Warragul Regional College

Emergency and Critical Incident Management Plan 2019-2020

55 Burke Street, Warragul, VIC, 3820

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Department of Education and Training

Date Approved: 23/08/2019

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 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
Nicole Pryor	Campus Principal	30/08/2019	PO Box 213 Warragul 3820
Eric Bott	Assistant Prin. 1	30/08/2019	PO Box 213 Warragul 3820
Jacqui Veal	Assistant Prin. 2	30/08/2019	PO Box 213 Warragul 3820
Allan Tyers	Business Manager	30/08/2019	PO Box 213 Warragul 3820
Lauren Clapperton	Leading Teacher	30/08/2019	PO Box 213 Warragul 3820
Anthony Di Fabrizio	Leading Teacher	30/08/2019	PO Box 213 Warragul 3820
Samantha Richards	Leading Teacher	30/08/2019	PO Box 213 Warragul 3820
Laura Kent	School Nurse	30/08/2019	PO Box 213 Warragul 3820
Ken Spragg	OHS Rep	30/08/2019	PO Box 213 Warragul 3820
Melissa Farthing	School Council President	30/08/2019	PO Box 213 Warragul 3820
Chris Senini	Farm Manager	30/08/2019	PO Box 213 Warragul 3820
Chris Borlace	Ground and Maintenance	30/08/2019	PO Box 213 Warragul 3820
Rebecca Sanders	Canteen Manager	30/08/2019	PO Box 213 Warragul 3820

Facility Profile

School Name/Campus Name	**Warragul Regional College**
Address	55 Burke Street, Warragul, VIC, 3820
Phone	03 5623 9900
Email	warragul.co@edumail.vic.gov.au
Fax	03 5623 9950
DET Region	SOUTH-EASTERN VICTORIA
DET Area	Inner Gippsland Area
LGA	Baw Baw (S)
BOM/Fire District	West & South Gippsland District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8.00 am - 4.30 pm
Number of Students	760
Number of Staff	100
Number of Buildings	15
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Hall
On-site Evacuation Location	Year 8 Oval South East of Hall / Gym
Off-site Evacuation Location	Geoff Watt Track (Across Burke Stree)

Typical method used for communications to school community	SMS - Via Compass
Is this school has other services or users of the site?	No

Other Services/Users of Site

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

Building Information Summary

Telephones (landlines)

Location	Number
Every office throughout school	69 Extensions

Alarms

Description	Location	Monitoring Company	Number
Fire	General Office	CFA	Control panel inside Office door to turn alarm on and off.
Intrusion	General Office	SSU	Control panel inside Office door to turn alarm on and off.
Other			

Utilities

Description	Location	Service	Location of shutoff

		Provider	Instructions
Gas / Propane	Large cage visible in entry to Bus loop via Archibald Crescent.	AGL	Turn off gas mains.
Water	Archibald Crescent (Entry to bus loop)	Gippsland Water	Large shifter or mains water tap key
Electricity	Outside Wood work room. (entry via roadway, main cupboard on left under veranda)	Red Energy	Electrical Cabinet key required. Key CL001 key - Keys available from Chris or General Office.

Sprinkler System

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

Boiler Room

Location	One only - located in B wing (behind junior school toilets) Boilers are not operable
Access	School master key required

Emergency Power System

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

Building and Site Hazards

Location	Number

Technology Rooms	Beside bus loop - building on left when entering via bus loop U shaped building.
Science rooms	STEAM centre, to the west of site
Home Economics rooms	2 rooms in A wing (Enter school via doors at top of driveway from Wills Street - turn right, rooms on left).
Photography room	North west end, last classroom of main admin building (D Block)
Maintenance and grounds	1 shed north west corner near bus loop entrance from Archibald Crescent

Additional Profile Information

Additional Info	
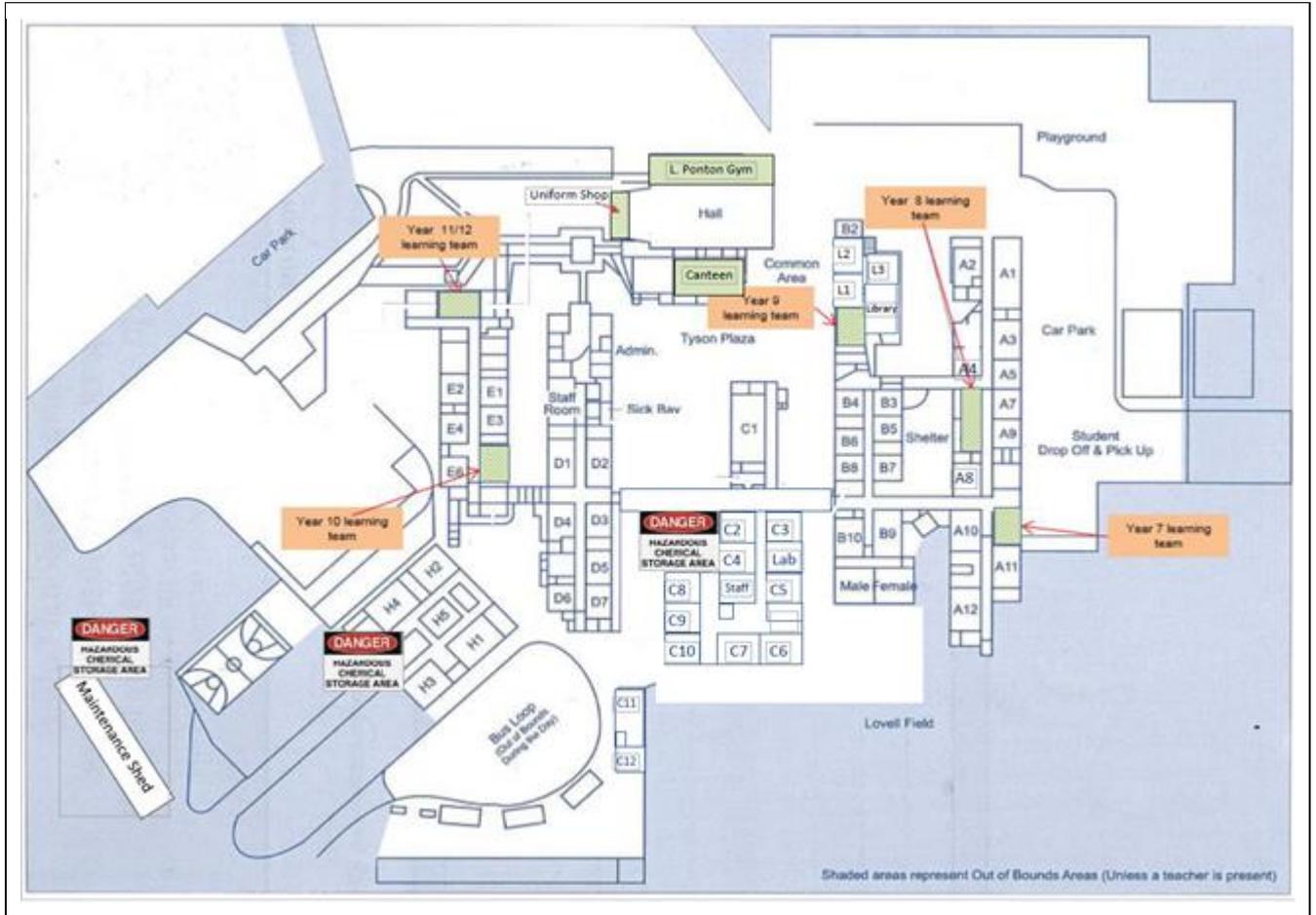
Emergency Kit Checklist

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
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

Date emergency kit checked	14/02/2019
Next check date	31/05/2019

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation Drill (off Site)	OHS Committee	14/02/2019	14/02/2019
Term 2	Lockdown Drill	OHS Committee	07/05/2019	07/05/2019
Term 3	Desktop Drill	OHS Committee	09/09/2019	
Term 4	Shelter In Drill	OHS Committee	24/10/2019	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Tracey Harrison	Certificate 2 First Aid Training	08/04/2019
Jocelyn Saunders	Certificate 2 First Aid Training	05/04/2021
Anne Eacott	Certificate 2 First Aid Training	05/04/2020
Frances Roberts	Certificate 2 First Aid Training	05/04/2020
Melissa Minichiello	Certificate 2 First Aid Training	05/04/2021
Jane O'Brien	Certificate 2 First Aid Training	05/04/2021
Larissa Joyce	Certificate 2 First Aid Training	05/04/2020
Nicky Black	Certificate 2 First Aid Training	04/04/2020
Kate Norton	Certificate 2 First Aid Training	21/04/2020
Pauline Rouget	Certificate 2 First Aid Training	05/04/2020
Samantha Richards	Certificate 3 First Aid Training	10/08/2019
Meg O'Brien	Certificate 2 First Aid Training	08/04/2019
Robyn Ridsdale	Certificate 2 First Aid Training	08/04/2019
Ann Humphries	Certificate 2 First Aid Training	05/04/2021
Jess Potter	Certificate 2 First Aid Training	04/04/2021
Ken Spragg	Certificate 2 First Aid Training	05/04/2020
Liz Williams	Certificate 2 First Aid Training	05/04/2020
Callum Clarke	Certificate 2 First Aid Training	05/04/2020
Wendy Verma	Certificate 2 First Aid Training	04/04/2020
Riccardo Velardi	Certificate 2 First Aid Training	05/04/2021
Brett Niven	Certificate 2 First Aid Training	05/04/2021
Lauren Bruce	Certificate 2 First Aid Training	05/04/2021
Tracy Bambridge	Certificate 2 First Aid Training	04/04/2021
Michelle Willems	Certificate 2 First Aid Training	04/04/2021

Daniel Printannier	Certificate 2 First Aid Training	04/04/2021
Meg Charles	Certificate 2 First Aid Training	02/07/2020
Lachlan Miller	Certificate 2 First Aid Training	08/11/2019
Jenelle James	Certificate 2 First Aid Training	

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	9
Asthma	0	115
Austism	0	6
Hearing impaired	0	2
Vision impaired	0	1

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Atmospheric Contaminants	Exposure to cigarette smoke, gas leaks, hazardous fumes etc.	**Eliminate** - Smoking banned on all school property and grounds **Engineering** - Installation of an emergency gas shut off valve - Installation of a gas isolation valve - Installation of mechanical ventilation/extraction systems **Administration** - Preventative maintenance program - Appropriate storage and handling of Dangerous Goods and hazardous Substances - Supervision of students - Science Rooms: Teacher turns off room gas control valve at end of lessons. - No smoking signs put up at all gates/entry points to grounds. - Science Rooms: Teacher turns off room gas control valve at end of lessons.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		**Consequence** Moderate **Likelihood** Rare **Risk Level** Low
Biological	Coming in contact with biological waste or an infectious disease (e.g. slapped cheek, measles, chicken pox, body fluids, science experiments etc)	**Elimination** - Selection of non hazardous experiments **Substitution** - Selection of less hazardous experiments - Demonstration by staff **Engineering** - Provision of mechanical ventilation (e.g. fume cupboard) - Vaccination programs for employees and students - Provision of sharps. biological and sanitary waste bins - Use of quarantine animals for experimentation/shows - Sterilisation of equipment between experiments **Administration** - Advise pregnant women of potential contact with infectious disease and referral to medical advice (if required) - Infected employees/students to be referred for medical treatment/advice and remain at home until they are no longer contagious - Provide employees, students and parents with information on the signs and symptoms of communicable diseases - Risk assessment of experiments - Sterilisation or decontamination process following potential exposure - Sanitation and cleaning schedule - Sterilisation or decontamination process following potential exposure - Biological waste disposal procedures - Provision of bathroom/ washing facilities installed by a licensed plumber to Australian Standards - Workplace inspections **PPE** - Provision of PPE (e.g. gloves, lab coats, safety goggles etc)	Effective	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium		**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Burns	Chemical burns	**Elimination** - Selection of non hazardous substances **Substitution** - Selection of less hazardous substances	Effective	**Consequence** Moderate		**Consequence** Moderate

		Controls	Effectiveness	Current Risk		Residual Risk
		Engineering - Appropriate storage and segregation of chemicals **Administration** - Chemical Procedure - Chemical Register and associated material Safety Data Sheets (MSDS) - Training for employees/students in the safe use and handling of chemicals - Chemical risk assessment - Provision of PPE (e.g. goggles, gloves, aprons etc)		**Likelihood** Rare **Risk Level** Low		**Likelihood** Rare **Risk Level** Low
Confined Spaces	Hazards associated with working in a confined space (e.g. build up of atmospheric contaminants, engulfment etc)	**Substitution** - Use of CCTV and other devices for surveillance and observation **Administration** - Risk assessment of the confined space/s - Permit to Work process - Contractor Management Procedure - Confined Space Procedure - Training of employees in working in confined spaces - Gas detection PPE - Provision and use of appropriate PPE (e.g. respiratory equipment, harnesses/lifelines, rescue equipment etc)	Effective	**Consequence** Major **Likelihood** Rare **Risk Level** Medium		**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Dangerous Goods and Hazardous Substances	Storage and handling of Dangerous Goods and Hazardous Substances (e.g. paints, lacquers, cleaning products etc)	**Elimination** - Selection of non hazardous substances **Substitution** - Selection of less hazardous substances **Engineering** - Appropriate storage and segregation of Dangerous Goods and Hazardous Substances (e.g. flame proof cabinets, locked storage rooms etc) - Installation of fire detection systems (e.g. smoke detectors) - Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc) - Installation of fume cupboards and mechanical ventilation systems - Installation of bunded storage areas **Administration** - Chemical Procedure - Chemical Register and associated Material Safety Data Sheets (MSDS) - Training for employees/students in the safe use and handling of chemicals - Mandatory placarding in place as designated by the Dangerous Goods Management Act (if required): - HAZCHEM placarding at the entrance - placarding of storage locations - Storage of minimal quantities of chemicals - Emergency management procedures in place, including fire wardens, area wardens, and an assigned assembly area - Emergency evacuation drills (biannual) - Provision of eyewash stations **PPE** - Provision of PPE (e.g. gloves, goggles etc) - Provision of spill kits	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium

Electrical	Electric shock	**Substitution** - The use of power boards with overloading switches in place of double adaptors **Engineering** - Residual Current Device (safety switch) installed in all electrical switchboards - Insulation of electrical wiring (e.g. conduit) **Administration** - Contractor induction process - Electrical equipment procedure - Electrical equipment register - Test and tagging schedule of electrical equipment - Electrical work only to be performed by licensed electricians - Pre purchasing risk assessment (including compliance to Australian Standards) - Lock out and tag out procedure for the management of broken equipment - Preventative Maintenance Program - Workplace inspections	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Environment / Physical Hazard	Vandalism of property	**Engineering** - Construction of buildings and structures with robust materials that are difficult to damage and/or easy to repair **Administration** - Use of CCTV and other devices for surveillance and observation - Student engagement guidelines	Effective	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium		**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Environment/ Physical hazard	Musculoskeletal Injury through contact sports/impact with sporting equipment, general play etc	**Engineering** - Padding of goal posts and other hard structures **Administration** - Risk assessment of sporting activities - Curriculum design - Training and instruction - Warm up and cool down process - Supervision of students **PPE** - Use of PPE (e.g. gloves, helmets, padding etc)	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Fire and Explosion	Fire and explosion caused by plant and equipment (e.g. stoves, heaters, welding/electrical equipment, etc)	**Substitution** - The use of power boards with overloading switches in place of double adaptors **Engineering** - Residual Current Device (safety switch) installed in electrical switchboards - Installation of gas shut off valves - Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc) - Provision of designated work areas (e.g. welding bays) **Administration** - Pre purchasing checklist (purchase of equipment compliant to Australian Standards) - Demonstration by teacher - Test and tagging schedule of electrical equipment - Lock out and tag out procedure for the management of broken equipment - Electrical equipment procedure - Electrical equipment register	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium

		- Scheduled Workplace inspections - Good housekeeping practices that minimise the build-up of flammable material - Preventative maintenance program (e.g. gas cylinders pressure testing) - Training of employees/students in the safe use of plant and equipment - Student safe use tests - Safe Work Procedures (SWP) - Supervision of students by trained employee **PPE** - Provision of PPE (e.g. welding mask, gloves, enclosed shoes etc)				

Fire and Explosion	Risk of fire and explosion from the storage and handling of Dangerous Goods and Hazardous Substances (e.g. gas cylinders, petrol, chlorine etc)	**Elimination** - Use of non-hazardous substances
		Engineering - Appropriate storage and segregation of Dangerous Goods and Hazardous Substances (e.g. gas cylinders chained upright, locked storage cupboards, flame proof cabinets)
		- Bunded areas for the storage of chemicals
		- Separation of chemical storage areas from ignition sources
		- Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc)
		- Installation of emergency gas shut off valves (e.g. science, technology)
		- Installation of mechanical exhaust ventilation
		- Provision of designated work areas (e.g. welding bays)
		Administration - Chemical Procedure
		- Chemical Register and associated Material Safety Data Sheets (MSDS)
		- Storage of minimal quantities of Dangerous Goods and Hazardous Substances
		- Demonstration by teacher
		- Good housekeeping practices that minimise the build-up of flammable material
		- Scheduled workplace inspections
		- Documented risk assessments of dangerous science experiments by trained staff
		- Safe Work Procedures (SWP)
		- Dedicated human resource - Hazardous Substances Coordinator
		- Placarding in place as required by Dangerous Goods Management Act:
		   - HAZCHEM placarding at the entrance
		   - placarding of storage locations
		- Emergency management procedures in place, including fire wardens, area wardens, an assigned assembly area
		- Emergency evacuation/lockdown drills (quarterly)
		-Training of employees and students in the safe handling and storage of Dangerous Goods and Hazardous Substances
		- Supervision of students by trained staff
		PPE - Provision of PPE (e.g. gloves, goggles)
			Effective	**Consequence**
				Severe
				Likelihood
				Rare
				Risk Level
				Medium
						Consequence
						Severe
						Likelihood
						Rare
						Risk Level
						Medium

Overheating Server	Over heating of server	**Engineering** - Design of server room in accordance with Australian Standards - Air-conditioning of server room - Installation of rubber matting to prevent static discharge - Installation of fire detection systems (e.g. smoke detectors) - Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc) **Administration** - Maintenance of plant and equipment to manufacturers recommendations - Temperature monitoring/ heat sensors in server rooms	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		**Consequence** Moderate **Likelihood** Rare **Risk Level** Low
Food Safety	Food allergies	**Administration** - Identify students with allergies, document and display management plans, epipens purchased and staff training - Supervision of students at meal times - Medical records of students - Analphylatic students identified and action plans for each are posted in all offices & canteen. - Epipens are available in all offices and the hall.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		**Consequence** Moderate **Likelihood** Rare **Risk Level** Low
Asbestos	Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos Probable Consequences: Area cordoned off and inaccessible; Potential health risks if fibres disturbed and breathed into lungs	• Asbestos removal program • Quarterly reviews of all hazardous areas undertaken. If issues are found, or material is disturbed in the normal course of business, the area will be closed off and an immediate report of the incidents to Programmed Management Services • OHS Advisory Service • Asbestos Management Plan • Asbestos training/information session • Asbestos Register and quarterly inspections • Asbestos Make Safe Hotline 1300 133 468	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Plant and Equipment	Risk of injury from the operation and maintenance of plant and equipment (e.g. entanglement, impact and cutting, friction, shearing flying objects etc)	**Elimination** - Purchase of pre-cut materials (i.e. eliminate the need to cut, plane or shape materials) **Engineering** - Emergency stops installed on plant and equipment - Appropriate machine guarding in place - Limit switches on guarding covers **Administration** - Pre purchase assessment of plant (compliant to Australian Standard) - Risk assessment of plant and equipment by qualified person - Safe Work Procedures (SWP) - Students/employees trained in safe use of equipment - Safe use competency test - Supervision of students - Preventative maintenance program - Designated work zones (e.g. line markings outlining safe operating zones, welding bays etc) **PPE** - Provision of PPE (e.g. gloves, safety glasses etc)	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium

Hazard Type	Hazard Description	Controls	Control Effectiveness	Current Risk	Further Actions	Residual Risk
Psychological	Conflict/bullying and harassment of students and employees ('traditional' and internet/mobile phone)	**Elimination** - Remove any technological items from student, in consultation with parents **Engineering** - Time out room for students during violent behaviours **Administration** - Bullying and Harassment Policy - Workplace Bullying Hazard Guide - Occupational Violence Policy - Occupational Violence Guide - Issue Resolution Procedure - Mobile phone /internet policy - Disciplinary procedures - Employee code of conduct - Student engagement guidelines - Risk Assessment of student behaviour and communication to all employees of behaviour intervention/management plans (e.g. folder with summary of behaviour plans) - Employee training (e.g. Workplace Behaviour and Bully online training, identification of triggers etc) - Provision of phones in each class room - Reporting of incidents and hazards - Structured programs - Use of educational consultant - Issue Resolution / Mediation process - Employee support, debriefing, counselling and mediation - Employee Assistance Program - Team building exercises - Selection of class room teams based on temperament	Effective	**Consequence** Minor **Likelihood** Likely **Risk Level** Medium		**Consequence** Minor **Likelihood** Likely **Risk Level** Medium
Sharps	Exposure to sharps (e.g. knives, scissors, syringes, broken glass etc)	**Engineering** - Safe storage of knives and other sharp equipment **Administration** - Pre task risk assessment - Education and training of employees and students - Supervision of students - Maintenance of knives - Workplace Inspections - Provision of a sharps bin **PPE** - Closed footwear as part of uniform policy	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Slips, Trips and Falls	Slip Trip or Fall hazards (e.g. loose carpet/flooring, pot holes, cracks in concrete, furniture and stored objects, cables, kerbing, poor slip resistance/condition of floor surface, stairs and playground equipment, etc)	**Elimination** - Removal of trip hazards **Engineering** - Buildings constructed/designed to relevant Australian Standards and the Building Code of Australia to ensure appropriate entry, egress and storage areas - Ensure stairs are built to relevant Australian Standards (AS/NZS 1657) and the Building Code of Australia - Design and installation of playground equipment in accordance with Australian Standards - Fencing constructed of solid non climbable panelling - Provision of appropriate levels of lighting in accordance with AS/NZS 1680) - Selection of hard wearing floor surfaces - Non slip mats placed at the entrance to class rooms - Installation of awnings over door entrances	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Staff undertaking Slips, Trips & Falls OHS training module	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

		- At least 300mm of soft fill material is positioned and maintained beneath fall zones in the playground - Umbrella buckets at the entrance to class rooms **Administration** - Pre purchase checklist with specification for floor slip resistance in accordance with AS/NZS 4586 - Regular slip resistance assessments to ensure compliance with AS/NZS 4663. - Incident and hazard reporting - Workplace inspections - Annual audit of playground equipment - Highlighting of kerbing or differences in floor levels with yellow paint - Preventative maintenance programs (e.g. cleaning and repair/ maintenance schedules) - Supervision of students **PPE** - Non slip student and teacher footwear				
Traffic Control	Vehicle and pedestrian interaction (e.g. bus stop, pick up/put down areas, road crossings etc) and vehicle rollover	**Engineering** - Separation of vehicle/pedestrian areas (e.g. bollards, fences etc) - Traffic control devices (pedestrian crossing, traffic lights, speed humps etc) - Speed governance/restriction on worksite vehicles - Seat belts installed in all workplace vehicles **Administration** - Traffic management procedure - Traffic management plan - Speed restriction signage - Directional signage - Traffic awareness training - Supervision of students (e.g. crossing guard) - Only trained operators are allowed to use onsite vehicles (e.g. licensed forklift drivers)	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	Local Traffic Management Plan	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Working at Heights	Fall from heights (e.g. working on the roof, cleaning gutters or windows, accessing mezzanine storage areas etc)	**Substitution** - Installing equipment at ground level where possible **Engineering** - Use of elevated work platforms (e.g. scissor lifts, cherry pickers etc) - Installation of roof anchor points for work positioning/ fall arrest systems in accordance with AS/NZS 1891 - Provision of appropriate edge protection in accordance with AS/NZS 1657 (e.g. guard rails, handrails etc) - Installation of ladder anchor points for roof access **Administration** - Contractor management procedures - Building maintenance schedule - Height safety training for employees - Working at Height Procedure - Safe Work Procedure - Use of industrial rated ladders **PPE** - Provision and use of PPE (e.g. harness)	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Building fire	Probable Causes: • Inappropriate	**Engineering** - Appropriate storage and segregation of Dangerous Goods and Hazardous Substances (e.g. gas	Effective	**Consequence**		**Consequence**

			Severe
management of stored chemicals such as cleaning fluids • Incident in science laboratory • Exploding gas tank • Faulty electrical wiring • Faulty electrical equipment Probable Consequences: • Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	cylinders chained upright, locked storage cupboards, flame proof cabinets) • Bunded areas for the storage of chemicals • Separation of chemical storage areas from ignition sources • Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc) • Installation of emergency gas shut off valves (e.g. science, technology) • Installation of mechanical exhaust ventilation • Provision of designated work areas (e.g. welding bays) **Administration** - Chemical Procedure • Chemical Register and associated Material Safety Data Sheets (MSDS) • Storage of minimal quantities of Dangerous Goods and Hazardous Substances • Demonstration by teacher • Good housekeeping practices that minimise the build-up of flammable material • Scheduled workplace inspections • Documented risk assessments of dangerous science experiments by trained staff • Safe Work Procedures (SWP) • Placarding in place as required by Dangerous Goods Management Act: • HAZCHEM placarding at the entrance • placarding of storage locations • Emergency management procedures in place, including fire wardens, area wardens, an assigned assembly area • Emergency evacuation/lockdown drills (quarterly) • Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. • Communication systems (PA system) are tested on a regular basis. • A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. • All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.		**Likelihood** Rare **Risk Level** Medium		**Likelihood** Rare **Risk Level** Medium

| Intruder | Probable Causes: • Substance abuse/drug affected • Mental health issues • Custodial/Parent dispute • Political views • Police operation Probable Consequences: • | • Visitors must report to reception and sign in using the Visitor Register. • Visitors are required to wear and display visitor pass. | Effective | **Consequence** Moderate **Likelihood** Rare | • The school will provide training for staff in managing aggressive people/diffusing tense situations. • Staff will share information on a 'need to know' basis concerning parent issues. | **Consequence** Moderate **Likelihood** Rare |

				Risk Level		Risk Level

	Physical injury to staff or students • Stress or psychological injury requiring clinical support for multiple individuals	• Parents must make an appointment to meet with teachers/principal.
		• Lockdown/lockout/ evacuation procedures are regularly practiced.
		• Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.
		• Encourage engagement of parents in school activities.
		• In relation to court orders / custody
		  ○ the school maintains a register of current documents/concerns
		  ○ parents are advised of the relevant school processes and duty of care to other students and staff.
		For parent meetings where staff feel a need for support:
		  ○ two staff attend
		  ○ an appropriate room for meeting selected
				Low	• The school will increase number of staff on yard duty as required, develop a roster and monitor attendance of yard duty teachers.
					• Yard duty staff will be trained to manage intruders on school grounds.
					• Where necessary, the school will seek legal advice and obtain a trespass order for parents who use threatening behaviour.
					• Procedures for responding to an intruder are readily accessible to staff.
					• If there is an escalation of Intruder incidents, the school will consider:
					• issuing yard duty staff with two-way radios linked to an office base station
					• installing panic/distress button in reception, principal office and/or meeting room
					• liaising with local police to arrange a prompt response to any call for assistance
					• seeking advice from the DET region and police, and in exceptional circumstances, on engaging a security guard as required
					• installing CCTV.
						Low

Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors. Probable Causes: • Known or unknown person with intent or harm or cause fear to staff and students of the school • Prank Probable Consequences: • Physical injury to staff or students • Stress or psychological injury requiring clinical support for multiple individuals	• Bomb Threat Checklist located next to each phone. • Emergency evacuation drills scheduled and practiced on a regular basis.	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Severe weather event	Probable causes: • Significant rainfall impacting nearby waterways Probable Consequences: • Areas/rooms affected/inundated and inaccessible to staff and students. • Roads flooded/blocked to cars and buses for several hours preventing parents, students and staff getting to or leaving facility. • Physical injury to staff or students • Stress or psychological injury requiring clinical support for multiple individuals	• School liaises with SES/local government to identify potential risk. • School has developed a contingency for storage of equipment/materials off site or above historical flood levels if necessary. • Business continuity plan is in place if forced to relocate off site. • Flood/Storm Emergency line 13 25 00	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low		**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low

Hazard	Risk	Controls	Effectiveness	Current Risk Rating	Further Actions	Residual Risk Rating
Influenza pandemic	Risk of health and possible death (in extreme cases)	**Engineering** - Vaccination programs for employees and students - Provision of sharps. biological and sanitary waste bins **Administration** - Infected employees/students to be referred for medical treatment/advice and remain at home until they are no longer contagious - Sanitation and cleaning schedule - Provision of bathroom/ washing facilities installed by a licensed plumber to Australian Standards - Workplace inspections	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	Staff Flu vaccinations supplied by college for staff annually free of cost.	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	**Eliminate** - Smoking banned on all school property and grounds **Engineering** - Installation of an emergency gas shut off valve - Installation of a gas isolation valve - Installation of mechanical ventilation/extraction systems **Administration** - Preventative maintenance program - Appropriate storage and handling of Dangerous Goods and hazardous Substances - Supervision of students - Science Rooms: Teacher turns off room gas control valve at end of lessons.	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Loss of essential services	Probable Causes: • Issue with supply due to storm/accident • Planned outage Probable Consequences: • Lack of availability of school resources such as computers • Lack of availability of fresh drinking water and water for flushing toilets	• The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary • Alternative communication source such as charged mobile phone/satellite phone are available • Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit • A list of emergency phone numbers is located next to all office phones • Business continuity plan	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Bushfire/Grassfire	Probable Causes: • Lightning strike • Arson • Spark ignited by machinery • Power line failure • Escaped planned burn Probable Consequences: • Injury • Serious injury from smoke inhalation • Stress or psychological injury requiring clinical support for multiple individuals	**Engineering** - Appropriate storage and segregation of Dangerous Goods and Hazardous Substances (e.g. gas cylinders chained upright, locked storage cupboards, flame proof cabinets) - Bunded areas for the storage of chemicals - Separation of chemical storage areas from ignition sources - Installation of fire detection systems (e.g. smoke detectors) - Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc) - Installation of emergency gas shut off valves (e.g. science, technology) - Installation of mechanical exhaust ventilation **Administration** - Demonstration by teacher	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		**Consequence** Minor **Likelihood** Possible **Risk Level** Medium

		- Good housekeeping practices that minimise the build-up of flammable material - Scheduled workplace inspections - Safe Work Procedures (SWP) - Emergency management procedures in place, including fire wardens, area wardens, an assigned assembly area - Emergency evacuation/lockdown drills (quarterly) - Supply staff with EAP contact details				
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** Possible **Risk Level** Medium		
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • 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** Major **Likelihood** Rare **Risk Level** Medium		
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 • Medication Authority Form and authority to administer	Effective	**Consequence** Minor **Likelihood** Likely **Risk Level** Medium		
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance	Acceptable	**Consequence** Moderate **Likelihood** Possible		

	ideation/self-harm; Interrupted learning	• Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiative		**Risk Level** Medium	
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment	Effective	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	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	Effective	**Consequence** Minor **Likelihood** Likely **Risk Level** Medium	

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

| Bus Emergency While En Route | Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: • while school bus enroute to or from school or • while bus conveying staff and students for camp excursion or other school activity Motor vehicle accident involving pedestrian: • occurring inside school grounds • around perimeter of school • within close proximity of the school Probable Consequences: • Risk of death/injury to passengers or pedestrians | • Engage approved Accredited Bus Operators Drivers
• Buses with seat-belts are used for transporting students
Controls for bus travel to or from school:
• Complies with School Bus Program Emergency management Operational Guidelines
• School's EMP consistent with bus operator's plan.
• Student Transport Emergency management procedures socialised with school and bus operator.
• Supervision during bus arrival and departure.
• Bus coordinator appointed (bus coordinating schools only).
• Log of bus travel risks.
• School maintains a bus roll to determine who is travelling on the bus each day.
• School maintains emergency contact records for all students travelling on buses.
Controls for bus travel during camp or excursion:
• Staff to follow DET's work-related driving procedure.
• Bus driver to maintain log book as required.
• Students supervised and monitored while participating in off-site school activities, including bus transport.
• Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip.
• Student Activity Locator (SAL) completed.
• Contact details of emergency contacts for students on camp or excursion.
• Risk assessment planning has occurred for all off-site camps and excursions.
• First aid kit to accompany excursions and first aid qualified staff to attend.
• Traffic management plan to manage school access/egress at drop off/pick up times.
• Supervision to monitor student compliance with school road and bike safety policy. | Effective | **Consequence**
Minor
Likelihood
Likely
Risk Level
Medium | | |

				Effective	Consequence Major Likelihood Rare Risk Level Medium	

Heat (Extreme)	Probable causes: • Prolonged period of excessively hot weather Probable Consequences • hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke. • dehydration exacerbating existing medical conditions • power outages due to high use of air-con, refrigeration • failure of public transport (rail) •food poisoning due to unrefrigerated school lunch	- Sun and UV protection policy - SunSmart program are implemented - Playground areas are shaded - Sufficient shelter available for students awaiting pick-up by parents - Sufficient unrestricted water available - Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event - Staff are trained in identifying early signs of heat stress/dehydration	Effective	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	
Gas Leak/Chemical Spill (on-site)	Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning	- School Site Safety policy - Chemical management procedures outlined in: - Managing Chemicals - OHSMS Chemical Management policy, covering dangerous goods and hazardous substances - School seeks and follows advice of nominated OHS representative - All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school - School drills evacuation procedures for gas leak/chemical spill.	Effective	**Consequence** Moderate **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 *safest evacuation site from Site A - behind Library and A block, past Macauley Field, Site B - Year 10/11/12 Area or Site C - Geoff Watt Track (off site)* • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **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 (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
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. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to Geoff Watt Track. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).

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- 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 your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

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 the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record.

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<tr><td>Lock-down procedure</td><td>

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 if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- As appropriate, ascertain that all students, staff and visitors are accounted for.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

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	• 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 the region (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 your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.

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:
	    o Lock doors to prevent entry
	    o Check the premises for anyone left inside
	    o Obtain Emergency Kit
	• Go to the designated assembly point Geoff Watt Track.
	• Check that students, staff and visitors are all accounted for.
	• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
	• Maintain a record of actions/decisions undertaken and times.
	• Contact parents as required.
	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 your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
	• Print and issue pre-prepared parent letters and give these to students to take home.
	• Direct all Media enquiries to DET Media Unit on 8688 7776.
	• Ensure all staff are made aware of Employee Assistance Program contact details.
	• Contact the SSSO Network Coordinator if required.
	• Seek support from your region/regional Manager, Operations and Emergency Management as required.
	• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.

	• Complete your Post Emergency Record.
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, the Hall . • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **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 your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Atmospheric Contaminants	**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 se - 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 dama - Notify your region and seek advice from your regional Manager, Operations and Emergency Management - Direct all Media enquiries to DET Media Unit on 8688 7776. - Contact parents as required.
Biological	**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 se - 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 dama - Notify your region and seek advice from your regional Manager, Operations and Emergency Management - Direct all Media enquiries to DET Media Unit on 8688 7776. - Contact parents as required.
Burns	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
Confined Spaces	A confined space is defined as: - an enclosed or partially enclosed space with restricted entry and exit - an oxygen concentration outside the safe oxygen range - a concentration of airborne contaminants that may cause impairment, loss of consciousness or asphyxiati - a concentration of flammable airborne contaminant that may cause injury from fire or explosion

	• risk of engulfment in any stored substance (e.g. grain, sand or saw dust), except liquids. Examples include: storage tanks, silos, ducts, chimney, underground sewer, or well or any shaft or trench. **No Department employee is to enter a confined space at any time.** The Workplace Manager and/or Management OHS Nominee are to engage a qualified contractor and for works to confined space. The Workplace Manager and/or Management OHS Nominee in consultation with the contractor are to complete an Entry Permit prior to the commencement of any works in a confined space
Dangerous Goods and Hazardous Substances	• Call 000 for emergency services and seek and follow any advice from Emergency Services • Report the emergency immediately to the Chief Warden • If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors doors and turn off air-conditioning. • Check staff, students and visitors are accounted for • Check staff, students and visitors with respiratory/relevant illnesses or conditions that may vulnerable to smoke or fumes. If at any time you determine the situation poses an unaccep individuals, consider arranging for their evacuation from the school. • Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 • Notify your region and seek further advice from your regional Manager, Operations and Em Management if required • Monitor the VicEmergency website at emergency.vic.gov.au, or the VicEmergency App on for any warnings and advice • Contact families and advise them that students are safe and not to come to the school unti the end of the school day) • Await advice from emergency services or from the Department before resuming normal sch outdoors • Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 • Follow-up communications with parents as required.
Electrical	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
Environment / Physical Hazard	• Call 000 for emergency services and seek and follow any advice from Emergency Services • Report the emergency immediately to the Chief Warden • If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close window air-conditioning. • Check staff, students and visitors are accounted for • Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the partic smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individual their evacuation from the school. • Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 • Notify your region and seek further advice from your regional Manager, Operations and Emergency Mana

	• Monitor the VicEmergency website at emergency.vic.gov.au, or the VicEmergency App on your mobile de... and advice • Contact families and advise them that students are safe and not to come to the school until further notice ... day) • Await advice from emergency services or from the Department before resuming normal school activities o... • Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 • Follow-up communications with parents as required.
Environment/ Physical hazard	• Call 000 for emergency services and seek and follow any advice from Emergency Services • Report the emergency immediately to the Chief Warden • If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close window... air-conditioning. • Check staff, students and visitors are accounted for • Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the partic... smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals... their evacuation from the school. • Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 • Notify your region and seek further advice from your regional Manager, Operations and Emergency Mana... • Monitor the VicEmergency website at emergency.vic.gov.au, or the VicEmergency App on your mobile de... and advice • Contact families and advise them that students are safe and not to come to the school until further notice ... day) • Await advice from emergency services or from the Department before resuming normal school activities o... • Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 • Follow-up communications with 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 o... Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA... • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 1... additional advice and support with managing the incident, ask to consult with the Incident Management an... available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and ...* *Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_... 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/FourCriticalA... • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and suppo... 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 *Ide...* *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 o... Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA...

	• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 1... additional advice and support with managing the incident, ask to consult with the Incident Management an... available on the same phone number.
	
	This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and I... Forms of Abuse in Victorian Schools* hyperlinked at
	https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_...
	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/FourCriticalA...
	• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and supp... 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 *Ide... 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 o... Abuse* hyperlinked at
	  https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA...
	• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 1... additional advice and support with managing the incident, ask to consult with the Incident Management an... available on the same phone number.
	
	This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and I... Forms of Abuse in Victorian Schools* hyperlinked at
	https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_...
	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/FourCriticalA...
	• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and supp... 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 *Ide... Responding to Student Sexual Offending* hyperlinked at
	https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.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 me...
	   ○ 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
	• 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)

Fire and Explosion	- Call 000 for emergency services and seek and follow any advice from Emergency Services - Report the emergency immediately to the Chief Warden - If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close window air-conditioning. - Check staff, students and visitors are accounted for - Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the partic smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals their evacuation from the school. - Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 - Notify your region and seek further advice from your regional Manager, Operations and Emergency Mana - Monitor the VicEmergency website at emergency.vic.gov.au, or the VicEmergency App on your mobile de and advice - Contact families and advise them that students are safe and not to come to the school until further notice day) - Await advice from emergency services or from the Department before resuming normal school activities o - Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 - Follow-up communications with parents as required.
Fire and Explosion	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
Overheating Server	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
Food Safety	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
Asbestos	

	- Report the incident to the 24/7 'Asbestos Make Safe' line on 1300 133 468 and follow their [...] on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or [...] assess the situation - Isolate the area: - Vacate everyone from the affected area - Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/o[...] around the area - Erect signage at entrances to affected area indicating unauthorised personnel must not en[...] - Report the incident on eduSafe - Seek advice from the OHS Advisory Service available for assistance with the implementati[...] management of the Occupational Health and Safety Management System – Asbestos Req[...] Advisory Service can be contacted on 1300 074 715. - Seek advice from the VSBA Asbestos Reform Unit on reform@edumail.vic.gov.au
Plant and Equipment	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
Psychological	- If there is immediate and/or life threatening concern for an individual's health or wellbeing [...] - 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
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

Bus Emergency While En Route	**The Bus Coordinating Principal will:** • Contact emergency services agencies to ascertain local information on status of any notified emergency. • Report emergency to the Security Services Unit on 1800 126 126. • Advise emergency services of the status and location of bus services and seek assistance if required. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management • Confirm/provide instruction to driver with regard to destination. • Notify client school principals and any other facility with passengers on the affected service. • Consult to ensure client school principals notify parents/guardians of all affected students of actions taken information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver. • Where possible keep an accurate record of the event. • Direct all Media enquiries to DET Media Unit on 8688 7776. **Client school principals will** • Receive instruction from the coordinating principal. • Consult with the coordinating principal to confirm parents/guardians of affected students ha and provided with other relevant information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. Note: The above summarised procedure relates specifically to Students Affected En Route only. Fo procedure, including for Students Affected While at School and Bus Routes Affected Overnight or l to the DET School Bus Program Emergency Management Operational Guidelines January 2015 o Disabilities Transport Program Emergency Management Operational Guidelines January 2015 as a

Heat (Extreme)	To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and meas include the following:
	• Call 000 if medical assistance is required
	Scheduling/Activities
	• Restrict outdoor time.
	• Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the less intense, and to include more rest breaks.
	• Consider using alternative venues to modify and relocate activities when temperatures exceed 30C a exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area).
	• Reschedule/move classes from classrooms with direct sunlight/no cooling.
	• In extreme weather conditions, schools may:
	  • reduce midday recess to no less than thirty minutes
	  • adjust dismissal time accordingly.
	• Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) a such as trees to provide cooler environments for outdoor activities.
	• Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as
	• Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.
	Hydration
	• Ensure students and staff continue to hydrate and monitor the hydration of children with additional ne
	• Drinks containing caffeine such as coffee and tea should be avoided.
	• Remind parents to provide their child with water and modified uniform
	• Include information on the school's arrangements for managing hot weather in the school newsletter.
	• Ensure staff monitor students for early signs of heat stress/dehydration.
	Indoors
	• Ensure indoor spaces have appropriate ventilation or air conditioning.
	• Display dealing with heat posters in prominent locations in the school.
	• Review first aid kits and the need to supplement stock of ice packs and hydrolyte.
	Notification/Information
	• Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126.

	• Seek advice from your SEIL or regional emergency management staff if required. • Direct any media enquiries to DET Media Unit on 8688 7776.
Sharps	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
Slips, Trips and Falls	
Gas Leak/Chemical Spill (on-site)	• **Call 000** for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Move staff and students away from the spill to a safe area and isolate the affected area. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Pr • Notify your region and seek advice from your regional Manager, Operations and Emergency Management • Contact parents as required • Notify Worksafe if required. • Report on *eduSafe*. • Direct all Media enquiries DET Media Unit on 8688 7776.
Traffic Control	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
Working at Heights	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
Mental Stress	

	• If there is immediate and/or life threatening concern for an individual's health or wellbeing ...
	 • 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:
	    o School's student wellbeing officers
	    o Student Support Services
	    o Doctors in Secondary Schools
	    o Kids Helpline - 1800 55 1800
	    o Headspace in schools 0458 559 736
	    o Lifeline - 13 11 14
	    o Referral to the Navigator program for wrapround support for disengaged learners
	    o Suicide prevention resources from Beyond Blue and/or Headspace
	    o CAT Team – acute mental health triage
	 Insert any additional steps, including mitigation steps that you have identified in your risk ...

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 o 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 ... risk assessment.***

Traumatic Death/Injury/Grief	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wel... 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 i...
	 • Develop a Communications Plan – check what information can be released:
	    o Notification (as appropriate) to school community – letter, newsletters, emails, phon... messages or SMS alert
	    o Limit exposure to ongoing trauma, distressing sights, sounds and smells
	    o Continue to identify those most at risk and triage for support
	    o Consider tribute, memorial, ritual
	 • Monitor the wellbeing of staff
	 • Actively implement self-care strategies
	 • If the incident occurs on school premises/camp/excursion
	    o Preserve the evidence
	    o Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Op... Emergency Management
	    o Contact Legal Division on 9637 3146
	    o Consider a Worksafe Notification 13 23 60
	    o Contact Communications Division/Media Unit on 8688 7776
	 Insert any additional steps, including mitigation steps that you have identified in your risk ...

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 on site evacuation point A on the year 8 oval south east of the hall, closing all doors and wind • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.

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 behaviou
	    • Record evidence (if applicable)
	    • If multiple students involved and/or witness incident, isolate to preserve the integrity of the 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 advice
	Insert any additional steps, including mitigation steps that you have identified in your risk a

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 occu • Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with th possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management • Contact parents as required.Direct all Media enquiries to DET Media Unit on 9637 2871.
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 respons
- Report the emergency to the Incident Support and Operations Centre on 1800 126 126.
- 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

Communication
- Provide police with details of the situation, including actions you have taken and intend to t 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 8688 7776.
- Await "all clear" advice from police before returning to school buildings to resume normal s

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 Incident Support and Operations Centre on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the pho *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. Th 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:
    - 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 telep phone
    - o clear and cordon off the area if the caller identified the location of the object. Do r tilt or tamper with the object.
    - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone regardless of whether the caller hangs up.
    - Immediately:

	o implement evacuation and communication procedures as indicated in section **"If a** ... **is found"** above
	
	o report the emergency to the Incident Support and Operations Centre on 1800 126 ...
	
	o ensure all of the caller information has been written down and provided to police or ...
	
	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 nominat... approach, touch, tilt or tamper with the object.
	• Implement evacuation and communication procedures as indicated in section **"If a suspici...** **found"** above.
	• Report emergency to the Incident Support and Operations Centre on 1800 126 126
	
	If a bomb/substance threat is received electronically e.g. by email
	o **DO NOT DELETE THE MESSAGE**
	o Call 000 for police and seek and follow advice
	o Notify the Chief Warden/principal
	o If the email identifies the location of a device, immediately clear and cordon off the ... approach, touch, tilt or tamper with the object.
	o Implement evacuation and communication procedures as indicated in section **"If a** ... **is found"** above.
	o Report emergency to the Incident Support and Operations Centre on 9589 6266.
	
	If you are at the site of an explosion
	o Direct staff to shelter students under sturdy tables or desks if objects are falling aro...
	o Implement evacuation and communication procedures as indicated in section **"If a** ... **is found"** above. Do not retrieve personal belongings or make phone calls when ev...
	o Help others to leave the area. Use stairs instead of elevators.
	o Be aware of weakened floors and stairways and watch for falling debris.
	o Once out of the affected building:
	  ▪ Move students away from windows and glass doors or other potentially haz...
	  ▪ 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 Incident Support and Operations Centre on 18...
	  ▪ 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 rubbis...
	• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass ent... and sandbags if required.
	• During a severe storm:
	  o Remain in the building and keep away from windows.
	  o Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorn...
	• 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 9603 7999.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management...
	• 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 ac[tions] implement at each of the preparedness and response stages of a pandemic influenza event. **Incident response** In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response se[...] with stakeholders and prepare to activate IMT. **Hygiene measures** Reinforce basic hygiene measures including: • provide students and staff with information about the importance of hand hygiene (more inf[...] at Better Health) • provide convenient access to water and liquid soap and alcohol-based hand sanitiser • educate staff and students about covering their cough with tissue or inner elbow to prevent [...] • careful disposal of used tissues. • Ensure germicidal wipes are available in stationary supplies for staff to clean staff administ[...] telephones etc. **Communications** • In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/pos[...] communicated/ displayed. • In late May, (or at the time of the overseas detection, if earlier), consider providing informat[...] and parents/carers to communicate: • the status of the situation • the risk of influenza and how to identify pandemic influenza symptoms and cases of possib[...] on the current, up-to-date case definition by the Chief Health Officer, DHHS • best practice hygiene measures • measures for vulnerable students. • Access and follow Chief Health Officer, DHHS/Principal Medical Advisor advice provided b[...] consistent messaging to staff, students and parents/carers. • Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (espe[...] people/families at a greater risk of infection). • School Nursing Program nurses may assist with information dissemination (provided by the[...] by Area School Nurse Managers (based at regional offices). • Prepare sample letters for parents/carers for the next stage (if required). **Travel advisories** • Encourage staff and parents/carers to access the smartraveller website prior to internation[...] • Where appropriate, consider implementing procedures to repatriate staff and students who [...] school trip if there is a risk of travel restrictions and overseas border closures, or risk of par[...] country. • For international students studying in Australia, provide advice to students and their parent[...] event of an increased influenza pandemic risk, students may be sent home and, if travel re[...] the school will meet its duty of care obligations etc. **Business continuity** • Ensure currency of business continuity plan which: • identifies minimum requirements and key staff for continued operations (including planning[...] the principal) • considers workforce strategies to enable continued operations, if pandemic affects a portio[...]

Smoke	• **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 se[...]
	• If evacuation is required and time permits before you leave:
	    o make sure you close all doors and windows
	    o 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 dama - Notify your region and seek advice from your regional Manager, Operations and Emergency Management - Direct all Media enquiries to DET Media Unit on 8688 7776. - Contact parents as required.
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 nec **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 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 - Insert any additional steps, including mitigation steps that you have identified in your risk assessment
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 emer 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 n or trees. - Notify your region and seek advice from your regional Manager, Operations and Emergency Mar - Direct all Media enquiries to DET Media Unit on 8688 7776. - Contact parents as required.

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Nicole Pryor	5623 9900	0402 208 641	0402 208 641
Assistant Principal	Eric Bott	5623 9900	0412 339 579	0412 339 579
Assistant Principal	Jacqui Veal	5623 9900	0447 619 707	0447 619 707
Business Manager	Allan Tyers	5623 9900	0429 550 068	0429 550 068
Leading Teacher	Lauren Clapperton	5623 9900	0407 731 454	0407 731 454
Leading Teacher	Anthony Di Fabrizio	5623 9900	0400 974 615	0400 974 615
Leading Teacher	Samantha Richards	5623 9900	5627 5661	0419 382 845
School Bus Coordinator	Nicky Black	5623 9900	0418 361 906	0418 361 906
First Aid Officer	Tracey Harrison	5623 9900	0408 252 868	0408 252 868
OH&S Representative	Ken Spragg	5623 9900	0419 364 333	0419 364 333
School Council President	Melissa Farthing	5623 9900	5623 6024	0407 232 102

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Deborah Locco	(03) 8904 2412	
Regional Office (sevr@edumail.vic.gov.au)	Dandenong , Moe	(03) 8765 5600, (03) 5127 0400	
Manager, Operations & Emergency Management	Therese Carroll	(03) 8904 2473	0419 129 659
Emergency Management Support Officer	Glen Tarrant	(03) 8904 2406	0438 018 269
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	Julie Curtis	9704 6313	
SSSO Team Leader	Moe	(03) 5127 0400	N/A

Local / Other Organizations

Name	Phone
Police Station	000 or (03) 5622 7111
Hospital/s	5623 0611
Gas	Origin - 132 461
Electricity	Origin - 132 461, Red Energy - 131 806
Water Corporation	Gippsland Water - 1800 050 500
Facility Plumber	Ayres Plumbing - 0427 221 368
Facility Electrician	Bucknell Electrical - 0400 291 088
Local Government	5624 2411

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Brandy Creek	Warragul, Lillico	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280

Buln Buln East	Nilma, Buln Buln East,	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Cloverlea	Warragul South, Gainsborough, Cloverlea, Darnum	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Drouin	Porter Place Interchange, Drouin	Drouin Secondary College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Drouin	Bennet Street Interchange, Drouin	Drouin Secondary College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Ellinbank	Warragul South, Ellinbank, Bona Vista	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Lardners Track	Torwood, Warragul South	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Lillico	Nilma North, Lillico	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Neerim Junction	Crossover, Neerim South, Neerim, Neerim Junction	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Rokeby	Drouin East, Brandy Creek, Rokeby	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Seaview	Warragul, Ferndale, Seaview	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Shady Creek	Darnum, Shady Creek, Yarragon	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Tetoora Road	Tetoora Road, Ellinbank, Warragul South, Warragul	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Trafalgar	Trafalgar	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280

Yarragon South	Yarragon, Yarragon South	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280

Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Nicole Pryor **Phone/Mobile:** 5623 9900 / 0402 208 641	**Name:** Eric Bott **Phone/Mobile:** 5623 9900 / 0412 339 579
Planning Officer	**Name:** Eric Bott **Phone/Mobile:** 5623 9900 / 0412 339 579	**Name:** Frances Roberts **Phone/Mobile:** 5623 9900
Operations Officer (Area Warden)	**Name:** Jacqui Veal **Phone/Mobile:** 5623 9900 / 0447 619 707	**Name:** Eric Bott **Phone/Mobile:** 5623 9900 / 0412 339 579
Communications Officer	**Name:** Nicole Pryor **Phone/Mobile:** 5623 9900 / 0402 208 641	**Name:** Eric Bott **Phone/Mobile:** 5623 9900 / 0412 339 579
Logistics Officer (Warden)	**Name:** Allan Tyers **Phone/Mobile:** 5623 9900 / 0429 550 068	**Name:** Frances Roberts **Phone/Mobile:** 5623 9900
First Aid Officer	**Name:** Tracey Harrison **Phone/Mobile:**	**Name:** Frances Roberts **Phone/Mobile:**

	5623 9900	5623 9900

Incident Management Team Roles & Responsibilities

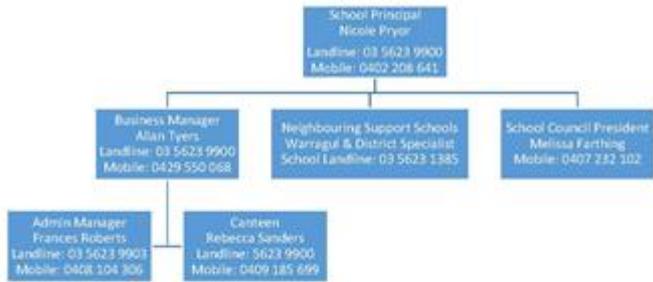| Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency 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**

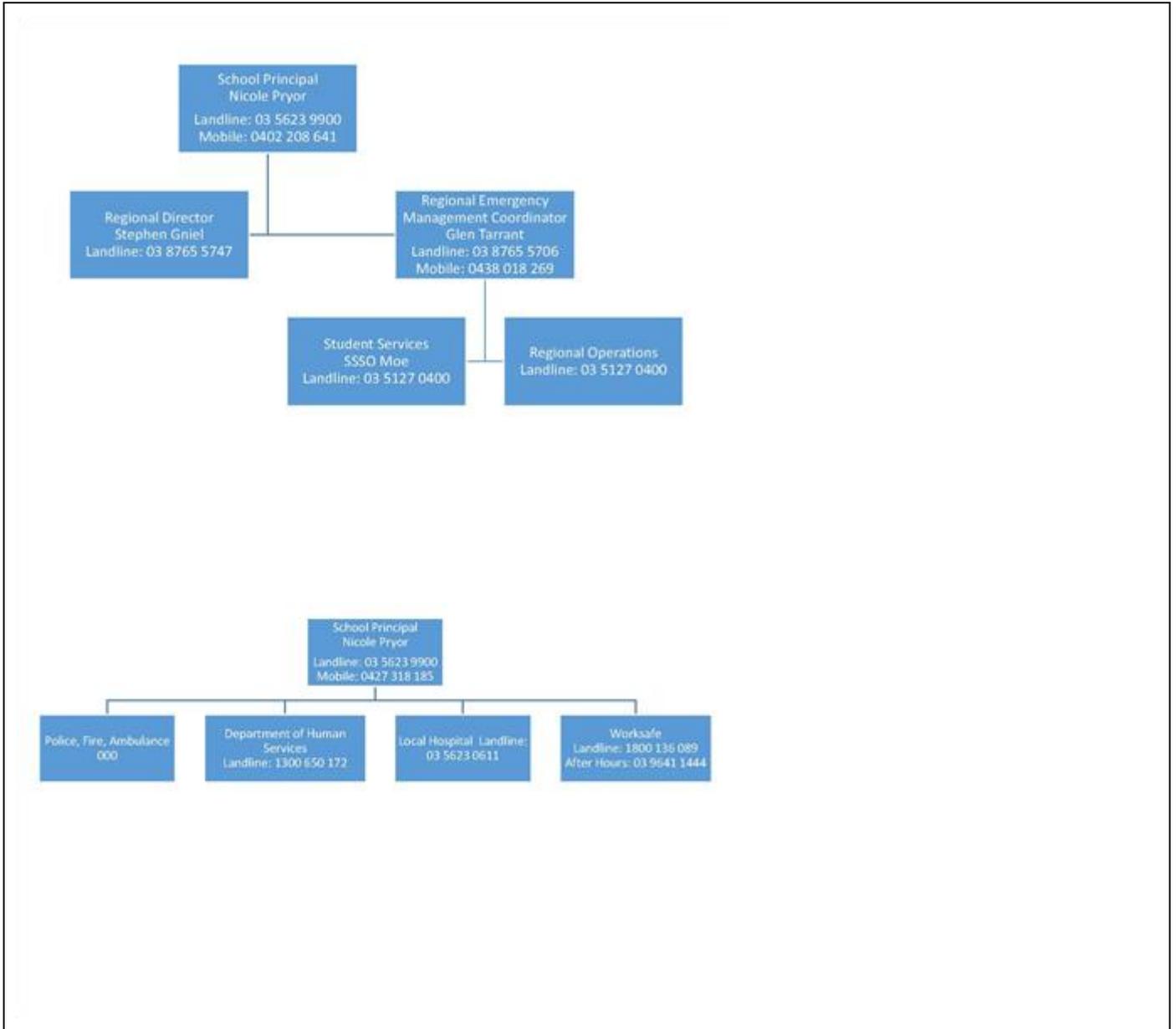|	On hearing alarm or becoming aware of an emergency, the Operations Warden will: • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the 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 • Regularly check first-aid supplies and order replacements as required During Emergency • Co-ordinate all first-aid trained staff to assist and triage the injured Post-Emergency • Audit supplies and order replacements as required

Communication Tree

Communication Tree

School Principal
Nicole Pryor
Landline: 03 5623 9900
Mobile: 0402 208 641

Assistant Principal
Jacqui Veal
Landline: 03 5623 9900
Mobile: 0447 619 707

Assistant Principal
Eric Bott
Landline: 03 5623 9900
Mobile: 0412 339 579

Business Manager
Allan Tyers
Landline: 03 5623 9900
Mobile: 0429 550 068

Organisational chart:

- **School Principal**
  Nicole Pryor
  Landline: 03 5623 9900
  Mobile: 0402 208 641

  - **Business Manager**
    Allan Tyers
    Landline: 03 5623 9900
    Mobile: 0429 550 068

    - **Admin Manager**
      Frances Roberts
      Landline: 03 5623 9903
      Mobile: 0408 104 306

    - **Canteen**
      Rebecca Sanders
      Landline: 5623 9900
      Mobile: 0409 185 699

  - **Neighbouring Support Schools**
    Warragul & District Specialist
    School Landline: 03 5623 1385

  - **School Council President**
    Melissa Farthing
    Mobile: 0407 232 102

School Principal
Nicole Pryor
Landline: 03 5623 9900
Mobile: 0402 208 641

Regional Director
Stephen Gniel
Landline: 03 8765 5747

Regional Emergency
Management Coordinator
Glen Tarrant
Landline: 03 8765 5706
Mobile: 0438 018 269

Student Services
SSSO Moe
Landline: 03 5127 0400

Regional Operations
Landline: 03 5127 0400

School Principal
Nicole Pryor
Landline: 03 5623 9900
Mobile: 0427 318 185

Police, Fire, Ambulance
000

Department of Human
Services
Landline: 1300 650 172

Local Hospital Landline:
03 5623 0611

Worksafe
Landline: 1800 136 089
After Hours: 03 9641 1444

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

Details of arrangements	Access: We have 3 points of entry. If any two are inaccessible, normal trading can control through physical traffic management Partial site unavailable: • Revise timetable to relocate students and staff to other facilities on site • Relocate admin and staff facilities to other networked space within school. • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with Drouin Secondary College if necessary • Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify site users. (facility hirers). Whole site unavailable: • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with Drouin Secondary College if necessary • Provide regular updates to the school community via SMS, emails, social media and newsletter • Consider student transport arrangements • Notify site users. (facility hirers). • Redirect suppliers to alternate site. IT Resources required • CASES admin network • Access to wireless network. • School curriculum network, Compass via internet Considerations • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools • Separation of family groupings if spread across multiple sites • Demands placed on staff due to loss of resources, relocation, etc. • Students' access to out of school hour's care. Key Contacts can be found in the Contacts section of the Emergency Management Plan

Name	Contact Details	Support Role

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

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

Details of arrangements	The college has backup power to the telephony system. If this also fails we have walkie talkies available. Contact with parents can be maintained utilising Compass via external internet connection. Workaround Data/technology: • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from Drouin Secondary College • Utilise laptops where available to provide access to network Telephony: • Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff. • Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. Power: • Determine the requirement for the operation of the school. • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure school program to account of the lack of power. Considerations • Ensure OH&S issues are considered when using back up power and water pumps • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems • Staff and student wellbeing. Key contacts • Cases 21 support – 1800 641 943 • DET IT helpdesk - (03) 9637 3333

Name	Contact Details	Support Role

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

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

Details of arrangements	Workaround • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from: • School's own pool of emergency teachers. • School's preferred CRT agency • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager • Inform school

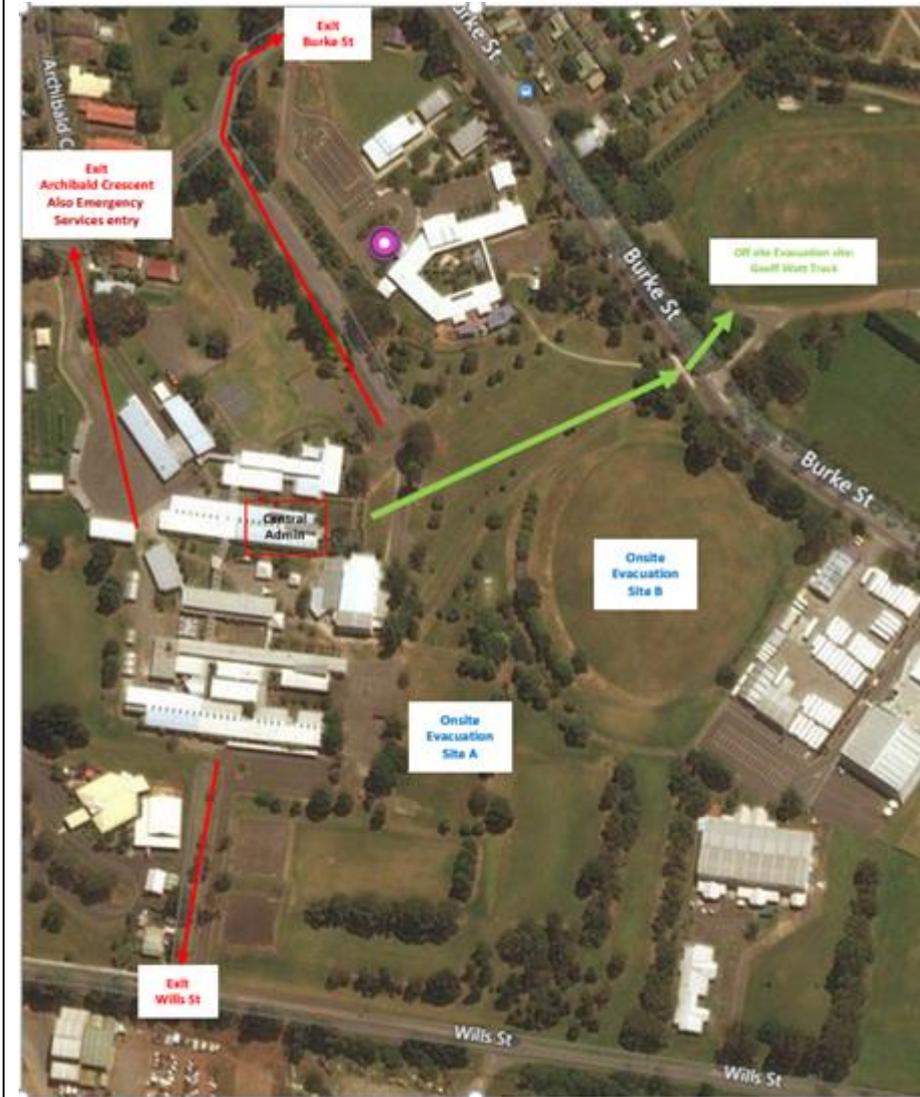|	community of issues via social media, newsletter or note home with students. Considerations • Workload of staff and emergency teachers Key contacts ANZUK: CRT agency – 03 9249 2455

Name	Contact Details	Support Role

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	
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	
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	
Establish a register to log all decisions and actions	Yes

Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	
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)	

Area Map

Area Map

Evacuation Map

Building Name	Evacuation Procedures
Complete Site	Emergency Response Procedures 1 On-Site Evacuation Procedure When it is unsafe for students, staff and visitors to remain inside the school building the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary. • Call 000 and inform emergency services of the nature of the emergency. • Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Evacuate students, staff and visitors out of the building to your Year 8/9 area (Site A) or the front Football oval (Site B) if this is the evacuation option. • Take the Emergency Kit/First Aid Kit and this Plan. • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information. • Contact parents if required. • Maintain a record of actions/decisions undertaken and times. • Confirm with emergency service personnel that it is safe to return to normal operations. Actions After On-Site Evacuation Procedure • Advise the Security Services Unit and the region (Regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (e.g. 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. • Ensure any students, staff or visitors with medical or other needs are supported. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region