

Doreen Primary School

Emergency and Critical Incident Management Plan 2020-2021



75 Doctors Gully Road, Doreen, VIC, 3754
03 9717 3563 / doreen.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 1/09/2020

Purpose

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

Context

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

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

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

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

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Glenn Simondson	Chief Warden	04/09/2020	Glenn.simondson@education.vic.gov.au
Ben Miller	Warden	04/09/2020	Benjamin.miller@education.vic.gov.au
Janette Colistra	Warden	04/09/2020	Janette.colistra@education.vic.gov.au
Lisa Welch	Communications Officer	04/09/2020	Lisa.welch@education.vic.gov.au
Kelly Dunt	1st Aid Officer/OHS Officer	04/09/2020	Kelly.dunt@education.vic.gov.au
Chris Maries	CFA Captain, Doreen	04/09/2020	chrismaries@aim.com
	Mernda Police Station	04/09/2020	Mernda-uni-oic@police.vic.gov.au
David Jamieson	Hurstbridge Police Station	04/09/2020	David.jamieson@police.vic.gov.au
All classrooms have copies in Emergency Management box		04/09/2020	

Facility Profile

School Name/Campus Name	Doreen Primary School
Address	75 Doctors Gully Road, Doreen, VIC, 3754
Phone	03 9717 3563
Email	doreen.ps@education.vic.gov.au
Fax	03 9717 3902
DET Region	NORTH-WESTERN VICTORIA
DET Area	North Eastern Melbourne Area
LGA	Nillumbik (S)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 3
Operating Hours	Normal School Hours
Number of Students	158
Number of Staff	16
Number of Buildings	9
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	<p>A. Power Shut off - Admin building</p> <p>B. Water shut off - Doctors Gully Rd fence line, adjacent to South east corner of Basketball Court.</p> <p>C. LPG shut off;</p> <ol style="list-style-type: none"> 1. Art Studio, Southern end - 2X 45kg bottles, 2. Admin. Building, eastern end - 2X90kg bottles.

On-site Evacuation Location	Basketball Court
Off-site Evacuation Location	Eastern Car Park
Typical method used for communications to school community	School Newsletter, SKOOLBAG APP., DPS Facebook Page Electronic Media
Is this school has other services or users of the site?	No

Other Services/Users of Site

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

Building Information Summary

Telephones (landlines)

Location	Number
Reception	9717 3563
All classrooms	9717 3563
School Mobile	0418 366 286

Alarms

Description	Location	Monitoring Company	Number
Fire	Smoke alarm in kitchen (isolated)	N/A	On alarm
Intrusion	All rooms	DEECD	Staff room
Other	First Aid Entry Area	DEECD	On wall below panel

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	North eastern corner of admin block Southern side of Art studio	ELGAS	Turn individual bottles off
Water	South eastern corner of Basketball court, adjacent to boundary fence	Melbourne Water	Turn off taps
Electricity	1. Pillar boxes adjacent to main pedestrian entrance 2. Main switchboard in admin building	Power Direct (S P AUSNET)	Turn off main switch

Building and Site Hazards

Location	Number
Asbestos	Block A (Administration Building) eave sheets and western side of internal corridor wall.
Asbestos	Window Silicone in Mod 5 building with Rooms 7 and 8.

Additional Profile Information

Additional Info	Maps of services both in building and underground kept in OH&S Cupboard in Staff Room and in the Emergency Evacuation Kit. PPT has been added to emergency evacuation kit.

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	04/09/2020
Next check date	27/01/2021

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Bush Fire (during instructional time)	Glenn Simondson	25/02/2020	02/04/2019
Term 2	Fire (internal)	Glenn Simondson	02/06/2020	25/06/2019
Term 3	Lock in	Glenn Simondson	11/08/2020	15/10/2019
Term 4	Bush Fire (during recess/lunch break)	Glenn Simondson	17/11/2020	26/11/2019

First Aid Training

Staff Member	Training Completed	Date Qualified To
Glenn Simondson	20th February 2019	01/03/2022
Janette Colistra	20th February 2019	01/03/2022
Karen Fisher	20th February 2019	01/03/2022
Ben Miller	20th February 2019	01/03/2022
Helen Mollard	20th February 2019	01/03/2022
Jenny Barnes	20th February 2019	01/03/2022
Di Zobel	20th February 2019	01/03/2022
Lisa Welch	20th February 2019	01/03/2022
Kelly Dunt	20th February 2019	01/03/2022
Cinthia Quinn	20th February 2019	01/03/2022
Berni Kendall	20th February 2019	01/03/2022
Janine Green	20th February 2019	01/03/2022
Linda Thomas	20th February 2019	01/03/2022
Sara Simmons	29 th January 2019	01/02/2022
Cassandra Smith	2019	01/03/2022

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	5
Asthma	2	16
Intellectual disability	0	0
Mobility issues	0	0
Austism	0	6

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires	Causes: Bushfire can rapidly spread from bushland on the southern boundary of the school. Consequences: Fatality and/or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	Weekly check of safety equip during bushfire season. Liaison with local fire services regarding clearing trees, building safety prior to start of the bushfire season. Check CFA website, alerts during the bushfire season. A business continuity plan is in place. Conduct emergency response drills each term. Working bee to clear and clean up school site twice per year. EMP reviewed before fire season. Staff and parents aware of plan and understand their role within it.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	On a declared day of severe or extreme fire danger activate heightened state of readiness. This may include: As appropriate, consult with local CFA. As appropriate, ensure open lines of communication with emergency services. A staff member monitors CFA and Bureau of Meteorology websites and media. Consider cancelling staff travel during work hours. Consider cancelling scheduled camps and excursions.	Consequence Severe Likelihood Rare Risk Level Medium
Bushfire/Grassfire	Risk of death/injury from burns or smoke inhalation. Risk of psychological injury.	Liaise with local fire services regarding clearing trees, building safety etc. Check CFA website, alerts during the bushfire season. Emergency evacuation/ shelter in place drills occur in advance of the bushfire season. A business continuity plan is in place.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	On a declared day of severe or extreme fire danger activate heightened state of readiness. This may include: As appropriate, consult with local CFA. As appropriate, ensure open lines of communication with emergency services. A staff member monitors CFA and Bureau of Meteorology websites and media. Consider cancelling staff travel during work hours. Consider cancelling scheduled camps and excursions	Consequence Severe Likelihood Rare Risk Level Medium
Building fire	Risk of injury from burns or smoke inhalation.	Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. Communication systems tested on a regular basis. A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. There is a business continuity plan in place.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	Use school emergency evacuation plan	Consequence Severe Likelihood Rare Risk Level Medium
Severe weather and storms	Risk of injury due to roof down, flooding.	Roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Contingency for storage of equipment/materials if necessary. Test communications A business continuity plan is in place.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	Severe weather and storms may mean children are excluded from playground. This will be a local decision unless directed by the DEECD or local emergency services.	Consequence Moderate Likelihood Unlikely Risk Level Medium
Flooding	Risk of injury.	Liaise with SES/local government to identify potential risks. Contingency for storage of equipment/materials if possible. A business continuity plan is in place.	Effective	Consequence Minor Likelihood		Consequence Minor Likelihood

				Rare Risk Level Low		Rare Risk Level Low
Intruders/ personal threat	Unwarranted intrusion into the schoolground by persons considered a risk to students, staff or parents. Physical or psychological injury could occur to staff, students and others if threatened or physically assaulted by an intruder.	Reception is the first point of contact for visitors. All rooms have the ability to communicate via phone system Visitors/contractors sign in through the office area when they first arrive on site. If deemed warranted by senior staff, school sets its Lockdown Procedure in motion Police, Emergency Management notified.	Acceptable	Consequence Moderate Likelihood Rare Risk Level Low	Staff are encouraged to carry mobile phones with them at all times. This is a backup for the communication process during an intruder alert. Follow school lockdown procedures.	Consequence Moderate Likelihood Rare Risk Level Low
Earthquake	Risk of death/injury.	Training provided to staff and students in emergency response procedures during an earthquake. A business continuity plan is in place.	Effective	Consequence Severe Likelihood Rare Risk Level Medium		Consequence Severe Likelihood Rare Risk Level Medium
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	<ul style="list-style-type: none"> Bomb Threat Checklist located next to each phone. Emergency evacuation drills scheduled and practised on a regular basis. 	Effective	Consequence Major Likelihood Rare Risk Level Medium	Bomb threat Checklist by every phone in school.	Consequence Major Likelihood Rare Risk Level Medium
School bus emergencies	Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while school bus enroute to or from school or; while bus conveying staff and students for camp excursion or other school activity; Motor vehicle accident involving pedestrian: occurring inside school grounds; around perimeter of school; within close proximity of the school Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience	<ul style="list-style-type: none"> Engage approved Accredited Bus Operators Drivers Buses with seat-belts are used for transporting students <u>Controls for bus travel to or from school:</u> <ul style="list-style-type: none"> Complies with School Bus Program Emergency management Operational Guidelines School's EMP consistent with bus operator's plan. Student Transport Emergency management procedures socialised with school and bus operator. Supervision during bus arrival and departure. Bus coordinator appointed (bus coordinating schools only). Log of bus travel risks. School maintains a bus roll to determine who is travelling on the bus each day. School maintains emergency contact records for all students travelling on buses. <u>Controls for bus travel during camp or excursion:</u> <ul style="list-style-type: none"> Staff to follow DET's work-related driving procedure. Bus driver to maintain log book as required. Students supervised and monitored while participating in off-site school activities, including bus transport. 	Acceptable	Consequence Major Likelihood Unlikely Risk Level Medium	Designated excursions require students to wear nametags	Consequence Severe Likelihood Rare Risk Level Medium

		<ul style="list-style-type: none"> • 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. • Student Activity Locator (SAL) completed. • Contact details of emergency contacts for students on camp or excursion. • Risk assessment planning has occurred for all off-site camps and excursions. • First aid kit to accompany excursions and first aid qualified staff to attend. • Traffic management plan to manage school access/egress at drop off/pick up times. • Supervision to monitor student compliance with school road and bike safety policy. 				
Influenza pandemic	Risk of health and possible death (in extreme cases).	Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) There is convenient access to water and liquid soap and/or alcohol-based sanitiser Staff and students are educated about covering their cough to prevent the spread of germs.	Acceptable	Consequence Major Likelihood Unlikely Risk Level Medium	Regular updates in school newsletter if heightened incidence of disease occurs. Student exclusion lists available on school website	Consequence Major Likelihood Unlikely Risk Level Medium
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.	Student Activity Locator is completed. Guidelines for Outdoor Education are adhered to. Staff follow DEECD's Work-related driving procedure. Staff complete Risk assessment for any excursion, and plan accordingly. All procedures for emergency situations to be adjusted for off-site activities. Where applicable, staff make themselves familiar with Emergency Procedures at offsite venues. Bushfire Risk MUST always be assessed and planned for.	Effective	Consequence Severe Likelihood Unlikely Risk Level High	Day excursion - see policy 1st aid kit always available on excursion	Consequence Severe Likelihood Unlikely Risk Level High
Vehicle Collision adjacent to school on Main Road.	Doctors Gully Road is now a main thoroughfare and as such brings passing traffic and parents dropping children off at school into close proximity.	<ol style="list-style-type: none"> 1. Designated drop off zones and Car Park Directions 2. Traffic Management Plan clearly signed and provided to all families. 3. Staggered School Finish times. 4. Regular safety reminders for all via school assembly, school newsletters and school council 	Acceptable	Consequence Major Likelihood Possible Risk Level High	Signage with Children as the models reminding Parents and Carers of their safety obligations.	Consequence Major Likelihood Possible Risk Level High
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<ol style="list-style-type: none"> 1. Monitoring of upcoming event via radio or CFA Emergency AP. 2. Contact with Region, Emergency management 3. Put lockdown procedures into place using the school Safer Place building. 4. Regular contact with Emergency Services. 5. Regular updates to parents via SKOOLBAG. 	Acceptable	Consequence Major Likelihood Rare Risk Level Medium		
Loss of essential services	Lack of availability of school resources such as computers	Loss of electricity would not effect water or sewerage facilities if under 24 hours of duration.	Effective	Consequence Minor	Contact with service providers as to length of outage.	Consequence Minor

	Lack of availability of fresh drinking water and water for flushing toilets	Longer than this would require further assessment of the Sewerage Facility. Telephone system would need to be diverted or replaced with a manual phone. Emergency siren school bell are manually operated operated.		Likelihood Unlikely Risk Level Low	Modified classroom activities.	Likelihood Unlikely Risk Level Low
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	As for Bushfire Procedures.	Effective	Consequence Minor Likelihood Rare Risk Level Low		Consequence Minor Likelihood Rare Risk Level Low
Snakes	Risk of injury to staff and students Stress or psychological injury requiring clinical support for multiple individuals	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 meters 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 SSU on 1800 126 126.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium		
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Effective	Consequence Major Likelihood Rare Risk Level Medium		
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources 				

	access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT 				
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer 	Acceptable	Consequence Major Likelihood Unlikely Risk Level Medium		
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"> • Student Support Services • Well-being staff in school • Safe Minds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 	Effective	Consequence Major Likelihood Rare Risk Level Medium		
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 	Effective	Consequence Major Likelihood Rare Risk Level Medium		
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	Consequence Major Likelihood Rare Risk Level Medium		
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors	<u>Site based policies and strategies</u> <ul style="list-style-type: none"> • Lunchtime and recess supervision 	Effective	Consequence Moderate		

	<p>Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<ul style="list-style-type: none"> • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 		<p>Likelihood Rare</p> <p>Risk Level Low</p>		
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Core Emergency Response Procedures

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

	<ul style="list-style-type: none"> • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process.

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

	<ul style="list-style-type: none"> • Move all students, staff and visitors to the pre-determined shelter-in-place area <i>n/a</i>. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in-place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.
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Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions																											
Bushfires	<p>Call 000 for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible. If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> make sure you close all doors and windows turn off power and gas. Check that all students, staff, visitors and contractors are accounted for. Report the emergency to Security Services Unit on 9603 7999. Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Direct all Media enquiries to DET Media Unit on 9637 2871. Contact parents as required. 																											
Bushfire/Grassfire	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Triggers for Action. The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> is observable, or identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school. there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> If immediate emergency services assistance is required phone '000'. 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. <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"> Report the incident to ISOC (1800 126 126) Convene your Incident Management Team (IMT) Continue to monitor conditions such as wind change, size of fire, direction of travel. Continue to monitor warnings and advice messages through the VicEmergency App or website. 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. <p>Other sources of Information</p> <ul style="list-style-type: none"> Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area. ABC local radio – use a battery powered radio if necessary due to the possibility of power outages. <p style="text-align: center;">Actions for the School when it is within a VicEmergency warning area</p> <table border="1"> <thead> <tr> <th>VicEmergency Warning</th> <th>What it means</th> <th>School Actions</th> </tr> </thead> <tbody> <tr> <td>Advice Warning</td> <td>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.</td> <td>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</td> </tr> <tr> <td>Watch and Act Warning</td> <td>Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</td> <td>If your school is in a Watch and Act Warning area, seek advice and then decide whether to; <ul style="list-style-type: none"> remain on site, shelter in place (if required) and monitor the situation call parents to pick up their children evacuate the school to your offsite bushfire evacuation location. </td> </tr> <tr> <td>Emergency Warning</td> <td>Issued when the community is in imminent danger of an incident/event and need to take action now.</td> <td>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel at 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.</td> </tr> <tr> <td>Prepare to Evacuate</td> <td>Prepare to Evacuate – Issued when it is recommended to 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.</td> <td>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</td> </tr> <tr> <td>Evacuate Now</td> <td>Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</td> <td>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</td> </tr> </tbody> </table> <p>Sheltering in Place. 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> <ul style="list-style-type: none"> 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). 	Name	Role	Mobile number	Insert name	Manager Operations and Emergency Management	Insert Number	Insert name	Emergency Management Support Officer	Insert Number	VicEmergency Warning	What it means	School Actions	Advice Warning	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 seek advice and monitor conditions as they may change.	Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	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	<ul style="list-style-type: none"> • 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 masks, for patrolling the Shelter in Place for embers and building ignitions. • If the building has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route. • Maintain a record of actions/decisions undertaken and times.
Building fire	<p>Call 000 for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the primary evacuation point (basketball court) or secondary evacuation point (school oval) closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • n/a
Severe weather and storms	<p>Call 000 for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible. • If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> ○ make sure you close all doors and windows ○ turn off power and gas. • Check that all students, staff, visitors and contractors are accounted for. • Report the emergency to Security Services Unit on 9603 7999. • Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. • Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Contact parents as required.
Flooding	N/A
Intruders/ personal threat	<p>Call 000 for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Determine appropriate response strategy, most Likely LOCKDOWN Procedure. • Check that all students, staff, visitors and contractors are accounted for. • Report the emergency to 000, Regional Officer and Security Services Unit on 9603 7999. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Contact parents as required.
Earthquake	<p>Call 000 if emergency services are needed and seek and follow advice.</p> <ul style="list-style-type: none"> • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms ○ HOLD on until the shaking stops. <p>After the earthquake</p> <ul style="list-style-type: none"> • Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. • If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. • Arrange medical assistance where required. • Help others if you can. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Contact parents as required. • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.

<p>Bomb/substance threat</p>	<p>All staff will prepare students for evacuation to a safe place, standby and await further instructions from the Principal/Chief warden via Classroom Phone.</p> <ol style="list-style-type: none"> When/if instructed, staff and children will follow evacuation drill as per ALL plans and meet on the Basketball Court, where the appropriate assembly point will be identified and communicated to all. Contact Emergency services and Emergency
<p>School bus emergencies</p>	<ul style="list-style-type: none"> Engage approved Accredited Bus Operators Drivers Buses with seat-belts are used for transporting students <p>In case of Bus Emergency or accident. - Camps, Excursions, Sports activities.</p> <ol style="list-style-type: none"> Contact Emergency services 000 and Emergency management.1800 126 126 Contact School so all First Aid information is available if portable First Aid Pack cannot be found. Use of SKOOLBAG APP. to inform parents of ETA etc.if no injuries are detected. IN CASE OF MORE CRITICAL INCIDENT Parents informed and meeting place agreed upon at school or where children are being treated/assembled. Regional assistance with meeting. Information given out to group, individual only in appropriate situations. Provision of support for those who need it via Regional services. - Students, Parents, Staff. <p><u>Controls for bus travel to or from school:</u></p> <ul style="list-style-type: none"> Complies with School Bus Program Emergency management Operational Guidelines School's EMP consistent with bus operator's plan. Student Transport Emergency management procedures socialised with school and bus operator. Supervision during bus arrival and departure Log of bus travel risks. School maintains a bus roll to determine who is travelling on the bus each day. School maintains emergency contact records for all students travelling on buses. <p><u>Controls for bus travel during camp or excursion:</u></p> <ul style="list-style-type: none"> Staff to follow DET's work-related driving procedure. Bus driver to maintain log book as required. Students supervised and monitored while participating in off-site school activities, including bus transport. 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. Student Activity Locator (SAL) completed. Contact details of emergency contacts for students on camp or excursion. Risk assessment planning has occurred for all off-site camps and excursions. First aid kit to accompany excursions and first aid qualified staff to attend. Traffic management plan to manage school access/egress at drop off/pick up times. Supervision to monitor student compliance with school road and bike safety policy.
<p>Influenza pandemic</p>	<p>Call 000 for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> Report the emergency immediately to the Chief Warden. <ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. Encourage staff who develop flu-like symptoms during a pandemic to: <ul style="list-style-type: none"> leave school immediately and seek medical attention stay away from school until completely well. Follow the advice of DHHS regarding containment activities and exclusion periods for infectious diseases. Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes. If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers. If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: <ul style="list-style-type: none"> inform teachers of their obligations during school closures for students at home, provide access to educational materials including online learning. Report emergency to the Security Services Unit on 1800 126 126. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Contact parents as required. Direct all Media enquiries to DET Media Unit on 8688 7776
<p>Off-site emergencies</p>	<p>Call 000 for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> Follow Emergency Procedures for the venue you are visiting. Report the emergency immediately to the Chief Warden. Determine whether evacuation to an off site location is required. Do this in consultation with the Police, the Venue you are visiting's Emergency Procedures where possible. Initiate action to lock or restrict entry to the building when appropriate. Evacuation only should be considered if safe to do so. Report emergency to the Security Services Unit on 1800 126 126. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Contact parents as required. Direct all Media enquiries to DET Media Unit on 8688 7776
<p>Vehicle Collision adjacent to school on Main Road.</p>	<p>Call 000 for emergency services</p> <ul style="list-style-type: none"> Wardens Sound Fire Siren, and assemble children on Basketball Court or Bottom Car Park, depending on which is safer regards the accident location. Chief Warden will determine this. Teachers will ensure they have their class Red Box. If teachers are not on site Wardens will arrange for boxes to be collected. After rolls are marked, Wardens will determine where children will go until accident is cleared up Teachers will FIRST ensure the safety of the students they are responsible for is taken care of BEFORE any thought of assistance to accident victims is given. Other staff on site who are not responsible for children may render assistance to those in need. An IRIS alert should be entered as soon as is practicable. If traffic management is needed regards student pick-up, a SKOOLBAG alert will be sent out with instructions. ie Children may be picked up from the Doreen Reserve after being walked down to the corner via the Pedestrian path. If off site pick-up is determined, all Red Boxes and first Aid kits will travel with the students. If the accident occurs before school time, a SKOOLBAG Alert will go out which may result in the start of school being postponed. Regional assistance will be sought.

Severe weather event	<p>Call 000 if emergency services are needed and seek and follow advice.</p> <ul style="list-style-type: none"> • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice.
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Smoke	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p>Medical</p> <ul style="list-style-type: none"> • Call 000 if anyone is experiencing wheezing, chest tightness and difficulty breathing. • Closely monitor for adverse effects of smoke on students and staff. • Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. • Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. • Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. <p>Activities/Indoors</p> <ul style="list-style-type: none"> • Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. • Close windows and doors. • Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function) • Limit prolonged or heavy physical activity relative to the conditions. <p>Notification/Information</p> <ul style="list-style-type: none"> • As appropriate: <ul style="list-style-type: none"> • report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126 • notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required • direct all Media enquiries to DET Media Unit on 9637 2871. • For health information about smoke go to: www.betterhealth.vic.gov.au/bushfiresmoke or http://www.betterhealth.vic.gov.au/plannedburns • 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 http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days • 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. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Snakes	<ul style="list-style-type: none"> • 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 SSU on 1800 126 126.
Child Abuse	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

	<p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p>
Information Security	<ul style="list-style-type: none"> Contact your IT specialist technician for advice and support If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> Phone 1800 641 943 Email servicedesk@education.vic.gov.au Submit an IT Service Request through the Service Gateway If the incident involves sensitive and/or personal information that may identify an individual without their consent Phone the privacy help desk on 8688 7967 Email privacy@education.vic.gov.au Consider notifying the Media Unit on 8688 7776 If the information security breach is considered malicious contact local police Offer impacted staff option to access EAP (as applicable) Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> Call '000' if immediate/life threatening Administer first aid Contact parent/guardian of affected student Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 Record evidence (if applicable) Keep other students away from the emergency/incident Provide support for students who may have witnessed early stage of emergency
Mental Stress	<ul style="list-style-type: none"> If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' Administer first aid (if appropriate) – keep physically and emotionally safe Report the incident to the Incident Support and Operations Centre on 1800 126 126 Consider whether the following supports are appropriate: <ul style="list-style-type: none"> School's student wellbeing officers Student Support Services Doctors in Secondary Schools Kids Helpline - 1800 55 1800 Headspace in schools 0458 559 736 Lifeline - 13 11 14 Referral to the Navigator program for wraparound support for disengaged learners Suicide prevention resources from Beyond Blue and/or Headspace CAT Team – acute mental health triage
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> Search the immediate area

	<ul style="list-style-type: none"> • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ◦ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ◦ Preserve the evidence ◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ◦ Contact Legal Division on 9637 3146 ◦ Consider a Worksafe Notification 13 23 60 ◦ Contact Communications Division/Media Unit on 8688 7776
Violence, Aggression and/or harassment	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@education.vic.gov.au and follow their advice

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Glenn Simondson	9717 3563	0418 366 286	0418 366 286
Business Manager	Lisa Welch	9717 3563	9717 3861	0419 173 861
School Welfare Officer	Helen Mollard	9717 3563	9718 0382	0418 507 790
OH&S Representative	Kelly Dunt	9717 3563	0409 651 051	0409 651 051
Senior teacher	Janette Colistra	9717 3563	9717 0474	0449 713 717

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Jeanette Nagorcka	(03) 8468 9223	0438 045 138
Regional Office(nwvr@education.vic.gov.au)	Bendigo, Coburg	1300 338 691	
Manager, Operations & Emergency Management	John Brownstein	(03) 4433 7585	0418 509 953
Emergency Management Support Officer	Caragh Robinson	(03) 9084 9032	0436 819 074
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Clare Read	0427 889 484	0427 889 484
SSSO Team Leader	Denise Young	0421 349 559	0421 349 559

Local / Other Organizations

Name	Phone
Northern Hospital, Epping Austin Hospital Royal Children's Hospital www.rch.org.au	8405 8000 9496 5000 9345 5522
Gas	132 771
Electricity	131 799
Water Corporation	131 721
Mark Wilson - electrician	0418 345 372
Nillumbik Council	9433 3111
SES (flood, storm and earthquake)	132 500
Fire, Ambulance and Police	000

School Bus Emergency Contacts

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

Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Glenn Simondson Phone/Mobile: 0418366286	Name: Ben Miller Phone/Mobile: 0419303540
Planning Officer	Name: Glenn Simondson Phone/Mobile: 0418366286	Name: Kelly Dunt Phone/Mobile: 0409651051
Operations Officer (Area Warden)	Name: Glenn Simondson Phone/Mobile: 0418366286	Name: Ben Miller Phone/Mobile: 0419303540
Communications Officer	Name: Lisa Welch Phone/Mobile: 0419173861	Name: Kelly Dunt Phone/Mobile: 0409651051
Logistics Officer (Warden)	Name: Glenn Simondson Phone/Mobile: 0418366286	Name: Ben Miller Phone/Mobile: 0419303540
First Aid Officer	Name: Janette Colistra Phone/Mobile: 0449713717	Name: Kelly Dunt Phone/Mobile: 0409651051

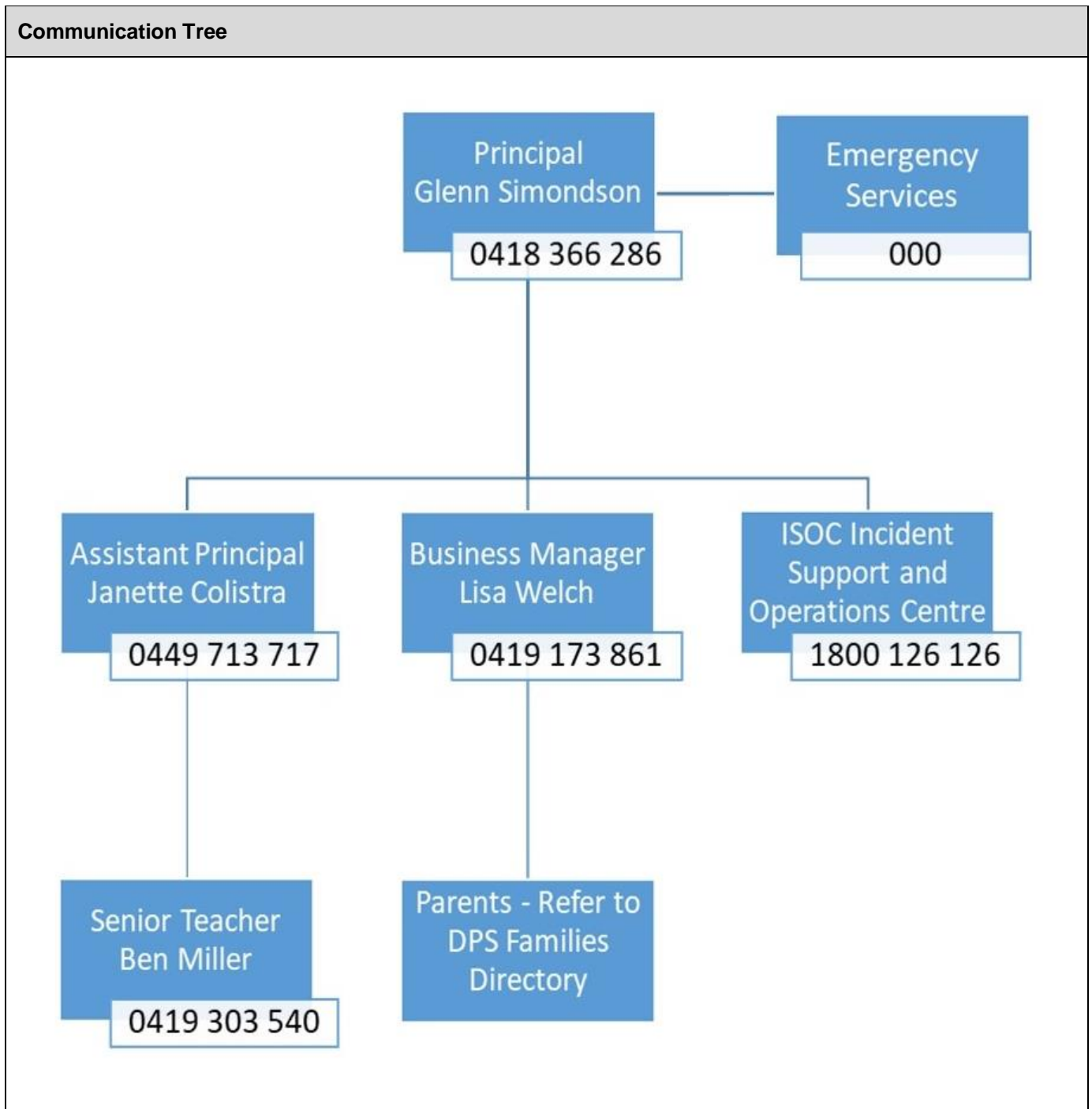
Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. • Regular discussion of "Emergency Events" at Staff Meetings. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Operations Officer (Area Warden)	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p>

	<ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check for any abnormal situation. • Commence evacuation if warranted. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Close or open other doors in accordance with the emergency response procedures. • Search all areas to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion.

	<ul style="list-style-type: none"> • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief
First Aid Officer	<ul style="list-style-type: none"> • Regular check-ups of Portable First Aid Kits • Regular check-up of school First Aid supplies including generic Anaphylaxis Pens and Asthma medications. • Ensure First Aid is delivered where needed in an emergency situation • Ensure First Aid bags are available in an emergency situation. • If needed, contact Emergency Services for support.

Communication Tree



Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational and 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

Details of arrangements	Contact the people below, as access is available via one master key.
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Name	Contact Details	Support Role
Glenn Simondson	0418366286	Principal
Lisa Welch	0419173861	Bursar
Janette Colistra	0449713717	Senior Teacher
Ben Miller	0419303540	Senior Teacher

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

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

Details of arrangements	Telephone Issues - 1. Contact Optus, have telephone diverted to School or Bursars Mobile Phone 2. Notify Parents of changes/contact number via SKOOLBAG. Power issues - 1. No Change, it's just a little darker! Data 2. Teachers will adapt, as ICT is not the major component of their teaching strategies.
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Name	Contact Details	Support Role
Optus	1300364161	Divert Phone

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

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

Details of arrangements	1. Use of school list of CRT's 2. Suspension of Programs 3. Combining of Groups
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Name	Contact Details	Support Role

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

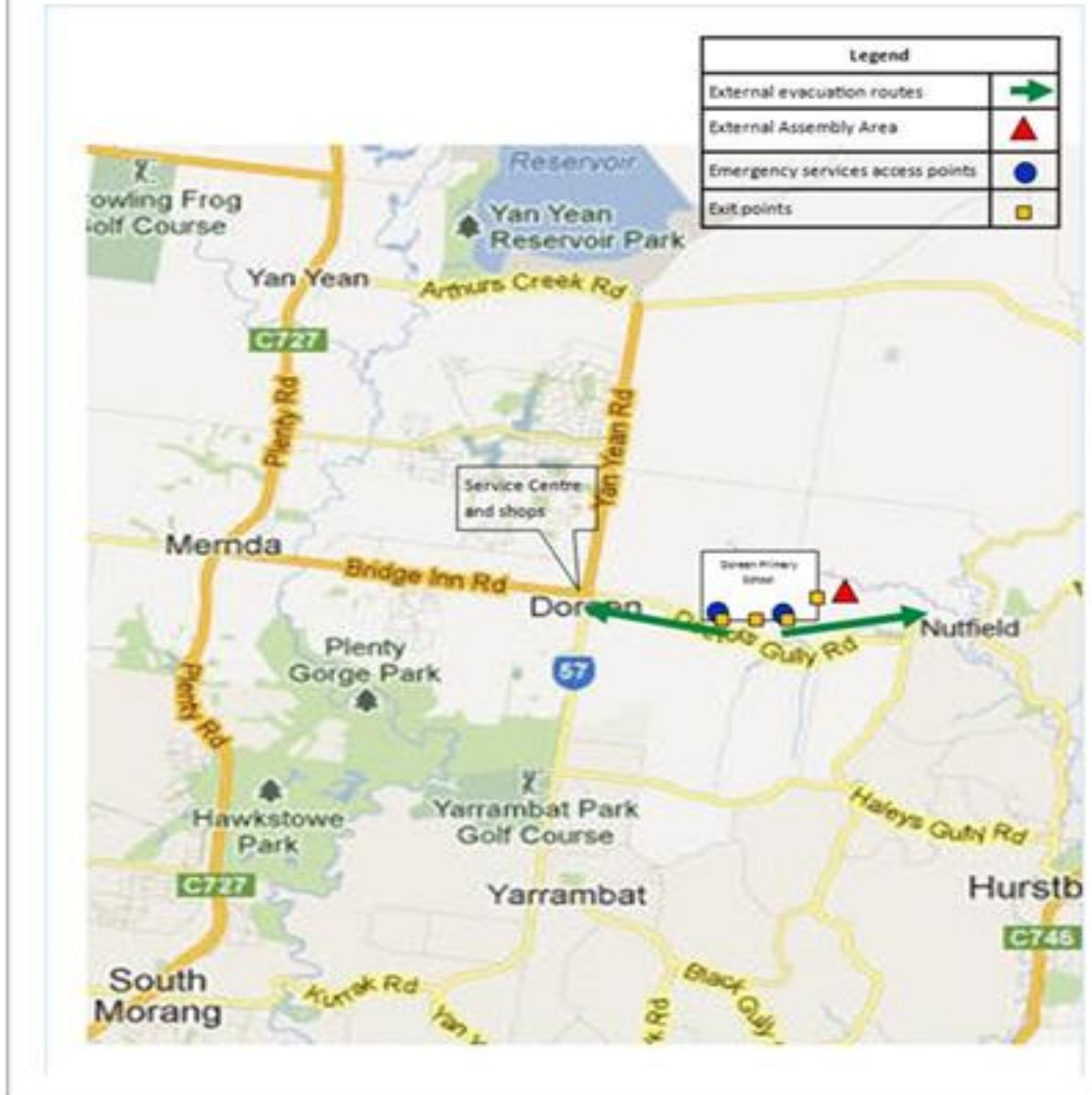
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	
Deliver appropriate communications including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

Area Map

Area Map

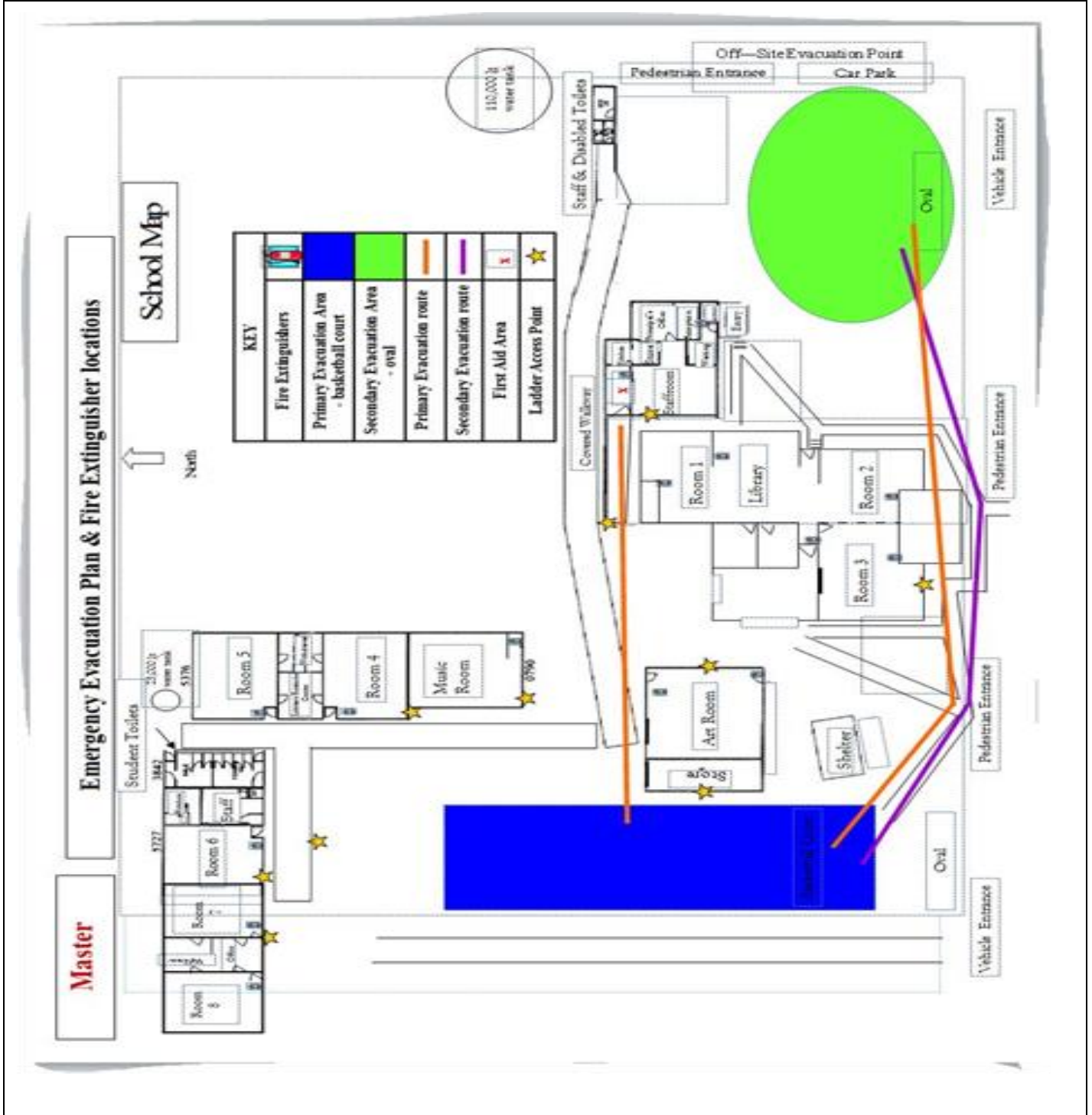
Distance to Primary Off-site Assembly Area: 400 m

Estimated time to reach Off-site Area: 5 minutes



Evacuation Map

Building Name	Evacuation Procedures
Doreen Primary School	As per below



Evacuation Plan

EMERGENCY PROCEDURE SUMMARY - DOREEN PRIMARY SCHOOL DOCTORS GULLY RD, DOREEN 3752 (03) 9717 3563

<p>EVACUATION</p> <p>Upon hearing siren</p> <p>Classroom teacher (if students are with specialist teacher the classroom teacher will collect students from specialist's room) will:</p> <ul style="list-style-type: none"> Assemble students in the class group ready to evacuate Take Red box (will be with Specialist if class with them) Commence evacuation via the closest safe exit and proceed to Primary Evacuation Area (basketball court) unless otherwise advised Make final check of room, turn off electric and shut door Move to & stay at Primary Evacuation Area (basketball court), unless otherwise advised Check students at Primary Evacuation Area <p>Specialist teacher/s/ Teacher Aide will</p> <ul style="list-style-type: none"> Check west toilets (between rooms 5 and 6) then assist with evacuation of children from room 4 Proceed to Primary Evacuation area (basketball court) <p>Office Manager/ Teacher Aide will</p> <ul style="list-style-type: none"> Check office, kitchen, staff area and east toilets (end of breezeway) Check visitor log book and ensure visitors are moving to Primary Evacuation area Proceed to Primary Evacuation area (basketball court) <p>Principal will</p> <ul style="list-style-type: none"> Turn off gas bottles (if required) Notify Department of Education 	<p>FIRE</p> <p>Upon hearing siren or discovering a fire</p> <ul style="list-style-type: none"> Assist persons in immediate danger, if safe to do so Raise the alarm by dialling office Notify principal/deputy and give details of the size and extent of fire Office to dial 000 Close the door to prevent fire/smoke spread. Commence immediate evacuation of the area (as per evacuation procedure) Direct students to Primary Evacuation Area (basketball court), unless otherwise advised Check students at Primary Evacuation area <p>In the event of a grass fire evacuation will be to primary evacuation point then library</p> <p>In the event of a building fire evacuation will be to primary or secondary evacuation area</p>	<p>BOMB THREAT</p> <ul style="list-style-type: none"> All staff will prepare students for evacuation, standby and await further instruction from Principal/Assistant (via classroom phone) <p>Upon hearing a threat via telephone:</p> <ul style="list-style-type: none"> Obtain as much information as possible, do not hang up the phone (see Bomb/Substance Threat Checklist, located adjacent to phone) Contact Principal/Duty Fill in a Bomb Threat Checklist <p>Upon finding a package:</p> <ul style="list-style-type: none"> Do not touch or move the object Isolate the immediate area Notify Principal/Deputy 	<p>MEDICAL</p> <ul style="list-style-type: none"> Notify a first aider Do not attempt to move a person unless they are in immediate danger Staff members will assist first aid personnel to keep onlookers away from incident Call an ambulance, if necessary Notify the Principal/Deputy If necessary, meet the ambulance and give directions to casualty (75 Doctors Gully Rd, Doreen, 1/2 km from roundabout on right of intersection of Yan Year Rd and Bridge Inn Rd/Doctors Gully Rd) 	<p>ADVERSE WEATHER</p> <p>During adverse weather conditions:</p> <ul style="list-style-type: none"> Take shelter until the situation has passed <p>Check for:</p> <ul style="list-style-type: none"> Injured people, signs of building damage and unsafe situations Gas, flooding <p>Notify the Principal/Deputy and give details of the situation if you can smell gas, isolate the area if flooding has occurred, where possible do not walk through pools of water</p>	<p>ARMED INTRUSION</p> <ul style="list-style-type: none"> Act calm Obey instructions Do not make sudden movement Be courteous, answer all questions asked by intruder Hand over valuables, if requested Do not give chase to offenders Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc. Contact Principal/Deputy
<p>HAZARDOUS MATERIALS</p> <ul style="list-style-type: none"> All staff members will assist person in immediate danger, if safe to do so Raise the alarm, contact Principal/Deputy Evacuate the immediate danger area Proceed to Primary Evacuation Area (basketball court), unless otherwise advised Account for all persons Notify principal of missing or injured persons Ensure if outside you are upwind of the incident 	<p>LOCK—IN</p> <p>Upon hearing whistle thru phone system</p> <ul style="list-style-type: none"> Phone office to acknowledge Remain calm and in your room with student. If outside, move to nearest safe building Close all windows and lock classroom door Have students sit on the floor with you Remain in the classroom until the Principal/Deputy/Emergency Services advises you (via classroom phone) that the site is "All Clear" 				

School Procedures for the Bushfire Season



Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life. Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district.

Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.

Where possible, we will provide parents with up to four days' notice of a potential Code Red day closure by note and phone message. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Code Red day.
- School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – **on such days children should never be left at home or in the care of older children.**

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan, [reprioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters]

What can parents do?

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters by checking our website www.doreenps.vic.edu.au and by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.
- You can access more information about children's services closures on the Department of Education and Training website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.



Doreen Primary School

FIRE-DANGER RATING CLOSURE AND RELOCATION POLICY and PROCEDURES

POLICY STATEMENT

Schools, kindergartens and licensed child care centers that have been identified as being at high fire risk and on the Department's [Bushfire At-Risk Register](#) (BARR) will close on days declared Code Red.

Doreen Primary School is a BARR school and therefore adheres to this policy. Up to date information on school closures can be found at the DET website at

<http://www.education.vic.gov.au/about/programs/health/Pages/closures.aspx>.

AIMS:

- To work to provide a safe learning and work environment for our students and staff.
- To endeavour to align procedures with advice from CFA and other Emergency Services providers.
- To ensure the correct procedures are followed where a school day has been declared Code Red

CODE RED FDR CLOSURES

- Throughout the Fire Danger Season, the Principal and Staff of Doreen Primary, will monitor CFA and DET advice regarding Code Red fire-danger ratings.
- Where possible, up to 3-days' notice of a planned closure will be provided; parents, staff and carers should, however, expect that in some instances fewer than 3-days' notice may be provided.
- Once the final decision to close is confirmed at 2pm the day prior, this decision will not change - regardless of any changes in the weather forecast. This will help limit confusion and help families plan for how their children will be cared for when their school, kindergarten or child care center is closed.
- The school will contact parents via Skoolbag and hard copy notice as early as possible in the case of a planned closure.
- Where possible, the school gates will be locked as staff depart on the day prior to a closure and a sign placed on the gates indicating closure for the following day.
- In the event of a closure, no staff will be in attendance on the day of closure.
- The Principal will attempt to contact the local CFA fire captain to advise them of our closure.
- The Principal and Staff will complete the 'Checklist for Pre-emptive Closure' and notify DET of the steps we have taken in preparing for closure.

Off-site activities

The safety of students and staff is paramount and off-site activities may be cancelled, postponed or relocated if faced with the threat of bushfire.

Off-site activities include any activity undertaken by staff and children away from their normal school facility. This can include:

- Camps
- Field trips
- Sporting activities
- Training or conferences for staff

Policy Review

This policy will be reviewed annually at the first School Council and Staff Meetings conducted in Terms 1 and 4 or earlier if further advice or direction is received from DET.