**Belgrave South Primary School**

**Emergency and Critical Incident Management Plan 2019-2020**



**175 Colby Drive, Belgrave South, VIC, 3160**

**03 9754 2505 / belgrave.south.ps@edumail.vic.gov.au**

**Department of Education and Training**

**Date Approved: 29/08/2019**

Purpose

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

Context

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

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

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

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

Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
| Linda Jamieson | Manager Operations and Emergency Management, Regional Office, DEECD |  | jamieson.linda.j@edumail.vic.gov.au |
| CFA | Belgrave Heights & South Fire Brigade |  | 90 Colby Drive, Belgrave Heights VIC 3160 |
| Victoria Police | Belgrave Police |  | 2 Ena Road, Belgrave VIC 3160 |
| Stuart Boyle | Principal, Belgrave South PS |  | boyle.stuart.s@edumail.vic.gov.au |
| Carol Ould | Assistant Principal, Belgrave South PS |  | ould.carol.a@edumail.vic.gov.au |
| Jonno Lloyd | School Council President, Belgrave South PS |  | lloyd.jonno.j@edumail.vic.gov.au |
| All School Staff | All School Staff |  | belgrave.south.ps@edumail.vic.gov.au |

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Belgrave South Primary School |
| Address | 175 Colby Drive, Belgrave South, VIC, 3160 |
| Phone | 03 9754 2505 |
| Email | belgrave.south.ps@edumail.vic.gov.au |
| Fax | 03 9754 6433 |
| DET Region | NORTH-EASTERN VICTORIA |
| DET Area | Outer Eastern Melbourne Area |
| LGA | Yarra Ranges (S) |
| BOM/Fire District | Central District |
| Is your school on Bushfire At- Risk Register? | Yes |
| Bushfire At-Risk Register Category | Category 3 |
| Operating Hours | 8am-5pm |
| Number of Students | 314 |
| Number of Staff | 37 |
| Number of Buildings | 5 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Yes |
| On-site Evacuation Location | Fire Refuge and School Oval |
| Off-site Evacuation Location | Belgrave South Football Oval |
| Typical method used for communications to school community | FlexiBuzz |
| Is this school has other services or users of the site? | Yes |

Other Services/Users of Site

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service/User Name | Location | Number of Student or Visitor | Emergency Contact | Phone | Mobile |
| OSH CLUB | School Gymnasium - Gilmore Court Entrance | 20 Students + 3 Staff |  | 0423 250 613 | 0423 250 613 |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| All rooms | 9754 2505 |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring  Company | Number |
| Fire | All Buildings | SSU |  |
| Intrusion | All Buildings | SSU | Alarm Panel - Admin Block: Inside Main Entrance Door, Colby Drive Entrance. Alarm Panel - Fire Refuge: Inside Main Door, Entrance off school staff carpark. |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service  Provider | Location of shutoff  Instructions |
| Gas / Propane | Belgrave-Hallam Rd (opposite Hardware) Additional meters on Colby Dve opposite shops | Energy Aust | Attached to the meter |
| Water | Belgrave-Hallam Rd (opposite Hardware) Additional meters on Colby Dve opposite shops | South East Water | Attached to the meter |
| Electricity | Feeds from Street | Power Direct |  |

Sprinkler System

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

Boiler Room

|  |  |
| --- | --- |
| Location | N/A |
| Access | N/A |

Emergency Power System

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

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| The school's geographic and topographical in terms of hilltop location and proximity to bushland | Bushland to the east |
| Chemical Storeroom | At the end of the west corridor |

Additional Profile Information

|  |  |
| --- | --- |
| Additional Info |  |
|  | |

Emergency Kit Checklist

|  |  |
| --- | --- |
| Checklist | Yes / No |
| Student data and parent contact information (contained in EMP) | Yes |
| Student and staff with additional needs list (contained in EMP) including any student medications | Yes |
| Staff contact information | Yes |
| List of staff on the IMT | Yes |
| Traffic/emergency safety vests and tabards | Yes |
| 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 |
| Plastic garbage bags and ties | Yes |
| Toiletry supplies | Yes |
| Sanitary products | Yes |

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 14/11/2018 |
| Next check date | 14/11/2019 |

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
| Term 1 | Emergency Evacuation (off-site) | Carol Ould | Safety Week  (July 13th – 17th) |  |
| Term 2 | Emergency Evacuation (on-site) | Carol Ould | Safety Week  (July 13th – 17th) |  |
| Term 2 | Lockdown | Carol Ould | Safety Week  (July 13th – 17th) |  |
| Term 3 | Shelter-in-Place | Carol Ould | Safety Week  (July 13th – 17th) |  |
| Term 4 | Lockout | Carol Ould | Safety Week  (July 13th – 17th) |  |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Meagan Street | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Marcia Williams | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Ronan Stafford | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Mark Stanton | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Lynette Roadknight | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Julie Price | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Meredith Pocklington | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Diane Martini | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Jennifer James | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Elaine Kos | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Robyn Garrett | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Emelia Gaulke | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Sherrin Dwyer | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Joanne Coley | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Stuart Boyle | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Michele Bowes | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Suzanne Boatto | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Melinda Bills | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Christopher Anderson | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace | 23/10/2020 |
| Shelley Elso | HLTAID003 Provide first aid HLTAID001 Provide cardiopulmonary resuscitation HLTAID002 Provide basic emergency life support | 31/07/2020 |
| Christine Bernhardt | HLTAID003 Provide first aidHLTAID001 Provide cardiopulmonary resuscitationHLTAID002 Provide basic emergency life support | 23/10/2020 |
| Leigh Hodgson | HLTAID003 Provide first aidHLTAID001 Provide cardiopulmonary resuscitationHLTAID002 Provide basic emergency life support |  |
| Carol Ould | HLTAID003 Provide first aidHLTAID001 Provide cardiopulmonary resuscitationHLTAID002 Provide basic emergency life support | 23/10/2020 |

Other Training Record

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Type | Date |
| All Staff | Berry Street Educational Model | 02/03/2018 |

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 |
| Wheelchair | 0 | 2 |
| Medical condition | 0 | 55 |
| Asthma | 1 | 46 |
| Anaphylaxis | 0 | 4 |
| Epilepsy | 0 | 0 |

Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
| Building fire | Risk of injury from burns or smoke inhalation. Risk of property damage or property loss. | * Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. * Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. * Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. * Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. * Ensure there is a business continuity plan in place. | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | ​Regular working bees to remove debris  Regular lawn mowing and spraying  Regular gutter cleaning | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Earthquake | Risk of injury. Risk of property damage or property loss. | * Ensure EMP is up-to-date. * Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. * Ensure there is a business continuity plan in place | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Rare | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Rare | | **Risk Level** | | Medium | |
| School Bus accident/Vehicle Incident | Risk of death/injury | * Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. * Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. * Ensure drivers have a valid driver's licence. * Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip. | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | Only engage bus providers who comply with DET safety requirments. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Off-site emergencies | Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity. | * Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. * Staff should follow DEECD's Work-related driving procedure | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | ​Risk management forms completed for all off site activities. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Intruder | Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. | * Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. * Ensure any visitors/contractors sign in through the office area when they first arrive on site. * Visitors must report to service manager/reception and sign in using the Visitor Register * Lockdown/lockout/ evacuation procedures are regularly practiced * Procedures for responding to Intruder incident are readily accessible to staff in case of emergency * Educators carry phone handset * Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced with school community * The service maintains a register of current court orders/custody documents | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | ​   * provide training for staff in managing aggressive people/diffusing tense situations * Staff will share information on a ‘need to know’ basis concerning parent issues * The school will develop a process and pre-determined actions to alert others of an intruder * increased number of staff in the playground when possible * Playground duty staff will be trained to manage intruders on the facility’s grounds * telephony system with panic/distress functions in all classrooms * seeking advice from police, service management and DET region, and in exceptional circumstances, advice on engaging a security guard on an ad hoc basis * CCTV system in place at school | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | * Ensure each phone has a Bomb Threat Checklist available. * Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).= | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Rare | | **Risk Level** | | Medium | | * ​Staff to familiarise themselves with the bomb threat emergency response  procedures in this document. * Staff to provide emergency response instructions to students in the event of an bomb threat. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Severe weather event | Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals | * Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. * Develop contingency for storage of equipment/materials if necessary. * Test communications. * Ensure there is a business continuity plan in place. * Complete the Flood risk identification assessment | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | | Regular cleaning​ of gutters and removal of leaf litter and debris.  All portable and moveable objects to be secured stored outside.  Drain pits to be cleaned and cleared regularly. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Influenza pandemic | Risk of health and possible death (in extreme cases) | * Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template. * Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April). * Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. * Ensure staff and children are educated about covering their cough to prevent the spread of germs | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | | Follow DET guidelines relating to exclusion and communicable diseases.  Effective communication strategies in place to keep school community informed. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Loss of essential services | Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets | * Revert to paper based processed for roll marking and other essential admin/teaching functions. * IT to maintain backup and regular maintenance of systems * Seek advise and guide provisional Planning Officer for Outer East - Vincent Lee 0421 056 914 & Incident Support and Operations Centre 1800 126 126. * Supply of bottled drinking water to each class room. * All students to use Breezeway toilets which flush off water tanks. All other toilets requiring mains water to be closed. * Hand wipes and sanitizer to be used for hand hygiene. * Bottled drinking water would be purchased for drinking * Long term disruption would require relocation to off site arrangement. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | * Revert to paper based processed for roll marking and other essential admin/teaching functions. * IT to maintain backup and regular maintenance of systems * Seek advice and guide provisional Planning Officer for Outer East - Vincent Lee 0421 056 914 & Incident Support and Operations Centre 1800 126 126. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Bushfire/Grassfire | Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals. | * Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. * Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. * Check CFA website, alerts during the bushfire season. * Schedule and practice emergency evacuation drills on a regular basis. Grief counselling services. * Ensure there is a business continuity plan in place. | Effective | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Likely | | **Risk Level** | | Extreme | | Regular working bees to remove debris  Regular lawn mowing and spraying  Regular gutter cleaning | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Likely | | **Risk Level** | | Extreme | |
| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder | * Recognise indicators of Child Abuse * Child Safe Standards * PROTECT protocol * Student Critical Incident Advisory Line * Student Support Services/Student Welfare Coordinator | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | | Staff trained in Berry Street educational model  Staff trained in 4 critical actions for schools responding to incidents, disclosures and suspicions of child abuse  Training in 4 critical actions for schools responding to student sexually offending  Developed for parents/staff and students managing disclosures as Belgrave South PS  Student Welfare Coordinator and Chaplain  All staff completed Mandatory Reporting E-module  Employment of a Neuropsychologist  Two social workers -completeing Master in social work | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach | * [Privacy (including DET’s Schools’ Privacy Policy)](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx) * [Privacy, Department provided software](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx) * [Privacy (requests for Information about Students)](https://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx) * [Acceptable use of ICT Resources](https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx) * Staff member manages and reviews school’s privacy practices * Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. * Examine data security arrangements * BYOD usage and guidelines * Password protocols for ICT | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident | * Staff trained in first aid * First Aid Kit * Staff observant to signs of illness * Medical history – staff/students * [First Aid and Infection Control Procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx) * Medication Authority Form and authority to administer | Effective | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | | All staff trained in First Aid  All medical history for staff and students kept up to date  All medications to be authorised by parent  First Aid procedures to be followed  Spare ePIPEN kept on site  Epipen training and anaphylatic training | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | |
| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning | * Student Support Services * Well-being staff in school * SafeMinds * Navigator Program * Student Engagement and Inclusion Guidance * Building Resilience Framework * Victorian Anti-bullying and Mental Heath Initiative | Effective | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | | Student support services to be informed.  Well-being Staff to be informed  Staff trained in Trauma  School wide positive behaviours  Chaplain  Kids Hope Mentors  Staff trained in Berry Street educational model  Extensive transition program for parents and students  SFYS partnerships to fund ongoing wellbeing programs  Inspiro and Council mental health partnership to implement a exercise/mental wellbeing program  Art therapist | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | |
| 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 | * School records attendance * Student engagement policy to promote school attendance and address truancy, which is staged * Recess and lunchtime supervision. * Behaviour Support Plans to address individual truancy. * Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) * List of students to attend camp to be held at school site and by Teacher in Charge on camp. * School excursion/camp risk assessment | Effective | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | | All attendance records up to date  Yard duty supervision  Behaviour plans for individual students  Student Activity Locator completed 6 weeks ahead of camps/excursions and sporting activities  Risk Assessment completed ahead of camps/excursions and sporting activities | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | |
| 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 | * Student Support Services * Well-being staff in school * Managing Trauma Guide * Incident Support and Operations Centre referrals * Employee Assistance Program | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | | Chaplain trained in Grief and Loss  Student Support services  Staff trained in Berry Street educational model  Employment of a Neuropsychologist | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | |
| 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 | Site based policies and strategies   * Lunchtime and recess supervision * School based security measures e.g. duress alarm, CCTV * Behavioral Code of Conduct * School social media strategies to address online harassment * Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student   School pursues specific interventions or referrals as required/appropriate:   * Trespass order * Child Protection referral * Family violence referral   Specific supports for students with challenging behaviors and interventions:   * Referral to Student Support Services (SSS) * School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) * Restraint and Seclusion procedures * Respectful Relationships * Health and Human Services Behaviour Support Services * More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional * School welfare officer/coordinator engaged   Training   * Diffusion strategies and training for staff * Conflict management training * Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism   Specific support for teacher/staff in dealing with challenging behaviours   * Employee Assistance Program (EAP) for impacted staff * Principal Mentor Program * Proactive Wellbeing Supervision * Principal Health Checks * Early Intervention Principal Support Service   Refer to additional resources for impacted persons   * School breakfast club (where available) * School wide Positive Behaviour Support * Koori inclusive School Wide Positive Behaviour Support | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | | Lockdown procedures  All staff and student records kept confidentially  All custody orders kept where they can be easily accessed  If required, police would be contacted | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | |

Core Emergency Response Procedures

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| On-site evacuation/relocation procedure | When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** for emergency services and seek and follow advice. * Evacuate students, staff and visitors to the Gym - Safety Shelter. * Report the emergency and evacuation to ISOC (24 hour, 7 days) on 1800 126 126. * Take the emergency kit/first aid kit (including the student and staff attendance lists and a copy of this EMP). * Once at the primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify NEVR and seek advice from Petra Mackay, Regional Manager, Operations and Emergency Management, if required. * Confirm with emergency service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.     **Actions after on-site evacuation/relocation procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (Linda Jamieson, Regional Manager, Operations and Emergency Management) that the evacuation is over. * Determine whether to activate the parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). * Contact the SSSO Network Coordinator if required. * Print and issue pre-prepared parent letters and give these to students to take home. * Ensure all staff are made aware of Employee Assistance Program contact details. * Seek support from your region/regional Manager, Operations and Emergency Management if required. * Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. * Complete the Post Emergency Record. |
| Off-site evacuation procedure | 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.   * Call **000** for emergency services and seek and follow advice. * Evacuate staff, students and visitors to the Communtiy Oval. * Report the emergency and evacuation to ISOC (24 hour, 7 days) on 1800 126 126. * Take the emergency kit/first aid kit (including student and staff attendance lists and a copy of this EMP). * Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify NEVR and seek advice from Linda Jamieson, Regional Manager, Operations and Emergency Management, if required. * Confirm with Emergency Service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.     **Actions after off-site evacuation procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and NEVR (Linda Jamieson, Regional Manager, Operations and Emergency Management) that the evacuation is over. * Determine whether to activate the parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). * Direct all Media enquiries to DET Media Unit on 8688 7776. * Contact the SSSO Network Coordinator if required. * Print and issue pre-prepared parent letters and give these to students to take home. * Ensure all staff are made aware of Employee Assistance Program contact details. * Seek support from your region/regional Manager, Operations and Emergency Management if required. * Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. * Complete the Post Emergency Record. |
| Lock-down procedure | 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.   * Call **000** for emergency services and seek and follow advice. * Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. * Check that all external doors and windows are locked. * If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. * Report the emergency and evacuation to ISOC (24 hour, 7 days) on 1800 126 126. * Divert parents and returning groups from the school if required. * Ensure a telephone line is kept free. * Keep public address system free. * Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. * If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. * As appropriate, ascertain that all students, staff and visitors are accounted for. * Notify NEVR and seek advice from Linda Jamieson, Regional Manager, Operations and Emergency Management if required. * As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.     **Actions after lock-down procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and NEVR (Linda Jamieson, Regional Manager, Operations and Emergency Management) that the lock-down is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). * Direct all Media enquiries to DET Media Unit on 8688 7776. * Print and issue pre-prepared parent letters and give these to students to take home. * Contact the SSSO Network Coordinator if required. * Ensure all staff are made aware of Employee Assistance Program contact details. * Seek support from NEVR /Linda Jamieson, Regional Manager, Operations and Emergency Management, if required. * Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. * Complete the Post Emergency Record. |
| Lock-out procedure | 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.   * Call **000** for emergency services and seek and follow advice. * Announce lock-out with instructions about what is required. Instructions may include nominating staff to:   + Lock doors to prevent entry   + Check the premises for anyone left inside   + Obtain Emergency Kit * Go to the designated assembly point - Community Oval * Check that students, staff and visitors are all accounted for. * Report the emergency and evacuation to ISOC (24 hour, 7 days) on 1800 126 126. * Notify NEVR and seek advice from Linda Jamieson, Regional Manager, Operations and Emergency Management, if required. * Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.     **Actions after lock-out procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. * Determine whether to activate the parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). * Print and issue pre-prepared parent letters and give these to students to take home. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Ensure all staff are made aware of Employee Assistance Program contact details. * Contact the SSSO Network Coordinator if required. * Seek support from NEVR /Linda Jamieson, Regional Manager, Operations and Emergency Management, as required. * Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. * Complete the Post Emergency Record. |
| Shelter-in-place procedure | 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.   * Call **000** for emergency services and seek and follow advice. * Chief Warden activates the Incident Management Team. * Move all students, staff and visitors to the pre-determined shelter-in-place area (Gym - Safety Shelter) * Take the emergency kit/first aid kit (including the student and staff attendance lists and a copy of this EMP). * Report the emergency and evacuation to ISOC (24 hour, 7 days) on 1800 126 126.. * Check that all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify NEVR and seek advice from Linda Jamieson, Regional Manager, Operations and Emergency Management, if required. * Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.     **Actions after shelter-in-place procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre that shelter-in- place is over. * Determine whether to activate the  parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). * Direct all Media enquiries to DET Media Unit on 8688 7776. * Print and issue pre-prepared parent letters and give these to students to take home. * Ensure all staff are made aware of Employee Assistance Program contact details. * Contact the SSSO Network Coordinator if required. * Seek support from NEVR/Linda Jamieson, Regional Manager, Operations and Emergency Management, as required. * Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. * Complete the Post Emergency Record. |

Specific Emergency Response Procedures

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| Specific Procedures | **Procedure Instructions** |
| Building fire | * **Call 000** for emergency services and seek and follow advice. * Activate the fire alarm. * If appropriate, follow the procedure for on-site evacuation. * Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. * Extinguish the fire (only if safe to do so). * Evacuate to theAssembly Area A/Assembly Area 2 or the Alternative Assembly Area, closing all doors and windows. * Check that all areas have been cleared and notify the Chief Warden. * Check that all students, staff, visitors and contractors are accounted for. * Report the emergency and evacuation to ISOC (24 hour, 7 days) on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 9637 2871. |
| Earthquake | * Call **000** if emergency services are needed and seek and follow advice. * The Chief Warden will convene the IMT if necessary. * Report emergency to the Security Services Unit on 9603 7999. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.   **If Outside**  Instruct staff and students to:   * Stay outside and move away from buildings, streetlights and utility wires. * DROP, COVER and HOLD   + DROP to the ground   + Take COVER by covering your head and neck with their arms and hands   + HOLD on until the shaking stops.   **If Inside**  Instruct staff and students to:   * Move away from windows, heavy objects, shelves and so on * DROP, COVER and HOLD   + DROP to the ground   + Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms   + HOLD on until the shaking stops.   **After the earthquake**   * Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. * If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. * Arrange medical assistance where required. * Help others if you can. * Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. * Contact parents as required. * Tune in to ABC radio if you can and follow any emergency instructions. * If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. * Direct all Media enquiries to DET Media Unit on 9637 2871. |
| School Bus accident/Vehicle Incident | * Only engage Bus providers who comply with DET safety requirements. * Ensure teachers participating in the excursion/adventure program are provided with suitable first aid kits, and emergency contact numbers for students.​ * Report emergency to the Incident Support and Operations Centre 1800 126 126 * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 9637 2871. |
| Intruder | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden. * Do not do or say anything to the person to encourage irrational behaviour. * Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. * Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. * Evacuation only should be considered if safe to do so. * Report emergency to the Security Services Unit on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 8688 777 |
| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)**  *Immediate response*   * Immediately clear and cordon off the area in the vicinity of the object. * Call **000** for police and seek and follow advice. * Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. * Report the emergency to the Security Services Unit on 9603 7999. * Do not approach, touch, tilt or tamper with the object.   *Evacuation*   * Evacuate the school and:   + Ensure students and staff are not directed past the object   + Alert any other services co-located at the school site   + Check that all students, staff and visitors are accounted for   + Restrict all access to the site and ensure there are no barriers inhibiting access by police   *Communication*   * Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. * Contact parents when evacuation is complete and it is safe to do so. * Notify your regional emergency management contact and seek advice if necessary. * Direct all Media enquiries to DET Media Unit on 9637 2871. * Await "all clear" advice from police before returning to school buildings to resume normal school activities.   **If a bomb/substance threat is received by telephone**   * **DO NOT HANG UP** * Keep the person talking for as long as possible and obtain as much information as possible. * Without alerting the caller, signal a co-worker to:   + call 000 for police on a separate phone   + notify the Chief Warden/principal   + report emergency to the Security Services Unit on 9589 6266. * Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):   + gender of caller   + age of caller   + accents and speech impediments   + background noises   + key phrases used   + whether the threat is automated/taped/recorded.   **Ask the caller:**   * where exactly is the bomb/substance located? * what time will the bomb explode/the substance be released? * what will make the bomb explode/how will the substance be released? * what does the bomb look like? * what kind of device/substance is it? * who put the bomb/substance there? Why was it put there? * what kind of substance is it (gas, powder, liquid)? How much is there? * where are you? Where do you live? * what is your name? What are your contact details? * Once the call is finished:   + **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.   + Immediately:     - inform the Chief Warden/principal if this has not yet been done     - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone     - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.   + 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.   + Help others to leave the area. Use stairs instead of elevators.   + Be aware of weakened floors and stairways and watch for falling debris.   + Once out of the affected building:     - Move students away from windows and glass doors or other potentially hazardous areas     - Use caution to avoid debris that could be hot or sharp     - Call 000 for emergency services and seek and follow advice     - Report the emergency to the Security Services Unit on 9589 6266     - Be aware of any potential secondary explosions     - Limit use of phones as communications systems may become congested. |
| Severe weather event | * **Call 000** if emergency services are needed and seek and follow advice. * Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. * Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. * During a severe storm:   + Remain in the building and keep away from windows.   + Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. * Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. * Disconnect electrical equipment - cover and/or move this equipment away from windows. * Report emergency to the Security Services Unit on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Listen to local radio or TV on battery-powered sets for weather warnings and advice. |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions](https://edugate.eduweb.vic.gov.au/edrms/collaboration/EM/EM%20Policy%20Tools%20and%20Resources/Pandemic%20Influenza%20Stages%20and%20Key%20Actions%20for%20Schools.docx)for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):**   * Determine which services are affected and the extent of the impact. * Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. * **Call 000** if emergency services are required to respond e.g. power lines down in front of school. * Contact the relevant provider/s to report outage and ascertain when restoration will occur. * Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. * Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. * Report the loss of essential services to the Security Services Unit on 1800 126 126. * Contact parents as required. * Refer to the school’s Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. * Insert any additional steps, including mitigation steps that you have identified in your risk assessment |
| Off-site emergencies | * Call **000** for emergency services and seek and follow advice. * Evacuate staff, students and visitors to suitable nearby venue. * Report the emergency and evacuation to ISOC (24 hour, 7 days) on 1800 126 126. * Take the emergency kit/first aid kit (including student and staff attendance lists and a copy of this EMP). * Once at alternative assembly point/s, check all students, staff and helpers are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify NEVR and seek advice from Linda Jamieson, Regional Manager, Operations and Emergency Management, if required. * Confirm with Emergency Service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required. |
| Bushfire/Grassfire | * + **Call 000** for emergency services and seek and follow advice.   + Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.   + Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.   + If evacuation is required and time permits before you leave:     - make sure you close all doors and windows     - turn off power and gas.   + Check that all students, staff, visitors and contractors are accounted for.   + Report the emergency to Security Services Unit on 1800 126 126.   + Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.   + Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.   + Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.   + Direct all Media enquiries to DET Media Unit on 8688 7776.   + Contact parents as required. |
| Child Abuse | In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf>  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf |
| Information Security | * Contact your IT specialist technician for advice and support * If you require support from IMTD contact the Service Desk through one of the following mechanisms:   + Phone 1800 641 943   + Email servicedesk@edumail.vic.gov.au   + Submit an IT Service Request through the Service Gateway * If the incident involves sensitive and/or personal information that may identify an individual without their consent * Phone the privacy help desk on 8688 7967 * Email privacy@edumail.vic.gov.au * Consider notifying the Media Unit on 8688 7776 * If the information security breach is considered malicious contact local police * Offer impacted staff option to access EAP (as applicable) * Offer Student Support Services support to impacted students (as applicable) |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion   * Call’ 000’ if immediate/life threatening * Administer first aid * Contact parent/guardian of affected student * Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 * Record evidence (if applicable) * Keep other students away from the emergency/incident * Provide support for students who may have witnessed early stage of emergency     ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*** |
| Mental Stress | * If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’ * Administer first aid (if appropriate) – keep physically and emotionally safe * Report the incident to the Incident Support and Operations Centre on 1800 126 126 * Consider whether the following supports are appropriate:   + School’s student wellbeing officers   + Student Support Services   + Doctors in Secondary Schools   + Kids Helpline - 1800 55 1800   + Headspace in schools 0458 559 736   + Lifeline - 13 11 14   + Referral to the Navigator program for wrapround support for disengaged learners   + Suicide prevention resources from Beyond Blue and/or Headspace   + CAT Team – acute mental health triage   ***Insert any additional steps, including mitigation steps that you have identified in your risk assessment*** |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:   * Search the immediate area * Contact the parent/carer * Contact ‘000’ for police to report child missing   + Provide a description, time last seen and location * Report the incident to the Incident Support and Operations Centre on 1800 126 126   ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*** |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):   * Contact ‘000’ for police/ambulance attendance * Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services support * Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including: * Develop a Communications Plan – check what information can be released:   + Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert   + Limit exposure to ongoing trauma, distressing sights, sounds and smells   + Continue to identify those most at risk and triage for support   + Consider tribute, memorial, ritual * Monitor the wellbeing of staff * Actively implement self-care strategies * If the incident occurs on school premises/camp/excursion   + Preserve the evidence   + Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management   + Contact Legal Division on 9637 3146   + Consider a Worksafe Notification 13 23 60   + Contact Communications Division/Media Unit on 8688 7776   ***Insert any additional steps, including mitigation steps that you have identified in your risk assessment*** |
| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:   * Intervene only if safe to do so * Contact ‘000’ if immediate/life threatening and require police/ambulance attendance * Initiate action to confine or isolate the aggressor * Determine whether evacuation, lock-down or Shelter in Place is required. * Administer first aid if required and safe to do so * Contact parent/guardian of student(s) impacted * Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan * Record evidence (if applicable) * If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place    If staff are directly impacted:   * Consider lodging an eduSafe report * Consider whether a report to WorkSafe is required * Contact Employee Assistance Program for support * Consider liaison with the Principal Early Intervention Program    If there is an allegation of reportable conduct:   * Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice   ***Insert any additional steps, including mitigation steps that you have identified in your risk assessment*** |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

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| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal | Stuart Boyle | 9754 2505 | 0409 172 481 | 0409 172 481 |
| Assistant Principal | Carol Ould | 9754 2505 | 0438 692 595 | 0438 692 595 |
| Business Manager | Robyn Garrett | 9754 2505 | 0419 585 796 | 0419 585 796 |
| Junior School Coordinator | Lynn Bok | 9754 2505 | 0439 954 511 | 0439 954 511 |
| Senior School Coordinator | Julie Price | 9754 2505 | 0400 859 970 | 0400 859 970 |
| First Aid Officer | Shelley Elso | 9754 2505 | 0488 008 228 | 0488 008 228 |
| School Welfare Officer | Carol Ould | 9754 2505 | 0438 692 595 | 0438 692 595 |
| OH&S Representative | Marcia Williams | 9754 2505 | 0438 245 813 | 0438 245 813 |
| School Council President | Jonno Lloyd | 5968 2903 | 0404 227 330 | 0404 227 330 |
| Administration Officer | Shelley Elso | 9754 2505 | 0488 008 228 | 0488 008 228 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Terry Bennett | 1300 333 231 |  |
| Regional Office (nevr@edumail.vic.gov.au) | General enquiries, Benalla, Glen Waverley | 1300 333 231, (03) 8392 9500, (03) 8392 9300 |  |
| Manager, Operations & Emergency Management | Cristina Perra | 03 7505 3641 | 0448 284 749 |
| Emergency Management Support Officer | Eloise Martin |  | 0427 374 563 |
| Incident Support and Operations Centre (ISOC) |  | 1800 126 126 |  |
| Programmed Maintenance Services |  | 1300 133 468 |  |
| OHS Advisory Service |  | 1300 074 715 |  |
| Employee Assistance Program |  | 1300 361 008 |  |
| Media Unit (on call 24/7) |  | (03) 8688 7776 |  |
| SEIL | Denise Kotsikas | 8392 9335 | 0421 097 358 |
| SSSO Team Leader | Julie O'Byrne | 8739 1001 | 0425 255 235 |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Victoria Police - Belgrave Station | 9754 6677 |
| Angliss Hospital | 8804 9999 |
| Gas Supplier - Energy Australia | 132 083 |
| Electricity Supplier - Energy Australia | 133 466 |
| Water Corporation - South East Water | 9552 3457 |
| Facility Plumber | 0414 954 624 |
| Facility Electrician - Greg Neally | 0414 547 232 |
| Yarra Ranges Council | 1300 368 333 or 9294 6905 |

School Bus Emergency Contacts

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

Incident Management Team

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| **IMT Structure** |
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| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander | |  | | --- | | **Name:** | | Stuart Boyle | | **Phone/Mobile:** | | 0409 172 481 | | |  | | --- | | **Name:** | | Carol Ould | | **Phone/Mobile:** | | 0438 692 595 | |
| Planning Officer | |  | | --- | | **Name:** | | Carol Ould | | **Phone/Mobile:** | | 0438 692 595 | | |  | | --- | | **Name:** | | Lynn Bok | | **Phone/Mobile:** | | 0439 954 511 | |
| Operations Officer (Area Warden) | |  | | --- | | **Name:** | | Julie Price | | **Phone/Mobile:** | | 0400 859 970 | | |  | | --- | | **Name:** | | Chris Anderson | | **Phone/Mobile:** | | 0401 945 830 | |
| Communications Officer | |  | | --- | | **Name:** | | Robyn Garrett | | **Phone/Mobile:** | | 0419 585 796 | | |  | | --- | | **Name:** | | Shelley Elso | | **Phone/Mobile:** | | 0488 008 228 | |
| Logistics Officer (Warden) | |  | | --- | | **Name:** | | Carol Ould | | **Phone/Mobile:** | | 0438 692 595 | | |  | | --- | | **Name:** | | Chris Anderson | | **Phone/Mobile:** | | 0401 945 830 | |
| First Aid Officer | |  | | --- | | **Name:** | | Shelley Elso | | **Phone/Mobile:** | | 0488 008 228 | | |  | | --- | | **Name:** | | Jenny James | | **Phone/Mobile:** | | 0407 225 114 | |

Incident Management Team Roles & Responsibilities

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| Chief Warden/Education Commander | **Pre-Emergency**   * Maintain current contact details of IMT members. * Conduct regular exercises/drills. * Ensure students/staff with special needs list and staff trained in first aid list are up to date. * Ensure our emergency response procedures are kept up-to-date. * Ensure staff on the IMT are aware of their responsibilities.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests. * Report the emergency to the Security Services Unit on 9589 6266.   **Post- Emergency**   * When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| Planning Officer | **Pre-Emergency**   * Assist the Chief Warden. * Identify resources required. * Participate in emergency exercises/drills.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Report any changes in the situation to the Chief Warden. * Act as directed by the Chief Warden. * Plan for contingencies.   **Post- Emergency**   * Collect and evaluate information relating to the emergency. * Identify recovery needs and develop a recovery plan (if required). |
| Operations Officer (Area Warden) | **Pre-Emergency**   * Regularly check and report on deficiencies of emergency equipment and kits. * Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. * Participate in emergency exercises/drills.   **During Emergency**  On hearing alarm or becoming aware of an emergency, the Operations Warden will:   * Attend the emergency control point. * Communicate with the Chief Warden by whatever means available and act on instructions. * Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. * Direct logistics officer (wardens) to check the floor or area for any abnormal situation. * Commence evacuation if the circumstances on their floor or area warrant this. * Control the movement of people. * Co-opt persons as required to assist a logistics officer (wardens) during an emergency. * Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. * 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.   **Post Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| Communications Officer | **Pre-Emergency**   * Assist the Chief Warden. * Attend training in the use of the school’s communication system. * Maintain records and logbooks and make them available for emergency response. * Ensure emergency and parent contact details are up-to-date. * Participate in emergency exercises/drills.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and location of the emergency. Maintain up to date information. * Confirm that emergency services have been notified. * Notify appropriate IMT members. * At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. * Keep a log of events that occurred during the emergency. * Act as directed by the Chief Warden.   **Post- Emergency**   * Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. * Contact parents as required. |
| Logistics Officer (Warden) | **Pre-Emergency**   * Ensure staff and students are aware of the emergency response procedures. * Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). * Participate in emergency exercises/drills.   **During Emergency**  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:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed   .   * Close or open other doors in accordance with the emergency response procedures. * 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. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the operations officer (area warden) on their completion. * Act as directed by the Chief Warden.   **Post- Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| First Aid Officer | **Pre-Emergency**   * Maintain current lists of students and staff with first aid or additional needs. * Conduct regular checks of first aid kits and emergency evacuation kits. * Ensure students/staff with special needs list and staff trained in first aid list are up to date. * Ensure staff on the IMT are aware of their responsibilities.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Establish First Aid Control Point at designated evacuation point. * Provide First Aid guidance to staff via mobile communications (if safe to do so) during lock down or lock out. * Provide First Aid as appropriate. * Brief the incoming emergency services and respond to their requests. * Report First Aid emergencies to the Security Services Unit on 1800 126 126.   **Post- Emergency**   * When the incident is rendered safe or the emergency services returns control, relocate First Aid Services back to designated First Aid Control Point in the main building. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Update the First Aid register and report to the IMT. |

Communication Tree

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| **Communication Tree** |
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Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

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| --- | --- |
| Details of arrangements | Relocate to Rowville Primary School to use BER/School Gymnasium to continue curriculum/instructional program. In the event of school closure due to Code Red/Bushfire Emergency, all staff will be required to attend Rowville Primary School for duty. Seek advice./guidance from NEVR Facilities Management and Incident Support and Operations Centre. |

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| --- | --- | --- |
| Name | Contact Details | Support Role |
| Anne Babich | 9764 1955 | Principal |
| ISOC | 1800126126 | DET |
| Vincent Lee | 0421 056 914 | Provision and Planning Officer - Outer East |

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

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| --- | --- |
| Details of arrangements | Regular back-up taken of Cases21 server, stored off-site. Contact to be made with local technician to provide support to reboot technology. UPS system in place on school Case21 and Curriculum network server. Mobile phones to be used in the event that telephony system is not operational for urgent calls and communications. Revert to paper based processes for roll marking and other essential administration / teaching functions. Long term power failure would require relocation to offsite location. |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Daniel Nisi | 0403 799 561 | TSSP |

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

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

|  |  |
| --- | --- |
| Details of arrangements | Cancellation of non-essential curriculum activities. Grade splitting in-line with local agreement (VGSA 2017). Casual relief teachers to be used to support essential curriculum program. Multi age groups to be formed in open learning spaces to enable all remaining teaching staff and Education Support staff to provide supervision. |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Stuart Boyle | 0409 172 481 | Principal |

Business Continuity Checklist

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| --- | --- |
| Action | Actioned? |
| Activate the school’s Incident Management Team | Yes |
| Evaluate the impact of the incident for:   * School activities * Impact over time * Manageability * Staffing levels * Resources for recovery | Yes |
| Identify actions to mitigate impact, including:   * Suspension of non-critical activities * Mutual support arranged with other schools * Distance/virtual learning Use of different areas within site * Off-site activities * Back–up of key school data * Using paper based systems * Flexible lesson plans * Using generators, portable lighting | Yes |
| Produce an Action Plan for maintaining critical activities that includes:   * Priorities * Communications * Resource deployment * Allocation of specific roles * Monitoring * Reporting * Stakeholder engagement | Yes |
| Establish a register to log all decisions and actions | Yes |
| Establish a register to log all financial expenditure incurred | Yes |
| Secure resources for continuity/recovery including:   * Staffing * Premises * IT and equipment * Welfare | Yes |
| Deliver appropriate communications including to:   * Staff * Parents/Carers * School Council * School bus contractor/bus coordinating school (as appropriate) * Outside School Hours Care provider * Other users of site * Region * Suppliers * Local Shire/Municipality (as appropriate) | Yes |

Area Map

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| **Area Map** |
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Evacuation Map

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| --- | --- |
| **Building Name** | **Evacuation Procedures** |
| Whole School |  |
|  | |