

Carrum Primary School

Emergency and Critical Incident Management Plan 2020-2021



Walkers Road, Carrum, VIC, 3197
03 9772 1117 / carrum.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 28/08/2020

Purpose

The purpose of this Emergency and Critical Incident Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergencies and critical incidents that may impact on student and/or staff health, safety and well-being and/or school operations.

Context

Schools have the authority to activate their EMPs when an event warrants a response. Schools should know how to access multiple information sources including the VicEmergency app, <https://www.emergency.vic.gov.au>, emergency services and/or the Department of Education and Training.

All principals and key school staff should download the VicEmergency app on their phone with a watch zone around their school to receive alerts and information regarding hazards and incidents in their vicinity.

Should the principal or school be made aware of an emergency in the local area, the principal or nominated person will consult the following sources for information:

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or www.emergency.vic.gov.au for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education and Training web site for incident updates.

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All school staff	All school staff.	09/11/2015	DL Carrum Primary School

Facility Profile

School Name/Campus Name	Carrum Primary School
Address	Walkers Road, Carrum, VIC, 3197
Phone	03 9772 1117
Email	carrum.ps@education.vic.gov.au
Fax	03 9776 1586
DET Region	SOUTH-EASTERN VICTORIA
DET Area	Bayside Peninsula Area
LGA	Kingston (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:15am - 4:15pm Weekdays Hours will vary during school holidays
Number of Students	343
Number of Staff	29
Number of Buildings	5
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Multi-purpose Room
On-site Evacuation Location	School Oval
Off-site Evacuation Location	Roy Dore Reserve

Typical method used for communications to school community	Telephone, School Newsletter, School Website
Is this school has other services or users of the site?	No

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile

Building Information Summary

Telephones (landlines)

Location	Number
Administration Area	9772 1117
Staff Offices	9772 1117
Staff Room	9772 1117

Alarms

Description	Location	Monitoring Company	Number
Fire	Administration	Emergency Management	Administration
Intrusion	Administration	Emergency Management	Administration
Other			

Utilities

Description	Location	Service	Location of shutoff

		Provider	Instructions
Gas / Propane	Near Walkers Rd gate on grassed area.	AGL- 132 099	Near Walkers Rd gate on grassed area.
Water	Near Walkers Rd gate on grassed area.	South East Water – 139 28 37/ 24 hour 13 28 12	Near Walkers Rd gate on grassed area.
Electricity	Staff Room Prep Foyer	Red Energy - 131 806	Turn off safety switch in main switchboards in the Staff Room and Prep Foyer

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	N/A

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	N/A
Provides power to	N/A
Shutoff Instructions Location	N/A

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	

Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	28/01/2015
Next check date	28/01/2016

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	On Site Evacuation	Clem Langford	13/03/2020	14/03/2018
Term 2	Lock Down	Clem Langford	08/05/2020	
Term 3	Off Site Evacuation	Clem Langford	18/09/2020	
Term 4	Lock Down	Clem Langford	29/10/2020	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Marcus Malcahy	First Aid, CPR, Anaphylaxis	31/05/2023
Gabbi Bolton	First Aid, CPR, Anaphylaxis	31/05/2023
Karin Dudley	First Aid, CPR, Anaphylaxis	31/05/2023
Jess Hodson	First Aid, CPR, Anaphylaxis	31/05/2023
Narelle Derix	First Aid, CPR, Anaphylaxis	31/05/2023
Anne Santamaria	First Aid, CPR, Anaphylaxis	31/05/2023
Bianca Scraola	First Aid, CPR, Anaphylaxis	31/05/2023
Clem Langford	First Aid, CPR, Anaphylaxis	31/05/2023
Tammy Hogan	First Aid, CPR, Anaphylaxis	31/05/2023
Alexander Johnson	First Aid, CPR, Anaphylaxis	31/05/2021
Alyssia Synot	First Aid, CPR, Anaphylaxis	31/05/2021
Cassandra Kennedy	First Aid, CPR, Anaphylaxis	31/05/2023
Jane Barnett	First Aid, CPR, Anaphylaxis	31/05/2021
Jessica Holford	First Aid, CPR, Anaphylaxis	31/05/2020
Julie Shaw	First Aid, CPR, Anaphylaxis	31/05/2023
Kathryn Kenner	First Aid, CPR, Anaphylaxis	31/05/2023
Kellie Ferguson	First Aid, CPR, Anaphylaxis	31/05/2023
Laura Murray	First Aid, CPR, Anaphylaxis	31/05/2023
Lynn Andrew	First Aid, CPR, Anaphylaxis	31/05/2021
Marianne Van Der Zee	First Aid, CPR, Anaphylaxis	31/05/2023
Narelle Derix	First Aid, CPR, Anaphylaxis	31/05/2023
Rebecca Schefman	First Aid, CPR, Anaphylaxis	31/05/2021
Wendy Andrew	First Aid, CPR, Anaphylaxis	31/05/2023
Zachary Vansittart	First Aid, CPR, Anaphylaxis	31/05/2023

Jordyn Radecki	First Aid, CPR, Anaphylaxis	31/05/2023
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Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

To ensure adherence to the provisions of the Information Privacy Act 2000 you should not record personal details here.

Add summary of those with additional needs or medical conditions below, without including personal details.

Category	Number of Staff	Number of Students
Anaphylaxis	0	7

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires or grassfires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	<ul style="list-style-type: none"> - Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. - Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. - Check CFA website, alerts during the bushfire season. - Schedule and practice emergency evacuation drills on a regular basis. Ensure there is a business continuity plan in place. 	Effective	<p>Consequence Severe</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Regular evacuation drills to both on and off site locations. 	<p>Consequence Severe</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	<ul style="list-style-type: none"> - Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. - Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. - Test communication systems (PA system) on a regular basis. - Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. - Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. - Ensure there is a business continuity plan in place 	Effective	<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Regular evacuation drills to both on and off site locations. 	<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>
Severe weather, storms and flooding	Risk of roof down flooding. Risk of injury. Risk of property damage.	<ul style="list-style-type: none"> - Ensure roofs/gutters/drains are clear. - Liaise with SES/local government to identify potential risks. - Develop contingency for storage of equipment/materials if necessary. - Test communications - Ensure there is a business continuity plan in place. - Complete the Flood risk identification assessment. 	Effective	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Regular evacuation drills to both on and off site locations. - Staff to monitor weather activity prior to allowing students to go outside. 	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Flooding	Risk of Riverine Flooding. Risk of injury. Risk of property damage.	<ul style="list-style-type: none"> - Ensure EMP includes planning and response procedures for floods. - Liaise with SES/local government to identify potential risks. - Develop contingency for storage of equipment/materials if possible. - Ensure there is a business continuity plan in place. - Complete the Flood risk identification assessment. 	Effective	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Regular evacuation drills to both on and off site locations. - Plans in place is flooding is too severe to evacuate. 	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>

Intruders/personal threat	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> - Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. - Ensure any visitors/contractors sign in through the office area when they first arrive on site. - Employee Assistance Program. 	Effective	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> - Lock down procedures implement and all staff trained during induction as to what the lock down policy is. - Parents and possible visitors made aware of the schools policy. All visitors must report to the office before entering the school building. 	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Earthquake	Risk of injury. Risk of property damage or property loss.	<ul style="list-style-type: none"> - Ensure EMP is up-to-date. - Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. - Ensure there is a business continuity plan in place. 	Effective	<p>Consequence Severe</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Regular evacuation drills to both on and off site locations. 	<p>Consequence Severe</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> - Ensure each phone has a Bomb Threat Checklist available. - Schedule and practice emergency evacuation drills on a regular basis. - Implement and follow Bomb Threat response procedure (located in EMP). 	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Regular evacuation drills to off site locations. 	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Charter Bus accident/Vehicle Incident	Risk of death/injury	<ul style="list-style-type: none"> - Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. - Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. - Ensure drivers have a valid driver's licence. - Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip. 	Effective	<p>Consequence Severe</p> <p>Likelihood Possible</p> <p>Risk Level Extreme</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Regular evacuation drills to both on and off site locations. - Communication chain to go through those responsible for it. 	<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> - Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template. - Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April). - Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser - Ensure staff and children are educated about covering their cough to prevent the spread of germs. 	Effective	<p>Consequence Severe</p> <p>Likelihood Possible</p> <p>Risk Level Extreme</p>	<ul style="list-style-type: none"> - DEECD policies followed and students isolated from the rest of the population. 	<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>
Major medical emergency	There is a risk to health and possibly death.	<ul style="list-style-type: none"> - First Aid Officer is appointed and training is up-to-date. 	Effective	<p>Consequence</p>		<p>Consequence</p>

		<ul style="list-style-type: none"> - First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure. - Staff are aware of emergency procedures. 		<p>Major Likelihood Possible Risk Level High</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - Appropriate training provided to staff with the responsibility to be first responders. 	<p>Moderate Likelihood Possible Risk Level Medium</p>
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	<ul style="list-style-type: none"> - Complete the Student Activity Locator. - Adhere to the Guidelines for Outdoor Education. - Staff should follow DEECD's Work-related driving procedure. 	Effective	<p>Consequence Major Likelihood Possible Risk Level High</p>	<ul style="list-style-type: none"> - Emergency Management training for those implementing policies and procedures. - On site, staff training for all staff during induction so that they understand the emergency procedure. - School should be contact as soon as practical and all information to come from appropriate individual. 	<p>Consequence Major Likelihood Possible Risk Level High</p>
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	- Lock down procedures in place. Staff follow set protocols that are displayed in all classrooms.	Effective	<p>Consequence Severe Likelihood Possible Risk Level Extreme</p>		
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	- Bomb threat procedures in lace. Staff are aware of set protocols that are displayed in classroom and office areas.	Effective	<p>Consequence Major Likelihood Possible Risk Level High</p>		
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> - Wet and Hot weather timetables have been developed. Community to be informed of any weather warnings. - Leadership team to share any iris alerts with staff and to inform community. 	Effective	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>		
Influenza pandemic	Risk of health and possible death (in extreme cases)	<ul style="list-style-type: none"> - Teachers constantly review hygiene practises with students. Regular reminders in the newsletters for families to discuss effective hygiene practises at home. - Cleaners to follow necessary protocols with regard to cloths and cleaning frequencies. 	Effective	<p>Consequence Moderate Likelihood Possible Risk Level</p>		

		Community to be informed of any possible outbreaks of influenza.		Medium		
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets		Effective	Consequence Minor Likelihood Unlikely Risk Level Low		
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Effective	Consequence Severe Likelihood Unlikely Risk Level High		Consequence Severe Likelihood Unlikely Risk Level High
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT 	Effective	Consequence Major Likelihood Possible Risk Level High		Consequence Moderate Likelihood Possible Risk Level Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium		Consequence Moderate Likelihood Possible Risk Level Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences:	<ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds 	Effective	Consequence Moderate		

	Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 		Likelihood Possible Risk Level Medium		
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 	Effective	Consequence Severe Likelihood Unlikely Risk Level High		
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	Consequence Major Likelihood Possible Risk Level High		Consequence Major Likelihood Possible Risk Level High
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<u>Site based policies and strategies</u> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services 	Effective	Consequence Major Likelihood Possible Risk Level High		Consequence Major Likelihood Unlikely Risk Level Medium

		<ul style="list-style-type: none"> • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
Influenza pandemic	Probable causes: contagious illness; Influenza virus; Vulnerability to infection Probable consequences: Spread of illness; High absenteeism	<ul style="list-style-type: none"> • Sick and ill students and staff discouraged from being at school • Flu injections offered to staff annually • Regular risk infection procedures outlined at staff meetings by nursing staff • Parents/carers informed of school policy regarding sick children in newsletter 	Effective	<p>Consequence Major</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	<p>Hygiene: - Increased cleaning of high contact areas. -Students need to wash and sanitise their hands before and after; using shared equipment, playtimes, eating, moving classrooms, going to the toilet. -Signage at the front of school to signal that only staff and students are permitted on school grounds</p> <p>Adults to keep a 1.5m space between them - Timetable for staffrooms to ensure 1-4 square meter requirements are met. -Staggered Play times -Extended drop off/pick up times -Screens at the office and appropriate signage to support social distancing</p>	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Evacuate students, staff and visitors to Emergency Evacuation Point A - back of the oval. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after on-site evacuation/relocation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to either Roy Dore Reserve (Evacuation Point A) or Aldi carpark (Evacuation Point B). • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.

	<ul style="list-style-type: none"> • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it 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.</p> <ul style="list-style-type: none"> • 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 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. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep 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 school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-down procedure</p>

	<ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside ○ Obtain Emergency Kit • Go to the designated assembly point A (back of the oval). • Check that students, staff and visitors are all accounted for. • Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-out procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Print and issue pre-prepared parent letters and give these to students to take home. • Direct all Media enquiries to DET Media Unit on 8688 7776. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. • Complete your Post Emergency Record.

Shelter-in-place procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), 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.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area - Multi-purpose room.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after shelter-in-place procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre that shelter-in-place is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Child Abuse	<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>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>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>
Information Security	<ul style="list-style-type: none"> Contact your IT specialist technician for advice and support If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> Phone 1800 641 943 Email servicedesk@edumail.vic.gov.au Submit an IT Service Request through the Service Gateway If the incident involves sensitive and/or personal information that may identify an individual without their consent Phone the privacy help desk on 8688 7967 Email privacy@edumail.vic.gov.au Consider notifying the Media Unit on 8688 7776 If the information security breach is considered malicious contact local police Offer impacted staff option to access EAP (as applicable) Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> Call '000' if immediate/life threatening Administer first aid Contact parent/guardian of affected student Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 Record evidence (if applicable) Keep other students away from the emergency/incident Provide support for students who may have witnessed early stage of emergency <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>

Mental Stress	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
Bushfires or grassfires	
Building fire	<ul style="list-style-type: none"> • 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 who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to Emergency Evacuation Point A, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871
Severe weather, storms and flooding	
Flooding	
Intruders/personal threat	
Earthquake	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ 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. <p>After the earthquake</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.

	<ul style="list-style-type: none"> • 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 school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Bomb Threat	
Charter Bus accident/Vehicle Incident	
Pandemics and communicable diseases	
Influenza pandemic	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
Major medical emergency	
Off-site emergencies	
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the 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 to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
Violence, Aggression and/or harassment	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report

	<ul style="list-style-type: none"> • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice <p>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</p>
<p>Bomb/substance threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • 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 to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • 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 much is there? • where are you? Where do you live? • what is your name? What are your contact details? <ul style="list-style-type: none"> • Once the call is finished: <ul style="list-style-type: none"> • DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. • Immediately: <ul style="list-style-type: none"> ○ inform the Chief Warden/principal if this has not yet been done ○ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ○ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. • implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above • report the emergency to the Security Services Unit on 9589 6266 • ensure all of the caller information has been written down and provided to police on arrival. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • 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 and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> • 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 and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

	<p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. 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: <ul style="list-style-type: none"> ▪ 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 ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.
<p>Severe weather event</p>	<ul style="list-style-type: none"> • 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. • 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. • 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. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of coronavirus (COVID-19) in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools • Also see the advice in the Operations Guide regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Clem Langford	9772 1117	0432 965 522	0432 965 522
Acting Assistant Principal	Cassie Kennedy	9772 1117	041446665	041446665
Business Manager	Wendy Andrew	9772 1117	0409011640	0409 011 640
Year level Coordinators - Prep	Gabbi Bolton	9772 1117	0432226962	0432226962
Year level Coordinators - 1/2	Jess Hodson	9772 1117	0439322188	0439322188
Year level Coordinators - 3/4	Jess Holford	9772 1117	0425833927	0425833927
Year level Coordinators - 5/6	Marcus Mulcahy	9772 1117	0431349678	0431349678
First Aid Officer	Marianne van der Zee	9772 1117	0437652800	0437 652 800
School Welfare Officer	Cassie Kennedy	9772 1117	0422358855	0422358855
OH and S Representative	Bianca Scarola	9772 1117	0422480513	0422480513
School Council President	Louise Childs	0433 823 622	0433 823 622	0433 823 622

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Simon Hamilton	(03) 8766 5662	03 8904 2444
Regional Office (sevr@edumail.vic.gov.au)	Dandenong, Moe, Sale, & Frankston 1300 338 738	emergency.sev@education.vic.gov.au	03 8904 2444
Manager, Operations & Emergency Management	Glen Tarrant	03 8904 2444	0438 018 269 or (03) 8904 2406

Emergency Management Support Officer	Tony Moon	03 8904 2444	0439 240 813
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Angela Pollard	03 87665600	0419317032
SSSO Team Leader	Steven Pugh	0429 073 179	0429 073 179

Local / Other Organizations

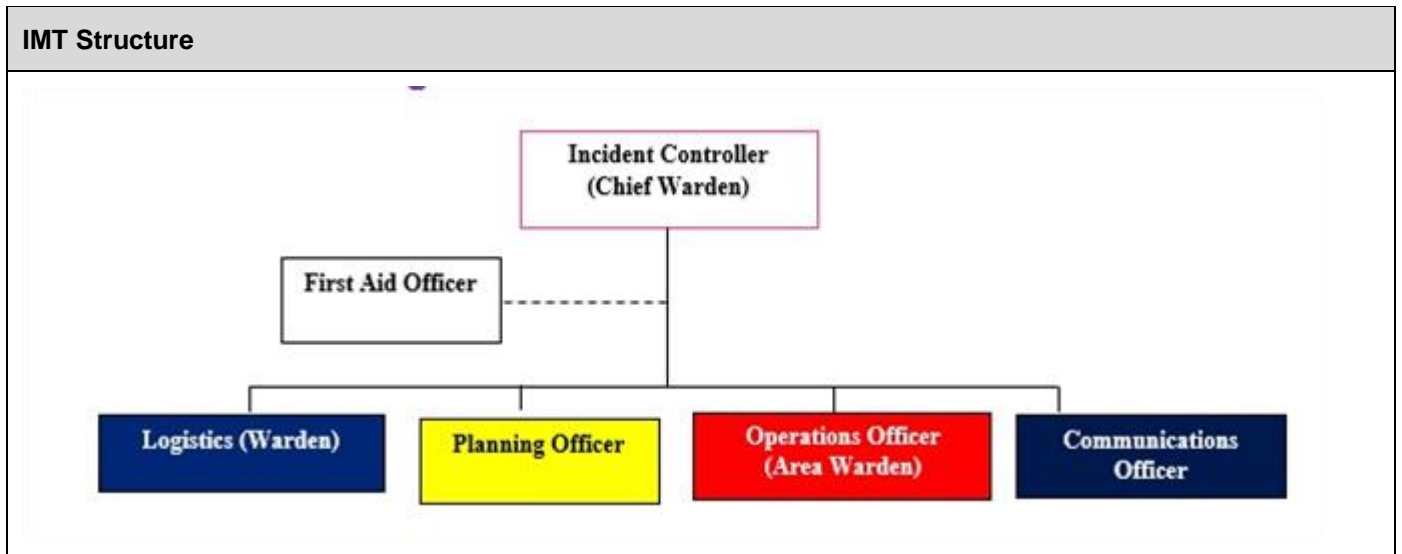
Name	Phone
Police Station	9773 3200
Hospital/s	Frankston Hospital – 9784 7777
Gas	AGL – 132 099
Electricity	Energy Australia – 131 799
Water Corporation	South East Water – 139 28 37
Facility Plumber - Glenn Kennedy - GLK Plumbing Services	0402 647 743
Facility Electrician - Dennis Peterson - Peterson Power	0422 877 257
Local Government - Kingston City Council	1300 653 356

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details

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Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Clem Langford Phone/Mobile: 0432 965 522	Name: Cassie Kennedy Phone/Mobile: 0414 465 665
Planning Officer	Name: Bianca Scraola Phone/Mobile: 0422 480 513	Name: Anne Santamaria Phone/Mobile: 0402 526 134
Communications Officer	Name: Marcus Malcahy Phone/Mobile: 0431 349 678	Name: Clem Langfrod Phone/Mobile: 0432 965 522
Operations Officer (Area Warden)	Name: Cassie Kennedy Phone/Mobile: 0414465665	Name: Karin Dudley Phone/Mobile: 0422 358 855

Logistics Officer (Warden)	Name: Bianca Scraola Phone/Mobile: 0422 480 513	Name: Jess Hodson Phone/Mobile: 0439 322 188
Agency Liaison	Name: Wendy Andrew Phone/Mobile: 0409 011 640	Name: Marianne van der Zee Phone/Mobile: 0437 652 800
Child Monitor	Name: Karin Dudley Phone/Mobile: 0422 358 855	Name: Gabbi Bolton Phone/Mobile: 0432 226 962
First Aid Officer	Name: Tammy Hogan Phone/Mobile: 0411 612 900	Name: Mandy Carmichael Phone/Mobile: 0429 802 285

Incident Management Team Roles & Responsibilities

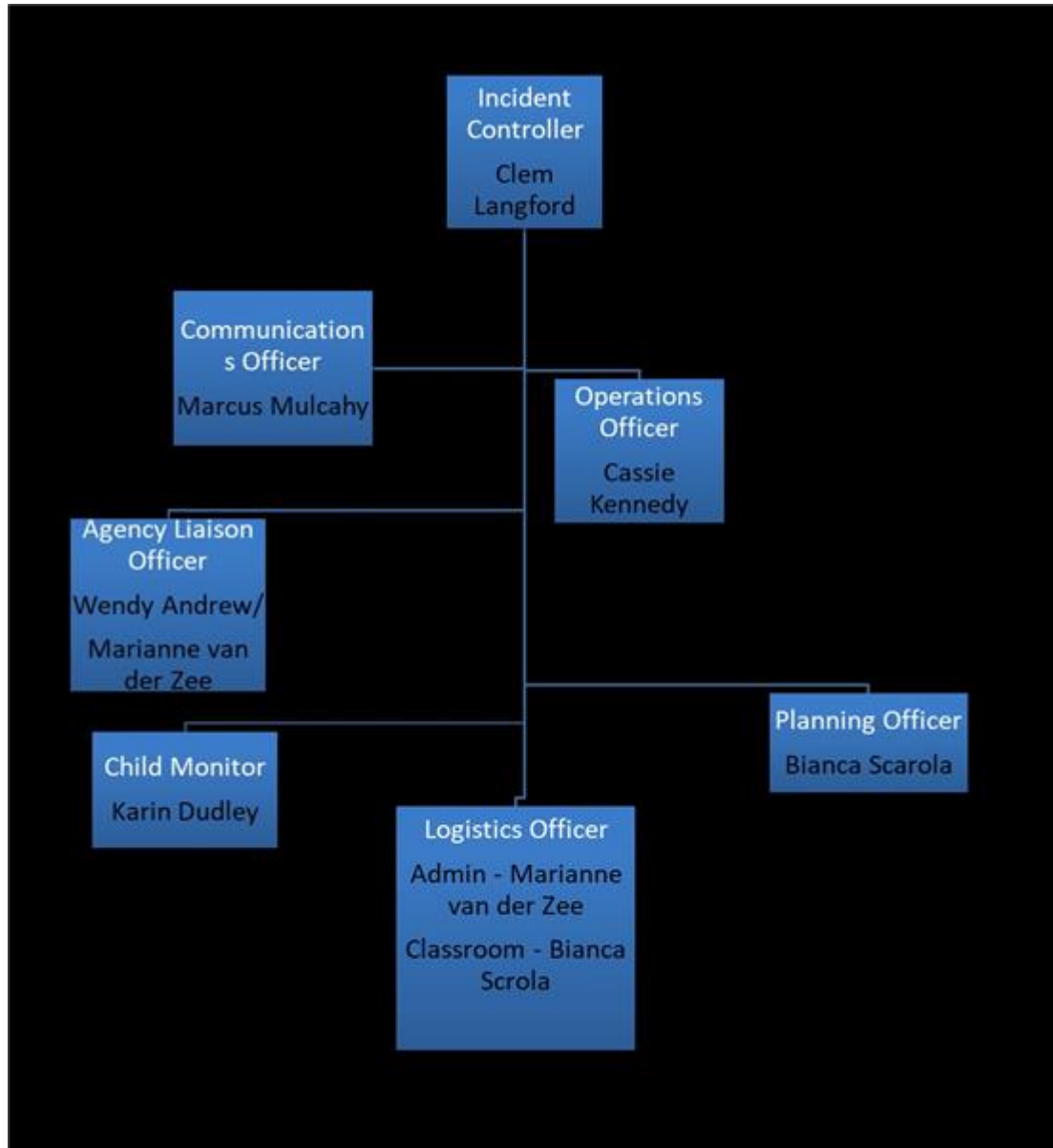
Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our 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. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns 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. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Communications Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills.

	<p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
<p>Operations Officer (Area Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practises (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
Agency Liaison	
Child Monitor	
First Aid Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of first aid procedure. • Staff first aid training is up to date. • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as First Aid Officer will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ensure all injuries are noted, assessed and oversee first aid provided. • Support staff to provide first aid as required. • Ensure any first aid provided is recorded. • Check that students with medical plans have access to require medicines. • Communicate any relevant information with the Operations Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.

Communication Tree

Communication Tree



Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss or shortage of staff or skills

1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

Details of arrangements	Arrangement with local schools to support in the event that we cannot access school site. Contact SEIL and seek support from regional office.
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Name	Contact Details	Support Role

2. Arrangements to manage a loss of technology / telephony / data / power

You may like to consider backing up school data, use of paper based systems, flexible lesson plans, generators, emergency lighting

Details of arrangements	School data is backed up regularly. Patterson River High School will allow use of their towers if the internet is down for long periods of time.
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Name	Contact Details	Support Role

3. Arrangements to manage a loss or shortage of staff or skills

You may like to consider temporary staff arrangements, multi-skilling/cross training, alternate operational arrangements, suspending non critical activities and/or mutual support with other school(s)

Details of arrangements	Planning will ensure that all classes can be covered by school employees or CRTs.
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Name	Contact Details	Support Role

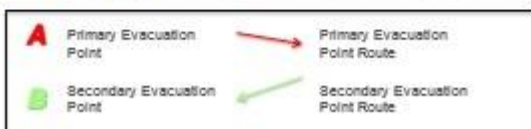
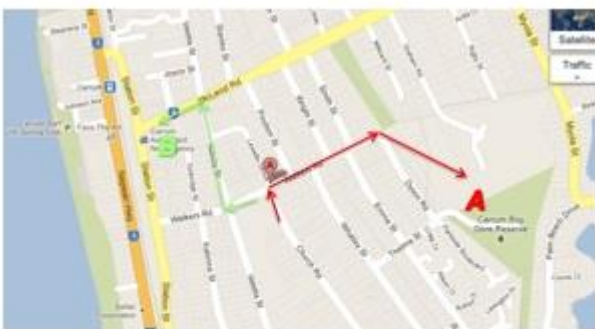
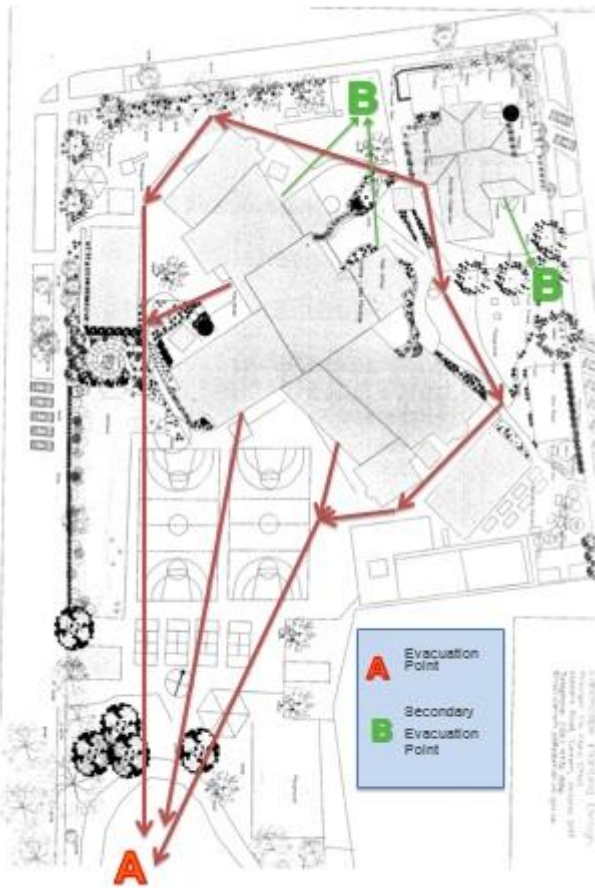
Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting 	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	

Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	
Deliver appropriate communications including to: <ul style="list-style-type: none"> • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate) 	

Area Map

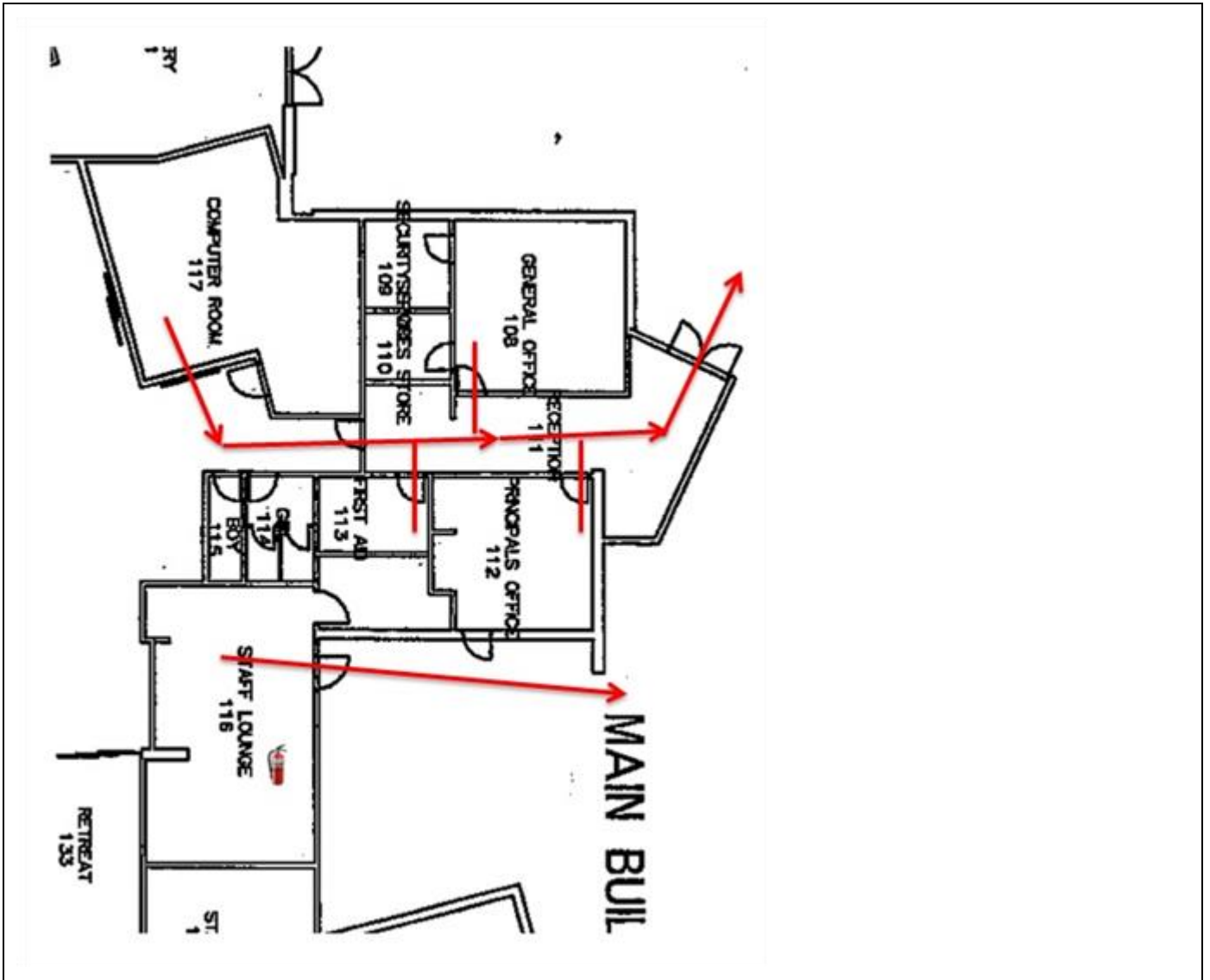
Area Map



Evacuation Map

Building Name	Evacuation Procedures
Prep and Kitchen	Staff and students exit the building as outlined in the maps of the school buildings to designated assembly points A or B on school grounds or off school grounds as indicated by Chief Warden.
Junior School	Staff and students exit the building as outlined in the maps of the school buildings to designated assembly points A or B on school grounds or off school grounds as indicated by Chief Warden.

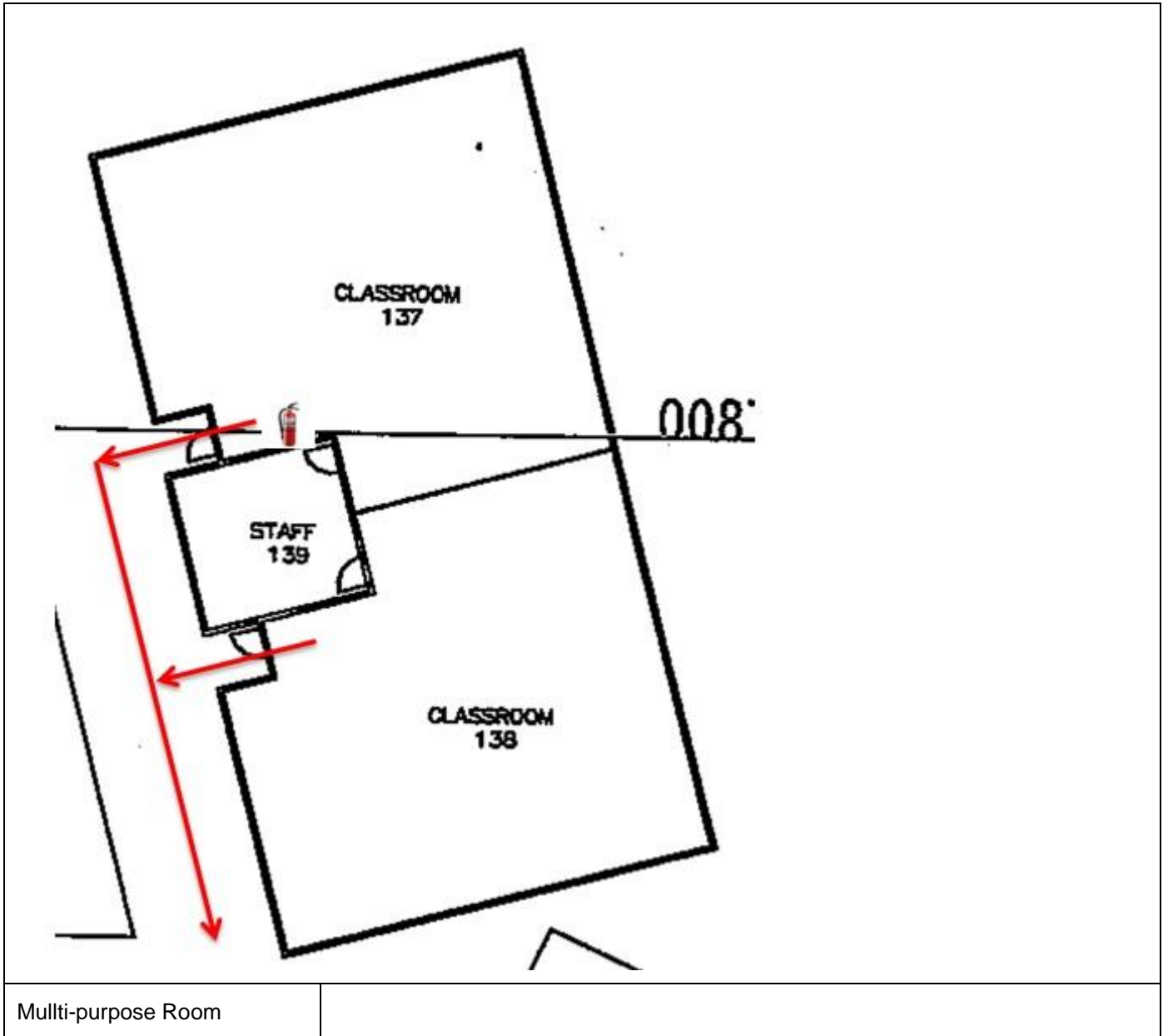
<p>The diagram is a floor plan of a school building. It features several rooms: Classroom 1 (95), Classroom 2 (96), Classroom 3 (97), Classroom 4 (95), Outdoor Learning 1 (98), Staff 1 (91), and a Gallery (101). There are also four Pods (97, 98, 99, 100) and a Retreat 1 (98). A central corridor is labeled 'GROUP ACTIVITIES 1' (90). Red arrows indicate the exit routes from each room: Classroom 1 exits to the Gallery; Classroom 2 exits to the Outdoor Learning area; Classroom 3 exits to the Staff room; Classroom 4 exits to the Staff room; Outdoor Learning 1 exits to the Staff room; Staff 1 exits to the Staff room; Pod 1 exits to the Staff room; Pod 2 exits to the Staff room; Pod 3 exits to the Staff room; Pod 4 exits to the Staff room. The Staff room also has an exit to the Staff room.</p>	<p>Administration</p> <p>Staff and students exit the building as outlined in the maps of the school buildings to designated assembly points A or B on school grounds or off school grounds as indicated by Chief Warden.</p>
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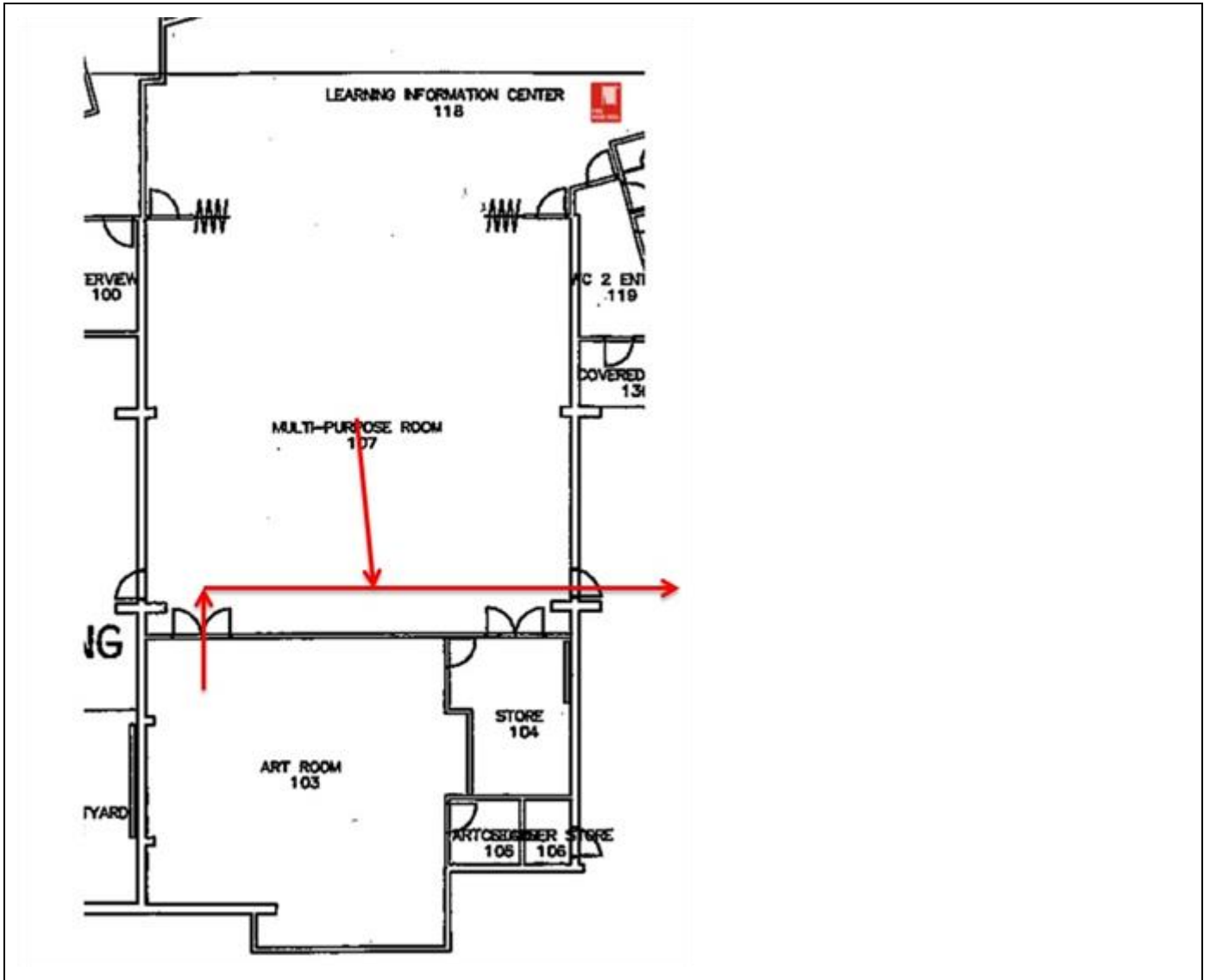


Middle School

Staff and students exit the building as outlined in the maps of the school buildings to designated assembly points A or B on school grounds or off school grounds as indicated by Chief Warden.

	<p>Senior Portable</p> <p>Staff and students exit the building as outlined in the maps of the school buildings to designated assembly points A or B on school grounds or off school grounds as indicated by Chief Warden.</p>
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Junior Portable

Staff and students exit the building as outlined in the maps of the school buildings to designated assembly points A or B on school grounds or off school grounds as indicated by Chief Warden.

