALLE</i>	<i>9508 2100</i>
<i>EMMANUEL</i>	<i>8325 5100</i>
<i>MAZENOD</i>	<i>9560 0911</i>
<i>PARADE</i>	<i>9468 3300</i>
<i>SIMONDS</i>	<i>9321 9200</i>
<i>SALESIAN</i>	<i>9807 2644</i>
<i>ST BERNARD'S</i>	<i>9289 1000</i>
<i>ST BEDE'S</i>	<i>9582 5999</i>
<i>ST JOSEPH'S GEELONG</i>	<i>5226 8100</i>
<i>ST JOSEPH'S FERNTREE GULLY</i>	<i>9758 2000</i>
<i>ST MARY'S</i>	<i>9998 2214</i>
<i>ST PATRICK'S</i>	<i>5331 1688</i>
<i>WHITEFRIARS</i>	<i>9872 8200</i>

Incident Management Team

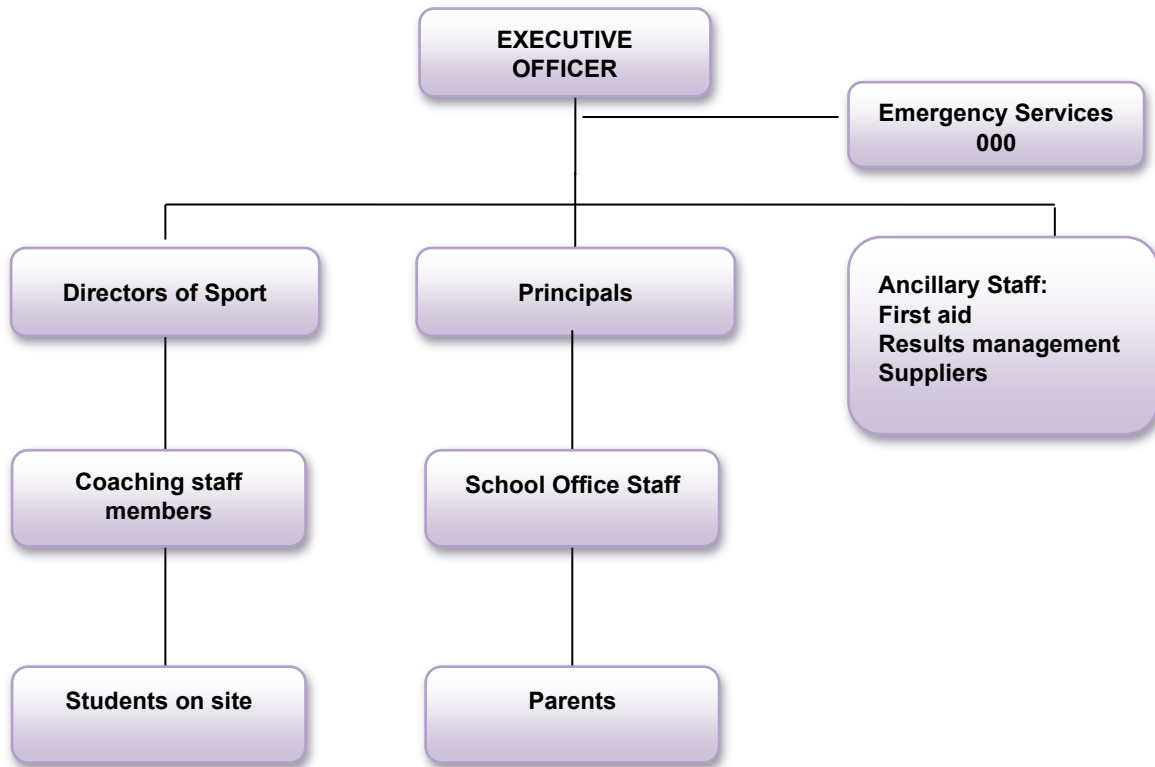
Incident Management Team structure



Incident Management Team contact details

Name	Position Title and Organisation Name	Contact Number
<i>Paul Fahey</i>	<i>Executive Officer Associated Catholic Colleges CHIEF WARDEN</i>	<i>0408 598 093</i>
<i>Emilio Rinaudo</i>	<i>Operations Officer Associated Catholic Colleges NOTE TAKER</i>	<i>0467 779 326</i>
<i>Michael Davies (or Delegate)</i>	<i>Principal St Bernard's College COMMUNICATIONS</i>	
<i>Deb Frizza (or Delegate)</i>	<i>Principal St Bede's College STAFF & STUDENT WELFARE</i>	
<i>Mark Murphy (or Delegate)</i>	<i>Principal Whitefriars College LOGISTICAL & TECHNICAL</i>	

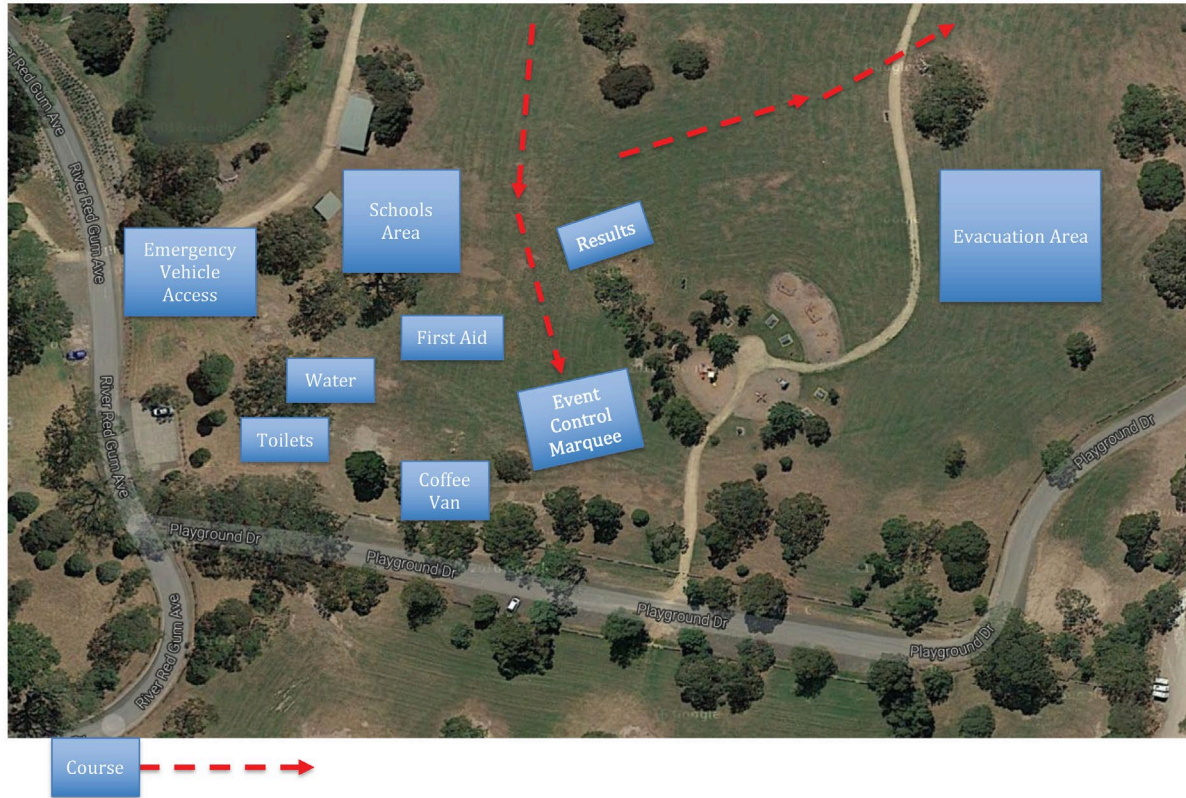
Emergency Management - Communication Tree



Emergency response procedures

On-site evacuation/relocation procedure

ACC CROSS COUNTRY – SITE MAP



Off-site evacuation procedure

Students are to be moved to:

Bundoora Park Oval

Snake Gully Drive, Bundoora

Evacuation Area: Oval



Appendix 1 Post Emergency Record

Event Name	
Emergency Event	
Date and Time of Emergency	
Description/Details Of Emergency	
Immediate Actions Taken	Chief Warden Notified: YES / NO Time ____ Other staff Notified: YES / NO Time ____ Emergency Services Notified: YES / NO Time ____
Key Actions Taken	
Issues	Operational Debriefing Required: YES / NO Date/Time _____ Person Responsible to Organise: _____ Confirmation of Operational Debriefing: Date/Time: _____ Issues for Follow Up Action:
This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date:	