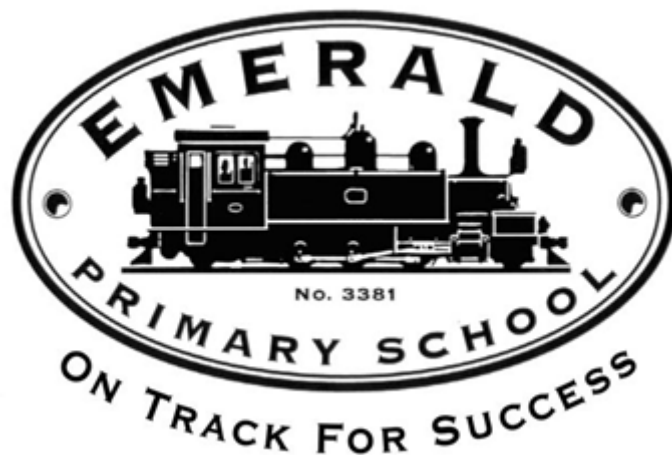


# Emerald Primary School

## Emergency and Critical Incident Management Plan 2024-2025



**10 Heroes Avenue, Emerald, VIC, 3782**

**03 5968 4311 / [emerald.ps@education.vic.gov.au](mailto:emerald.ps@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 30/08/2024**

## 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 to support their preparedness for, response to and recovery from emergencies, including the VicEmergency app, <https://www.emergency.vic.gov.au>, emergency services and/or the Department of Education.

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](http://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 web site for incident updates.

## Facility Profile

<b>School Name/Campus Name</b>	<b>Emerald Primary School</b>
<b>Address</b>	10 Heroes Avenue, Emerald, VIC, 3782
<b>Phone</b>	03 5968 4311
<b>Email</b>	emerald.ps@education.vic.gov.au
<b>Fax</b>	
<b>DE Region</b>	NORTH-EASTERN VICTORIA
<b>DE Area</b>	Outer Eastern Melbourne Area
<b>LGA</b>	Cardinia (S)
<b>BOM/Fire District</b>	Central
<b>Is your school on Bushfire At- Risk Register?</b>	Yes
<b>Bushfire At-Risk Register Category</b>	Category 3
<b>Operating Hours</b>	8.30am - 4.00pm
<b>Number of Students</b>	476
<b>Number of Staff</b>	64
<b>Number of Buildings</b>	8
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Emerald Primary School 4 - 10 Heroe Avenue Emerald, Victoria, 3782
<b>On-site Evacuation Location</b>	Ampitheatre / Oval
<b>Off-site Evacuation Location</b>	St Marks Church / Worrell Reserve

<b>Typical method used for communications to school community</b>	School Newsletter, SMS, Social Media, Compass
<b>Is this school has other services or users of the site?</b>	No

## Building Information Summary

### Telephones (landlines)

Location	Number
The School has a number of lines on rotation with various numbers	03 5968 4311
Principal	Available to dial out
Assistant Principal	Available to dial out
Reception	Available to dial out
Reception	Available to dial out
Business Manager Office	Available to dial out
ICT Office	Available to dial out
Staff Room	Available to dial out
Meeting Room	Available to dial out

### Alarms

Description	Location	Monitoring Company	Number
Fire	N/A	N/A	N/A
Intrusion	Whole School	DEECT	Admin Building & Basketball Stadium Foyer (Alarmed separately to rest of school)
Other			

## Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Gas / Propane	Front of School	Turn handle to off position (key in Strong room)
Water	Water	Front of School	Turn Handle to turn off
Electricity	Electricity	Main Power to the School is outside front of school (Grey box)	Security Room/Emergency services / Power companies will have key

## Sprinkler System

<b>Control Valve Location</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Boiler Room

<b>Location</b>	N/A
<b>Access</b>	N/A

## Emergency Power System

<b>Type</b>	N/A
<b>Location</b>	N/A
<b>Provides power to</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Building and Site Hazards

Location	Number
Cleaners Room (Chemical Storage)	Administration Building
Handyman Room (fuel, motorized equipment)	Basketball Stadium

## Additional Profile Information

Additional Info	N/A

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 3	Gas leak at Front of school - Ampitheatre	Emma Clark ( or nominated person)	29/08/2024	29/08/2024
Term 3	Intruder - Lock Down	Emma Clark ( or nominated person)	18/09/2024	18/09/2024
Term 4	Bushfire - Shelter In Place	Emma Clark ( or nominated person)	23/10/2024	23/10/2024
Term 4	Offsite - St Mark's Church/Worrell (Emerald Reserve reserve)	Emma Clark ( or nominated person)	20/11/2024	20/11/2024

## First Aid Training

Staff Member	Training Completed	Date Qualified To
All Staff	Level 2 First Aid trained	16/11/2025

## Other Training Record

Staff Member	Training Type	Date
All Staff	anaphylaxis training	28/11/2024
All Staff	epilepsy training	27/02/2019
Office Staff	defibrillator training	16/11/2025
Office Staff/ Teachers	diabetes training	



## 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	12
Asthma	0	47
Hearing impaired	1	3
insulin dependant diabetic	0	1

# Emergency Kit Checklist

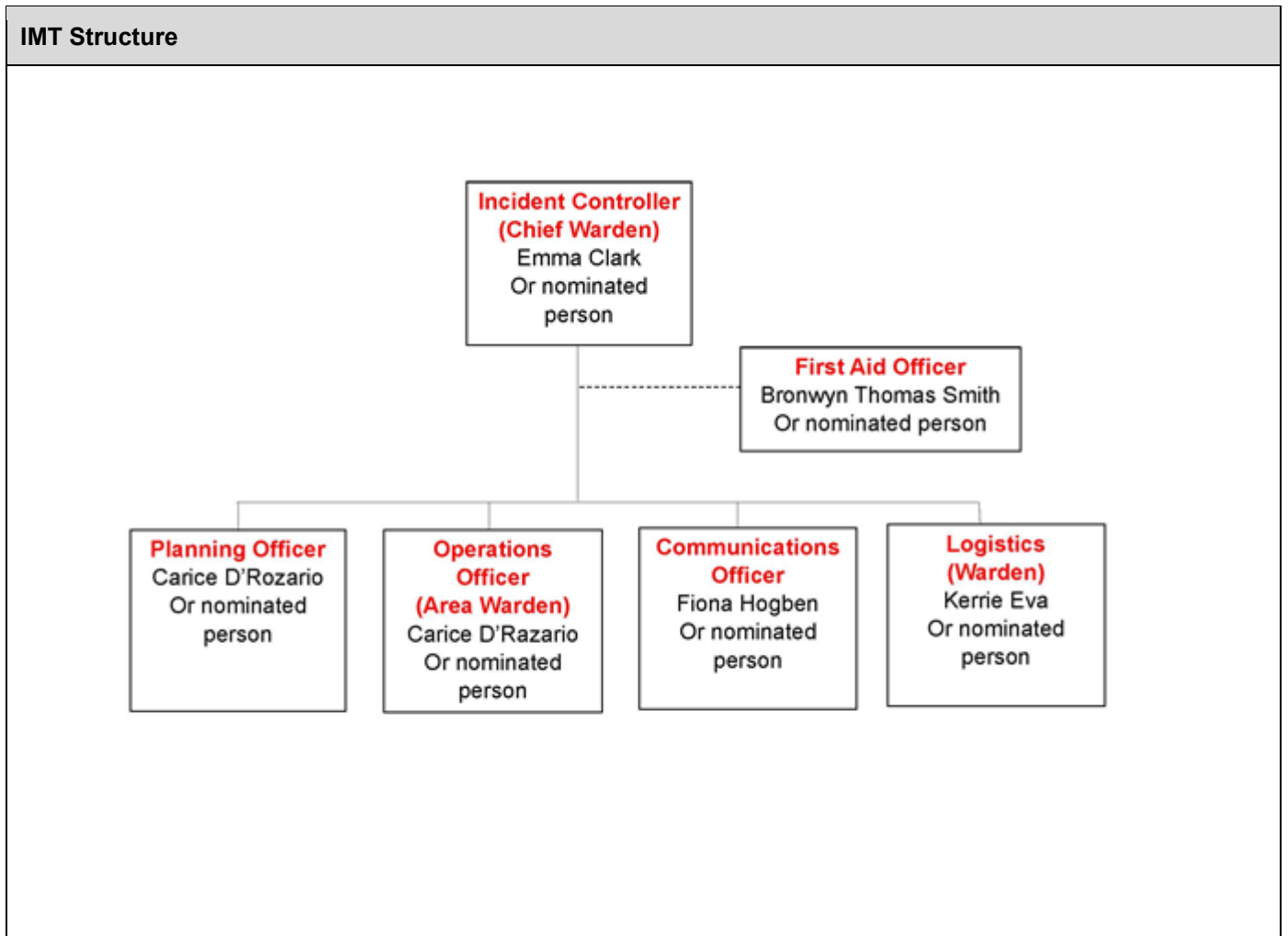
Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency 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	No
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
Sanitary products	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	26/02/2024
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<b>Next check date</b>	24/02/2025
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# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Emma Clark <b>Phone/Mobile:</b>	<b>Name:</b> Carice D'Rozario <b>Phone/Mobile:</b>
Planning Officer	<b>Name:</b> Carice D'Rozario <b>Phone/Mobile:</b>	<b>Name:</b> Fiona Hogben <b>Phone/Mobile:</b>

<p>Operations Officer (Area Warden)</p>	<p><b>Name:</b> Carice D'Rozario <b>Phone/Mobile:</b></p>	<p><b>Name:</b> Kerrie Eva <b>Phone/Mobile:</b></p>
<p>Communications Officer</p>	<p><b>Name:</b> Fiona Hogben <b>Phone/Mobile:</b></p>	<p><b>Name:</b> Stephanie Etherington <b>Phone/Mobile:</b></p>
<p>Logistics Officer (Warden)</p>	<p><b>Name:</b> Kerrie Eva <b>Phone/Mobile:</b></p>	<p><b>Name:</b> Bronwyn Thomas-Smith <b>Phone/Mobile:</b></p>
<p>First Aid Officer</p>	<p><b>Name:</b> Bronwyn Thomas-Smith <b>Phone/Mobile:</b></p>	<p><b>Name:</b> Peta Woodyard <b>Phone/Mobile:</b></p>

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
<p>Planning Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
<p>Operations Officer (Area Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p>

	<ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• 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.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></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"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> <li>• Close or open other doors in accordance with the emergency response procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain first aid training as required</li> <li>• Ensure student medical conditions are accessible in an emergency</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect Emergency Details Folder</li> <li>• Collect First Aid kit, Emergency Medication, Mobile Phone and student details folders</li> <li>• Attend the emergency control point.</li> <li>• Keep a log of Medications provided during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Emergency Post</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference</li> </ul>



# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Emma Clark	03 5968 4311		
Assistant Principal	Carice D'Rozario	03 5968 4311		
Business Manager	Fiona Hogben	03 5968 4311		
Prep	Vyvyan Cornell	03 5968 4311		
Grade 1	Gail Fraser	03 5968 4311		
Grade 2	Jeff Roma	03 5968 4311		
Grade 3	Caroline Cook	03 5968 4311		
Grade 4	Sascha Opperman	03 5968 4311		
Grade 5	Jason Dangerfield	03 5968 4311		
Grade 6	Craig Appleby	03 5968 4311		
First Aid Officer	Bronwyn Thomas Smith	03 5968 4311		
School Welfare Officer	Bianca Appleby	03 5968 4311		
OH&S Representative	Jeff Roma	03 5968 4311		
School Chaplain	Hollie Boniface	03 5968 4311		
School Council President	Julie Bowyer	0407 821 383		

## DET Contacts

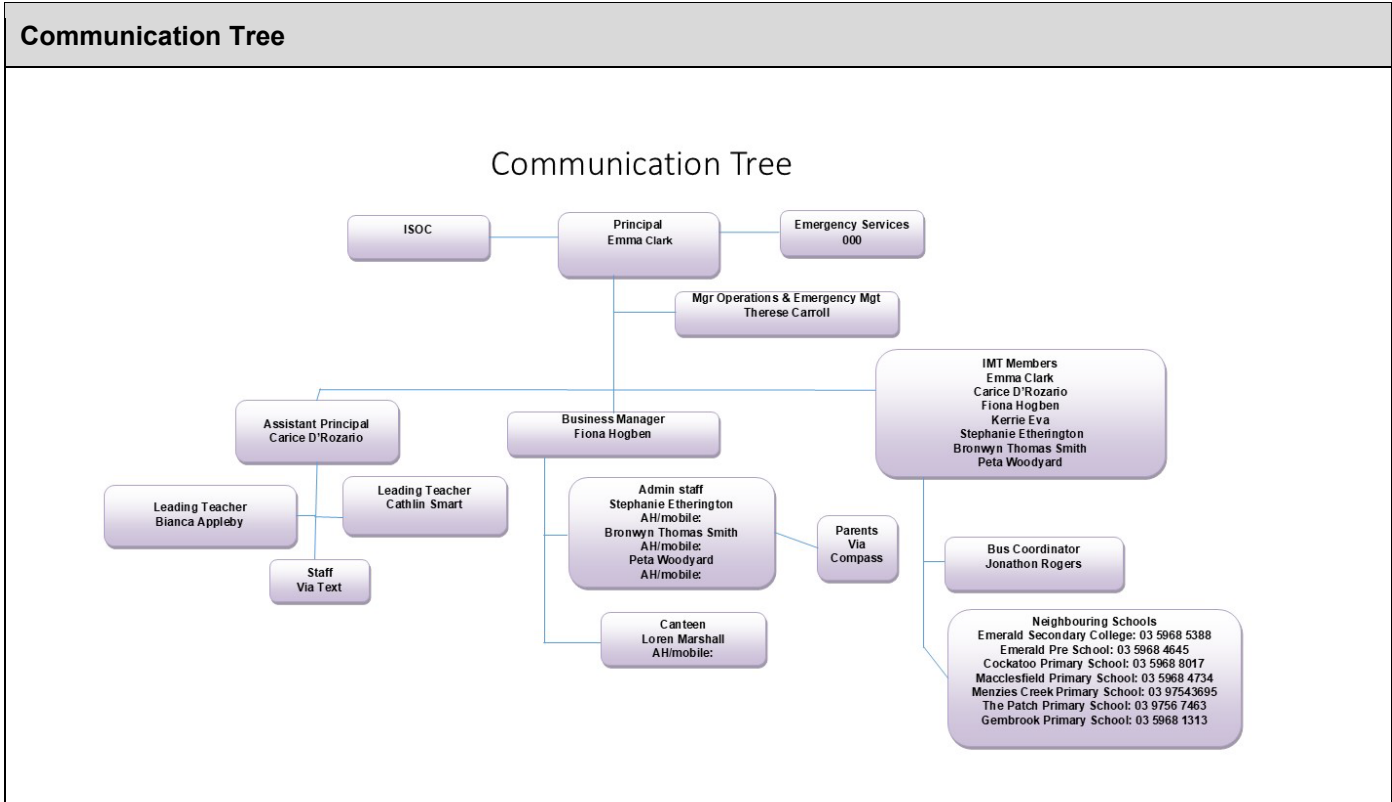
Roles	Name	Phone	Mobile
Regional Director	Karen Money	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231 (03) 8392 9500	

Manager, Operations & Emergency Management	Therese Carroll	03 8904 2473	0448 284 749
Emergency Management Support Officer	Kate Roberts	03 7022 0190	0427 374 563
Incident Support and Operations Centre (ISOC)		1800 126 126	
MakeSafe Program(VSBA)		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 291 071	
Media Unit (on call 24/7)		(03) 8688 7776	
SSSO Team Leader	Helen O'Shea	0428 303165	0428 303165

## Local / Other Organizations

Name	Phone
Emerald Police	03 5968 4422
Angliss Hospital Ferntree Gully	1300 342 255
Casey Hospital Berwick	03 8768 1200
SES (flood, storm and earthquake)	132 500
Water Corporation - Yarra Valley Water	132 762
Electricity Corporation - AGL	1300 793 477
Gas Corporation - Origin	132691
Local Government - Cardinia Council	1300 787 624
Local Plumber - Eastern Plumbing Services - Glenn Richards	0419 559 055
Local Electrician - Pro Wire Electrics - Bruce Whitehead	0488 801 626
Victorian WorkCover Authority (formally WorkSafe Victoria)	1800 136 089

# Communication Tree



# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the <b>Ampitheatre/Oval</b> closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776 8688 7776 8688 7776</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>• Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>• A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.</li> <li>• Communication systems (PA system) are tested on a regular basis.</li> <li>• A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>• All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
Earthquake	Probable causes: Tectonic movement of earth's plates – rapid shaking of earth Probable consequences: Building damage; Landslide	<p>Call 000 if emergency services are needed and seek and follow advice.</p> <p>The Chief Warden will convene the IMT if necessary.</p> <p>Report emergency to the Incident Support &amp; Operations Centre on 1800 126 126.</p> <p>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</p>	Acceptable	<p><b>Consequence</b> Insignificant</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>• WatchZone on VicEmergency App</li> <li>• Practice/drill re drop, cover, hold</li> <li>• Emergency Kit</li> <li>• Understand if you're on a fault plane</li> <li>• Flood/Storm Emergency line 13 25 00</li> </ul>	<p><b>Consequence</b> Insignificant</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
Smoke	Probable Causes: Fire at nearby factory/premises; Road accident involving a vehicle transporting a hazardous substance; bushfire/grassfire; planned burning Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> <li>• This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions. <ul style="list-style-type: none"> <li>• <b>Medical</b> <ul style="list-style-type: none"> <li>○ <b>Call 000</b> if anyone is experiencing wheezing, chest tightness and difficulty breathing.</li> <li>○ Closely monitor for adverse effects of smoke on students and staff.</li> <li>○ Students and staff with existing heart or lung conditions (including asthma) should</li> </ul> </li> </ul> </li> </ul>	Acceptable	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<p>Medical treatment plans for children with pre-existing heart or lung conditions are current and accessible i.e. asthma</p> <p>Medication is kept accessible</p> <p>Air conditioners allow recirculation of air</p> <p>Watch Zone on VicEmergency App</p> <p>EPA AirWatch</p> <p>Follow precautionary health advice on smoky days – i.e. limit outside activity, limit physical activity, consider rescheduling outdoor events</p>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>

		<p>follow the treatment plan advised by their doctor.</p> <ul style="list-style-type: none"> <li>○ Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.</li> <li>○ Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler.</li> </ul> <p><b>Activities/Indoors</b></p> <ul style="list-style-type: none"> <li>○ Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.</li> <li>○ Close windows and doors.</li> <li>○ Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function)</li> <li>○ Limit prolonged or heavy physical activity relative to the conditions.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>○ As appropriate:</li> <li>○ report the incident to the Incident Support &amp; Operations Centre (24 hour, 7 days) 1800 126 126</li> <li>○ notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required</li> <li>○ direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>○ For health information about smoke go to: <a href="http://www.betterhealth.vic.gov.au/bushfiresmoke">www.betterhealth.vic.gov.au/bushfiresmoke</a> or <a href="http://www.betterhealth.vic.gov.au/plannedburns">http://www.betterhealth.vic.gov.au/plannedburns</a></li> <li>○ For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at <a href="http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days">http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</a></li> <li>○ Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.</li> </ul>				
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.	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD's Work-related driving procedure	Effective	<p><b>Consequence</b> Minor <b>Likelihood</b></p>		<p><b>Consequence</b> Minor <b>Likelihood</b></p>

				Rare <b>Risk Level</b> Low		Rare <b>Risk Level</b> Low
Intruder	Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals.	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 Incident Support and Operations Centre 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 8688 7776	Acceptable	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	<ul style="list-style-type: none"> <li>• Visitors must report to reception and sign in using the Visitor Register.</li> <li>• Visitors are required to wear and display visitor pass/badge.</li> <li>• Parents must make an appointment to meet with teachers/principal.</li> <li>• Lockdown/lockout/ evacuation procedures are regularly practiced.</li> <li>• Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.</li> <li>• Encourage engagement of parents in school activities.</li> <li>• In relation to court orders / custody</li> <li>• the school maintains a register of current documents/concerns</li> <li>• parents are advised of the relevant school processes and duty of care to other students and staff.</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Bomb/substance threat	Probable Causes: Known or unknown person with intent or harm or cause fear to staff and students of the school; Prank Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	If a suspicious object is found (or the threat identifies the location of a bomb) Immediate response 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 Incident Support and Operations Centre on 1800 126 126. 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. Evacuation Evacuate the school and: 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. Communication Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice	Acceptable	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low	<ul style="list-style-type: none"> <li>• Bomb Threat Checklist located next to each phone.</li> <li>• Emergency evacuation drills scheduled and practised on a regular basis.</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low

		<p>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 8688 7776.          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.          If a bomb/substance threat is received by telephone  <b>DO NOT HANG UP</b>          Keep the person talking for as long as possible and obtain as much information as possible.          Without alerting the caller, signal a co-worker to:          call 000 for police on a separate phone          notify the Chief Warden/principal          report emergency to the Security Services Unit on 9589 6266.          Fill out the Bomb Threat Checklist and record the following details while you are on the phone to the caller (The Bomb Threat Checklist 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):          gender of caller          age of caller          accents and speech impediments          background noises          key phrases used          whether the threat is automated/taped/recorded.          Ask the caller:          where exactly is the bomb/substance located?          what time will the bomb explode/the substance be released?          what will make the bomb explode/how will the substance be released?          what does the bomb look like?          what kind of device/substance is it?          who put the bomb/substance there? Why was it put there?          what kind of substance is it (gas, powder, liquid)? How much is there?          where are you? Where do you live?          what is your name? What are your contact details?          Once the call is finished:  <b>DO NOT HANG UP</b> - 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:          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          o 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.</p>				
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		<p>implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above report the emergency to the Incident Support and Operations Centre on 1800 126 126.  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> <p>If a bomb/substance threat is received by letter  Place the letter in a clear bag or sleeve and store in a secure place  Avoid any further handling of the letter or envelope  Call 000 for police and seek and follow advice  Notify the Chief Warden/principal  If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.  Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above.  Report emergency to the Incident Support and Operations Centre on 1800 126 126.  As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p> <p>If a bomb/substance threat is received electronically e.g. by email  DO NOT DELETE THE MESSAGE  Call 000 for police and seek and follow advice  Notify the Chief Warden/principal  If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.  Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above.  Report emergency to the Incident Support and Operations Centre on 1800 126 126.  As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p> <p>If you are at the site of an explosion  Direct staff to shelter students under sturdy tables or desks if objects are falling around you.  Implement 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:  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</p>				
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		Report the emergency to the Incident Support and Operations Centre on 1800 126 126. Be aware of any potential secondary explosions Limit use of phones as communications systems may become congested.				
Severe weather event	Probable Causes: Weather pattern Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications.	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: 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.	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>Maintenance to roofs/gutters/drains to keep clear is scheduled regularly.</li> <li>School liaises with SES/local government to identify potential local risks.</li> <li>School has a contingency for storage of equipment/materials if necessary.</li> <li>On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured</li> <li>Communications are tested quarterly.</li> <li>Utility shut-off instructions/points are known.</li> <li>Back up communications and contact lists maintained in case power fails.</li> <li>Condition of large trees regularly checked.</li> <li>Shade sail structures regularly checked.</li> </ul>	<b>Consequence</b> Insignificant <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Influenza pandemic	Risk of health and possible death (in extreme cases) Probable causes: contagious illness; Influenza virus; Vulnerability to infection Probable consequences: Spread of illness; High absenteeism	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 Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>Sick and ill students and staff discouraged from being at school</li> <li>Flu injections offered to staff annually</li> <li>Regular risk infection procedures outlined at staff meetings by nursing staff</li> <li>Parents/carers informed of school policy regarding sick children in newsletter</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Loss of essential services	Probable Causes: Issue with power supply and Mobile phone network due to storm/accident; Planned outage Probable Consequences: Lack of availability of school resources such as computers; Lack of communication to Parents/Carers/School Community	<ul style="list-style-type: none"> <li>The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary</li> <li>Alternative communication source such as charged mobile phone/satellite phone are available</li> <li>Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit</li> <li>A list of emergency phone numbers is located next to all office phones</li> </ul>	Acceptable	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary</li> <li>Alternative communication source such as charged mobile phone/satellite phone are available</li> <li>Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

		<ul style="list-style-type: none"> <li>• Business continuity plan</li> <li>• Servers run on UPS</li> </ul>			<ul style="list-style-type: none"> <li>• A list of emergency phone numbers is located next to all office phones</li> <li>• Business continuity plan</li> </ul>										
Bushfire/Grassfire	<p>Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn</p> <p>Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals</p>	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b></p> <p><b>Triggers for Action.</b></p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>• is observable, or</li> <li>• identified via Vic Emergency App within 20km from the school.</li> <li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>• If immediate emergency services assistance is required phone '000'.</li> <li>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> </ul> <table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Mobile number</th> </tr> </thead> <tbody> <tr> <td>Insert name</td> <td>Manager Operations and Emergency Management</td> <td>Insert Number</td> </tr> <tr> <td>Insert name</td> <td>Emergency Management Support Officer</td> <td>Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Report the incident to ISOC (1800 126 126)</li> <li>• Convene your Incident Management Team (IMT)</li> <li>• Continue to monitor conditions such as wind change, size of fire, direction of travel.</li> <li>• Continue to monitor warnings and advice messages through the VicEmergency App or website.</li> <li>• If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.</li> </ul> <p><b>Other sources of Information</b></p> <ul style="list-style-type: none"> <li>• Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.</li> </ul>	Name	Role	Mobile number	Insert name	Manager Operations and Emergency Management	Insert Number	Insert name	Emergency Management Support Officer	Insert Number	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Weekly checks of safety equip are conducted during bushfire season.</li> <li>• School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.</li> <li>• Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.</li> <li>• Working bees to clear and clean up school site occur twice per year.</li> <li>• EMP is reviewed and socialised with staff before fire season.</li> <li>• School communicates <b>[relocation and/or closure]</b> plans for days of elevated fire danger to school community via <b>[information session, newsletter, letter]</b> at the start of the school year and prior to the fire danger period.</li> <li>• 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season</li> <li>• A WatchZone of 20kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents.</li> <li>• Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for <i>Excursions including camps and adventure activities</i>, and will be reassessed if the forecast Fire Danger Rating is Extreme, or cancelled if in a determined Catastrophic weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
Name	Role	Mobile number													
Insert name	Manager Operations and Emergency Management	Insert Number													
Insert name	Emergency Management Support Officer	Insert Number													

		<ul style="list-style-type: none"> <li>• ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.</li> </ul> <p><b>Actions for the School when it is within a VicEmergency warning area</b></p> <table border="1" data-bbox="798 331 1403 417"> <tr> <td><b>VicEmergency Warning</b></td> </tr> <tr> <td><b>What it means</b></td> </tr> <tr> <td><b>School Actions</b></td> </tr> </table> <p><b>Advice Warning</b> Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups. If your school is in an Advice Warning area, then <b>seek advice</b> and monitor conditions as they may change.</p> <p><b>Watch and Act Warning</b> Issued when an incident/event is likely to or is directly impacting the community. They need to take action now. If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to;</p> <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite bushfire evacuation location (if applicable).</li> </ul> <p><b>Emergency Warning</b> Issued when the community is in imminent danger of an incident/event and needs to take action now. If your school is in an Emergency Warning area and the warning states that it is too late to leave, then <b>shelter in place and seek advice</b>. Advise parents that they should not travel to the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.</p> <p><b>Prepare to Evacuate</b> Issued when it is recommended that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property. If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b>.</p> <p><b>Evacuate Now</b> Issued when it is recommended that the community leave immediately, or processes are in place to evacuate communities. If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b>.</p> <p><b>Sheltering in Place.</b> If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p>	<b>VicEmergency Warning</b>	<b>What it means</b>	<b>School Actions</b>			<p>before and during excursions is factored into the risk assessment and emergency management plan for all excursions.</p> <ul style="list-style-type: none"> <li>• Pre-determined arrangements implemented as fire danger escalates in accordance with school's category on the Bushfire at Risk Register and the Bushfire Preparedness Relocation and Closure Procedures.</li> </ul> <ul style="list-style-type: none"> <li>○ Closure on determined Catastrophic days</li> <li>○ For Categories 0, 1, 2 relocation/closure on <b>[relevant Fire Danger Rating]</b> days</li> </ul>	
<b>VicEmergency Warning</b>									
<b>What it means</b>									
<b>School Actions</b>									

- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
- Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the **Shelter in Place**.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents that the school is sheltering in place and they should not come to pick their children up.
- If parents arrive, encourage them to stay with their children at the school.
- Check all windows and doors in the **Shelter in Place** are closed (but doors are not locked).
- Turn off gas supply
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the **Shelter in Place** and the evacuation path between the **Shelter in Place** and **Onsite Bushfire Evacuation location** and **Offsite Bushfire Evacuation Location**.
- Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- 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
- Continually monitor **Shelter in Place** for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke

		<p>masks, for patrolling the Shelter in Place for embers and building ignitions.</p> <ul style="list-style-type: none"> <li>If the building has ignited and is not safe to extinguish – evacuate to the <b>&gt;Onsite Evacuation Location</b> or <b>Offsite Bushfire Evacuation Location</b>, via the defined route.</li> <li>Maintain a record of actions/decisions undertaken and times.</li> </ul> <p><b>Pre-emptive Actions:</b> This school is a Category 3 and will relocate/close on FDR days in Cardinia. The plan is attached to this EMP. This school will also close on determined Catastrophic fire danger days in Central. When <b>relocating</b> due to elevated fire danger in line with this plan, the school will use the following relocation checklist: <a href="https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx">https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx</a> When <b>closing</b> due to elevated fire danger in line with this plan, the school will use the following closure checklist: <a href="https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx">https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx</a></p>				
Snakes	<p>Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. If the snake is located inside a building, consider the need to evacuate the classroom or building. Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. Report the incident to the Incident Support and Operations Centre on 1800 126 126.</li> </ul>	Acceptable	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>School grounds are cleared of all refuse and grass is cut regularly</li> <li>Staff with first aid qualifications are trained in responding to a snake bite</li> <li>Staff wear protective footwear on yard duty</li> <li>School has a closed shoe policy</li> <li>Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin</li> <li>Phone number of snake handler is on display in office</li> </ul>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>

<p>Child Abuse</p>	<p>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</p>	<ul style="list-style-type: none"> <li>In the event of an incident, disclosure, or suspicion of child abuse, the school will: Follow the Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a> 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. This is an abridged version of schools' obligations which are outlined in more detail in Identifying and Responding to All Forms of Abuse in Victorian Schools hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a> For suspected student sexual offending, the school will: Follow the Four Critical Actions for Schools on Responding to Student Sexual Offending hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>. 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. The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in Identifying and Responding to Student Sexual Offending hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></li> </ul>	<p>Acceptable</p>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>Recognise indicators of Child Abuse</li> <li>Child Safe Standards</li> <li>PROTECT protocol</li> <li>Student Critical Incident Advisory Line</li> <li>Student Support Services/Student Welfare Coordinator</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>
<p>Information Security</p>	<p>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</p>	<p>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: Phone 1800 641 943 Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a> 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 <a href="mailto:privacy@edumail.vic.gov.au">privacy@edumail.vic.gov.au</a> Consider notifying the Media Unit on 8688 7776 If the information security breach is considered malicious contact local police</p>	<p>Effective</p>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>Privacy (including DET's Schools' Privacy Policy)</li> <li>Privacy, Department provided software</li> <li>Privacy (requests for Information about Students)</li> <li>Acceptable use of ICT Resources</li> <li>Staff member manages and reviews school's privacy practices</li> <li>Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>



		Offer impacted staff option to access EAP (as applicable) Offer Student Support Services support to impacted students (as applicable)			<ul style="list-style-type: none"> <li>Examine data security arrangements</li> <li>BYOD usage and guidelines</li> <li>Password protocols for ICT</li> </ul>	
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"> <li>Staff trained in first aid</li> <li>First Aid Kit</li> <li>Staff observant to signs of illness</li> <li>Medical history – staff/students</li> <li>First Aid and Infection Control Procedure</li> <li>Medication Authority Form and authority to administer</li> </ul>	Acceptable	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>Staff trained in first aid</li> <li>First Aid Kit</li> <li>Staff observant to signs of illness</li> <li>Medical history – staff/students</li> <li>First Aid and Infection Control Procedure</li> <li>Medication Authority Form and authority to administer</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> <li>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: 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</li> </ul>	Acceptable	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>Student Support Services</li> <li>Well-being staff in school</li> <li>SafeMinds</li> <li>Navigator Program</li> <li>Student Engagement and Inclusion Guidance</li> <li>Building Resilience Framework</li> <li>Victorian Anti-bullying and Mental Health Initiative</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>
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"> <li>If student/child is missing and/or cannot be accounted for: Search the immediate area Contact the parent/carer Contact '000' for police to report child missing Provide a description, time last seen and location Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>	Acceptable	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>School records attendance</li> <li>Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>Recess and lunchtime supervision.</li> <li>Behaviour Support Plans to address individual truancy.</li> <li>Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>School excursion/camp risk assessment</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>

<p>Traumatic Death/Injury/Grief</p>	<p>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 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"> <li>Contact '000' for police/ambulance attendance</li> <li>Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>Seek Student Support Services support</li> <li>Refer to the 'Managing Trauma' guide to support, plan for, and lead an effective recovery including: <ul style="list-style-type: none"> <li>Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> </ul> </li> <li>Continue to identify those most at risk and triage for support</li> <li>Consider tribute, memorial, ritual</li> <li>Monitor the wellbeing of staff</li> <li>Actively implement self-care strategies</li> </ul> </li> <li>If the incident occurs on school premises/camp/excursion</li> <li>Preserve the evidence</li> <li>Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>Contact Legal Division on 9637 3146</li> <li>Consider a Worksafe Notification 13 23 60</li> <li>Contact Communications Division/Media Unit on 8688 7776</li> </ul> <p>Student Support Services Well-being staff in school Managing Trauma Guide</p>	<p>Acceptable</p>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>Student Support Services</li> <li>Well-being staff in school</li> <li>Managing Trauma Guide</li> <li>Incident Support and Operations Centre referrals</li> <li>Employee Assistance Program</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>
<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p>Violence, aggression, harassment, on school site: 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 If staff are directly impacted:</p>	<p>Acceptable</p>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>Lunchtime and recess supervision</li> <li>School based security measures e.g. duress alarm, CCTV</li> <li>Behavioral Code of Conduct</li> <li>School social media strategies to address online harassment</li> <li>Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>Trespass order</li> <li>Child Protection referral</li> <li>Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> <li>Referral to Student Support Services (SSS)</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>



		<p>Consider lodging an eduSafe report          Consider whether a report to WorkSafe is required          Contact Employee Assistance Program for support          Consider liaison with the Principal Early Intervention Program          If there is an allegation of reportable conduct:          Notify the Employee Conduct Branch on 9637 2595 or          employee.conduct@edumail.vic.gov.au and follow their          advice</p>			<ul style="list-style-type: none"> <li>School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>Restraint and Seclusion procedures</li> <li>Respectful Relationships</li> <li>Health and Human Services Behaviour Support Services</li> <li>More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>Diffusion strategies and training for staff</li> <li>Conflict management training</li> <li>Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>Employee Assistance Program (EAP) for impacted staff</li> <li>Principal Mentor Program</li> <li>Proactive Wellbeing Supervision</li> <li>Principal Health Checks</li> <li>Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>School breakfast club (where available)</li> <li>School wide Positive Behaviour Support</li> <li>Koori inclusive School Wide Positive Behaviour Support</li> </ul>	
COVID-19	<p>Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures</p>	<p>Existing controls are detailed within the following documents:</p> <p>DET <i>School Operations Guide</i>  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria’s Chief Health Officer  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a>.</p>	Acceptable	<p><b>Consequence</b> Major  <b>Likelihood</b> Possible  <b>Risk Level</b> High</p>	<p>The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.</p>	<p><b>Consequence</b> Major  <b>Likelihood</b> Possible  <b>Risk Level</b> High</p>
School Bus Program Emergencies – Client School	<p>Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on</p>	<ul style="list-style-type: none"> <li>Compliance with the School Bus Program Emergency Management Operational Guidelines</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p>	<ul style="list-style-type: none"> <li>Engage approved Accredited Bus Operators Drivers</li> </ul>	<p><b>Consequence</b> Moderate</p>

	<p>the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption</p>	<ul style="list-style-type: none"> <li>School's EMP is consistent with bus operators EMP</li> <li>School Bus Program emergency management procedures are socialised with school and bus operators.</li> <li>Students are supervised during bus arrivals and departures</li> <li>Log of bus travel risks maintained.</li> <li>School maintains accurate bus rolls to determine who is travelling on a school bus each day.</li> <li>School maintains emergency contact records for all students travelling on buses.</li> <li>School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.</li> </ul>		<p><b>Likelihood</b> Rare <b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>Buses with seat-belts are used for transporting students</li> </ul> <p><u>Controls for bus travel to or from school:</u></p> <ul style="list-style-type: none"> <li>Complies with School Bus Program Emergency management Operational Guidelines</li> <li>School's EMP consistent with bus operator's plan.</li> <li>Student Transport Emergency management procedures socialised with school and bus operator.</li> <li>Supervision during bus arrival and departure.</li> <li>Bus coordinator appointed (bus coordinating schools only).</li> <li>Log of bus travel risks.</li> <li>School maintains a bus roll to determine who is travelling on the bus each day.</li> <li>School maintains emergency contact records for all students travelling on buses.</li> </ul> <p><u>Controls for bus travel during camp or excursion:</u></p> <ul style="list-style-type: none"> <li>Staff to follow DET's work-related driving procedure.</li> <li>Bus driver to maintain log book as required.</li> <li>Students supervised and monitored while participating in off-site school activities, including bus transport.</li> <li>Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip.</li> <li>Student Activity Locator (SAL) completed.</li> <li>Contact details of emergency contacts for students on camp or excursion.</li> <li>Risk assessment planning has occurred for all off-site camps and excursions.</li> <li>First aid kit to accompany excursions and first aid qualified staff to attend.</li> <li>Traffic management plan to manage school access/egress at drop off/pick up times.</li> <li>Supervision to monitor student compliance with school road and bike safety policy.</li> </ul>	<p><b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
<p>School Bus Program Emergencies – Coord Schools</p>	<p>Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on</p>	<ul style="list-style-type: none"> <li>Compliance with School Bus Program Emergency Management Operational Guidelines or Students with Disabilities</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Moderate</p>	<ul style="list-style-type: none"> <li>Engage approved Accredited Bus Operators Drivers</li> </ul>	<p><b>Consequence</b> Moderate</p>

	<p>the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption</p>	<p>Transport Program Emergency Management Operational Guidelines <i>[select relevant program guidelines and remove other]</i></p> <ul style="list-style-type: none"> <li>• School EMP contains accurate bus route information, route maps and emergency contact details</li> <li>• A copy of the school's EMP is provided to Bus operators</li> <li>• Regular meetings held with Bus operators to support consistency of procedures.</li> <li>• School Bus Program emergency management procedures are socialised with the school, client schools</li> <li>• Students are supervised during bus arrivals and departures</li> <li>• Bus coordinator appointed</li> <li>• Log of bus travel risks maintained</li> <li>• School maintains accurate bus rolls to determine who is travelling on a school bus each day</li> <li>• School maintains emergency contact records for all students travelling on buses</li> <li>• School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.</li> </ul>		<p><b>Likelihood</b> Rare <b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>• Buses with seat-belts are used for transporting students</li> </ul> <p><u>Controls for bus travel to or from school:</u></p> <ul style="list-style-type: none"> <li>• Complies with School Bus Program Emergency management Operational Guidelines</li> <li>• School's EMP consistent with bus operator's plan.</li> <li>• Student Transport Emergency management procedures socialised with school and bus operator.</li> <li>• Supervision during bus arrival and departure.</li> <li>• Bus coordinator appointed (bus coordinating schools only).</li> <li>• Log of bus travel risks.</li> <li>• School maintains a bus roll to determine who is travelling on the bus each day.</li> <li>• School maintains emergency contact records for all students travelling on buses.</li> </ul> <p><u>Controls for bus travel during camp or excursion:</u></p> <ul style="list-style-type: none"> <li>• Staff to follow DET's work-related driving procedure.</li> <li>• Bus driver to maintain log book as required.</li> <li>• Students supervised and monitored while participating in off-site school activities, including bus transport.</li> <li>• Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip.</li> <li>• Student Activity Locator (SAL) completed.</li> <li>• Contact details of emergency contacts for students on camp or excursion.</li> <li>• Risk assessment planning has occurred for all off-site camps and excursions.</li> <li>• First aid kit to accompany excursions and first aid qualified staff to attend.</li> <li>• Traffic management plan to manage school access/egress at drop off/pick up times.</li> <li>• Supervision to monitor student compliance with school road and bike safety policy.</li> </ul>	<p><b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
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# Bushfire Preparedness and Readiness

## Bushfire Preparedness

### 1. Site readiness

School site bushfire/grassfire readiness review checklist	Date completed	Follow up actions identified?	Files uploaded
	30/08/2024	No	Bushfire Readiness Checklist 2024 2025.pdf

### 2. Vegetation management

Vegetation management plan	Date completed	Date of next review	Comments	Files uploaded
	01/10/2022	01/10/2025	VSBA notes: The VMP has been uploaded here by the VSBA in August 2024. (Your school will have received a copy of this VMP previously via email from Fireguard Australia, the bushfire planning practitioner.) This VMP applies to the summers 22-23, 23-24 and 24-25 The next 3-year VMP for this school site will be scheduled for late 2025.	Emerald Primary School VMP - Round 2 email.pdf

### 3. Communication

Communication product/method	Date of distribution	Details	Responsible	Files uploaded
Phone			Emma Clark Carice D'Rozario Kerrie Eva Fiona Hogben	pre-emptive-action-or-catastrophic-closure-phone-

				script-2408 (1).docx
Compass Website Facebook			Emma Clark Carice D'Rozario Kerrie Eva	letter-template- socialise-the- schools- emergency- management- plan-2921 (1).docx
Compass Website Facebook			Emma Clark Carice D'Rozario Kerrie Eva	communications- to-parents-fire- preparation- category-3-4- schools-1334 (2).docx
Compass Signage			Emma Clark Carice D'Rozario Kerrie Eva	confirmation-of- school-closure- on-catastrophic- fdr-day-letter- 1342 (1).docx
Signage			Emma Clark Carice D'Rozario Kerrie Eva Bronwyn Thomas - Smith\ Peta Woodyard Steph Etherington	school-will-be- closed-due-to- catastrophic-fdr- poster-2444 (1).docx
Compass Website Facebook			Emma Clark Carice D'Rozario Kerrie Eva	potential-school- closure- catastrophic-fdr- day-letter-2407 (1).docx
Compass Website Facebook			Emma Clark Carice D'Rozario Kerrie Eva	cancellation-of- potential- catastrophic- day-school- closure-letter- 1313 (1).docx
Compass Website Facebook			Emma Clark Carice D'Rozario Kerrie Eva	cancellation-off- site-activities- elevated- catastrophic-fire- danger-day-

				letter-1312 (1).docx
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## Bushfire Readiness

### 1. Pre-emptive actions

Category	Trigger for action	Details
Category 3	Close on Catastrophic fire danger rating in fire weather district	LGA: Cardinia (S), BOM: Central
<b>For schools in Category 0, 1 and 2 only, name of approved host school for relocation?</b>		
<b>Regional director approval</b>	<b>Name</b>	<b>Date</b>
<b>Files uploaded</b>		

### 2. Triggers for response and monitoring arrangements

<b>Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms)</b>	20 km from the school
<b>Staff responsible for monitoring VicEmergency watch zone</b>	Emma Clark, Carice D'Rozario, Fiona Hogben, Kerrie Eva

## Other bushfire/grassfire preparedness or readiness information and documents

<b>Is your school a designated Neighborhood Safer Place – Bushfire Place of Last Resort? Check <a href="#">here</a></b>	No
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<b>Is your school a designated Community Fire Refuge? Check <a href="#">here</a></b>	No
<b>Additional information</b>	
<b>Files uploaded</b>	

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-Site Evacuation 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"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Evacuate students, staff and visitors out of the building to your Primary on-site Evacuation Assembly Point <b>Amphitheatre</b> (Unless directed to the Secondary Evacuation Assembly Point <b>Oval</b>) if this is the evacuation option.</li> <li>• Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.</li> <li>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> </ul> <p><b>Actions After On-Site Evacuation Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<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"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Identify which off-site assembly Point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to your Primary off-site Evacuation Assembly Point <b>St Marks Church</b> (Unless directed to the Secondary Evacuation Assembly Point <b>Worrell Reserve please contact <a href="mailto:emergency@cardinia.vic.gov.au">emergency@cardinia.vic.gov.au</a> or call 5943-4555</b>).</li> </ul>



	<ul style="list-style-type: none"> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> </ul> <p><b>Actions After Off-Site Evacuation Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<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"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.</li> <li>• Check that all external doors (and windows if appropriate) are locked.</li> <li>• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li> <li>• Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep public address system free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• Ascertain (as possible) if all students, staff and visitors are accounted for.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Contact parents as required.</li> </ul>

	<p><b>Actions After Lock-Down Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief to review the lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<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"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ lock doors to prevent entry</li> <li>○ check the premises for anyone left inside</li> <li>○ obtain Emergency Kit</li> </ul> </li> <li>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Go to the designated assembly point/s <b>Primary off-site Evacuation Assembly Point St Marks Church (Unless directed to the Secondary Evacuation Assembly Point Emerald Reserve).</b></li> <li>• <b>Check that students, staff and visitors are all accounted for.</b></li> <li>• <b>Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</b></li> <li>• <b>Maintain a record of actions/decisions undertaken and times.</b></li> </ul> <p><b>Actions After Lock-Out Procedure</b></p> <ul style="list-style-type: none"> <li>• <b>Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</b></li> <li>• <b>Determine whether to activate the parent re-unification process.</b></li> <li>• <b>Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</b></li> <li>• <b>Ensure any students, staff or visitors with medical or other needs are supported.</b></li> <li>• <b>Print and issue pre-prepared parent letters and give these to students to take home.</b></li> <li>• <b>Ensure all staff are made aware of Employee Assistance Program contact details.</b></li> <li>• <b>Contact the SSSO Network Coordinator if required.</b></li> <li>• <b>Seek support from your region (regional Manager, Operations and Emergency Management) as required.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Prepare and maintain records and documentation.</b></li> <li>• <b>Undertake operational debrief to review the lock-out and procedural changes that may be required.</b></li> <li>• <b>Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</b></li> </ul>
<p>Shelter-In-Place Procedure</p>	<p>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.</p> <ul style="list-style-type: none"> <li>• Call 000 and inform emergency services of the nature of the emergency.</li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area <b>Multi Purpose Hall</b></li> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> <li>• Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Ascertain (as possible) if all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> </ul> <p><b>Actions After Shelter-In-Place Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from the region (regional Manager, Operations and Emergency Management) as required.</li> <li>• Prepare and maintain records and documentation.</li> <li>• Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Building fire	<ul style="list-style-type: none"> <li>• Phone <b>000</b> to notify the emergency services and seek advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for <b>On-site Evacuation</b>.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Extinguish the fire (<b>only if safe to do so</b>).</li> <li>• Evacuate to the Primary on-site Evacuation Assembly Point <b>Amphitheatre</b> (Unless directed to the Secondary Evacuation Assembly Point <b>Oval</b>) if this is the evacuation option, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DEECD Media Unit on 9637 2871.</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>• Call <b>000</b> if emergency services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>•</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD               <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD               <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ 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</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Smoke	<p>Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p> <p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul> <ul style="list-style-type: none"> <li>• Staff trained in first aid</li> <li>• First Aid Kit</li> <li>• Staff observant to signs of illness</li> <li>• Medical history – staff/students</li> <li>• <a href="#">First Aid and Infection Control Procedure</a></li> <li>• Medication Authority Form and authority to administer</li> </ul>
Off-site emergencies	<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"> <li>• Call <b>000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Identify which off-site assembly Point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to your Primary off-site Evacuation Assembly Point St Marks Church (Unless directed to the Secondary Evacuation Assembly Point Worrell Reserve please contact <a href="mailto:emergency@cardinia.vic.gov.au">emergency@cardinia.vic.gov.au</a> or call 5943-4555).</li> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> </ul>

	<p><b>Actions After Off-Site Evacuation Procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>Bomb/substance threat</p>	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 9603 7999.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> </ul>

- 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.

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

• **DO NOT HANG UP**

- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* 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):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

**Ask the caller:**

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
  - **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:
    - 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.

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

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



	<ul style="list-style-type: none"> <li>• Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ 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.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>○ Report emergency to the Security Services Unit on 9589 6266</li> <li>○ <b>If you are at the site of an explosion</b></li> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions</p>



	<p>(<a href="https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default">https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default</a>) 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><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>									
<p>Bushfire/Grassfire</p>	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b> <b>Triggers for Action.</b> The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>• is observable, or</li> <li>• identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.</li> <li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>• If immediate emergency services assistance is required phone '000'.</li> <li>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> </ul> <table border="1" data-bbox="531 1630 1544 1749"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Mobile number</th> </tr> </thead> <tbody> <tr> <td>Therese Carroll</td> <td>Manager Operations and Emergency Management</td> <td>0448 284 749</td> </tr> <tr> <td>Kate Roberts</td> <td>Emergency Management Support Officer</td> <td>0427 374 563</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Report the incident to ISOC (1800 126 126)</li> <li>• Convene your Incident Management Team (IMT)</li> <li>• Continue to monitor conditions such as wind change, size of fire, direction of travel.</li> <li>• Continue to monitor warnings and advice messages through the VicEmergency App or website.</li> </ul>	Name	Role	Mobile number	Therese Carroll	Manager Operations and Emergency Management	0448 284 749	Kate Roberts	Emergency Management Support Officer	0427 374 563
Name	Role	Mobile number								
Therese Carroll	Manager Operations and Emergency Management	0448 284 749								
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	<ul style="list-style-type: none"> <li>If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.</li> </ul> <p><b>Other sources of Information</b></p> <ul style="list-style-type: none"> <li>Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.</li> <li>ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.</li> </ul> <p><b>Actions for the School when it is within a VicEmergency warning area</b></p> <table border="1"> <thead> <tr> <th data-bbox="531 577 694 645">VicEmergency Warning</th> <th data-bbox="694 577 1051 645">What it means</th> <th data-bbox="1051 577 1543 645">School Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 645 694 958"><b>Advice Warning</b></td> <td data-bbox="694 645 1051 958"> <p>Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.</p> </td> <td data-bbox="1051 645 1543 958"> <p>If your school is in an Advice Warning area, then <b>seek advice</b> and monitor conditions as they may change.</p> </td> </tr> <tr> <td data-bbox="531 958 694 1182"><b>Watch and Act Warning</b></td> <td data-bbox="694 958 1051 1182"> <p>Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</p> </td> <td data-bbox="1051 958 1543 1182"> <p>If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to;</p> <ul style="list-style-type: none"> <li>remain on site, shelter in place (if required) and monitor the situation</li> <li>call parents to pick up their children</li> <li>evacuate the school to your offsite bushfire evacuation location.</li> <li></li> </ul> </td> </tr> <tr> <td data-bbox="531 1182 694 1451"><b>Emergency Warning</b></td> <td data-bbox="694 1182 1051 1451"> <p>Issued when the community is in imminent danger of an incident/event and need to take action now.</p> </td> <td data-bbox="1051 1182 1543 1451"> <p>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then <b>shelter in place and seek advice</b>. Advise parents that they should not travel at the school to pick up their children. 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	<ul style="list-style-type: none"> <li>• Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>• Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the <b>Shelter in Place</b>.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services are maintained.</li> <li>• Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>• If parents arrive, encourage them to stay with their children at the school.</li> <li>• Check all windows and doors in the <b>Shelter in Place</b> are closed (but doors are not locked).</li> <li>• Turn off gas supply</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the <b>Shelter in Place</b> and the evacuation path between the <b>Shelter in Place</b> and <b>Onsite Bushfire Evacuation location</b> and <b>Offsite Bushfire Evacuation Location</b>.</li> <li>• Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.</li> <li>• The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> <li>• Continually monitor <b>Shelter in Place</b> for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.</li> <li>• If the building has ignited and is not safe to extinguish – evacuate to the <b>&gt; Onsite Evacuation Location</b> or <b>Offsite Bushfire Evacuation Location</b>, via the defined route.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>
Snakes	<ul style="list-style-type: none"> <li>• Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.</li> <li>• Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.</li> <li>• If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.</li> <li>• If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.</li> <li>• If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the snake is located inside a building, consider the need to evacuate the classroom or building.</li> <li>• Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.</li> <li>• If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here.</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126.</li> </ul>
<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"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing</li> </ul>

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<p>Information Security</p>	<ul style="list-style-type: none"> <li>• Contact your IT specialist technician for advice and support</li> <li>• If you require support from IMTD contact the Service Desk through one of the following mechanisms:             <ul style="list-style-type: none"> <li>○ Phone 1800 641 943</li> <li>○ Email servicedesk@edumail.vic.gov.au</li> <li>○ Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>• If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>• Phone the privacy help desk on 8688 7967</li> <li>• Email privacy@edumail.vic.gov.au</li> <li>• Consider notifying the Media Unit on 8688 7776</li> <li>• If the information security breach is considered malicious contact local police</li> <li>• Offer impacted staff option to access EAP (as applicable)</li> <li>• Offer Student Support Services support to impacted students (as applicable)</li> </ul>
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>
<p>Mental Stress</p>	<ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul>

<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing <ul style="list-style-type: none"> <li>◦ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>
<p>Traumatic Death/Injury/Grief</p>	<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"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>◦ Continue to identify those most at risk and triage for support</li> <li>◦ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> <li>◦ Preserve the evidence</li> <li>◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>◦ Contact Legal Division on 9637 3146</li> <li>◦ Consider a Worksafe Notification 13 23 60</li> <li>◦ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> </ul>



	<ul style="list-style-type: none"> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul>
<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"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>
<p>School Bus Program Emergencies – Client School</p>	<p><b>Forecast Emergencies</b> The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school’s Emergency Management Plan</li> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• receive notification of school bus service cancellations from the coordinating principal (or delegate)</li> <li>• notify parents/guardians of affected students of the bus cancellation(s)</li> <li>• notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations</li> <li>• make alternative transport arrangements for students as required</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required.</li> </ul> <p><b>Rapid Onset Emergencies</b> The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school’s EMP</li> <li>• call 000 to request emergency assistance if required</li> <li>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> <li>• receive notification of impacts to the school bus service from the coordinating principal</li> </ul>



	<ul style="list-style-type: none"> <li>• hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal</li> <li>• notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up</li> <li>• notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event.</li> </ul> <p><b>After an Emergency</b> The client school principal will:</p> <ul style="list-style-type: none"> <li>• participate in post-event debriefs led by either DET or DOT as appropriate</li> <li>• document learnings from the event</li> <li>• receive and provide feedback from/to stakeholders as appropriate</li> <li>• update the EMP (as required) with support and advice from DET regional emergency management staff</li> </ul>
<p>School Bus Program Emergencies – Coord Schools</p>	<p><b>Forecast Emergencies</b> The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• enact the school’s Emergency Management Plan</li> <li>• complete the following by 3.30pm the day prior to the forecast emergency event:             <ul style="list-style-type: none"> <li>○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Procedures for Education Facilities for Fire Danger Rating (FDR) forecasts)</li> <li>○ seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast)</li> </ul> </li> <li>• notify the following stakeholders of the status of the school bus service:             <ul style="list-style-type: none"> <li>○ school bus operators</li> <li>○ client school principals</li> <li>○ early childhood services (if applicable)</li> <li>○ parents/guardians of affected students from the coordinating school</li> <li>○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>○ DE regional emergency management staff</li> <li>○ Continue to liaise with DE regional emergency management staff to advise of the situation and actions taken.</li> </ul> </li> </ul> <p><b>Rapid Onset Emergencies</b> The Coordinating Principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school’s Emergency Management Plan</li> <li>• call 000 to request emergency assistance, if required</li> <li>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> </ul>

- convene an Incident Management Team (IMT) as required
- notify and seek advice from the SEIL and/or DET regional emergency management staff as required
- report emergency to the Incident Support and Operations Centre on 1800 126 126
- direct all media enquiries directly to the DE Media Unit
- conduct the following actions as relevant to the situation:
  - make a decision whether to cancel an affected or potentially affected bus route in full
  - hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.
  - liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given
  - Notify parents/carers and client schools of bus route service cancellations

*when students are en route:*

- advise emergency services of the status and location of bus services and seek assistance if required
- confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so
- ensure confirmation of bus's arrival at destination is received from the bus driver

*when overnight or before school:*

- determine whether the bus service is to be cancelled or not

*when students are at school:*

- notify the following stakeholders of the status of the school bus service:
  - school bus operators
  - client school principals (government and non-government)
  - early childhood services (if applicable)
  - parents/guardians of affected students from the coordinating school
  - other approved travellers (which could include teachers, general public, tertiary students and pre-school students)
  - DE Incident Support and Operations Centre (ISOC) on 1800 126 126
  - DE regional emergency management staff
- keep an accurate log of all actions/decisions in relation to the event.

No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.

**After an Emergency**

The coordinating principal will:

- participate in post-event debriefs led by either DE or DOT as appropriate
- document learnings from the event
- receive and provide feedback from/to stakeholders as appropriate

- |  |                                                                                                                                                    |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• update the EMP (as required) with support and advice from DE regional emergency management staff</li></ul> |
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# 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 of 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

<b>Details of arrangements</b>	<p>Workaround Partial site unavailable:</p> <ul style="list-style-type: none"> <li>• Revise timetable to relocate students and staff to other facilities on site (multi purpose/stadium, library, Stem Pod)</li> <li>• Relocate admin and staff facilities to other networked space within school. ie Library</li> <li>• Admin staff may need to work remotely from Emerald PS</li> <li>• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Provide regular updates to the school community via SMS, emails, social media and newsletter</li> <li>• Notify site users. Eg Canteen, site users.</li> </ul> <p>Whole site unavailable:</p> <ul style="list-style-type: none"> <li>• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Provide regular updates to the school community via SMS, emails, social media and newsletter</li> <li>• Consider student transport arrangements</li> <li>• Notify site users. E.g., cleaning contractors, Canteen, site users.</li> <li>• Redirect suppliers to alternate site.</li> <li>• IT Resources required</li> <li>• CASES admin network</li> <li>• Access to wireless network.</li> <li>• School curriculum network</li> </ul> <p>Considerations</p> <ul style="list-style-type: none"> <li>• OH&amp;S issues in relocating school equipment and resources</li> <li>• Transport arrangements for students to access other schools</li> <li>• Separation of family groupings if spread across multiple sites</li> <li>• Demands placed on staff due to loss of resources, relocation, etc</li> <li>• Students' access to out of school hour's care.</li> </ul> <p>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</p>
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Name	Contact Details	Support Role
Emma Clark	0402 481 013	Principal
Carice D'Rozario	0412 343 820	Assistant Principal

## 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

<b>Details of arrangements</b>	<p><b>Workarounds</b></p> <p><b>Data/technology:</b></p> <ul style="list-style-type: none"> <li>• Relocate admin and staff facilities to other networked space within school</li> <li>• Admin staff may need to work remotely from Sassafra Primary School to access Cases network</li> <li>• Utilise laptops where available to provide access to network</li> </ul> <p><b>Telephony:</b></p> <ul style="list-style-type: none"> <li>• Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location.</li> <li>• Utilise mobile phones to contact staff (as long as we have phone reception)</li> <li>• Place message on compass, social media, answering service if possible, referring callers to an emergency contact number either on site or at alternative location.</li> </ul> <p><b>Power:</b></p> <ul style="list-style-type: none"> <li>• Determine the requirement for the operation of the school.</li> <li>• Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.</li> <li>• Restructure school program to account of the lack of power.</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Ensure OH&amp;S issues are considered when using back up power</li> <li>• Review and update staff contact details to include mobile phone numbers.</li> <li>• Staff Communications Tree to include details of messaging systems</li> </ul> <p><b>Key contacts</b></p> <ul style="list-style-type: none"> <li>• Cases 21 support – 03 11111111</li> <li>• DET IT support - contact number</li> <li>• Phone provider – contact number</li> </ul>
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Name	Contact Details	Support Role
Emma Clark	0402 481 013	Principal
Carice D'Rozario	0412 343 820	Assistant Principal
Fiona Hogben	0400 415 007	Business Manager
Kerrie Eva	0413 994 716	School IT Technician
Jeff Swalwell	0447 683 304	DET Specialized Technician

## 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)

<b>Details of arrangements</b>	<p>Workarounds • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from: ReSource Ed or School's own pool of emergency teachers. or School's preferred CRT agency • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager • Inform school community of issues via social media, newsletter or note home with students.</p> <p>Considerations • Workload of staff and emergency teachers</p>
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Name	Contact Details	Support Role
Emma Clark	0402 481 013	Principal
Carice D'Rozario	0412 343 820	Assistant Principal

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• School activities</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>• Suspension of non-critical activities</li> <li>• Mutual support arranged with other schools</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key school data</li> <li>• Using paper based systems</li> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> </ul>	



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

# Area Map

## Area Map




**LEGEND**

-  Off-Site Relocation route
-  Emerald Primary School Boundary



# Evacuation Map

Building Name	Evacuation Procedures	
<p><b>Emerald Primary School</b></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. Call 000 and inform emergency services of the nature of the emergency. Report the emergency and evacuation to 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. Evacuate students, staff and visitors out of the building to your Primary on-site Evacuation Assembly Point Amphitheatre (Unless directed to the Secondary Evacuation Assembly Point Oval) if this is the evacuation option. Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan. 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. Contact parents if required. Maintain a record of actions/decisions undertaken and times. Confirm with emergency service personnel that it is safe to return to normal operations.</p>	 <p>The map shows the school's layout with various buildings labeled (e.g., Bldg 1, Bldg 2, Bldg 3, Bldg 4, Bldg 5, Bldg 6, Bldg 7, Bldg 8, Bldg 9, Bldg 10, Bldg 11, Bldg 12, Bldg 13, Bldg 14, Bldg 15, Bldg 16, Bldg 17, Bldg 18, Bldg 19, Bldg 20, Bldg 21, Bldg 22, Bldg 23, Bldg 24, Bldg 25, Bldg 26, Bldg 27, Bldg 28, Bldg 29, Bldg 30, Bldg 31, Bldg 32, Bldg 33, Bldg 34, Bldg 35, Bldg 36, Bldg 37, Bldg 38, Bldg 39, Bldg 40, Bldg 41, Bldg 42, Bldg 43, Bldg 44, Bldg 45, Bldg 46, Bldg 47, Bldg 48, Bldg 49, Bldg 50, Bldg 51, Bldg 52, Bldg 53, Bldg 54, Bldg 55, Bldg 56, Bldg 57, Bldg 58, Bldg 59, Bldg 60, Bldg 61, Bldg 62, Bldg 63, Bldg 64, Bldg 65, Bldg 66, Bldg 67, Bldg 68, Bldg 69, Bldg 70, Bldg 71, Bldg 72, Bldg 73, Bldg 74, Bldg 75, Bldg 76, Bldg 77, Bldg 78, Bldg 79, Bldg 80, Bldg 81, Bldg 82, Bldg 83, Bldg 84, Bldg 85, Bldg 86, Bldg 87, Bldg 88, Bldg 89, Bldg 90, Bldg 91, Bldg 92, Bldg 93, Bldg 94, Bldg 95, Bldg 96, Bldg 97, Bldg 98, Bldg 99, Bldg 100). It also shows the location of the Primary Evacuation Assembly Point (Amphitheatre) and the Secondary Evacuation Assembly Point (Oval). The map includes a legend, a scale bar, and the Emerald Primary School logo.</p>

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Carol Blackburn	Manager Operations and Emergency Management, Regional Office, DEECD		blackburn.catherine@education.vic.gov.au
Klaus Brodeck	Emerald Fire Brigade		emeraldfirebrigade@netspace.net.au
Shane Miller	Clematis Fire Brigade		brigade@clematiscfa.com.au
The Secretary	Emerald Police Station		emerald.uni@police.vic.gov.au
The Secretary	Pakenham Police Station		pakenham.uni@police.vic.gov.au
All School Staff	Emerald Primary School		various email addresses
Julie Bowyer	School Council President		jabowyer73@gmail.com

