

# Overport Primary School

## Emergency and Critical Incident Management Plan 2022-2023



**Towerhill Road, Frankston, VIC, 3199**

**03 9783 8777 / [overport.ps@education.vic.gov.au](mailto:overport.ps@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 1/09/2022**

## Purpose

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

## Context

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

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

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

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or [www.emergency.vic.gov.au](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 and Training web site for incident updates.

## Facility Profile

<b>School Name/Campus Name</b>	<b>Overport Primary School</b>	
<b>Address</b>	Towerhill Road, Frankston, VIC, 3199	
<b>Phone</b>	03 9783 8777	
<b>Email</b>	overport.ps@education.vic.gov.au	
<b>Fax</b>		
<b>DET Region</b>	SOUTH-EASTERN VICTORIA	
<b>DET Area</b>	Bayside Peninsula Area	
<b>LGA</b>	Frankston (C)	
<b>BOM/Fire District</b>	Central District	
<b>Is your school on Bushfire At- Risk Register?</b>	No	
<b>Bushfire At-Risk Register Category</b>		
<b>Operating Hours</b>	8.15 am to 4.30 pm.	
<b>Number of Students</b>	690	
<b>Number of Staff</b>	72	
<b>Number of Buildings</b>	14	
<b>Is the School a designated Neighborhood Safer Place?</b>	No	
<b>Shelter-In-Place Location</b>	Hall and classrooms	
<b>On-site Evacuation Location</b>	Site A - Western end of football	Site B – Soccer Pitch.
<b>Off-site Evacuation Location</b>	Site A - Delacombe Park Oval Gardens	Site B - George Pentland

<b>Typical method used for communications to school community</b>	Compass emails (sms alerts), school website, newsletter, display board, Facebook
<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
Extend after/before school care	Hall	varies - 8-40 students	7am to 8:45am 3:30 - 6:30pm	1300 366 437	0424 090 373

## Building Information Summary

### Telephones (landlines)

Location	Number
Admin & area offices	97838777
Principal	0401562444

### Alarms

Description	Location	Monitoring Company	Number
Fire	nil	nil	nil
Intrusion	4 alarm control panels- front office, hall (main entrance), entrance to Bayview Learning Centre (outside art room), north-west entrance to year 6 building	DET security	Fob required to turn off alarm system
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	The main gas switch off valve is located at the front of the school in a locked cage in the garden bed running along Towerhill Rd	AGL	The main gas switch off valve is located at the front of the school in a locked cage in the garden bed running along Towerhill Rd. There are other isolation valves marked in yellow they switch the gas off for particular building which are marked in yellow.
Water	The main water meter is located at the back of the school next to Summit Rd. A secondary meter is located in the western corner of the front of the school, next to the fenceline on Towerhill Rd.	South East Water	The main water meter is located at the back of the school next to Summit Rd. A secondary meter is located in the western corner of the front of the school, next to the fenceline on Towerhill Rd. There are three fire hydrants. The first is located in the garden running along Towerhill Rd, between the Administration Building and the Towerhill Learning Centre. The second hydrant is in the garden bed in front of the Hakea Learning Centre. The third hydrant is between the Towerhill Learning Centre and the hall, right next to the staff carpark entrance.
Electricity			The main switchboard is located in the garden bed at the front of the school near Towerhill Rd. There are individual building switchboards in each building.

## Sprinkler System

<b>Control Valve Location</b>	n/a
<b>Shutoff Instructions Location</b>	n/a

## Boiler Room

<b>Location</b>	n/a
<b>Access</b>	n/a

## Emergency Power System

<b>Type</b>	n/a
<b>Location</b>	n/a
<b>Provides power to</b>	n/a
<b>Shutoff Instructions Location</b>	n/a

## Building and Site Hazards

<b>Location</b>	<b>Number</b>
large mature trees	front and rear of the school
stairs	end of Bayview Learning Centre
trip hazards	curbs along internal pathways
cars on Towerhill Rd	If students are evacuated offsite they will need to cross the road.

## Additional Profile Information

Additional Info

Nil



## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Fire Drill point A	Julie Gleeson	23/02/2023	
Term 2	Lockdown	Julie Gleeson	10/05/2023	
Term 3	Fire drill point B	Julie Gleeson	07/09/2023	
Term 4	Offsite fire drill	Julie Gleeson	25/10/2023	



# First Aid Training

Staff Member	Training Completed	Date Qualified To
Nikki Burgess	Provide First Aid ( level 2) trained	03/03/2022
Linda Bradbury-Flint	Provide First Aid ( level 2) trained	02/06/2023
Melissa Sinclair	Provide First Aid (Level 2) trained.	01/08/2022
Ben Bryant	Provide First Aid (Level 2) trained.	23/02/2024
Matt Leyden	Provide First Aid (Level 2) trained.	02/02/2024
Marie Yanni	Provide First Aid (Level 2) trained.	03/02/2023
Jane Lacey	Provide First Aid (Level 2) trained.	03/02/2023
Kirsten Watson	Provide First Aid (Level 2) trained.	01/02/2022
Cathy Houston	Provide First Aid (Level 2) trained.	23/02/2024
David Freeman	Provide First Aid (Level 2) trained.	01/02/2022
Evan Lucas	Provide First Aid (Level 2) trained.	23/02/2023
Eleanor Strickleton	Provide First Aid (Level 2) trained.	23/02/2024
Christie Holman	Provide First Aid (Level 2) trained.	23/02/2024
Felicity Batty	Provide First Aid (Level 2) trained.	01/02/2022
Lauren Willman	Provide First Aid (Level 2) trained.	23/02/2024
Laura Andreadis	Provide First Aid (Level 2) trained.	23/02/2024
Sophie Stevens	Provide First Aid (Level 2) trained.	01/02/2022
Guy Marsden	Provide First Aid (Level 2) trained.	23/02/2023
Ricky Joyce	Provide First Aid (Level 2) trained.	01/02/2022
Hannah Williams	Provide First Aid (Level 2) trained.	01/02/2022
Alison Cumberlidge	Provide First Aid (Level 2) trained.	23/02/2024
Sam Rodwell	Provide First Aid (Level 2) trained.	23/02/2024
Miranda Tring	Provide First Aid (Level 2) trained.	01/02/2023
Nikki Gilham	Provide First Aid (Level 2) trained.	23/02/2024

Chelle Gray	Provide First Aid (Level 2) trained.	23/02/2024
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## Other Training Record

Staff Member	Training Type	Date

## Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Diabetes	2	1
Anaphylaxis	1	11
Asthma	3	73
epilepsy	1	2
Hearing impaired	0	4
Intellectual disability	0	4
Autism	0	19
Multiple Sclerosis	1	0
Downs Syndrome	0	1

## Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Toiletry supplies	Yes
adult epipens and ventolin	Yes
student sign out books	Yes
Visitors and Contractors books	Yes
Daily bulletin	Yes

### Review Emergency kit checked date

<b>Date emergency kit checked</b>	02/09/2021
<b>Next check date</b>	01/09/2022

# Incident Management Team

## IMT Structure

### Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Julie Gleeson <b>Phone/Mobile:</b> 0401 562 444	<b>Name:</b> Marie Yanni <b>Phone/Mobile:</b> 0411 440 221
Planning Officer	<b>Name:</b> Julie Gleeson <b>Phone/Mobile:</b> 0401 562 444	<b>Name:</b> Marie Yanni <b>Phone/Mobile:</b> 0411 440 221
Operations Officer (Area Warden)	<b>Name:</b> Marie Yanni <b>Phone/Mobile:</b> 0411 440 221	<b>Name:</b> Jill Wathen <b>Phone/Mobile:</b> 0425 607 941
Communications Officer	<b>Name:</b> Melissa Sinclair <b>Phone/Mobile:</b> 0403 331 976	<b>Name:</b> Linda Bradbury-Flint <b>Phone/Mobile:</b> 9783 8777
Logistics Officer (Warden)	<b>Name:</b> Vivienne Robinson <b>Phone/Mobile:</b> 0406 561 161	<b>Name:</b> Melissa Sinclair <b>Phone/Mobile:</b> 9783 8777
First Aid Officer	<b>Name:</b> Nikki Burgess/office staff <b>Phone/Mobile:</b> 97838777 0409 030 274	<b>Name:</b> Linda Bradbury-Flint <b>Phone/Mobile:</b> 97838777

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Chief Warden/Education Commander	<b>Name:</b> Julie Gleeson	<b>Name:</b> Marie Yanni

	<b>Phone/Mobile:</b> 0401 562 444	<b>Phone/Mobile:</b> 0411 440 221
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Operations Officer (Area Warden)	<b>Name:</b> Marie Yann <b>Phone/Mobile:</b> 0411 440 221	<b>Name:</b> Jill Wathen <b>Phone/Mobile:</b> 0425 607 941
Communications Officer	<b>Name:</b> Melissa Sinclair <b>Phone/Mobile:</b> 0403 331 976	<b>Name:</b> Linda Bradbury-Flint <b>Phone/Mobile:</b> 9783 8777
Logistics Officer (Warden)	<b>Name:</b> Mandy Norton <b>Phone/Mobile:</b> 0417 328 437	<b>Name:</b> Melissa Sinclair <b>Phone/Mobile:</b> 0403 331 976
First Aid Officer	<b>Name:</b> Nikki Burgess/office staff <b>Phone/Mobile:</b> 0409 030 274	<b>Name:</b> Linda Bradbury-Flint <b>Phone/Mobile:</b> 97838777

# 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> </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 practises (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p>

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



	<ul style="list-style-type: none"> <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.s</li> </ul>
<p>First Aid Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> <li>• Have the first-aid kit prepared and located in a convenient place ready for evacuation or emergency</li> <li>• Maintain the list of students with special needs</li> <li>• Maintain parent contact lists</li> <li>• Maintain student lists and staff lists (medical alerts)</li> <li>• Participate in all drills and feed back to team what worked, didn't work etc.</li> </ul> <p>During Emergency</p> <ul style="list-style-type: none"> <li>• Gather all Epi-pens, diabetic kits</li> <li>• Gather emergency kit</li> <li>• Gather evacuation folder containing lists of all students, parent contact lists</li> <li>• Print out an absence summary</li> <li>• Perform first-aid where necessary</li> <li>• Lead first-aid trained teachers and staff in assisting with first-aid</li> </ul>

# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Julie Gleeson	9783 8777	0401 562 444	0401 562 444
Assistant Principal	Marie Yanni	9783 8777	0411 440 221	0411 440 221
Assistant Principal	Jill Wathen	9783 8777	0425 607 941	0425 607 941
Business Manager	Mandy Norton	9783 8777	0417 328 437	0417 328 437
Learning Specialist	Sam Rodwell	9783 8777	0420 808 524	0420 808 524
Year Level Coordinators	Prep - Melissa Gleeson	9783 8777	0430 092 244	0430 092 244
Year Level Coordinators/Learning Specialist	Level 1 - Christie Holman	9783 8777	0414 736 562	0414 736 562
Year Level Coordinators	level 2 -Amber Ellery	9783 8777	0408 058 893	0408 058 893
Year Level Coordinators	Level 3 - Miranda Tring	9783 8777	0400 520 516	0400 520 516
Year Level Coordinators	Level 4 - Matt Leyden	9783 8777	0408 742 502	0408 742 502
Year Level Coordinators	Level 5 - Laura Andreadis	9783 8777	0433 245 502	0433 245 502
Year Level Coordinators/Learning Specialist	Level 6 - Guy Marsden	9783 8777	0411 364 068	0411 364 068
School Council President	Marshall Hughes	9783 9777	0419 134 461	0419 134 461
Extend	Nicolene (Extend)	1300 366 437	0424 090 373	0424 090 373
Maintenance	Russel Davies	9783 8777	0418 170 550	0418 170 550

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Ian Burrage	(03) 89042437 0407 361 504	03 8904 2444

Regional Office (sevr@edumail.vic.gov.au)	Dandenong, Moe, Sale, & Frankston 1300 338 738	emergency.sev@education.vic.gov.au	03 8904 2444
Manager, Operations & Emergency Management	Kathryn Heal	03 8904 2444	0428 104 871
Emergency Management Support Officer	Glen Tarrant	03 8904 2444	0438 018 269 or (03) 8904 2406
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	Michael Devine	0457 539 049	0457 539 049
SSSO Team Leader	Stephen Pugh	0429 073 179	0429 073 179

## Local / Other Organizations

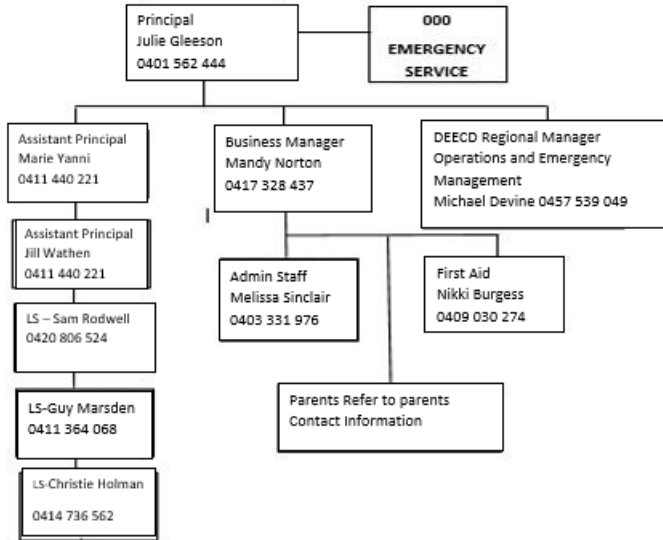
Name	Phone
Police Station - Frankston	9784 5555
Hospital - Frankston	9784 7777
Poisons Unit	13 11 26
AGL - gas	131 245
Red Energy - electricity	13 18 06
South East Water	131 867 faults 139 2837
SES (flood, storm and earthquake)	132 500

## 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
Falling tree/limb	Probable Cause:Falling tree and broken limb Probable Consequences:Risk of injury or death in extreme cases.	Tree audit has been conducted by a qualified arborist and a plan has been developed. Dangerous trees have been removed and trees at risk, have had limbs removed and others have had cables added to limbs by qualified tree faller. Tree faller to monitor tree annually Teachers to report any damage noticed in trees.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	same as current risk control	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Bomb/ Substance Threat	Probable Cause:Unknown or known person threatens facility with explosive device (including a chemical/substance threat). Probable Consequences:- Risk of injury or death. Risk of psychological injury to children, staff, visitors or contractors.	<ul style="list-style-type: none"> <li>Locate Bomb/Substance Threat Phone Checklist next to phones.</li> <li>Schedule and practice emergency evacuation drills on a regular basis.</li> <li>Implement Bomb/Substance Threat response.</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	same as current risk control	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Intruder	Probable Cause:Unknown/known person entering the facility and demonstrating threatening behaviour due to:- Police operation/siege, pursuit of an offender- Drug affected or mentally unstable person <ul style="list-style-type: none"> <li>Armed intruder</li> <li>Custodial/Parent dispute</li> </ul> Probable Consequences:Physical and/or psychological harm to staff and/or children	<ul style="list-style-type: none"> <li>Visitors must report to reception and sign in using the Visitor Register.</li> <li>Visitors are required to wear and display visitor pass/badge.</li> <li>Parents must make an appointment to meet with teachers/principal.</li> <li>Lockdown/lockout/ evacuation procedures are regularly practiced.</li> <li>Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.</li> <li>Back gates are locked during school hours.</li> <li>Three staff members are on duty during lunch/recess and before and after school.</li> <li>Encourage engagement of parents in school activities.</li> <li>In relation to court orders / custody papers:               <ul style="list-style-type: none"> <li>the school maintains a register of current documents</li> <li>parents are advised of the relevant school processes and duty of care to other students and staff.</li> </ul> </li> <li>For parent meetings where staff feel a need for support:               <ol style="list-style-type: none"> <li>two staff will attend</li> <li>staff will use a signal to obtain support from another staff member if required</li> <li>meeting to be held in meeting rooms in the administration building</li> </ol> </li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Building fire	Probable Cause A building fire resulting from:- Faulty electrical wiring <ul style="list-style-type: none"> <li>Faulty electrical equipment</li> <li>Incorrectly used</li> </ul>	<ul style="list-style-type: none"> <li>Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> </ul>	Effective	<b>Consequence</b> Major		<b>Consequence</b> Major

	electrical equipment Probable Consequences:Risk of injury from burns or smoke inhalation.	<ul style="list-style-type: none"> <li>· A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.</li> <li>· Communication systems (PA system) tested on a regular basis.</li> <li>· A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>· All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on, are disposed of in an appropriate manner.</li> <li>· SWP'S are available for kitchen appliances</li> </ul> <p>All electrical equipment is tested and tagged annually. Evacuation procedures in place to evacuate school immediately.</p>		<p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>		<p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Severe weather event	Probable Cause:A severe weather event could result from: 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. Probable Consequences:Risk of injury or death	<ul style="list-style-type: none"> <li>· On the basis of weather forecast, secure loose objects in open areas e.g. garbage bins</li> <li>On the basis of severe weather alerts keep students inside at recess/lunch</li> <li>· Communications tested.</li> <li>· Utility shut-off instructions/points are known</li> <li>· Condition of large trees checked in an annual audit</li> <li>· Shade sail structures regularly checked</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>	<p>Visual inspections of the weather and use of the BOM website to assist in making decision to enforce an inside recess/lunchtime</p> <p>If severe weather is forecast close to 3:30 contact parents via Tiq Biz to pick up students before school ends.</p> <p>If severe weather occurs at 3:30 (belltime) a decision to keep the children in the classroom may be made.</p>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
car accident	Probable Cause car crashing through fence on Towerhill RdProbable Consequences:Risk of injury	<p>Steel fence across the front of the school</p> <p>Steel fence on nature strip across the front of the school</p> <p>Speed limit of 40km/hr during school hours</p> <p>Speed hump on Towerhill Rd</p> <p>Fence line at front of the school is out of bounds during lunch/recess for students</p>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
Bomb/substance threat	Probable Cause:Unknown or known person threatens facility with explosive device (including a chemical/substance threat). Probable Consequences:·Risk of injury or death.Risk of psychological injury to children, staff, visitors or contractors.	<ul style="list-style-type: none"> <li>· Locate Bomb/Substance Threat Phone Checklist next to phones.</li> <li>· Schedule and practice emergency evacuation drills on a regular basis.</li> </ul> <p>Implement Bomb/Substance Threat response.</p>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Influenza pandemic	Risk of health and possible death (in extreme cases)	<p>Promote basic hygiene measures within schools including:</p> <p>Regular hand washing with soap and water</p> <p>Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings.</p>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b></p>		<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b></p>

		<p>Covering mouth with a tissue when coughing or sneezing. Careful disposal of used tissues. Provide students, faculty and staff with information about the importance of hand hygiene (see BetterHealth) Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser. Educate staff and students about covering their cough to prevent germs spreading. Follow Department of Health/Department of Health and Ageing advice provided by DEECD; distribute consistent messaging to staff, students and parents/carers, etc</p>		Medium		Medium
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	<p>Follow procedure for a fire evacuation. If in lock down, close windows and doors. Monitor for any areas where smoke may be entering and seal if possible. Electrical devices tested yearly.</p>	Acceptable	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	<p>Hard copy of attendance is available for all classroom teachers. Teachers carry on modified regular duties. All teachers carry with them a mobile phone for emergencies Water bottles in classrooms in case of emergency Camp toilets in each classroom Use of adjacent high school toilets Toilets available at Delecombe Park If there is no water available to flush toilets, school will close for the day</p>	Effective	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>		<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
School bus emergencies	Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<p>School buses chartered from major bus companies, seat belts required for all passengers. First Aid kits carried on buses Staff carry mobile phones. Staff carry excursion permission forms with emergency contact information Excursion/camp risk assessment completed</p>	Effective	<p><b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>
Major medical emergency	Anaphylaxis or asthma attack playground accident	<p>All Staff are trained in anaphylaxis and asthma management. Trained staff in Workplace First Aid. 3 staff member on yard duty at recess, lunchtime, before and after school. Staff carry mobile phones while on yard duty.</p>	Effective	<p><b>Consequence</b> Severe <b>Likelihood</b> Rare</p>		<p><b>Consequence</b> Severe <b>Likelihood</b> Rare</p>



		Student medication stored in Coordinator's offices. Students with asthma and anaphylaxis have up to date management plans. Anaphylaxis and asthma medication available in first aid kits and yard duty bags.		<b>Risk Level</b> Medium		<b>Risk Level</b> Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> <li>Recognise indicators of Child Abuse</li> <li>Child Safe Standards</li> <li>PROTECT protocol</li> <li>Student Critical Incident Advisory Line</li> <li>Student Support Services/Student Welfare Coordinator</li> <li>Staff and school council trained in mandatory reporting</li> <li>All staff and school council are trained in child safe strategies</li> <li>Child Safe Policy</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> <li>Privacy (including DET's Schools' Privacy Policy)</li> <li>Privacy, Department provided software</li> <li>Privacy (requests for Information about Students)</li> <li>Acceptable use of ICT Resources</li> <li>Staff member manages and reviews school's privacy practices</li> <li>Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>Examine data security arrangements</li> <li>BYOD usage and guidelines</li> <li>Password protocols for ICT</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low		<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> <li>Staff trained in first aid</li> <li>First Aid Kits</li> <li>First Aid Officer</li> <li>All staff trained in anaphylaxis and asthma management</li> <li>epipens and asthma medication available in first aid yard bags</li> <li>all students asthma and anaphylaxis medication stored in coordinator offices.</li> <li>Anaphylaxis, asthma and allergy action plans and management plans available for all students with illness.</li> <li>Staff observant to signs of illness</li> <li>Medical history – staff/students</li> <li>First Aid and Infection Control Procedure</li> <li>Medication Authority Form and authority to administer</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness	<ul style="list-style-type: none"> <li>Student Support Services</li> <li>Well-being staff in school</li> </ul>	Effective	<b>Consequence</b> Major		<b>Consequence</b> Major

	Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> <li>• Staff wellbeing week each term</li> <li>• SafeMinds</li> <li>• Student Engagement and Inclusion Guidance</li> <li>• Building Resilience Framework</li> <li>• Students participate in the Resilience Project</li> <li>• Restorative practices to build relationships</li> <li>• Victorian Anti-bullying and Mental Health Initiative</li> <li>• EAP posters in the staffroom</li> <li>• Employee Assistance Program</li> <li>• Aus Child psychologist attending fortnightly</li> </ul>		<b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> <li>• School records attendance</li> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision. (yard duty staffing above required numbers)</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>• School excursion/camp risk assessment</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium		<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• Managing Trauma Guide</li> <li>• Incident Support and Operations Centre referrals - Critical Incident Unit</li> <li>• Employee Assistance Program</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium		<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<u>Site based policies and strategies</u> <ul style="list-style-type: none"> <li>• Lunchtime and recess supervision</li> <li>• School based security measures - phones in classrooms, PA system</li> <li>• Behavioral Management plan</li> <li>• Bullying prevention policy</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> <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> <li>• Trespass order</li> <li>• Child Protection referral</li> <li>• Family violence referral</li> </ul> <u>Specific supports for students with challenging behaviors and interventions:</u>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low		<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low

		<ul style="list-style-type: none"> <li>Referral to Student Support Services (SSS)</li> <li>School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>Restraint and Seclusion procedures as per department guidelines</li> <li>Respectful Relationships to be delivered in classrooms 2019-2020</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 wellbeing AP engaged</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>Employee Assistance Program (EAP) for impacted staff</li> <li>Proactive Wellbeing Supervision</li> <li>PCO's seek support from SSS Officers as required</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>Food provided for students as required</li> <li>School wide Positive Behaviour Support</li> <li>Koori inclusion through use of ILP's</li> </ul>				
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i>  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer (<a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a>).</p>	Acceptable	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> Extreme</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>
Student Leaving the School	Probable causes: Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> <li>Staff member to immediately Contact office.</li> <li>Office to contact parent and report to police.</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call 000 for emergency services and seek and follow advice.</li> <li>• Call Security and Emergency Management Division: <b>9589 6266</b></li> <li>• Evacuate students, staff and visitors to:               <ul style="list-style-type: none"> <li>Site A - Football oval</li> <li>Site B – rebound wall</li> </ul> </li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for ensure communications with emergency services is maintained.</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>
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <p>Call <b>000</b> for emergency services and seek and follow advice.</p> <p>Identify which off-site assembly point you will evacuate staff, students and visitors to.</p> <p>Evacuate staff, students and visitors to:</p> <p><b>Site A - Delacombe Park Oval</b>  <b>Site B - George Pentland Gardens</b></p> <p>Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</p>

	<p>Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</p> <p>Ensure communications with emergency services is maintained.</p> <p>Wait for emergency services to arrive or provide further information.</p> <p>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</p> <p>Confirm with Emergency Service personnel that it is safe to return to normal operations.</p> <p>Maintain a record of actions/decisions undertaken and times.</p> <p>Contact parents as required.</p> <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>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>• Call Security and Emergency Management Division: <b>9589 6266</b></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> <li>• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> </ul>

	<ul style="list-style-type: none"> <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> <p>Soft Lock-down :</p> <ul style="list-style-type: none"> <li>• Lock down all doors.</li> <li>• Remain inside.</li> <li>• Enact all other lockdown procedures as outlined above.</li> </ul> <p>Hard Lock-down :</p> <ul style="list-style-type: none"> <li>• Lock all doors/windows .</li> <li>• Remove all from external view.</li> <li>• Remain inside</li> <li>• Enact all other procedure as outlined above.</li> <li>•</li> <li>•</li> </ul>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call 000 for emergency services and seek and follow advice.</li> <li>• Call Security and Emergency Management Division: <b>9589 6266</b></li> <li>•</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:</li> <li>• Lock doors to prevent entry</li> <li>• Check the premises for anyone left inside</li> <li>• Obtain Emergency Kit</li> <li>• Go to the designated assembly point/s.</li> </ul>

	<p>Site A - Delacombe Park Oval Site B - George Pentlands Gardens</p> <ul style="list-style-type: none"> <li>• Check that students, staff and visitors are all accounted for</li> </ul> <p>Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</p> <ul style="list-style-type: none"> <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> </ul> <p>Contact parents as required.</p> <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> <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>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Call Security and Emergency Management Division: <b>9589 6266</b></li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place areas these being their classroom or current specialist room</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> </ul>

	<ul style="list-style-type: none"> <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>
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# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Smoke	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> if anyone is experiencing wheezing, chest tightness and difficulty breathing.</li> <li>• Closely monitor for adverse effects of smoke on students and staff.</li> <li>• Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.</li> <li>• Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.</li> <li>• Notify parents about school conditions and to ensure they cater for their child’s needs e.g. extra inhaler.</li> </ul> <p><b>Activities/Indoors</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.</li> <li>• Close windows and doors.</li> <li>• Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function)</li> <li>• Limit prolonged or heavy physical activity relative to the conditions.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>• As appropriate:</li> <li>• report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126</li> <li>• notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required</li> <li>• direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• For health information about smoke go to: <a href="http://www.betterhealth.vic.gov.au/bushfiresmoke">www.betterhealth.vic.gov.au/bushfiresmoke</a> or <a href="http://www.betterhealth.vic.gov.au/plannedburns">http://www.betterhealth.vic.gov.au/plannedburns</a></li> <li>• For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at <a href="http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days">http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</a></li> </ul> <p><b>Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> </ul>

	<ul style="list-style-type: none"> <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>
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>• Teachers to use hard copies of attendance rolls.</li> <li>• Teachers to alter lessons to suit lack of power.</li> <li>• All staff to maintain close access to a mobile phone for important communication.</li> </ul>
car accident	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Depending on the situation follow the procedure for on-site evacuation or lockdown</li> <li>• If the limb has not damaged a building initiate the lock-down and provide instructions to staff.</li> <li>• Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9603 7999.</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> <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>School bus emergencies</p>	<p><b>Call 000</b> for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> <li>• Contact principal to report incident.</li> <li>• Check students and provide appropriate first aid.</li> <li>• If possible remove students from area.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Contact all effected parents.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Staff or school principal notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Major medical emergency</p>	<p>Significant playground accident eg Limb falling on students or person have a severe anaphalaxis/asthma attack or major medical emergency</p> <ul style="list-style-type: none"> <li>• First staff member at the incident is to contact 000</li> <li>• Staff member to send runner to the office requesting assistance</li> <li>• If it is anaphalaxis/asthma attack follow advice from ambulance and administer medication</li> <li>• Other staff member to clear the area.</li> <li>• Office staff to unlock nearest gate and direct ambulance.</li> <li>• If the child's condition allowed movement. The child will be taken to the office via wheelchair or stretcher as appropriate.</li> <li>• Office staff notify parents</li> <li>• Principal to notify Emergency Management</li> </ul>
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul>

	<p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing 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</li> </ul>
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	<p><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>.</p> <ul style="list-style-type: none"> <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 <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></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 <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>
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> </ul> </li> </ul>

	<ul style="list-style-type: none"> <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>
<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> </ul>
<p>Falling tree/limb</p>	<ul style="list-style-type: none"> <li>• If the limb has not damaged a building initiate the lock-down and provide instructions to staff.</li> <li>• If the limb has damaged a building issue an onsite evacuation to point A or B.</li> <li>• Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9603 7999.</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> </ul>

	<ul style="list-style-type: none"> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <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 Security Services Unit 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 9637 2871.</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>
<p>Student Leaving the School</p>	
<p>Bomb/ Substance Threat</p>	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 1800 126 126.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p>□</p> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>

- Await all clear advice from police before returning to school buildings to resume normal school activities.

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

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

**Ask the caller:**

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above
  - report the emergency to the Security Services Unit on 9589 6266
  - ensure all of the caller information has been written down and provided to police on arrival.

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

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope



	<ul style="list-style-type: none"> <li>• Call 000 for police and seek and follow advice</li> <li>• Notify the Chief Warden/principal</li> <li>• If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.</li> <li>• Implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above.</li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p>□</p> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.</li> <li>○ Implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above.</li> <li>○ Report emergency to the Security Services Unit on 9589 6266.</li> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>Building fire</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</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 either Evacuation point A or Evacuation B as directed by the Chief Warden, 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>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm: <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul> <p><b>After the severe weather event</b></p> <ul style="list-style-type: none"> <li>• After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.</li> <li>• Direct all media enquiries to DET Media Unit on 9637 2871.</li> <li>• Contact parents as required.</li> </ul>
<p>Bomb/substance threat</p>	

<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (<a href="https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default">https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default</a>) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing <ul style="list-style-type: none"> <li>◦ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>◦ Continue to identify those most at risk and triage for support</li> <li>◦ Consider tribute, memorial, ritual</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><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>
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# Business Continuity

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

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

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

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

<b>Details of arrangements</b>	<p>Partial site unavailable:</p> <ul style="list-style-type: none"> <li>• Revise timetable to relocate students and staff to other facilities on site (gym – 80 seats, library – 2 classrooms - 40 seats)</li> <li>• Relocate admin and staff facilities to other networked space within school. ie Library Office Cancel specialist classes and use art room/IT room/music room as required</li> <li>• Admin staff may need to work remotely from Derinya Primary School</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 Derinya Primary School</li> <li>• Provide regular updates to the school community via SMS, emails, social media and newsletter</li> <li>• Notify site users. eg Out of School Hours Care provider, Canteen contractor, site users.</li> </ul> <p>Whole site unavailable:</p> <ul style="list-style-type: none"> <li>• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Confirm possible accommodation with Derinya Primary School</li> <li>• Provide regular updates to the school community via SMS, emails, social media and newsletter</li> <li>• Consider student transport arrangements</li> <li>• Notify site users. e.g. Out of School Hours Care provider, cleaning contractors, Canteen contractor, site users.</li> <li>• Redirect suppliers to alternate site.</li> </ul>
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Name	Contact Details	Support Role
Nadine Pye - Derinya Primary	03 5988 6253	Principal of Derinya Primary

## 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>Data/technology: • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from Derinya PS to access Cases network • Utilise laptops where available to provide access to network</p> <p>Telephony: • Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff. • Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location.</p> <p>Power: • Determine the requirement for the operation of the school. ie water pump for toilet operation. • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure school program to account of the lack of power. Considerations • Ensure OH&amp;S issues are considered when using back up power and water pumps • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems</p> <p>Key contacts • Cases 21 support – 03 11111111 • DET IT helpdesk - (03) 9637 3333 • Telephone provider – contact number</p>
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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>	<ul style="list-style-type: none"> <li>• Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from: ANZUK • School's own pool of emergency teachers. • merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager • Inform school community of issues via social media, newsletter or note home with students. Considerations • Workload of staff and emergency teachers</li> </ul> <p>Key contacts ANZUK - 9249 2444</p>
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Name	Contact Details	Support Role

Nadine Pye	0407 598 934	Principal of Deinya Primary
anzuk	9249 2444	CRT supply agency

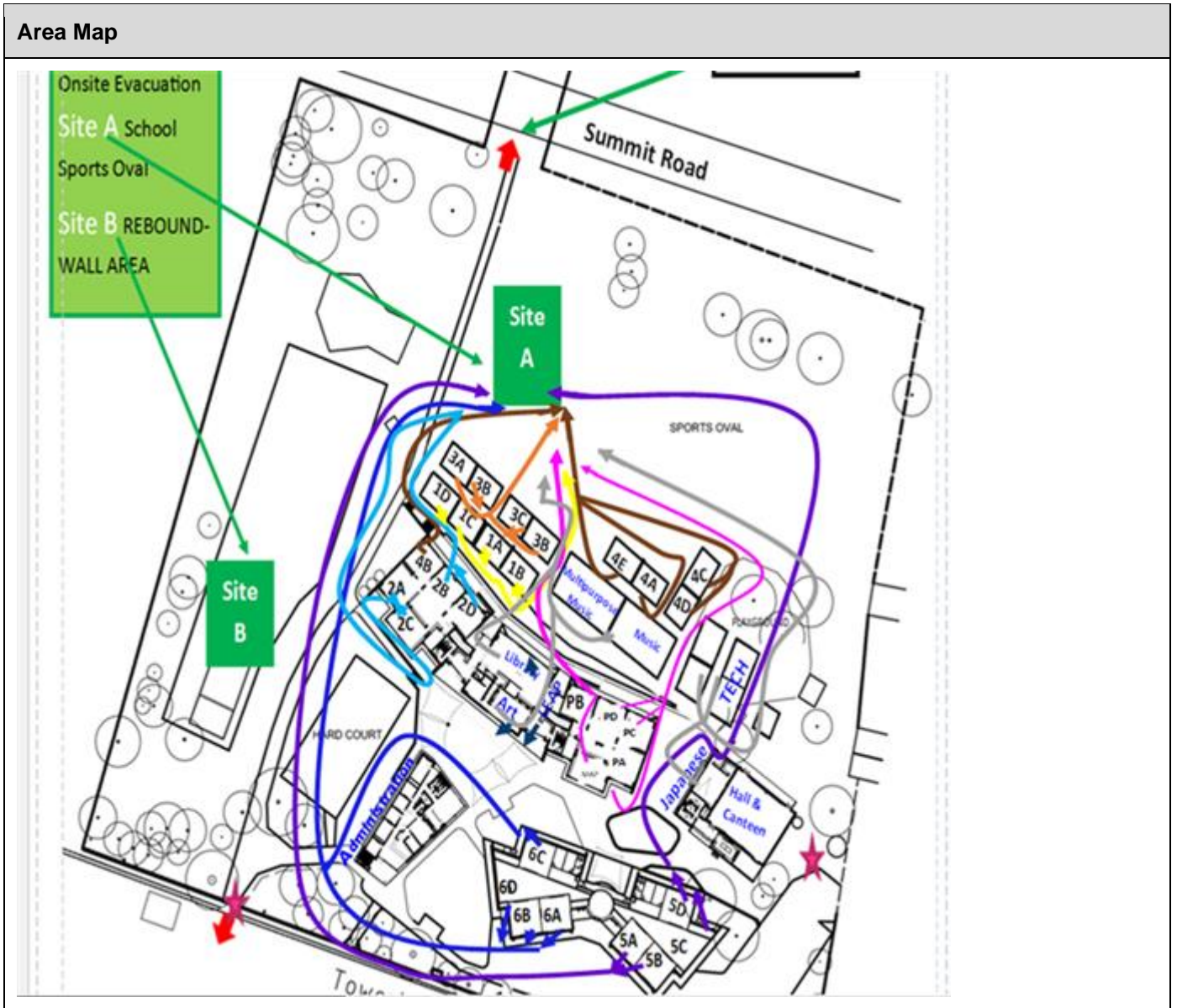
## Business Continuity Checklist

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

<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"><li>• Staff</li><li>• Parents/Carers</li><li>• School Council</li><li>• School bus contractor/bus coordinating school (as appropriate)</li><li>• Outside School Hours Care provider</li><li>• Other users of site</li><li>• Region</li><li>• Suppliers</li><li>• Local Shire/Municipality (as appropriate)</li></ul>	

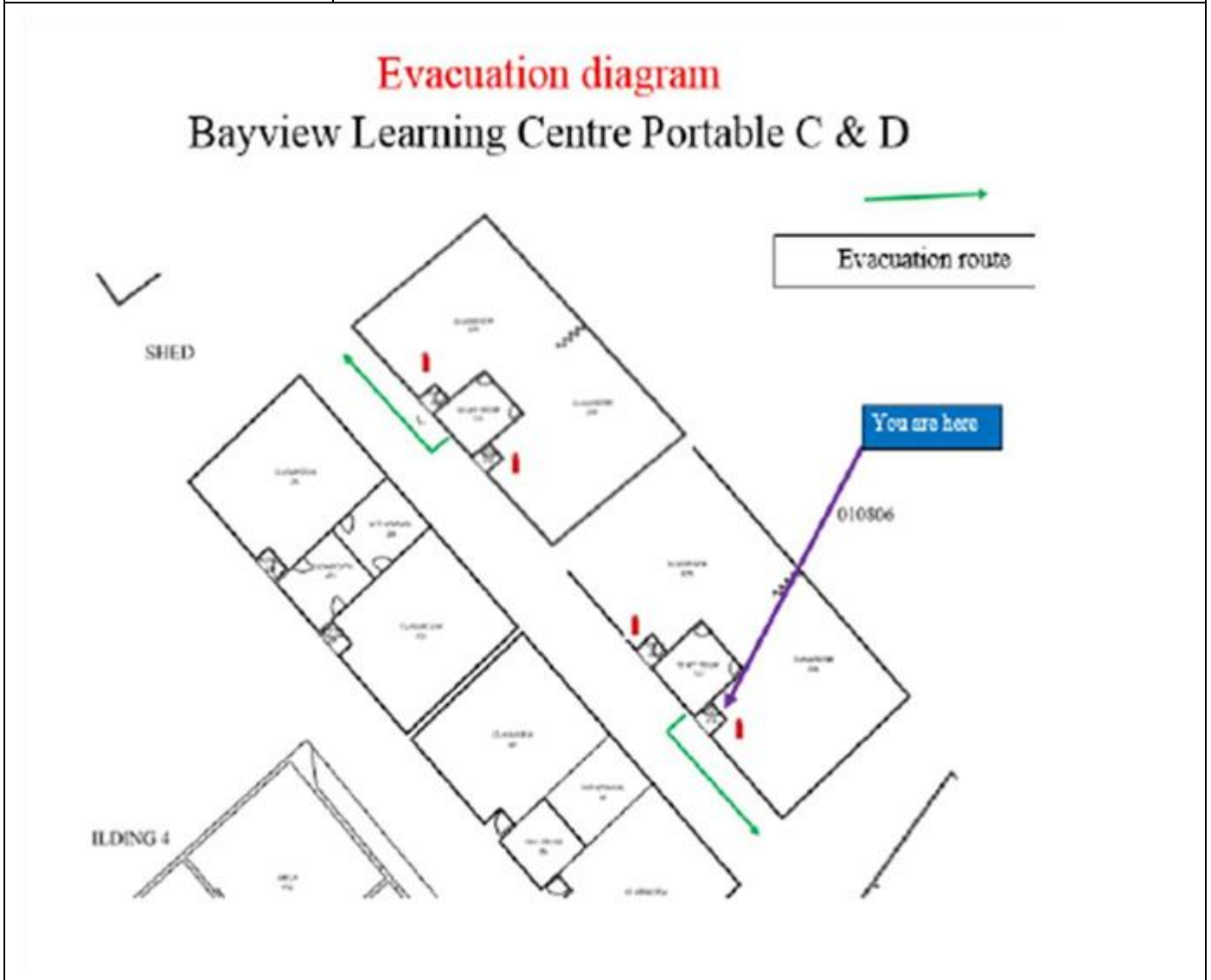


# Area Map

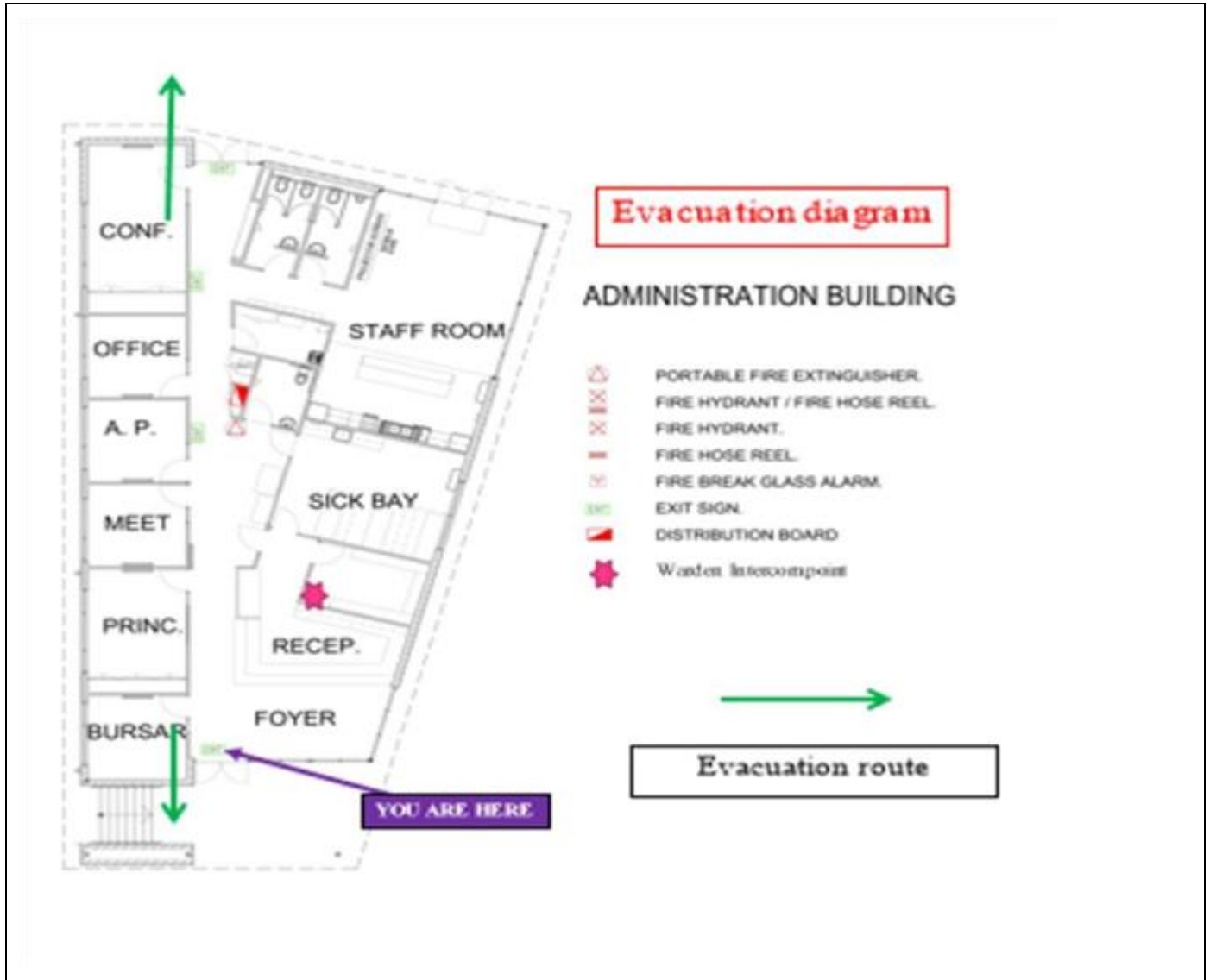


# Evacuation Map

Building Name	Evacuation Procedures
Bayview Learning Centre - Portable C & D	Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.

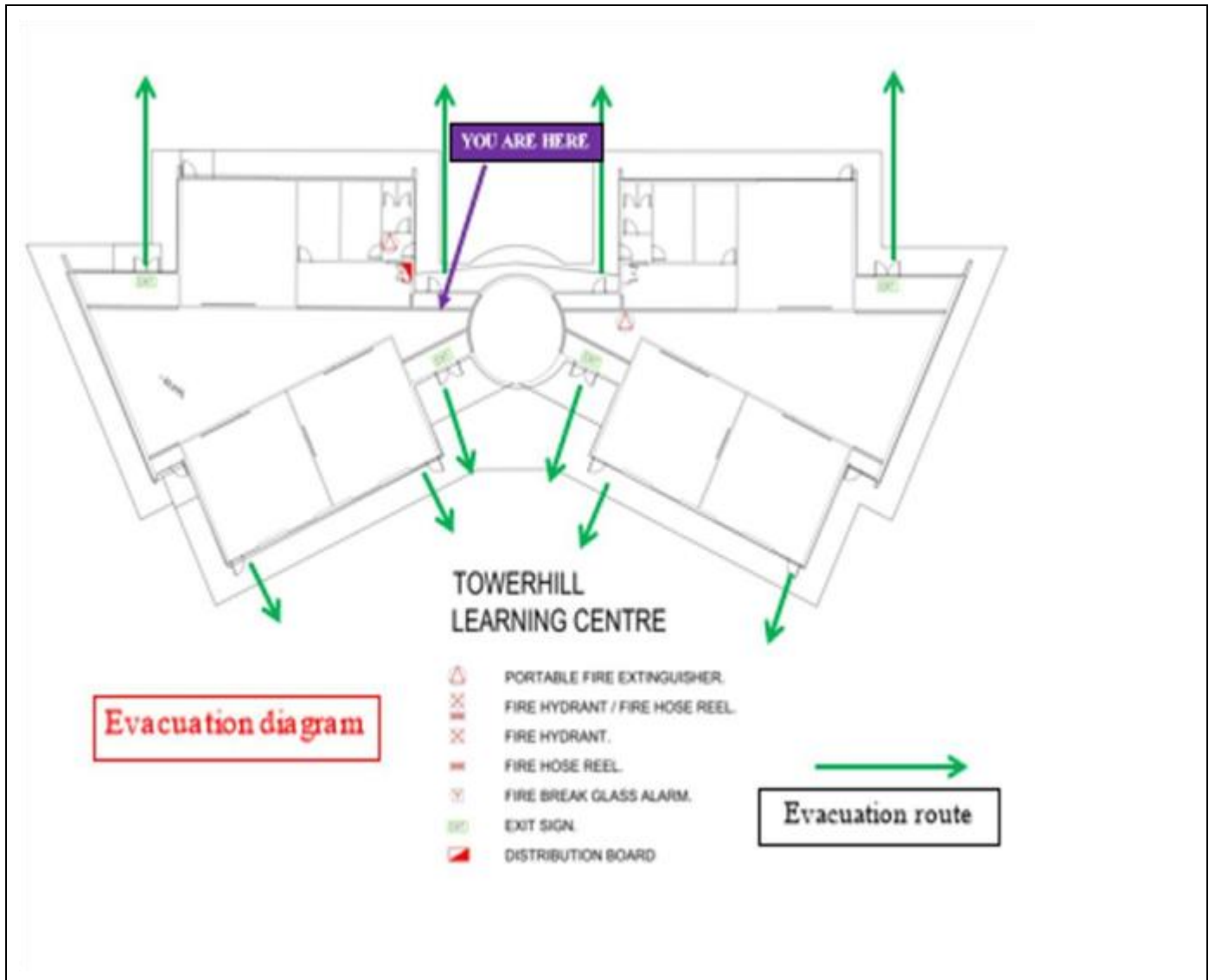


Administration Building	Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.
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Towerhill Learning Centre

Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.



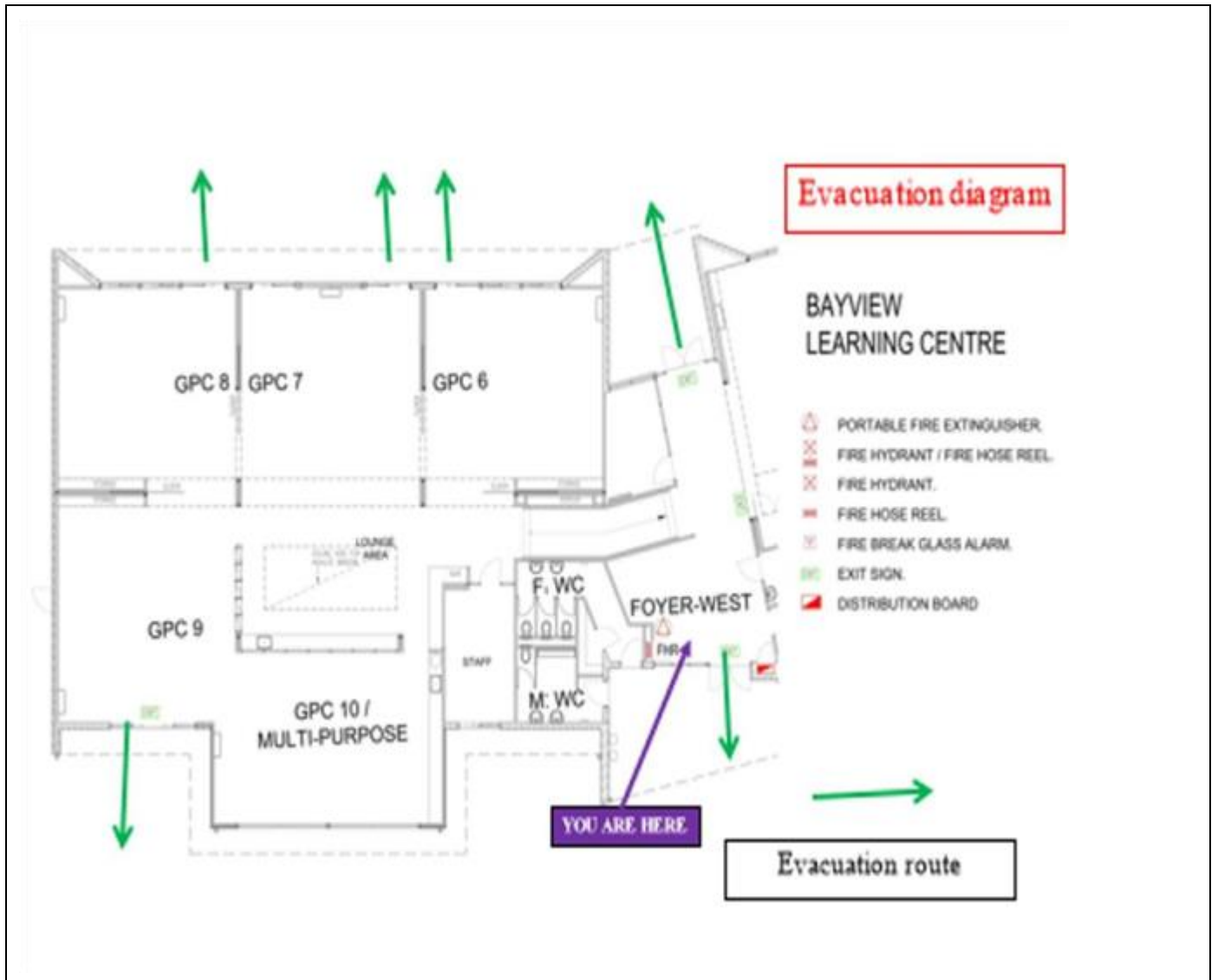
Hall and canteen

Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.



Bayview Learning Centre

Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.



Bayview portables A & B

Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.

## EVACUATION DIAGRAM

### BAYVIEW LEARNING CENTRE PORTABLE A & B



Hakea Learning Centre

Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.

## Hakea Learning Centre (Multipurpose room/music room/ Techs office)



Hakea Learning Centre  
portables

Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.



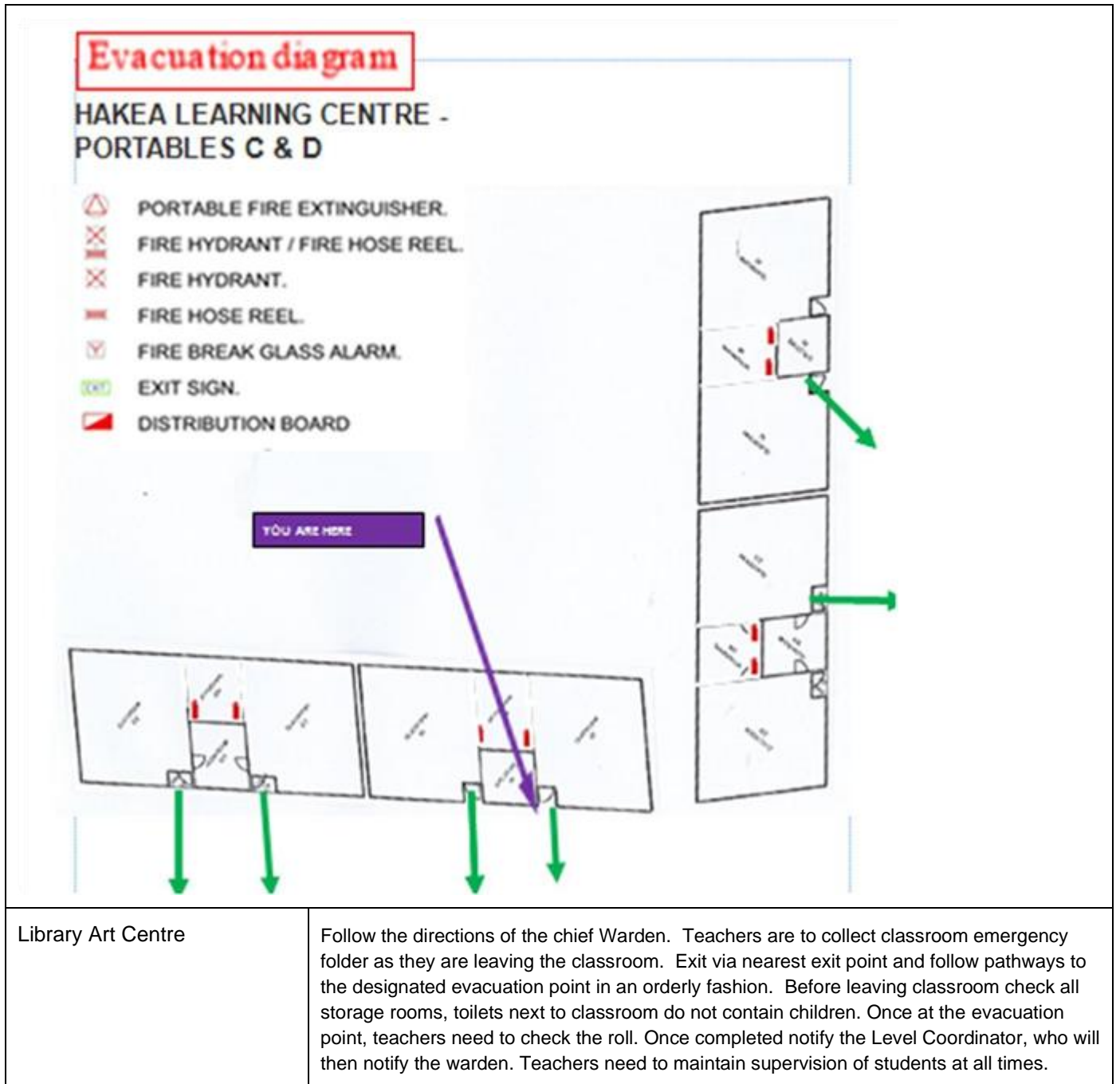
## EVACUATION DIAGRAM

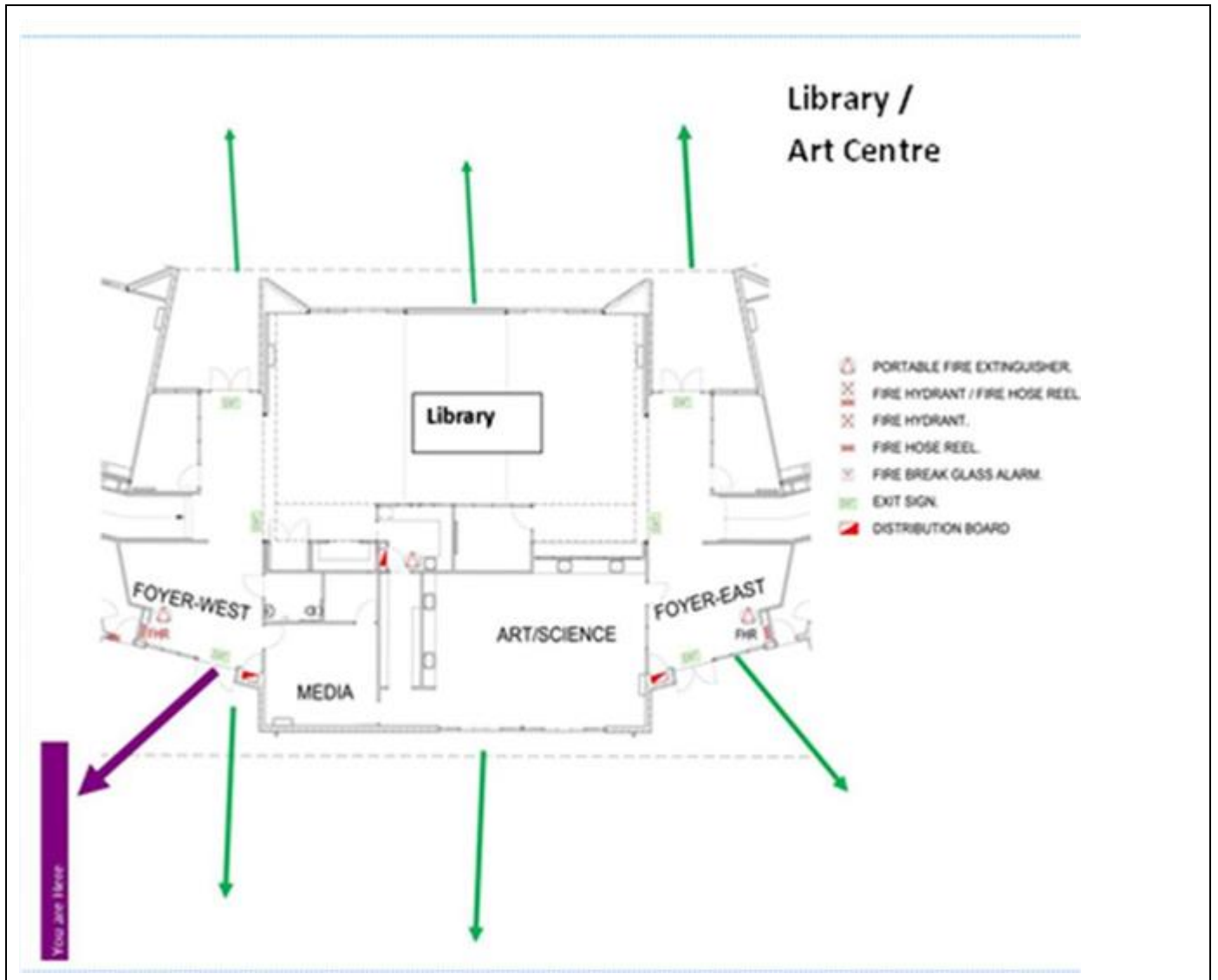
### HAKEA LEARNING CENTRE - PORTABLES



Hakea Learning Centre  
Portables C and D

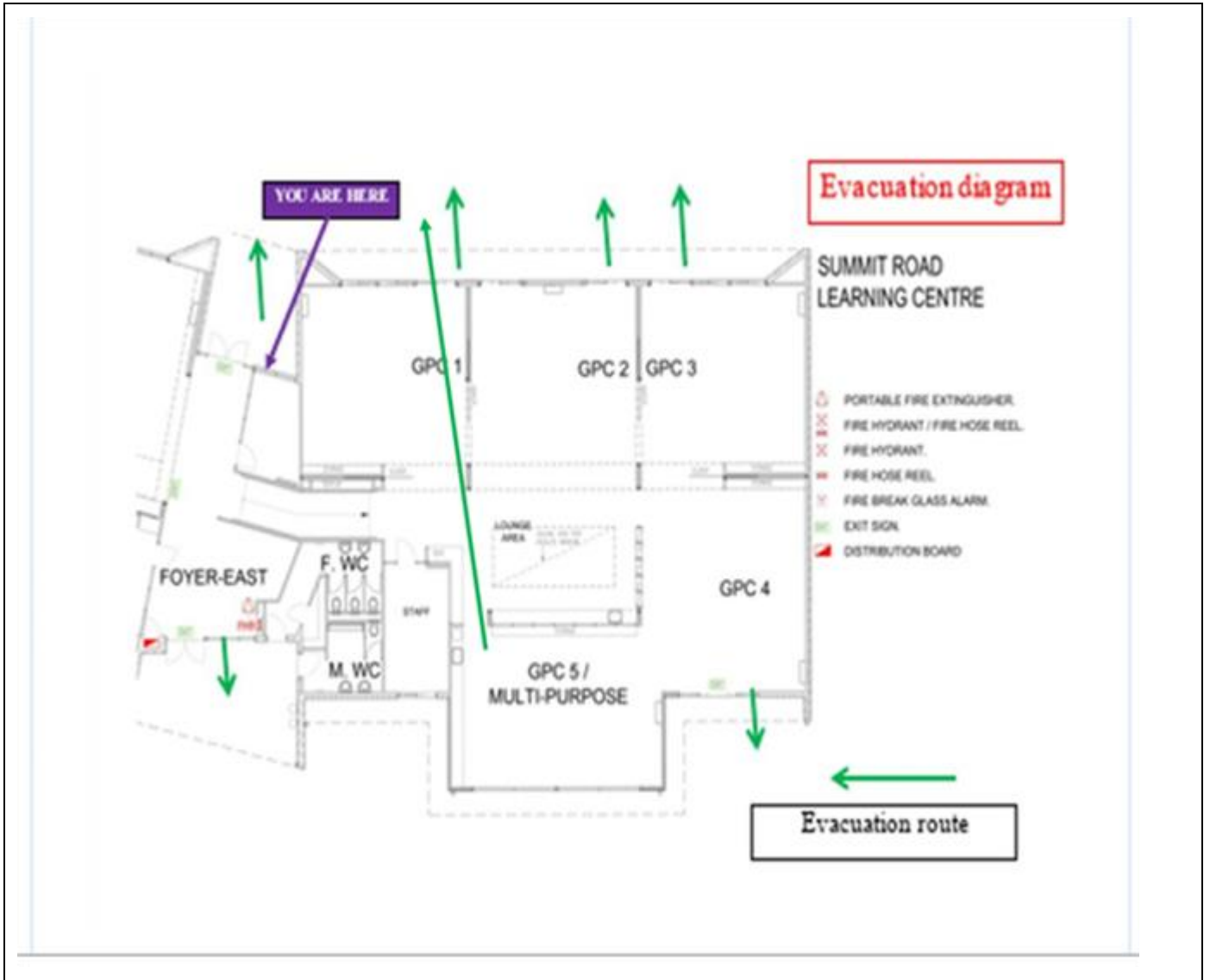
Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.





**Summit Learning Centre**

Follow the directions of the chief Warden. Teachers are to collect classroom emergency folder as they are leaving the classroom. Exit via nearest exit point and follow pathways to the designated evacuation point in an orderly fashion. Before leaving classroom check all storage rooms, toilets next to classroom do not contain children. Once at the evacuation point, teachers need to check the roll. Once completed notify the Level Coordinator, who will then notify the warden. Teachers need to maintain supervision of students at all times.



## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Michael Devine	Manager Operations and Emergency Management, Regional Office, DEECD	01/09/2022	Michael, Devine <Michael.Devined@education.vic.gov.au>
n/a	Frankston CFA	01/09/2022	security@frankstonfb.org.au
n/a	Frankston Police	01/09/2022	www.police.vic.gov.au
All school staff	staff	01/09/2022	DL Overport Primary School
Solution One	ICT support	01/09/2022	Allan.Justin.J@edumail.vic.gov.au
Russell Davies	Maintenance	01/09/2022	russellbdavies@icloud.com
Guitar village	specialist music teachers	01/09/2022	13 Park Lane, Frankston 3199.
Adrian Ferry	Drum teacher	01/09/2022	n/a
David Gleeson	Maintenance	01/09/2022	davidgleeson123@hotmail.com
Nicolene Cottrell	Extend OHSC Programs Manager	01/09/2022	Nicolene Cottrell <programs.viceast@extend.com.au>

