

# **Creswick North Primary School**

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



**93 Macs Street, Creswick, VIC, 3363**

**03 5345 2012 / [creswick.north.ps@education.vic.gov.au](mailto:creswick.north.ps@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 22/08/2023**

## Purpose

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

## Context

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

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

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

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

## Facility Profile

|   |   |
|---|---|
| <b>School Name/Campus Name</b>                              | <b>Creswick North Primary School</b>                          |
| <b>Address</b>  | 93 Macs Street, Creswick, VIC, 3363                           |
| <b>Phone</b>  | 03 5345 2012  |
| <b>Email</b>  | creswick.north.ps@education.vic.gov.au                        |
| <b>Fax</b>  | 03 5345 1224  |
| <b>DET Region</b>   | SOUTH-WESTERN VICTORIA  |
| <b>DET Area</b>   | Central Highlands Area  |
| <b>LGA</b>  | Hepburn (S)   |
| <b>BOM/Fire District</b>                                    | Central District  |
| <b>Is your school on Bushfire At- Risk Register?</b>        | Yes   |
| <b>Bushfire At-Risk Register Category</b>                   | Category 3  |
| <b>Operating Hours</b>                                      | 9.00 - 3.30pm   |
| <b>Number of Students</b>                                   | 47  |
| <b>Number of Staff</b>                                      | 12  |
| <b>Number of Buildings</b>                                  | 3   |
| <b>Is the School a designated Neighborhood Safer Place?</b> | No  |
| <b>Shelter-In-Place Location</b>                            | Junior Classroom - Administration Building                    |
| <b>On-site Evacuation Location</b>                          | Site 1 - On football oval - Site 2 - Paddock near playgrounds |
| <b>Off-site Evacuation Location</b>                         | Site 1 - Flemos' Milk Bar - Site 2 - Creswick pergola         |

|   |  |
|---|--|
| <b>Typical method used for communications to school community</b> | Newsletter, policy, website, facebook page, Classroom Dojo app |
| <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     |
|--------------------------------------|--------------------|------------------------------|-------------------|------------------|------------|
| OSHClub - After School Care Provider | Multi-Purpose Room | Between 1-15                 | 3.00 - 6.00pm     | Natalie Phillips | 0497012462 |
| Church group                         | Multi-Purpose Room | Up to 30                     | Sunday mornings   | Nathan Thorpe    | 0435628197 |

## Building Information Summary

### Telephones (landlines)

| Location           | Number   |
|--------------------|----------|
| Front Office       | 53452012 |
| Junior Classroom   | 53452012 |
| Middle Classroom   | 53452012 |
| Principal Office   | 53452012 |
| Staff Room         | 53452012 |
| Multi-Purpose Room | 53452012 |
| Senior Classroom   | 53452012 |

### Alarms

| Description | Location | Monitoring Company | Number |
|-------------|----------|--------------------|--------|
|-------------|----------|--------------------|--------|

|           |               |                    |  |
|-----------|---------------|--------------------|--|
| Fire      | All rooms     | Alarmed - security | Fob key at entrance  |
| Intrusion | All rooms     | Alarmed - security | Fob key at entrance  |
| Other     | Around school | Cameras            | Fob key at entrance and security cameras recorded and viewed locally |

## Utilities

| Description   | Location  | Service Provider   | Location of shutoff Instructions |
|---------------|---|--|----------------------------------|
| Gas / Propane | Mains   | Gas company - Origin   | Front of admin building          |
| Water         | Tank & Town   | CHW  | Meter at front of school         |
| Electricity   | Main switch board in passage next to staffroom exit door. Secondary switch in Multi-purpose room<br>Another switch in Mod 5 middle room. Small switch for Outdoor sheds located in undercover area - padlocked. | Solar power is also connected to school power source. Solar switch in Mod 5 portable middle room<br>Electric company - AGL | Main Corridor                    |

## Sprinkler System

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>Control Valve Location</b>        | <b>fill this in only if required</b> |
| <b>Shutoff Instructions Location</b> | <b>fill this in only if required</b> |

## Boiler Room

|                 |                                      |
|-----------------|--------------------------------------|
| <b>Location</b> | <b>fill this in only if required</b> |
| <b>Access</b>   | <b>fill this in only if required</b> |

## Emergency Power System

|                                      |                               |
|--------------------------------------|-------------------------------|
| <b>Type</b>                          | fill this in only if required |
| <b>Location</b>                      | fill this in only if required |
| <b>Provides power to</b>             |                               |
| <b>Shutoff Instructions Location</b> | fill this in only if required |

## Building and Site Hazards

| <b>Location</b>               | <b>Number</b> |
|-------------------------------|---------------|
| fill this in only if required |               |
| fill this in only if required |               |

## Additional Profile Information

|                        |  |
|------------------------|--|
| <b>Additional Info</b> |  |
|                        |  |

## Drill Schedule

| School Term | Drill Type       | Contact Person   | Schedule Date | Actual Date |
|-------------|------------------|------------------|---------------|-------------|
| Term 1      | Fire Drill       | Matthew Reyntjes | 29/03/2024    | 24/08/2023  |
| Term 2      | Lockdown         | Matthew Reyntjes | 21/06/2024    | 23/06/2023  |
| Term 3      | Shelter-in-Place | Matthew Reyntjes | 30/08/2024    | 29/08/2023  |
| Term 4      | Fire Drill       | Matthew Reyntjes | 22/11/2024    | 17/11/2023  |

## First Aid Training

| Staff Member         | Training Completed                    | Date Qualified To |
|----------------------|---------------------------------------|-------------------|
| Virginia McIennan    | Basic First Aid (up to 2024) and CPR  | 21/03/2024        |
| Matthew Reyntjes     | Basic First Aid (up to 2023) and CPR  | 21/03/2024        |
| Katrina Baulch       | Basic First Aid (up to 2025 ) and CPR | 21/03/2024        |
| Darren Mooney        | Basic First Aid (up to 2023) and CPR  | 21/03/2024        |
| Zelma Brugger        | Basic First Aid (up to 2024) and CPR  | 21/03/2024        |
| Catherine Hurdsfield | Basic First Aid (up to 2025) and CPR  | 21/03/2024        |
| Kim Willowwhite      | Basic First Aid (up to 2025) and CPR  | 21/03/2024        |
| Jessica Wright       | Basic First Aid and CPR               | 21/03/2024        |
| Meg Jessup           | Basic First Aid (up to 2025) and CPR  | 21/03/2024        |
| Zachary Riordan      | TBC                                   |                   |
| Kira Fitzsimmons     | TBC                                   |                   |
| Judith Rae           | TBC                                   |                   |
| Darrin Cambus        | TBC                                   |                   |

## 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 |
|-------------------------|-----------------|--------------------|
| Asthma                  | 1               | 5                  |
| Anaphylaxis             | 0               | 1                  |
| Vision impaired         | 0               | 1                  |
| Intellectual disability | 0               | 3                  |

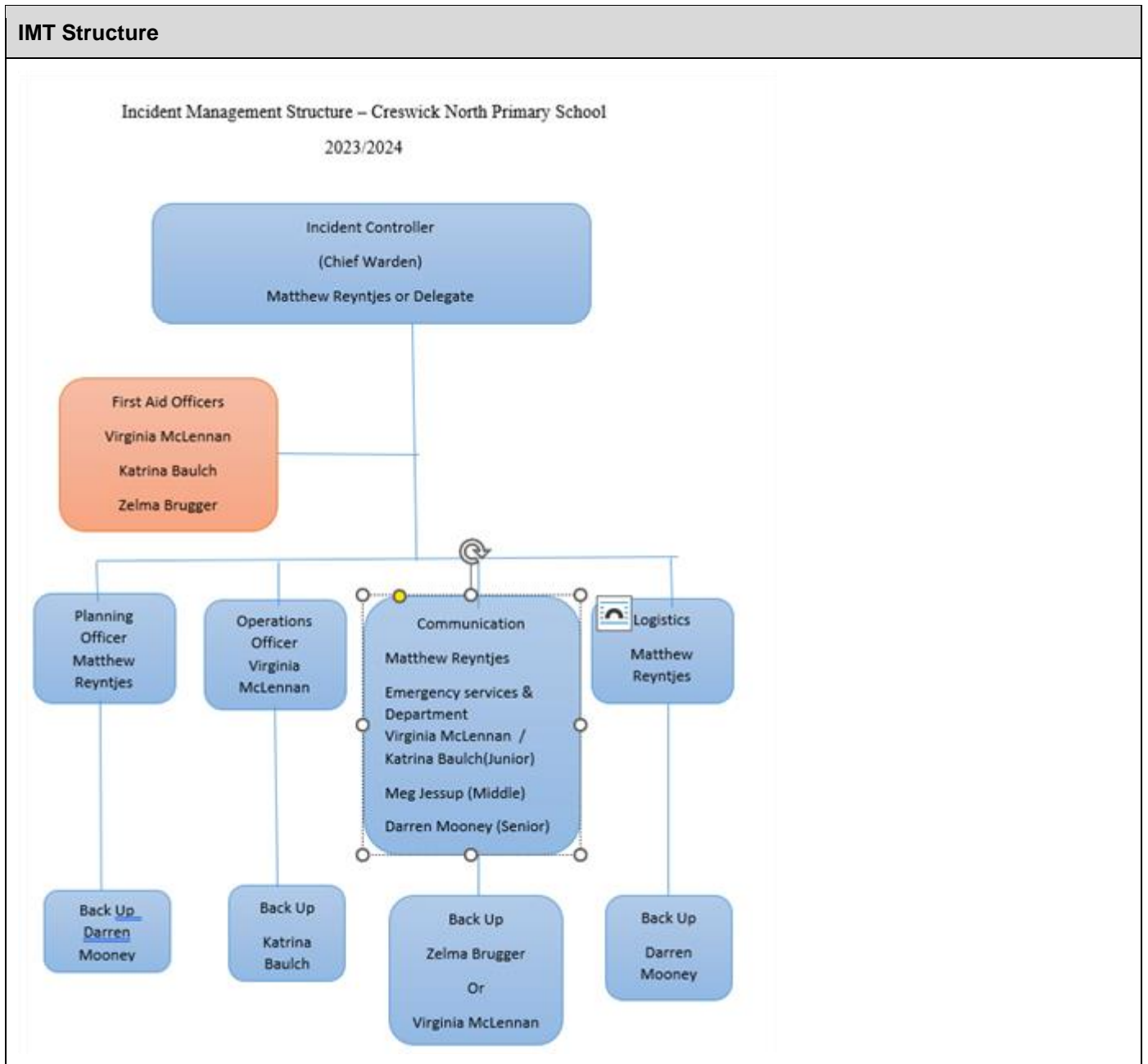
## Emergency Kit Checklist

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

## Review Emergency kit checked date

|                                   |            |
|-----------------------------------|------------|
| <b>Date emergency kit checked</b> | 03/03/2023 |
| <b>Next check date</b>            | 08/03/2024 |

# Incident Management Team



| Roles                            | Primary Contact                  | Secondary Contact             |
|----------------------------------|----------------------------------|-------------------------------|
| Chief Warden/Education Commander | <b>Name:</b><br>Matthew Reyntjes | <b>Name:</b><br>Darren Mooney |

|                                  |   |  |
|----------------------------------|---|--|
|                                  | <b>Phone/Mobile:</b><br>0438652262                                      | <b>Phone/Mobile:</b><br>0408528262                                   |
| Communications Officer           | <b>Name:</b><br>Matthew Reyntjes<br><b>Phone/Mobile:</b><br>0438652262  | <b>Name:</b><br>Zelma Brugger<br><b>Phone/Mobile:</b><br>0420925519  |
| Operations Officer (Area Warden) | <b>Name:</b><br>Virginia McLennan<br><b>Phone/Mobile:</b><br>0409618576 | <b>Name:</b><br>Katrina Baulch<br><b>Phone/Mobile:</b><br>0419114212 |
| Logistics Officer (Warden)       | <b>Name:</b><br>Matthew Reyntjes<br><b>Phone/Mobile:</b><br>0438652262  | <b>Name:</b><br>Darren Mooney<br><b>Phone/Mobile:</b><br>0408528262  |
| Planning Officer                 | <b>Name:</b><br>Matthew Reyntjes<br><b>Phone/Mobile:</b><br>0438652262  | <b>Name:</b><br>Darren Mooney<br><b>Phone/Mobile:</b><br>0408528262  |

# Incident Management Team Roles & Responsibilities

| Core Procedures                         | Procedure Instructions  |
|---|---|
| <p>Chief Warden/Education Commander</p> | <p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul> |
| <p>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>Operations Officer (Area Warden)</p> | <p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul> |
| <p>Logistics Officer (Warden)</p>       | <p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> <li>•</li> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p>   |

|                         |  |
|-------------------------|--|
|                         | <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>  |
| <p>Planning Officer</p> | <p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul> |



# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

| Key Roles                  | Name                 | Phone      | Phone (After Hours) | Mobile       |
|----------------------------|----------------------|------------|---------------------|--------------|
| Principal                  | Matthew Reyntjes     | 53452012   |                     | 0438652262   |
| School Council President   | Miranda Chalmers     | 53452157   |                     | 0447654071   |
| Other (Generalist Teacher) | Virginia McLennan    | 53452012   |                     | 0409618576   |
| Other (Caretaker/Cleaner)  | Brad & Kerrie Maisey | 0411172595 |                     | 0411172595   |
| Other (Generalist Teacher) | Katrina Baulch       | 53452012   |                     | 0419114212   |
| Other (Generalist Teacher) | Darren Mooney        | 53452012   |                     | 0408528262   |
| Business Manager           | Zelma Brugger        | 53452012   |                     | 0402925519   |
| Support Staff              | Catherine Hurdsfield | 53452012   |                     | 0417343724   |
| Other (Generalist Teacher) | Meg Jessup           | 5345 2012  |                     | 0490180222   |
| Support Staff              | Jessica Wright       | 5345 2012  |                     | 0432073003   |
| Support Staff              | Judith Rae           | 5345 2012  |                     |              |
| Support Staff              | Kira Fitzsimmons     | 5345 2012  |                     |              |
| Support Staff              | Zachary Riordan      | 5345 2012  |                     |              |
| PE Teacher                 | Darrin Cambus        | 5345 2012  |                     | 0428 282 722 |
| IT Technician              | Adrian Rogers        | 5345 2012  |                     | 0400 611 425 |

## DET Contacts

| Roles                                     | Name               | Phone         | Mobile       |
|---|--------------------|---------------|--------------|
| Regional Director                         | Chris Thompson     | 03 8468 9202  | 0409 519 207 |
| Regional Office (swvr@edumail.vic.gov.au) | General enquiries, | 1300 333 232, |              |

|   |                  |                |              |
|---|------------------|----------------|--------------|
| Manager, Operations & Emergency Management    | Andrea Cox       | (03) 4334 0509 | 0407 861 841 |
| Emergency Management Support Officer          | Matthew Sahyouné | (03) 4245 9172 | 0409 061 036 |
| 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  | Dale Power       |                | 0408517123   |

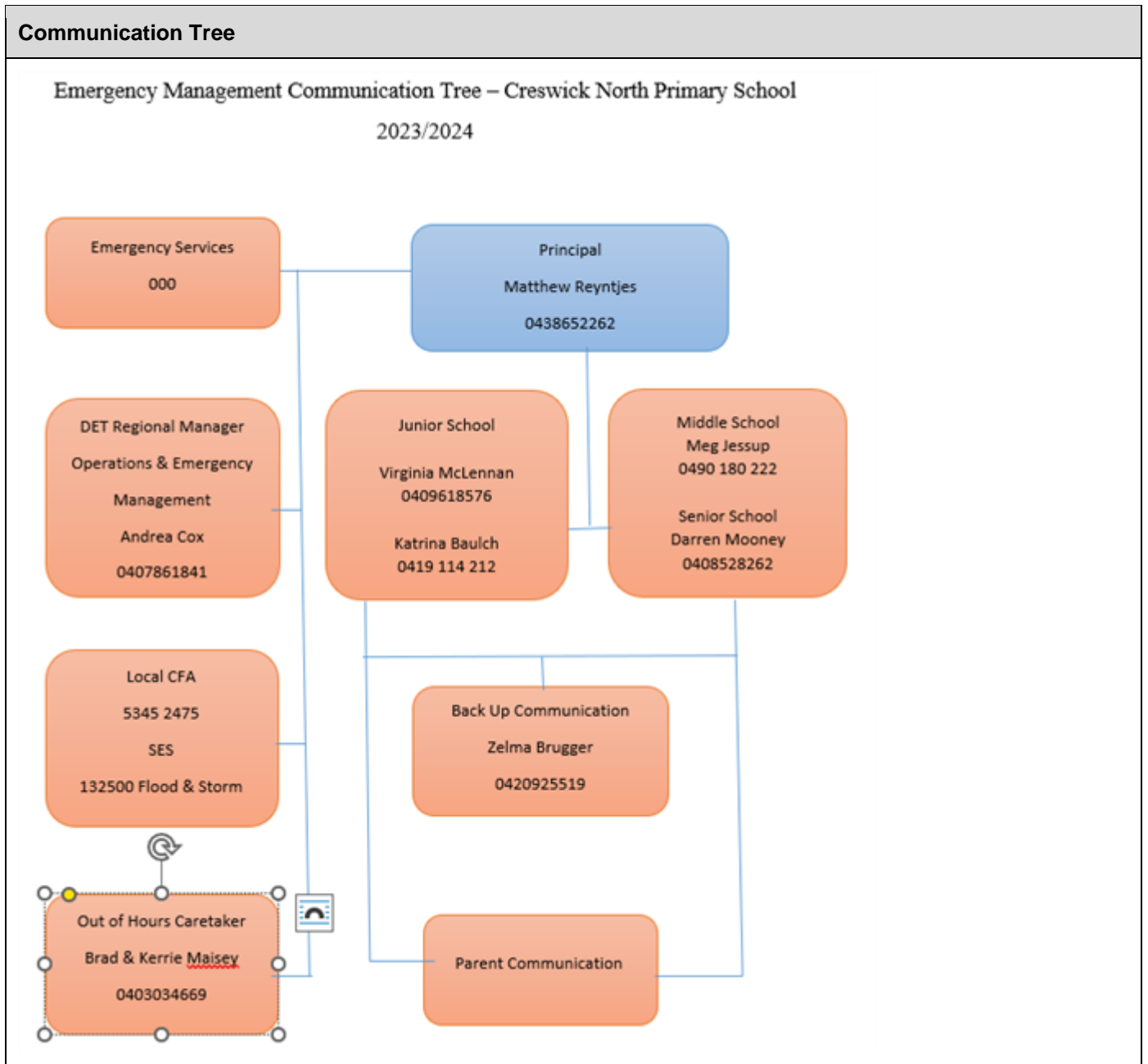
## Local / Other Organizations

| Name   | Phone                                    |
|--|--|
| Local Police Station   | 53452220                                 |
| Ambulance  | 000                                      |
| Fire Services Authority MFB/CFA                                  | 000                                      |
| State Emergency Service  | 132 500                                  |
| Gas (check for local number)                                     | AGL 131 909                              |
| Water Corporation (check for local number)                       | Central Highlands Water 1800 061 514     |
| Department of Human Services (Regional Office)                   | 53336094                                 |
| Department of Human Services- Child Protection (Regional Office) | 53336669                                 |
| EPA  | (03) 96952722                            |
| Emergency Management Services Unit (ESMU)                        | (03) 95896266                            |
| Phones   | Xero Phones                              |
| Creswick CFA   | 52 Albert St, Creswick VIC 3363 53452475 |
| Electrical   | C&L Electrical ph: 0429420456            |
| Plumbing   | Leigh Jones Ph: 0424884183               |

## School Bus Emergency Contacts

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

# Communication Tree



## Risk Assessment

| Identified Hazards   | Description of Risk  | Existing Controls  | Effectiveness of existing controls | Risk Rating  | Controls to be implemented   | Revised Risk Rating  |
|----------------------|--|--|------------------------------------|--|--|--|
| Bushfire/Grassfire   | Risk of injury due to bushfire   | Prior to bushfire season review EMP, conduct evacuation drills and review preparedness policies and procedures<br>Implement Code Red Pre-emptive closure procedure as per EMP<br>Perform checks of all safety equipment<br>Annual Arborist Report<br>Complete OHS Quaterly Inspections | Effective                          | <b>Consequence</b><br>Moderate<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Medium | Communicate school bushfire preparedness to community<br>Implement actions as per fire warnings and EMP<br>Implement Arborist recommendations<br>Review of Shelter-In Place maintenance  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low         |
| Intruder             | There is a risk of physical harm from aggressive persons entering school buildings and grounds           | All visitors must report to office using Visitor Register<br>Visitors required to wear badges identifying them as visitors<br>Parents should make appointments to see teachers/principals<br>Mutual respect and acceptable behaviour requirements communicated with school community   | Effective                          | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low       | Staff to receive training as required such as 'dealing with difficult parents and aggressive behaviours'.<br>Adhere to privacy policy and staff will only share information on a need to know basis.<br>Yard duty presents risk and staff should be trained to manage these situations<br>Liaising with local police and community services<br>Practise Lockdown procedures<br>Monitor use of CCTV cameras | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |
| Severe weather event | Risk of injury due to incidents of Flooding, high winds, falling objects etc.                            | Keep buildings and grounds maintained<br>review lockdown procedures<br>ensure all gutters drains etc are free from debris and the like<br>Test all communications devices  | Acceptable                         | <b>Consequence</b><br>Moderate<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low        | If there is a severe weather warning or the upcoming forecast is predicting extreme weather the Principal or teacher in charge in consultation with staff will assess the danger and may decide to alter, change or cancel scheduled events or programs such as excursions and camps.  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low         |
| Flooding             | Not applicable due to our elevated position  | Review of drains, downpipes on a regular basis   | Acceptable                         | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low       |  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low             |
| Bomb Threat          | There is a risk of physical and psychological injury due to this type of threat in particular Explosions | Ensure procedures are followed according to EMP  | Acceptable                         | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b>          |  | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b>            |

|                               |  |  |            |  |  |  |
|-------------------------------|--|--|------------|--|--|--|
|                               |  |  |            | Low  |  | Low  |
| Transport                     | Transportation of students carries risk of injury and can be caused by mechanical breakdowns and driver error. | Only engage reputable and accredited Bus Operators<br>Use buses with seatbelts where possible.<br>Staff transporting students to complete relevant documentation and ensure all safety measures are adhered to.  | Effective  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low       | All drivers to hold relevant qualifications such as current driver's licence; Working With Children's Check<br>Complete Annual Drive Checklist at beginning of school year | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low     |
| Influenza pandemic            | There is risk of injury to ill health due to a pandemic or flu event.  | Ensure basic hygiene measure are in place and posters displayed in toilets.<br>All sanitation systems and spaces to be kept clean at all times and are supplied with appropriate amounts of soap etc.<br>Educate students on basic hygiene to prevent spread of illness. | Effective  | <b>Consequence</b><br>Moderate<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Medium | Newsletter reminders<br>Availability of RATS and Face Masks<br>Hand Sanitiser available in every room  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low     |
| Building fire                 | Risk of injury due to fire   | Current evacuation plan<br>Annual Test and Tag<br>Regular check of fire equipment  | Effective  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low       | Evacuation drills<br>Quarterly facility inspections  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low     |
| Internal Emissions and Spills | Risk of injury from gas leak or other substance  | Ensure procedures are followed according to EMP.   | Effective  | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low   | Essential services maintenance as required   | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low |
| Earthquake                    | Risk of Injury from structural failure following an earthquake   | Staff and students to shelter under a table in the event of an earthquake  | Acceptable | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low   |  | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low |
| Bomb/substance threat         | Physical or psychological injury could occur to staff, visitors or contractors.                                | Evacuation to off site point.  | Acceptable | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b>                                       |  | <b>Consequence</b><br>Insignificant<br><b>Likelihood</b>                                     |

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|                            |  |  |            | Rare<br><b>Risk Level</b><br>Low   |  | Rare<br><b>Risk Level</b><br>Low   |
| Loss of essential services | Lack of availability of school resources such as computers<br>Lack of availability of fresh drinking water and water for flushing toilets  | Ensure procedures are followed as per EMP  | Acceptable | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low       |  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |
| Child Abuse                | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills<br>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> </ul>   | Effective  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low           |  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low     |
| Information Security       | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental<br>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> | Acceptable | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low       | Contact our local technician.  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |
| Medical Emergency          | Probable causes: Accident/misadventure; known/unknown illness<br>Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident   | <ul style="list-style-type: none"> <li>Staff trained in first aid</li> <li>First Aid Kit</li> <li>Staff observant to signs of illness</li> <li>Medical history – staff/students</li> <li>First Aid and Infection Control Procedure</li> <li>Medication Authority Form and authority to administer</li> </ul>   | Effective  | <b>Consequence</b><br>Moderate<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Medium | Use First Aid training.<br>Call 000<br>Contact other staff<br>Ring parents | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |
| Mental Stress              | Probable causes: Exposure to distressing event; Anxiety/depression; illness<br>Probable consequences:  | <ul style="list-style-type: none"> <li>Student Support Services</li> <li>Well-being staff in school</li> <li>SafeMinds</li> </ul>  | Acceptable | <b>Consequence</b><br>Minor  |  | <b>Consequence</b><br>Minor  |

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|  | Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning  | <ul style="list-style-type: none"> <li>Navigator Program</li> <li>Student Engagement and Inclusion Guidance</li> <li>Building Resilience Framework</li> <li>Victorian Anti-bullying and Mental Health Initiative</li> </ul>   |            | <b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low                                |  | <b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low                                |
| 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.</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><br>Minor<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low     |  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Rare<br><b>Risk Level</b><br>Low     |
| 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</li> <li>Employee Assistance Program</li> </ul>  | Acceptable | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |
| 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 e.g. duress alarm, CCTV</li> <li>Behavioral Code of Conduct</li> <li>School social media strategies to address online harassment</li> <li>Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <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> <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</li> <li>Respectful Relationships</li> <li>Health and Human Services Behaviour Support Services</li> </ul> | Effective  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |  | <b>Consequence</b><br>Minor<br><b>Likelihood</b><br>Unlikely<br><b>Risk Level</b><br>Low |



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|          |  | <ul style="list-style-type: none"> <li>• More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>• School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Diffusion strategies and training for staff</li> <li>• Conflict management training</li> <li>• Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>• Employee Assistance Program (EAP) for impacted staff</li> <li>• Principal Mentor Program</li> <li>• Proactive Wellbeing Supervision</li> <li>• Principal Health Checks</li> <li>• Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>• School breakfast club (where available)</li> <li>• School wide Positive Behaviour Support</li> <li>• Koori inclusive School Wide Positive Behaviour Support</li> </ul> |            |  |  |  |
| COVID-19 | 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><br/><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><br/>Minor</p> <p><b>Likelihood</b><br/>Unlikely</p> <p><b>Risk Level</b><br/>Low</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><br/>Minor</p> <p><b>Likelihood</b><br/>Unlikely</p> <p><b>Risk Level</b><br/>Low</p>     |
| Snake    | Snake on school grounds from nearby forests and bushland   | <p>Clear vegetation and potential hiding places</p> <p>Keep grass low with regular mowing</p> <p>Purchased a snake bite kit</p> <p>Regular staff First Aid training</p>  | Effective  | <p><b>Consequence</b><br/>Insignificant</p> <p><b>Likelihood</b><br/>Rare</p> <p><b>Risk Level</b><br/>Low</p> |  | <p><b>Consequence</b><br/>Insignificant</p> <p><b>Likelihood</b><br/>Rare</p> <p><b>Risk Level</b><br/>Low</p> |

# Core Emergency Response Procedures

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

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|                            | <ul style="list-style-type: none"> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</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 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>• 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>  |

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

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

# Specific Emergency Response Procedures

| Specific Procedures          | Procedure Instructions  |  |      |               |             |   |               |             |                                      |               |                      |               |                |                       |   |   |                              |  |  |
|------------------------------|---|--|------|---------------|-------------|---|---------------|-------------|--------------------------------------|---------------|----------------------|---------------|----------------|-----------------------|---|---|------------------------------|--|--|
| <p>Bushfire/Grassfire</p>    | <p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b></p> <p><b>Triggers for Action.</b></p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>is observable, or</li> <li>identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.</li> <li>there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>If immediate emergency services assistance is required phone '000'.</li> <li>Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 30%;">Name</th> <th style="width: 40%;">Role</th> <th style="width: 30%;">Mobile number</th> </tr> </thead> <tbody> <tr> <td>Insert name</td> <td>Manager Operations and Emergency Management</td> <td>Insert Number</td> </tr> <tr> <td>Insert name</td> <td>Emergency Management Support Officer</td> <td>Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Report the incident to ISOC (1800 126 126)</li> <li>Convene your Incident Management Team (IMT)</li> <li>Continue to monitor conditions such as wind change, size of fire, direction of travel.</li> <li>Continue to monitor warnings and advice messages through the VicEmergency App or website.</li> <li>If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.</li> </ul> <p><b>Other sources of Information</b></p> <ul style="list-style-type: none"> <li>Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.</li> <li>ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.</li> </ul> <p style="text-align: center;"><b>Actions for the School when it is within a VicEmergency warning area</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 20%;">VicEmergency Warning</th> <th style="width: 40%;">What it means</th> <th style="width: 40%;">School Actions</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><b>Advice Warning</b></td> <td style="vertical-align: top;">Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.</td> <td style="vertical-align: top;">If your school is in an Advice Warning area, then <b>seek advice</b> and monitor conditions as they may change.</td> </tr> <tr> <td style="vertical-align: top;"><b>Watch and Act Warning</b></td> <td style="vertical-align: top;">Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</td> <td style="vertical-align: top;">If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to; <ul style="list-style-type: none"> <li>remain on site, shelter in place (if required) and monitor the situation</li> <li>call parents to pick up their children</li> </ul> </td> </tr> </tbody> </table> | Name   | Role | Mobile number | Insert name | Manager Operations and Emergency Management | Insert Number | Insert name | Emergency Management Support Officer | Insert Number | VicEmergency Warning | What it means | School Actions | <b>Advice Warning</b> | Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups. | If your school is in an Advice Warning area, then <b>seek advice</b> and monitor conditions as they may change. | <b>Watch and Act Warning</b> | Issued when an incident/event is likely to or is directly impacting the community. They need to take action now. | If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to; <ul style="list-style-type: none"> <li>remain on site, shelter in place (if required) and monitor the situation</li> <li>call parents to pick up their children</li> </ul> |
| Name                         | Role  | Mobile number  |      |               |             |   |               |             |                                      |               |                      |               |                |                       |   |   |                              |  |  |
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| Insert name                  | Emergency Management Support Officer  | Insert Number  |      |               |             |   |               |             |                                      |               |                      |               |                |                       |   |   |                              |  |  |
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|  | <ul style="list-style-type: none"> <li>evacuate the school to your offsite bushfire evacuation location.</li> </ul> <p>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then <b>shelter in place and seek advice</b>. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.</p> <p><b>Emergency Warning</b> Issued when the community is in imminent danger of an incident/event and need to take action now.</p> <p><b>Prepare to Evacuate</b> <b>Prepare to Evacuate</b> – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.</p> <p>If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b>.</p> <p><b>Evacuate Now</b> <b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b>.</p> <p><b>Sheltering in Place.</b><br/>If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> <li>Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the <b>Shelter in Place</b>.</li> <li>Check that all students, staff and visitors are accounted for.</li> <li>Ensure communications with emergency services are maintained.</li> <li>Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>If parents arrive, encourage them to stay with their children at the school.</li> <li>Check all windows and doors in the <b>Shelter in Place</b> are closed (but doors are not locked).</li> <li>Turn off gas supply</li> <li>Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the <b>Shelter in Place</b> and the evacuation path between the <b>Shelter in Place</b> and <b>Onsite Bushfire Evacuation location</b> and <b>Offsite Bushfire Evacuation Location</b>.</li> <li>Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.</li> <li>The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>Wait for emergency services to arrive or provide further information.</li> </ul> |
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|                             | <ul style="list-style-type: none"> <li>• Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> <li>• Continually monitor <b>Shelter in Place</b> for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.</li> <li>• If the building has ignited and is not safe to extinguish – evacuate to the &gt;<b>Onsite Evacuation Location</b> or <b>Offsite Bushfire Evacuation Location</b>, via the defined route.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>  |
| <p>Intruder</p>             | <ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>   |
| <p>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> |



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| <p>Flooding</p>              | <p>Notify Security 1800 126 126<br/>Makesafe - 1300 133 468</p>   |
| <p>Bomb Threat</p>           | <p>Notify security 1800 126 126 and department of Ed.</p>   |
| <p>Transport</p>             | <p>Notify Security 1800 126126 and Dept of Ed</p>   |
| <p>Bomb/substance threat</p> | <p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b><br/><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><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> <li>○ <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></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> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Security Services Unit on 9589 6266.</li> </ul> </li> <li>• Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "<b>Related forms</b>" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):             <ul style="list-style-type: none"> <li>○ gender of caller</li> <li>○ age of caller</li> </ul> </li> </ul> |

- accents and speech impediments
- background noises
- key phrases used
- whether the threat is automated/taped/recorded.

**Ask the caller:**

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

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

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266

**If a bomb/substance threat is received electronically e.g. by email**

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266.

**If you are at the site of an explosion**

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.

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|                            | <ul style="list-style-type: none"> <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>   |
| Loss of essential services | <p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul> |
| Influenza pandemic         | <p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions<br/> <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><br/>         for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>   |
| Building fire              | <ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> </ul>   |

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|                                      | <ul style="list-style-type: none"> <li>• Evacuate to the <b>Assembly point 1 or 2 depending on direction of fire.</b>, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>   |
| <p>Internal Emissions and Spills</p> | <p>Notify Security 1800 126 126 and Dept of Ed.<br/>Makesafe 1300 133 468</p>   |
| <p>Earthquake</p>                    | <ul style="list-style-type: none"> <li>• Call <b>000</b> if emergency services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>•</li> </ul> <p><b>If Outside</b><br/>Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b><br/>Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul> |

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| <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> </ul> |

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|                      | <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> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> |
| Information Security | <ul style="list-style-type: none"> <li>Contact your IT specialist technician for advice and support</li> <li>If you require support from IMTD contact the Service Desk through one of the following mechanisms:             <ul style="list-style-type: none"> <li>Phone 1800 641 943</li> <li>Email <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> </ul>   |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• If the information security breach is considered malicious contact local police</li> <li>• Offer impacted staff option to access EAP (as applicable)</li> <li>• Offer Student Support Services support to impacted students (as applicable)</li> </ul>  |
| <p>Medical Emergency</p>                                | <p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>   |
| <p>Mental Stress</p>                                    | <ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul> |
| <p>Missing person - school or school camp/excursion</p> | <p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing             <ul style="list-style-type: none"> <li>○ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>  |
| <p>Traumatic Death/Injury/Grief</p>                     |  |

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



|                 |  |
|-----------------|--|
|                 |  |
| <p>COVID-19</p> | <p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul> |
| <p>Snake</p>    |  |

# 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> | Classes can continue temporarily at Creswick Primary School - Napier St, Creswick |
|--------------------------------|---|

| Name  | Contact Details | Support Role                                |
|---|-----------------|---|
| Creswick Primary School - Principal Helen Romeril | 5345 2044       | Temporary access to facilities as required. |

## 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> | Contact ICT Technician to gain remote access to school systems and data. Contact SES and 000 for assistance with electricity, water, fire etc. |
|--------------------------------|--|

| Name           | Contact Details | Support Role  |
|----------------|-----------------|---------------|
| Adrian Rodgers | 0400 611 425    | IT technician |
| Emergency      | 000             |               |
| SES            | 132500          |               |

### 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> | Principal to utilise either: * shared staffing/classroom arrangements<br>* learn from home through Class Dojo app to post work *<br>communicate with families through Class Dojo app |
|--------------------------------|--|

| Name                         | Contact Details | Support Role |
|------------------------------|-----------------|--------------|
| Principal - Matthew Reyntjes | 0438 652 262    |              |

### Business Continuity Checklist

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

|  |            |
|--|------------|
| <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>   |            |
| <p>Establish a register to log all decisions and actions</p>   | <p>Yes</p> |
| <p>Establish a register to log all financial expenditure incurred</p>  | <p>Yes</p> |
| <p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>   | <p>Yes</p> |
| <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> | <p>Yes</p> |

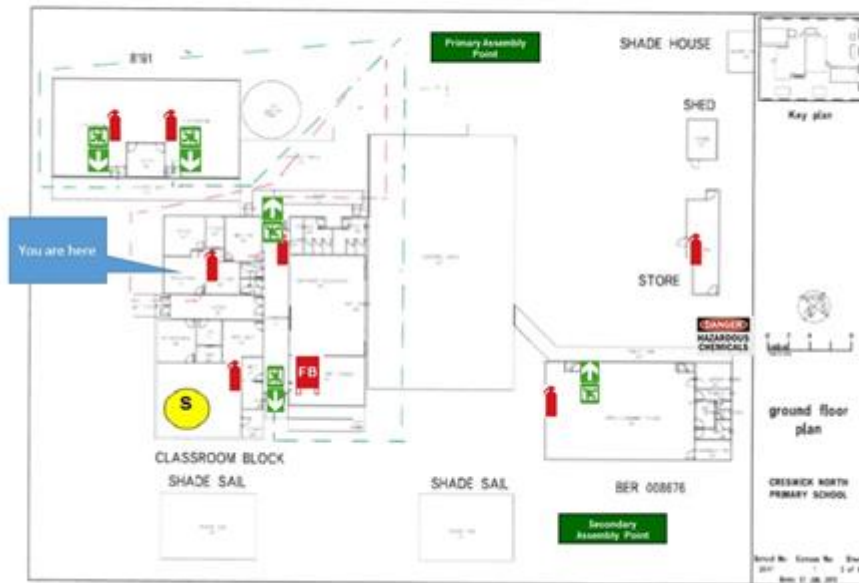
# Area Map

## Area Map



# Evacuation Map

| Building Name                                | Evacuation Procedures   |
|--|---|
| Creswick North Primary School EVACUATION MAP | ? Click here to insert a picture This diagram includes a legend (to suppress standard legend when printing) |



## Distribution List

| Name             | Position Title and Organisation Name | Communication Date | Email or Postal Address                |
|------------------|--------------------------------------|--------------------|--|
| All School staff | Principal Creswick North Primary     | 12/02/2024         | creswick.north.ps@education.vic.gov.au |
| Miranda Chalmers | School Council President             | 12/02/2024         | mirandale@inet.net.au                  |
| Creswick CFA     | Brigade                              | 12/02/2024         | 52 Albert St, Creswick VIC 3363        |

