

# **Billanook Primary School**

## **Emergency and Critical Incident Management Plan 2023-2024**



**Billanook**  
PRIMARY SCHOOL

**270 Sheffield Road, Montrose, VIC, 3765**

**03 9728 2624**

**[billanook.ps@education.vic.gov.au](mailto:billanook.ps@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 8/09/2023**

## Purpose

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

## Context

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

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

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

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

## Facility Profile

<b>School Name/Campus Name</b>	<b>Billanook Primary School</b>
<b>Address</b>	270 Sheffield Road, Montrose, VIC, 3765
<b>Phone</b>	03 9728 2624
<b>Email</b>	billanook.ps@education.vic.gov.au
<b>Fax</b>	03 9728 1082
<b>DET Region</b>	NORTH-EASTERN VICTORIA
<b>DET Area</b>	Outer Eastern Melbourne Area
<b>LGA</b>	Yarra Ranges (S)
<b>BOM/Fire District</b>	Central District
<b>Is your school on Bushfire At- Risk Register?</b>	Yes
<b>Bushfire At-Risk Register Category</b>	Category 3
<b>Operating Hours</b>	Monday – Friday (incl) 7:00am – 6:00pm
<b>Number of Students</b>	472
<b>Number of Staff</b>	41
<b>Number of Buildings</b>	10
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Multi Purpose Complex
<b>On-site Evacuation Location</b>	School Oval
<b>Off-site Evacuation Location</b>	Not Applicable

<b>Typical method used for communications to school community</b>	Compass, SMS, Phone call
<b>Is this school has other services or users of the site?</b>	Yes

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Their Care	Small Hall	30	Monday to Friday 7 - 9am Monday to Friday 3.30 - 6pm	0400767939	0400767939

## Building Information Summary

### Telephones (landlines)

Location	Number
Main office	97282624
One phone - mostly hared between each 2 classrooms	97282624
Multi-purpose Complex + Library + Art room	97282624

### Alarms

Description	Location	Monitoring Company	Number
Fire	See INTRUSION details below should smoke alarms be activated		
Intrusion	Main office, Library, Lower hall, Multi-purpose Complex	Emergency & Security Management Unit	
Other			

## Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	At right of front entrance steps	AGL Faults & Emergencies – 132 691	On unit inside gas “cage” – padlock key located in main office (MK C)
Water	Taps located at back of Room 1 & 2 + oval	Yarra Valley Water	At front of school behind fire box (outside school fence)
Electricity	Meter boxes: (main) behind rooms 1 & 2 + in Lower hall store room Outside the Principal Office and next to Library	TRU Energy supplies security lighting ORIGIN Energy supplies all other electricity	At meter boxes

## Sprinkler System

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

## Boiler Room

Location	N/A
Access	N/A

## Emergency Power System

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

## Building and Site Hazards

Location	Number
Cleaner's Cupboard	Beside boys' toilets / opposite Art room

## Additional Profile Information

Additional Info	There is only one single lane road in and out to access our school site

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Internal Shelter in Place Drill	Chief Warden and Planning Officer	16/03/2023	16/03/2023
Term 2	Internal Lockdown Drill	Chief Warden and Planning Officer	05/05/2023	05/05/2023
Term 3	External Evacuation Drill	Chief Warden and Planning Officer	22/08/2023	28/08/2023
Term 4	Internal Shelter in Place Drill	Chief Warden and Planning Officer	09/11/2023	
Term 1	Internal Shelter in Place Drill	Chief Warden and Planning Officer	04/03/2024	
Term 2	Internal Lockdown Drill	Chief Warden and Planning Officer	23/05/2024	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Ashleigh Allen	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Christopher Berry	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Luke Biddau	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Vicki Bingley	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Jessica Brown	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Amy Carter	First Aid including Anaphylaxis - HLTAID012	30/07/2024
Molly Corbett	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Emma Cass	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Jennifer Cox	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Rebecca DeVincentis	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Elizabeth Frith	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Robyn Duffus	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Heidi Dunn	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Millie Edwards	First Aid including Anaphylaxis - HLTAID012	19/03/2024
Kirsty Edwards	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Tim Farmilo	First Aid including Anaphylaxis - HLTAID012	26/07/2024



Ellie Foster	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Michel Georgiou	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Elise Hall	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Janna Hammoud	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Lani Heatherton	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Anthony Kelly	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Erin Longo	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Jessica McCasker	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Grace McDonell	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Jennifer Meaby	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Nicole MacDowell	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Leanne Milton	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Michelle Pezzimenti	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Michael Puddy	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Madelyn Rogers	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Paige Ruane	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Cathryn Shewring	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Jessica Gray	First Aid including Anaphylaxis - HLTAID012	26/07/2024

Christopher Steele	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Katie Tasker	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Nicola Sweet	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Eleanor Teesdale	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Nicole Tierney	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Grace Tyrrell	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Lisa Vanderwerf	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Lauren Walker	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Lisa Watson	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Michelle Webb	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Amanda West	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Emma Woodhams	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Jasmine Woods	First Aid including Anaphylaxis - HLTAID012	26/07/2024
Adrian Woolard	First Aid including Anaphylaxis - HLTAID012	26/07/2024

## Other Training Record

Staff Member	Training Type	Date
All Staff	Occupational Health and Safety Training	03/09/2023
All Staff	Hazard and Incident Management	03/09/2023

## 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	1	9
Asthma	3	60
Autism	0	12
Intellectual disability	0	2
Severe behaviour disorder	0	3
Diabetes	1	3
Heart Condition	1	5
Epilepsy	1	1
ADD/ADHD	2	30
Cancer	1	0

## 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
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes
Bottled water	Yes
List of Staff on the Incident Management Team	Yes

## Review Emergency kit checked date

Date emergency kit checked	03/02/2023
Next check date	09/02/2024

# Incident Management Team

## IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Michael Puddy <b>Phone/Mobile:</b> 9728 2624	<b>Name:</b> Nicole Tierney <b>Phone/Mobile:</b> 9728 2624
Planning Officer	<b>Name:</b> Nicole Tierney <b>Phone/Mobile:</b> 9728 2624	<b>Name:</b> Michael Puddy <b>Phone/Mobile:</b> 9728 2624
Operations Officer (Area Warden)	<b>Name:</b> Jenny Cox <b>Phone/Mobile:</b> 9728 2624	<b>Name:</b> Chris Steele <b>Phone/Mobile:</b> 9728 2624
Communications Officer	<b>Name:</b> Michael Puddy <b>Phone/Mobile:</b> 9728 2624	<b>Name:</b> Nicole Tierney <b>Phone/Mobile:</b> 9728 2624
Logistics Officer (Warden)	<b>Name:</b> Nicole Tierney <b>Phone/Mobile:</b> 9728 2624	<b>Name:</b> Michael Puddy <b>Phone/Mobile:</b> 9728 2624
First Aid Officer	<b>Name:</b> Jenny Cox <b>Phone/Mobile:</b> 9728 2624	<b>Name:</b> Lani Hetherton <b>Phone/Mobile:</b> 9728 2624

# Incident Management Team Roles & Responsibilities

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

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

	<p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
First Aid Officer	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Become familiar with EMP and the responsibilities of the role</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Follow the Office Staff expectations as outlined on the Staff Roles and Responsibilities</li> </ul> <p><b>Post-Emergency</b></p> <ul style="list-style-type: none"> <li>• Follow the Office Staff expectations as outlined on the Staff Roles and Responsibilities</li> </ul>



# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Michael Puddy	03 9728 2624		
Business Manager	Jenny Cox	03 9728 2624		
SSSO Network Leader	Lisa Bryant	0447 130 030		
Health and Safety Representative	Chris Steele	03 9728 2624		
School Chaplain	Tim Farmilo			
School Council President	Paul Garnsworthy			
Assistant Principal	Nicole Tierney	03 9728 2624		
Assistant Principal	Elizabeth Frith	03 9728 2624		

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Karen Money	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231 (03) 8392 9500	
Manager, Operations & Emergency Management	Therese Carroll	03 8904 2473	0448 284 749
Emergency Management Support Officer	Kate Roberts		0427 374 563
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	Dee Deklijn		
SSSO Team Leader	Lisa Bryant		

## Local / Other Organizations

Name	Phone
Police Station	Mooroolbark 9725 9999
Gas	Origin 132 771
Electricity	TRU Energy 131 799
Water Corporation	Yarra Valley Water 132 762
Facility Plumber	Dave - 0413 143 184
Facility Electrician	0407 506 215
Local Government	Shire of Yarra Ranges 1300 368 333
Department of Human Services (Regional Office)	Box Hill 1300 650 172 / 9843 6000
Department of Human Services- Child Protection (Regional Office)	Box Hill 1300 650 172 / 9843 6000
Environment Protection Authority	9695 2722
Telephone - Voice Networks	Joe Sullivan - 0425 729 338 - 1300 729 250

## School Bus Emergency Contacts

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

# Communication Tree

Communication Tree

# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	Risk of; fatality and or permanent disability from burns. serious injury from smoke inhalation. stress or psychological harm requiring extensive clinical support for multiple individuals	<ul style="list-style-type: none"> <li>- Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.</li> <li>- Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points.</li> <li>- Check CFA website, alerts during the bushfire season.</li> <li>- Schedule and practice emergency evacuation drills on a regular basis.</li> <li>- Employee Assistance Program.</li> <li>- Grief counselling services.</li> <li>- Ensure there is a business continuity plan in place.</li> </ul>	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme	<ul style="list-style-type: none"> <li>- Continue to closely monitor CFA information via website, battery-operated radio tuned to Melbourne 774, CFA app on Smartphones</li> <li>- Ensure all members of the school community are aware that this school is on the Bushfire At Risk Register (BARR)</li> <li>- Adhere to warnings of HIGH OR EXTREME when this school will be closed</li> <li>- Excursions on TOTAL FIRE BAN days will be cancelled</li> <li>- Prior to student release time Principal will contact Mooroolbark Police (9725 9999) and/or CFA for clearance to release students</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Building fire	Risk of; Death/injury from burns or smoke inhalation. Damage or property loss. Ppsychological injury.	<ul style="list-style-type: none"> <li>- Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.</li> <li>- Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points.</li> <li>- Check CFA website, alerts during the bushfire season.</li> <li>- Schedule and practice emergency evacuation drills on a regular basis.</li> <li>- Ensure there is a business continuity plan in place.</li> <li>- Ensure all buildings are in good repair</li> <li>- Ensure all electrical devices are tested and tagged annually</li> <li>- All heaters and air conditioners are inspected annually and maintained in sound working order</li> <li>- Flammable materials are to be stored in shed away from main buildings; other than for immediate use</li> </ul>	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the Shelter in Place or Oval depending on the location of the fire, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776 8688 7776 8688 7776 .</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

Severe weather event	Risk of; Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications.	<ul style="list-style-type: none"> <li>- Maintenance to roofs/gutters/drains to keep clear is scheduled regularly.</li> <li>- Ensure EMP includes planning and response procedures for floods</li> <li>- School liaises with SES/local government to identify potential local risks.</li> <li>- School has a contingency for storage of equipment/materials if necessary.</li> <li>- On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured</li> <li>- Emergency kit (including communications) are checked and tested quarterly.</li> <li>- Utility shut-off instructions/points are known.</li> <li>- Back up communications and contact lists (paper copies) maintained in the main office in case power fails.</li> <li>- Condition of large trees regularly checked.</li> <li>- Shade sail structures regularly checked.</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>- Call 000 if emergency services are needed and seek and follow advice.</li> <li>- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances.</li> <li>- Utilise boards and sandbags if required.</li> </ul> <p>During a severe storm:</p> <ul style="list-style-type: none"> <li>- Remain in the building and keep away from windows.</li> <li>- Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> <li>- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>- Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>- Report emergency to the Security Services Unit on 1800 126 126.</li> <li>- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>- Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> <li>- Keep students inside at recesses during severe weather; including high winds and/or lightning if this is the cause of the flooding.</li> <li>- Keep students inside at recesses during severe weather; including high winds and/or lightning</li> <li>- Maintain contact with police/emergency services if severe weather conditions prevail especially when students are scheduled for release at the end of the day</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>
Flood	Risk of; Areas/rooms affected/inundated and inaccessible to staff and students. Roads flooded/blocked to cars and buses for several hours preventing parents, students and staff getting to or leaving facility. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> <li>- Ensure all drains/gutters are clear of debris</li> <li>- Ensure EMP includes planning and response procedures for floods.</li> <li>- Liaise with SES/local government to identify potential risks.</li> <li>- Develop contingency for storage of equipment/materials if possible.</li> <li>- Ensure there is a business continuity plan in place.</li> <li>- Complete the Flood risk identification assessment.</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>- Maintain contact with police/emergency services if severe weather conditions prevail especially when students are scheduled for release at the end of the day</li> <li>- Maintain contact with families regarding upcoming severe weather events</li> <li>- Keep students inside at recesses during severe weather; including high winds and/or lightning if this is the cause of the flooding.</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>
Intruder	Risk of; Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> <li>- Visitors must report to reception and sign in using the Visitor Register.</li> <li>- Visitors are required to wear and display visitor pass/badge.</li> <li>- Parents encouraged to make an appointment to meet with teachers/principal.</li> </ul>	Acceptable	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b></p>	<ul style="list-style-type: none"> <li>- Visitors are not to communicate with student in the playground unless in the company of a staff member</li> <li>- Report the emergency immediately to the Chief Warden.</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b></p>

		<ul style="list-style-type: none"> <li>- Lockdown/lockout/ evacuation procedures are regularly practiced.</li> <li>- School values and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.</li> <li>- Encourage engagement of parents in school activities.</li> <li>- In relation to court orders / custody the school maintains a register of current documents/concerns</li> <li>- Parents are advised of the relevant school processes and duty of care to other students and staff.</li> <li>- Two staff to attend parent/carer meetings where staff feel a need for support</li> <li>- Staff use a signal to obtain support from another staff member if required and notify leadership of potential conflict prior to meeting where possible</li> <li>- Staff select appropriate rooms for meetings e.g. one with two exit points</li> </ul>		Medium	<ul style="list-style-type: none"> <li>- Do not do or say anything to the person to encourage irrational behaviour.</li> <li>- Call 000 for emergency services and seek and follow advice</li> <li>- Initiate action to restrict entry to the building if safe to do so and confine or isolate the threat from building occupants.</li> <li>- Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.</li> <li>- Evacuation only should be considered if safe to do so.</li> <li>- Report emergency to the Incident Support and Operations Centre 1800 126 126.</li> <li>- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>- Contact parents as required.</li> <li>- Direct all Media enquiries to DET Media Unit on 8688 7776</li> </ul>	Low
Earthquake	Risk of; Injury to the individual. Property damage or loss.	<ul style="list-style-type: none"> <li>- Ensure EMP is up-to-date.</li> <li>- Training to staff &amp; students in emergency procedures during an earthquake eg. drop, cover, hold.</li> </ul>	Acceptable	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low	<ul style="list-style-type: none"> <li>- Teach students to follow instructions for other emergencies so they are prepared to take immediate action.</li> </ul>	<b>Consequence</b> Insignificant <b>Likelihood</b> Rare <b>Risk Level</b> Low
Bomb/substance threat	Risk of; Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> <li>- Bomb Threat Checklist located next to each phone.</li> <li>- Emergency evacuation drills scheduled and practised on a regular basis.</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low	<ul style="list-style-type: none"> <li>- Teach students to follow instructions for other emergencies so they are prepared to take immediate action.</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Influenza pandemic	Risk of; Spread of illness; High absenteeism	<ul style="list-style-type: none"> <li>- Sick and ill students and staff discouraged from attending school within school policy</li> <li>- Flu injections offered to staff annually</li> <li>- Regular risk infection procedures outlined at staff meetings</li> <li>- Parents/carers informed of school policy regarding sick children in newsletter</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>- Staff are encouraged to have flu vaccination where appropriate, facilitated and paid for by the school</li> <li>- Parents of unwell students are expected to keep them at home until well</li> <li>- Soap dispensers are provided in all toilets and wet areas</li> <li>- Sanitizer provided in classrooms and public spaces</li> <li>- Health education provided to promote awareness of how germs are spread</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

Major medical emergency	Risk of; Injury to the individual and possible death.	<ul style="list-style-type: none"> <li>- First Aid Officer is appointed and training is up-to-date.</li> <li>- First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure.</li> <li>- Staff are aware of emergency procedures for Anaphylactic students and students at risk.</li> </ul>	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>- All staff are First Aid, anaphylaxis and CPR trained</li> <li>- Staff are trained in asthma management</li> <li>- Staff are regularly update on students at risk</li> <li>- Medical information and photos for students at risk displayed in First Aid room and classrooms</li> <li>- Emergency procedures are disseminated to all staff</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> 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.	<ul style="list-style-type: none"> <li>- Complete the Student Activity Locator for all off site events/activities</li> <li>- Adhere to the Guidelines for Outdoor Education</li> <li>- Staff should follow DET Work-related driving procedures</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>- Staff to remain contactable by mobile phone whilst off-site with students</li> <li>- Depending on nature of the emergency teacher-in-charge will contact 000 and report emergency then contact the school</li> <li>- All staff to ensure students are safely supervised until the emergency is declared over by the person in charge.</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low
Loss of essential services	Risk of; Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets Lack of light in classrooms. Heating/ Cooling not functioning	<ul style="list-style-type: none"> <li>- Contact computer technician.</li> <li>- Students have water bottles and the school has spare bottles of water.</li> <li>- Contact services as needed</li> <li>- Install generator until power is restored.</li> <li>- Students to dress for the appropriate temperature.</li> </ul>	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>- Provide parents/carers with forewarning of planned outages</li> <li>- Utilise Compass and communication tree to prepare and update parents/carers on the potential loss of services</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Child Abuse	Risk of; Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorders	<ul style="list-style-type: none"> <li>- Adhere to the Child Safe Standards and PROTECT protocol</li> <li>- Recognise indicators of Child Abuse</li> <li>- Utilise the Student Critical Incident Advisory Line</li> <li>- Utilise Student Support Services/Student Welfare Coordinator</li> </ul>	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>- Follow the Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126.</li> <li>- If additional advice and support is required with managing the incident, consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> <li>- This is an abridged version of schools' obligations which are outlined in more detail in Identifying and Responding to All Forms of Abuse in Victorian Schools hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low



					<p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>- Follow the Four Critical Actions for Schools on Responding to Student Sexual Offending hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> <li>- The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in Identifying and Responding to Student Sexual Offending hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></li> </ul>	
Information Security	<p>Risk of; Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach</p>	<ul style="list-style-type: none"> <li>- Follow the DET school's privacy policy</li> <li>- Utilise department approved apps and programs</li> <li>- Manage requests for information based upon policy</li> <li>- Create and use an Acceptable use of ICT policy</li> <li>- Assistant Principal and ICT curriculum leader manages and reviews school's privacy practices and conduct a regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>- Examine data security arrangements</li> <li>- Establish password protocols for ICT</li> </ul>	Acceptable	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>- Contact your IT specialist technician for advice and support</li> <li>- If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> <li>• Phone 1800 641 943</li> <li>• Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></li> </ul> </li> <li>- Submit an IT Service Request through the Service Gateway</li> <li>- If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>- Phone the privacy help desk on 8688 7967</li> <li>- Email <a href="mailto:privacy@edumail.vic.gov.au">privacy@edumail.vic.gov.au</a></li> <li>- Consider notifying the Media Unit on 8688 7776</li> <li>- If the information security breach is considered malicious contact local police</li> <li>- Offer impacted staff option to access EAP (as applicable)</li> <li>- Offer Student Support Services support to impacted students (as applicable)</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>
Medical Emergency	<p>Risk of; - Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p>	<ul style="list-style-type: none"> <li>- All staff trained in first aid</li> <li>- First aid room prepared</li> <li>- Staff observant to signs of illness</li> <li>- First aid kit taken on all activities outside of the school grounds</li> <li>- Establish a clear medical history of staff/students</li> </ul>	Effective	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b></p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>- Call 000 if immediate/life threatening</li> <li>- Administer first aid</li> <li>- Contact parent/guardian of affected student</li> <li>- Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b></p>



		<ul style="list-style-type: none"> <li>- Communicate health care needs for students at risk and those with known conditions</li> <li>- Follow first aid and infection control procedures</li> <li>- Use Medication Authority Form to administer any medication to students</li> </ul>		Medium	<ul style="list-style-type: none"> <li>- Record evidence (if applicable)</li> <li>- Keep other students away from the emergency/incident</li> <li>- Provide support for students who may have witnessed early stage of emergency</li> </ul>	Medium
Mental Stress	Risk of; Psychological trauma/distress; Interrupted learning Attempted suicide; Suicidal ideation/self-harm;	<ul style="list-style-type: none"> <li>- Student Support Services</li> <li>- Well-being staff in school</li> <li>- Student Engagement and Inclusion Guidance</li> <li>- Building Resilience Framework</li> <li>- Victorian Anti-bullying and Mental Health Initiative</li> <li>- Values program across the school</li> <li>- Chaplain</li> <li>- Wellbeing assemblies</li> <li>- Respectful Relationships implemented across the school</li> <li>- DET Psych support</li> <li>- Wellbeing program for Principals</li> </ul>	Acceptable	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' - Administer first aid (if appropriate) – keep physically and emotionally safe - Report the incident to the Incident Support and Operations Centre on 1800 126 126 - Consider whether the following supports are appropriate: - School's student wellbeing officers - Student Support Services - 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	<b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Missing person - school or school camp/excursion	Risk of; injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> <li>- Maintain school records attendance</li> <li>- Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>- Recess and lunchtime supervision.</li> <li>- Behaviour Support Plans to address individual truancy.</li> <li>- Student Activity Locator to be completed ahead of all camps and excursions (which includes outlining all students to attend camp)</li> <li>- List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>- School excursion/camp risk assessment to be completed prior to all activities</li> </ul>	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	If student/child is missing and/or cannot be accounted for: - Search the immediate area - Contact the parent/carer - Contact '000' for police to report child missing - Provide a description, time last seen and location - Report the incident to the Incident Support and Operations Centre on 1800 126 126	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Traumatic Death/Injury/Grief	Risk of; 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"> <li>- Utilise Student Support Services</li> <li>- Well-being staff in school</li> <li>- Managing Trauma Guide</li> <li>- Incident Support and - Operations Centre referrals</li> <li>- Employee Assistance Program</li> </ul>	Acceptable	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):  - Contact '000' for police/ambulance attendance	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium

					<ul style="list-style-type: none"> <li>- Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>- Seek Student Support Services support</li> <li>- Refer to the <i>‘Managing Trauma’</i> guide to support, plan for, and lead an effective recovery including: <ul style="list-style-type: none"> <li>• Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>◦ Notification (as appropriate) to school community</li> <li>◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>◦ Continue to identify those most at risk and triage for support</li> <li>◦ Consider tribute, memorial, ritual</li> <li>◦</li> </ul> </li> </ul> </li> <li>- Monitor the wellbeing of staff</li> <li>- Actively implement self-care strategies</li> <li>- If the incident occurs on school premises/ camp/excursion <ul style="list-style-type: none"> <li>• Preserve the evidence</li> <li>• Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>• Contact Legal Division on 9637 3146</li> <li>• Consider a Worksafe Notification 13 23 60</li> <li>• Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul>	
Violence, Aggression and/or harassment	Risk of; physical or psychological harm; Disruption to learning/continuity of education	Site based policies and strategies <ul style="list-style-type: none"> <li>- Lunchtime and recess supervision</li> <li>- Behavioral Code of Conduct</li> <li>- School social media strategies to address online harassment</li> <li>- Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> School pursues specific interventions or referrals as required/appropriate: <ul style="list-style-type: none"> <li>- Trespass order</li> <li>- Child Protection referral</li> <li>- Family violence referral</li> <li>- Specific supports for students with challenging behaviors and interventions:</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Violence, aggression, harassment, on school site: <ul style="list-style-type: none"> <li>- Intervene only if safe to do so</li> <li>- Contact ‘000’ if immediate/life threatening and require police/ambulance attendance</li> <li>- Initiate action to confine or isolate the aggressor</li> <li>- Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>- Administer first aid if required and safe to do so</li> <li>- Contact parent/guardian of student(s) impacted</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low

		<p>Referral to Student Support Services (SSS)</p> <ul style="list-style-type: none"> <li>- School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>- Restraint and Seclusion procedures</li> <li>- Respectful Relationships</li> <li>- Health and Human Services Behaviour Support Services</li> <li>- More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>- School welfare officer/coordinator engaged</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>- Diffusion strategies and training for staff</li> <li>- Conflict management training</li> <li>- Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p>Specific support for teacher/staff in dealing with challenging behaviours</p> <ul style="list-style-type: none"> <li>- Employee Assistance Program (EAP) for impacted staff</li> <li>- Principal Mentor Program</li> <li>- Proactive Wellbeing Supervision</li> <li>- Principal Health Checks</li> <li>- Early Intervention Principal Support Service</li> </ul> <p>Refer to additional resources for impacted persons</p> <ul style="list-style-type: none"> <li>- School breakfast club (where available)</li> <li>- School wide Positive Behaviour Support</li> <li>- Koori inclusive School Wide Positive Behaviour Support</li> </ul>			<ul style="list-style-type: none"> <li>- Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>- Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>- Record evidence (if applicable)</li> </ul> <p>If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</p> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>- Consider lodging an eduSafe report</li> <li>- Consider whether a report to WorkSafe is required</li> <li>- Contact Employee Assistance Program for support</li> <li>- Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>- Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul>	
COVID-19	Risk of; Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i>  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p> <p>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19) developed by Victoria's Chief Health Officer  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a></p>	Acceptable	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>
School Bus Program Emergencies – Client School	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> <li>• Compliance with the School Bus Program Emergency Management Operational Guidelines</li> <li>• School's EMP is consistent with bus operators EMP</li> <li>• School Bus Program emergency management procedures are socialised with school and bus operators.</li> <li>• Students are supervised during bus arrivals and departures</li> </ul>				

		<ul style="list-style-type: none"> <li>Log of bus travel risks maintained.</li> <li>School maintains accurate bus rolls to determine who is travelling on a school bus each day.</li> <li>School maintains emergency contact records for all students travelling on buses.</li> <li>School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.</li> </ul>				
Tree/Branch fall	Risk of; Areas/rooms affected/inundated and inaccessible to staff and students. Roads blocked to cars and buses for several hours preventing parents, students and staff getting to or leaving facility. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> <li>- Annual tree audit conducted</li> <li>- Students to stay inside during inclement weather</li> <li>- Liaise with local council to determine potential controls e.g. clearing trees, building safety etc.</li> <li>- Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points.</li> <li>- Schedule and practice emergency evacuation drills on a regular basis.</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>- Work with council to monitor trees down on local roads</li> <li>- Alert the school community when roads are blocked/inaccessible using Compass</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low

# Core Emergency Response Procedures

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

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



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

	<ul style="list-style-type: none"> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
Shelter-in-place procedure	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area Multi Purpose Complex.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre that shelter-in-place is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>





# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions																		
Bushfire/Grassfire	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b></p> <p><b>Triggers for Action.</b></p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"><li>• is observable, or</li><li>• identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.</li><li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li></ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"><li>• If immediate emergency services assistance is required phone '000'.</li><li>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li></ul> <table><tr><th>Name</th><th>Role</th><th>Mobile number</th></tr><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></table> <ul style="list-style-type: none"><li>• Report the incident to ISOC (1800 126 126)</li><li>• Convene your Incident Management Team (IMT)</li><li>• Continue to monitor conditions such as wind change, size of fire, direction of travel.</li><li>• Continue to monitor warnings and advice messages through the VicEmergency App or website.</li><li>• If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.</li></ul> <p><b>Other sources of Information</b></p> <ul style="list-style-type: none"><li>• Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.</li><li>• ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.</li></ul> <p><b>Actions for the School when it is within a VicEmergency warning area</b></p> <table><tr><th>VicEmergency Warning</th><th>What it means</th><th>School Actions</th></tr><tr><td><b>Advice Warning</b></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 <b>seek advice</b> and monitor conditions as they may change.</td></tr><tr><td><b>Watch and Act Warning</b></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, <b>seek advice and then decide</b> whether to;<ul style="list-style-type: none"><li>• remain on site, shelter in place (if required) and monitor the situation</li><li>• call parents to pick up their children</li></ul></td></tr></table>	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	<b>Advice Warning</b>	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then <b>seek advice</b> and monitor conditions as they may change.	<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to; <ul style="list-style-type: none"><li>• remain on site, shelter in place (if required) and monitor the situation</li><li>• call parents to pick up their children</li></ul>
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<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to; <ul style="list-style-type: none"><li>• remain on site, shelter in place (if required) and monitor the situation</li><li>• call parents to pick up their children</li></ul>																	

	<ul style="list-style-type: none"> <li>evacuate the school to your offsite bushfire evacuation location.</li> <li></li> </ul> <p>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then <b>shelter in place and seek advice</b>. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.</p> <p><b>Emergency Warning</b> Issued when the community is in imminent danger of an incident/event and need to take action now.</p> <p><b>Prepare to Evacuate</b> <b>Prepare to Evacuate</b> – 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.</p> <p>If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b>.</p> <p><b>Evacuate Now</b> <b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b>.</p> <p><b>Sheltering in Place.</b> If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> <li>Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the <b>Shelter in Place</b>.</li> <li>Check that all students, staff and visitors are accounted for.</li> <li>Ensure communications with emergency services are maintained.</li> <li>Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>If parents arrive, encourage them to stay with their children at the school.</li> <li>Check all windows and doors in the MPC are closed (but doors are not locked).</li> <li>Turn off gas supply</li> <li>Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the MPC and the evacuation path between the MPC and Oval and <b>Offsite Bushfire Evacuation Location</b>.</li> <li>Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.</li> <li>The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>Wait for emergency services to arrive or provide further information.</li> <li>Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> </ul>
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	<ul style="list-style-type: none"> <li>Continually monitor MPC for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.</li> <li>If the building has ignited and is not safe to extinguish – evacuate to the &gt;Oval or <b>Offsite Bushfire Evacuation Location</b>, via the defined route.</li> <li>Maintain a record of actions/decisions undertaken and times.</li> </ul>
Building fire	<ul style="list-style-type: none"> <li><b>Call 000</b> for emergency services and seek and follow advice.</li> <li>Activate the fire alarm.</li> <li>If appropriate, follow the procedure for on-site evacuation.</li> <li>Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>Extinguish the fire (only if safe to do so).</li> <li>Evacuate to the School Oval, closing all doors and windows.</li> <li>Check that all areas have been cleared and notify the Chief Warden.</li> <li>Check that all students, staff, visitors and contractors are accounted for.</li> <li>Report emergency to the Security Services Unit on 9603 7999.</li> <li>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>Contact parents as required.</li> <li>Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Severe weather event	<ul style="list-style-type: none"> <li>Determine emergency status</li> <li>Announce emergency situation to staff and students</li> <li>Contact appropriate emergency service/s</li> <li>Contact DET Emergency Services (03) 9589 6266</li> <li>Follow school evacuation procedure</li> </ul>
Flood	<ul style="list-style-type: none"> <li>Determine emergency status</li> <li>Announce emergency situation to staff and students</li> <li>Contact appropriate emergency service/s</li> <li>Contact DET Emergency Services (03) 9589 6266</li> <li>Follow school evacuation procedure</li> </ul>
Intruder	<ul style="list-style-type: none"> <li>Determine emergency status</li> <li>Announce emergency situation to staff and students</li> <li>Contact appropriate emergency service/s</li> <li>Contact DET Emergency Services (03) 9589 6266</li> <li>Follow school internal lockdown procedure</li> </ul>

Earthquake	<ul style="list-style-type: none"> <li>• Call <b>000</b> if emergency services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>•</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD             <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD             <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Bomb/substance threat	<ul style="list-style-type: none"> <li>• Determine emergency status</li> <li>• Keep the caller on the line, do not hang up</li> <li>• Complete the 'Telephone Bomb Threat Checklist' found in EMP folders</li> <li>• Contact appropriate emergency service/s</li> <li>• Announce emergency situation to staff and students</li> <li>• Contact DET Emergency Services (03) 9589 6266</li> <li>• Follow school evacuation procedure</li> </ul>
Influenza pandemic	<ul style="list-style-type: none"> <li>• Determine emergency status</li> <li>• Announce emergency situation to staff and students</li> <li>• Contact appropriate emergency service/s</li> <li>• Contact DET Emergency Services (03) 9589 6266</li> </ul>

	<ul style="list-style-type: none"> <li>Follow school evacuation procedure</li> </ul>
Major medical emergency	<ul style="list-style-type: none"> <li>Determine emergency status</li> <li>Announce emergency situation to staff and students</li> <li>Contact appropriate emergency service/s</li> <li>Contact DET Emergency Services (03) 9589 6266</li> <li>Follow school evacuation procedure</li> </ul>
Off-site emergencies	<ul style="list-style-type: none"> <li>Determine emergency status</li> <li>Announce emergency situation to staff and students</li> <li>Contact appropriate emergency service/s</li> <li>Contact DET Emergency Services (03) 9589 6266</li> <li>Follow school evacuation procedure</li> </ul>
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"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul>

	<p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p>
Information Security	<ul style="list-style-type: none"> <li>Contact your IT specialist technician for advice and support</li> <li>If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> <li>Phone 1800 641 943</li> <li>Email servicedesk@edumail.vic.gov.au</li> <li>Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>Phone the privacy help desk on 8688 7967</li> <li>Email privacy@edumail.vic.gov.au</li> </ul>

	<ul style="list-style-type: none"> <li>Consider notifying the Media Unit on 8688 7776</li> <li>If the information security breach is considered malicious contact local police</li> <li>Offer impacted staff option to access EAP (as applicable)</li> <li>Offer Student Support Services support to impacted students (as applicable)</li> </ul>
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>Call '000' if immediate/life threatening</li> <li>Administer first aid</li> <li>Contact parent/guardian of affected student</li> <li>Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>Record evidence (if applicable)</li> <li>Keep other students away from the emergency/incident</li> <li>Provide support for students who may have witnessed early stage of emergency</li> </ul>
Mental Stress	<ul style="list-style-type: none"> <li>If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>Consider whether the following supports are appropriate: <ul style="list-style-type: none"> <li>School's student wellbeing officers</li> <li>Student Support Services</li> <li>Doctors in Secondary Schools</li> <li>Kids Helpline - 1800 55 1800</li> <li>Headspace in schools 0458 559 736</li> <li>Lifeline - 13 11 14</li> <li>Referral to the Navigator program for wraparound support for disengaged learners</li> <li>Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>CAT Team – acute mental health triage</li> </ul> </li> <li>Determine emergency status</li> <li>Announce emergency situation to staff and students</li> <li>Contact appropriate emergency service/s</li> <li>Contact DET Emergency Services (03) <b>9589 6266</b></li> <li>Follow school evacuation procedure</li> </ul>
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"> <li>Search the immediate area</li> <li>Contact the parent/carer</li> <li>Contact '000' for police to report child missing <ul style="list-style-type: none"> <li>Provide a description, time last seen and location</li> </ul> </li> <li>Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>Determine emergency status</li> <li>Announce emergency situation to staff and students</li> <li>Contact appropriate emergency service/s</li> <li>Contact DET Emergency Services (03) <b>9589 6266</b></li> <li>Follow school evacuation procedure</li> </ul>



<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the '<i>Managing Trauma</i>' guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>◦ Continue to identify those most at risk and triage for support</li> <li>◦ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> <li>◦ Preserve the evidence</li> <li>◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>◦ Contact Legal Division on 9637 3146</li> <li>◦ Consider a Worksafe Notification 13 23 60</li> <li>◦ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> <li>• Determine emergency status</li> <li>• Announce emergency situation to staff and students</li> <li>• Contact appropriate emergency service/s</li> <li>• Contact DET Emergency Services (03) 9589 6266</li> <li>• Follow school evacuation procedure</li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p>

	<ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> <li>• Determine emergency status</li> <li>• Announce emergency situation to staff and students</li> <li>• Contact appropriate emergency service/s</li> <li>• Contact DET Emergency Services (03) 9589 6266</li> <li>• Follow school evacuation procedure</li> </ul>
COVID-19	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>
Loss of essential services	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>
Tree/Branch fall	
School Bus Program Emergencies – Client School	<p><b>Forecast Emergencies</b></p> <p>The client school principal (or delegate) will:</p>

	<ul style="list-style-type: none"> <li>• enact the school's Emergency Management Plan</li> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• receive notification of school bus service cancellations from the coordinating principal (or delegate)</li> <li>• notify parents/guardians of affected students of the bus cancellation(s)</li> <li>• notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations</li> <li>• make alternative transport arrangements for students as required</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required.</li> </ul> <p><b>Rapid Onset Emergencies</b> The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school's EMP</li> <li>• call 000 to request emergency assistance if required</li> <li>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> <li>• receive notification of impacts to the school bus service from the coordinating principal</li> <li>• hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal</li> <li>• notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up</li> <li>• notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event.</li> </ul> <p><b>After an Emergency</b> The client school principal will:</p> <ul style="list-style-type: none"> <li>• participate in post-event debriefs led by either DET or DOT as appropriate</li> <li>• document learnings from the event</li> <li>• receive and provide feedback from/to stakeholders as appropriate</li> <li>• update the EMP (as required) with support and advice from DET regional emergency management staff</li> </ul>
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# Business Continuity

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

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

## 1. Arrangements to manage inability to access your school site

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

<p><b>Details of arrangements</b></p>	<p><b>Workaround Partial site unavailable:</b></p> <ul style="list-style-type: none"> <li>* Revise timetable to relocate students and staff to other facilities on site (gym – 4 classes, library – 2 classes)</li> <li>* Relocate admin and staff facilities to other networked space within school. ie Library Office</li> <li>* Admin staff may need to work remotely from home</li> <li>* Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>* Confirm possible accommodation availability with local schools Kilsyth Primary and Gladesville Primary for affected year levels</li> <li>* Provide regular updates to the school community via SMS, Compass, social media and newsletter</li> <li>* Notify site users. e.g. Their Care, after school basketball and karate</li> </ul> <p><b>Whole site unavailable:</b></p> <ul style="list-style-type: none"> <li>* Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>* Confirm possible accommodation availability with local schools Kilsyth Primary and Gladesville Primary for admin team and student groups</li> <li>* Provide regular updates to the school community via SMS, Compass, social media and newsletter</li> <li>* Consider student transport arrangements</li> <li>* Notify site users. e.g. Their Care, after school basketball and karate, cleaning contractors, instrumental teachers, SSO's and mentors.</li> <li>* Redirect suppliers to alternate site. IT Resources required</li> <li>* CASES admin network</li> <li>* Access to wireless network.</li> <li>* School curriculum network</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>* OH&amp;S issues in relocating school equipment and resources</li> </ul>
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	<ul style="list-style-type: none"> <li>* Possible transport arrangements for students to access other schools</li> <li>* Separation of family groupings if spread across multiple sites</li> <li>* Demands placed on staff due to loss of resources, relocation, etc.</li> <li>* Students' access to out of school hour's care.</li> </ul> <p>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</p>
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Name	Contact Details	Support Role
Karen Money	1300 333 231	Regional Director
Dee Deklijn		SEIL

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

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

<b>Details of arrangements</b>	<p>Workaround</p> <p>Water:</p> <ul style="list-style-type: none"> <li>* Communicate with water provider to establish the length of the disruption</li> <li>* If disruption is significant, contact SEIL and Region</li> <li>* If disruption will be significant (whole day) use communication tree to contact families and advise immediate pick up arrangements due to lack of hydration and sanitation</li> <li>* Provide care to students remaining on site</li> <li>* Use bottled water from the gymnasium emergency kit for students/staff until collection by parents/carers can be arranged</li> <li>* Provide regular updates to the school community via SMS, Compass and social media</li> </ul> <p>Data/technology:</p> <ul style="list-style-type: none"> <li>* Relocate admin and staff facilities to other networked space within school</li> <li>* Admin staff may need to work remotely from home or Kilsyth Primary, Gladesville Primary</li> <li>* Utilise laptops where available to provide access to network</li> </ul> <p>Telephony:</p> <ul style="list-style-type: none"> <li>* Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location.</li> <li>* Utilise mobile phones to contact staff.</li> <li>* Place message on answering service, if possible, referring callers to an emergency contact number either on site or at alternative location.</li> </ul>
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	<p><b>Power:</b></p> <ul style="list-style-type: none"> <li>* Determine the requirement for the operation of the school. ie water pump for toilet operation.</li> <li>* Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.</li> <li>* Restructure school program to account of the lack of power.</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>* Ensure OH&amp;S issues are considered when using back up power and water pumps</li> <li>* Review and update staff contact details to include mobile phone numbers.</li> <li>* Staff Communications Tree to include details of messaging systems</li> <li>* Staff and student wellbeing.</li> </ul> <p><b>Key contacts</b></p> <ul style="list-style-type: none"> <li>* Cases 21 support – 1800 641 943</li> <li>* DET IT helpdesk - (03) 9637 3333</li> <li>* Telephone provider – Joe Sullivan Voice Networks - 1300 729 250</li> </ul>
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Name	Contact Details	Support Role

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

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

<b>Details of arrangements</b>	<p><b>Workaround</b></p> <ul style="list-style-type: none"> <li>* Prioritise work allocations for remaining staff</li> <li>* Determine the number of Casual Relief Teachers (CRTs) required.</li> <li>* CRTs to be sourced from school's own pool of emergency teachers.</li> <li>* Merge classes where possible based on remaining class numbers to make up full class groups with consideration to the dynamics of students (based off existing split lists)</li> <li>* Implement succession plan/back up for key roles within school. i.e. Daily organiser (back up: Cathryn Shewring), Business Manager (back up: Jenny Cox)</li> <li>* Inform school community of issues via social media, newsletter or note home with students.</li> </ul>
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	<b>Considerations</b> * Workload of staff and emergency teachers
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Name	Contact Details	Support Role
Nicole Tierney	9728 2624	Assistant Principal - Daily Org

## Business Continuity Checklist

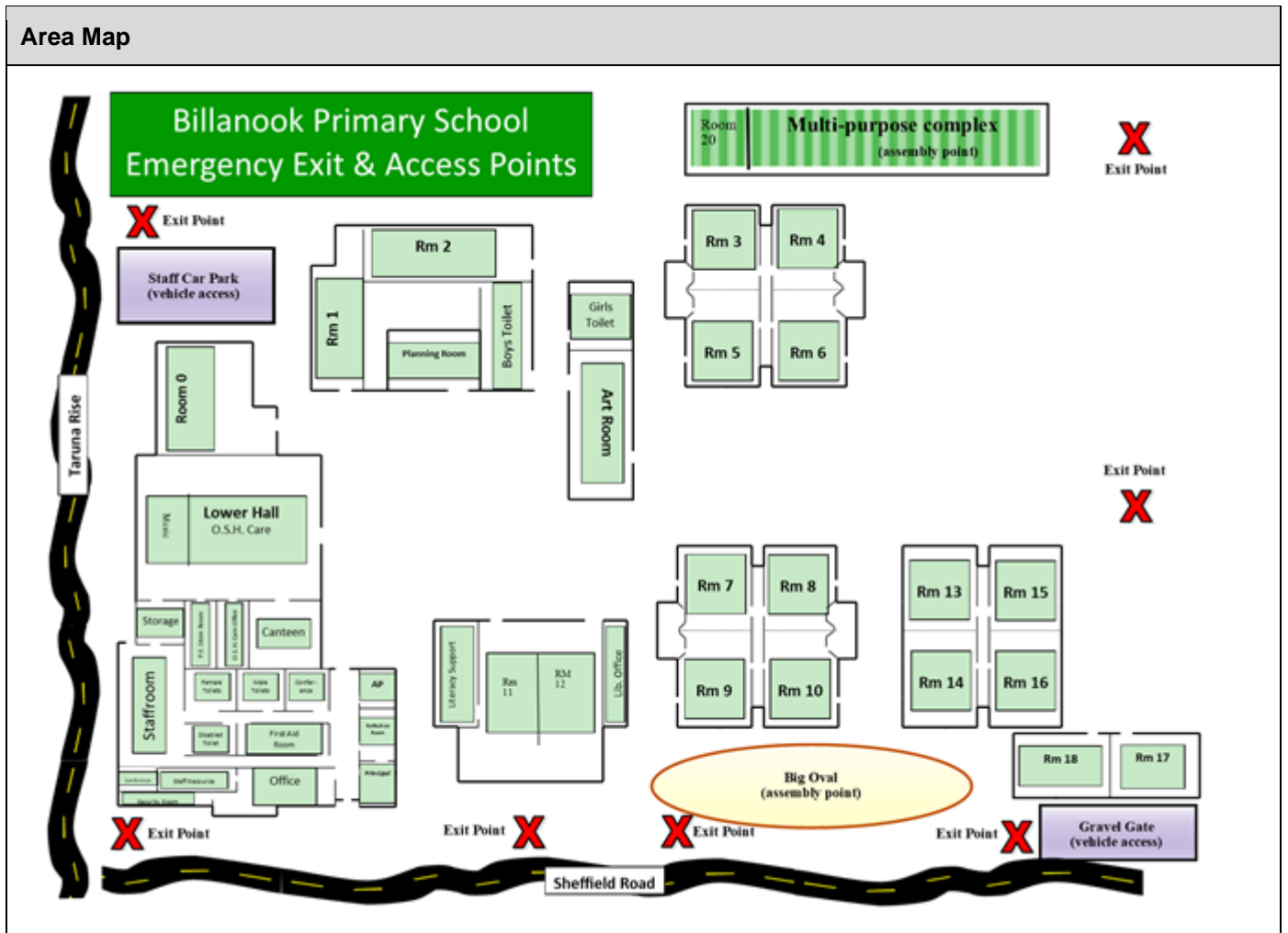
Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>School activities</li> <li>Impact over time</li> <li>Manageability</li> <li>Staffing levels</li> <li>Resources for recovery</li> </ul>	Yes
Identify actions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

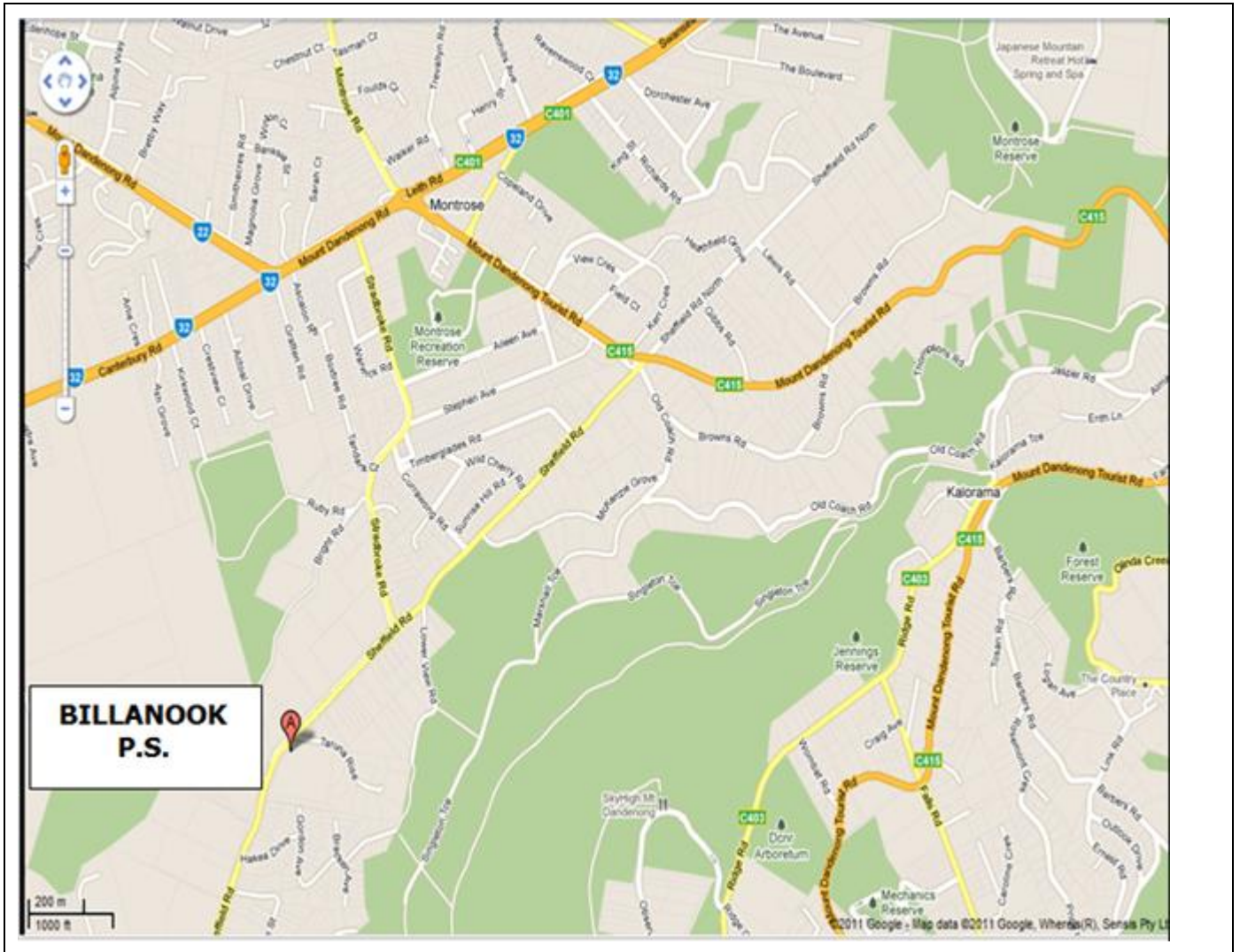
Establish a register to log all financial expenditure incurred	Yes
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	Yes
Deliver appropriate communications including to: 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



# Area Map

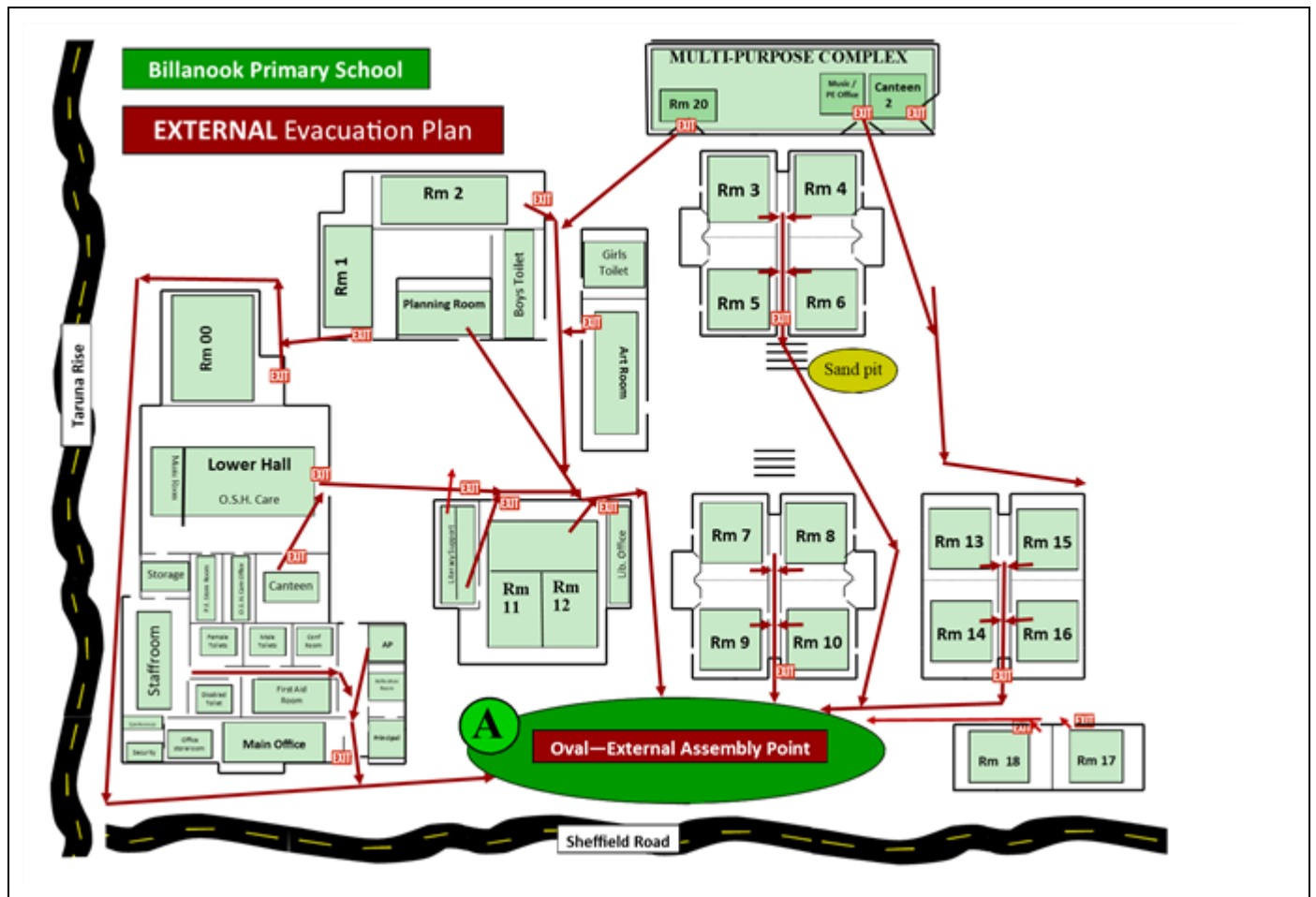
## Area Map





# Evacuation Map

Building Name	Evacuation Procedures
Internal Evacuation	<p>If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. Incident Controller (Chief Warden) on site will take charge and determines who does what (activate your Incident Management Team). Call 000. Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building"). Report to Security Services Unit 9589 6266 and seek advice from your regional office. If the decision to evacuate is made, evacuate staff, students and visitors out of the building; to your OVAL if this is the evacuation option. Take the student's attendance list, staff roster and your Emergency Kit. Once at assembly area, check all students, staff and visitors are accounted for. Wait for emergency services to arrive or provide further information.</p>
<p>On-site EXTERNAL re-location map</p>	<p>Off-site evacuation procedure – NOT applicable – re-location will be to the front of the school on the oval In consultation with Montrose CFA we have been advised that OFF-SITE evacuation is not advisable given the nature of the limited access to/from the school site.</p>



## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Linda Jamieson	Manager Operations and Emergency Management, North Eastern Regional Office, DEECD	01/09/2023	0448284749
Stuart McCall	Montrose CFA	01/09/2023	9728 1999
Mooroolbark Police	Mooroolbark Police	01/09/2023	9725 9999
Michael Puddy	Billanook Primary School Principal	01/09/2023	Michael.puddy@edumail.vic.gov.au
Paul Garnsworthy	School Council President	01/09/2023	
All Teachers and Staff	Billanook Primary School Principal	01/09/2023	Billanook.ps@edumail.vic.gov.au
Billanook families via website	Compass	01/09/2023	Billanook.ps@edumail.vic.gov.au

