

# Diggers Rest Primary School

## Emergency and Critical Incident Management Plan 2024-2025



**Plumpton Road, Diggers Rest, VIC, 3427**  
**03 9740 1391 / [diggers.rest.ps@education.vic.gov.au](mailto:diggers.rest.ps@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 30 August 2024**

## Purpose

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

## Context

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

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

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

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

## Facility Profile

<b>School Name/Campus Name</b>	Diggers Rest Primary School
<b>Address</b>	Plumpton Road, Diggers Rest, VIC, 3427
<b>Phone</b>	03 9740 1391
<b>Email</b>	diggers.rest.ps@education.vic.gov.au
<b>Fax</b>	
<b>DE Region</b>	SOUTH-WESTERN VICTORIA
<b>DE Area</b>	
<b>LGA</b>	Melton (C)
<b>BOM/Fire District</b>	
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8:00 - 16:30
<b>Number of Students</b>	522
<b>Number of Staff</b>	46
<b>Number of Buildings</b>	16
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	New Library
<b>On-site Evacuation Location</b>	Basketball Courts
<b>Off-site Evacuation Location</b>	Diggers Rest Football Ground

<b>Typical method used for communications to school community</b>	Electronic School Newsletter, Sentral, Facebook, Instagram
<b>Is this school has other services or users of the site?</b>	Yes

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
TheirCare	Italian Portable	Less than 30	Monday to Friday	9740-1391	0477 726 759
Wellbeing Martial Arts	Multipurpose room	15	After School	0419 599 206	0419 599 206

## Building Information Summary

### Telephones (landlines)

Location	Number
School office, classrooms, MPR office, conference rooms, library, portables, meeting rooms, Business Managers Office, Principals Office, Assistant Principals Offices and Welfare Office	9740 1391

### Alarms

Description	Location	Monitoring Company	Number
Fire	Throughout school	DET	Admin office
Intrusion	School foyer, multipurpose room and new library	DET	Admin office
Other			

### Utilities

Description	Location	Service	Location of shutoff

		Provider	Instructions
Gas / Propane	Service disconnected		
Water	Front of school (near electronic sign)	Greater Western Water	Admin office
Electricity	Staffroom	Red Energy	Admin office

## Sprinkler System

<b>Control Valve Location</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Boiler Room

<b>Location</b>	N/A
<b>Access</b>	N/A

## Emergency Power System

<b>Type</b>	N/A
<b>Location</b>	N/A
<b>Provides power to</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Building and Site Hazards

Location	Number
Cleaning Products	Cleaners Rooms - Kept locked at all times
Fuel and hazardous substances	Maintenance Shed - Lockable shed and MDMS held for products

## Additional Profile Information

<b>Additional Info</b>	<b>There is no known asbestos within the school - Refer Asbestos Management Plan for more information.</b>

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Lock down	Sheridan Thomas	15/02/2024	15/02/2024
Term 2	On-site	Sheridan Thomas	23/05/2024	23/05/2024
Term 3	Off-Site	Sheridan Thomas	24/07/2024	24/07/2024
Term 4	Lock-down	Sheridan Thomas	25/10/2023	25/10/2023

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Lisa Reeves	Level 2 First Aid	06/09/2026
Sheridan Thomas	Level 2 First Aid	06/09/2026
Lisa Giggins	Level 2 First Aid	06/09/2026
Rochelle Smith	Level 2 First Aid	06/09/2026
Kim Cairns	Level 2 First Aid	06/09/2026
Anna Kazamides	Level 2 First Aid	06/09/2026
Pamela Wilkins	Level 2 First Aid	06/09/2026
Darren Quigley	Level 2 First Aid	06/09/2026
Claudia Quigley	Level 2 First Aid	06/09/2026
Shaun Sims	Level 2 First Aid	06/09/2026
Ewan Hildebrand	Level 2 First Aid	06/09/2026
Leah Dusenjko	Level 2 First Aid	06/09/2026
Kristy Haines	Level 2 First Aid	06/09/2026
Kristy Hermelin	Level 2 First Aid	31/03/2025
Jessica Cere	Level 2 First Aid	22/08/2025

## Other Training Record

Staff Member	Training Type	Date



## Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Asthma	0	57
Anaphylaxis	0	9
Allergies	0	22
Autism	0	14
Severe behaviour disorder	0	5
Intellectual disability	0	5

## Emergency Kit Checklist

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

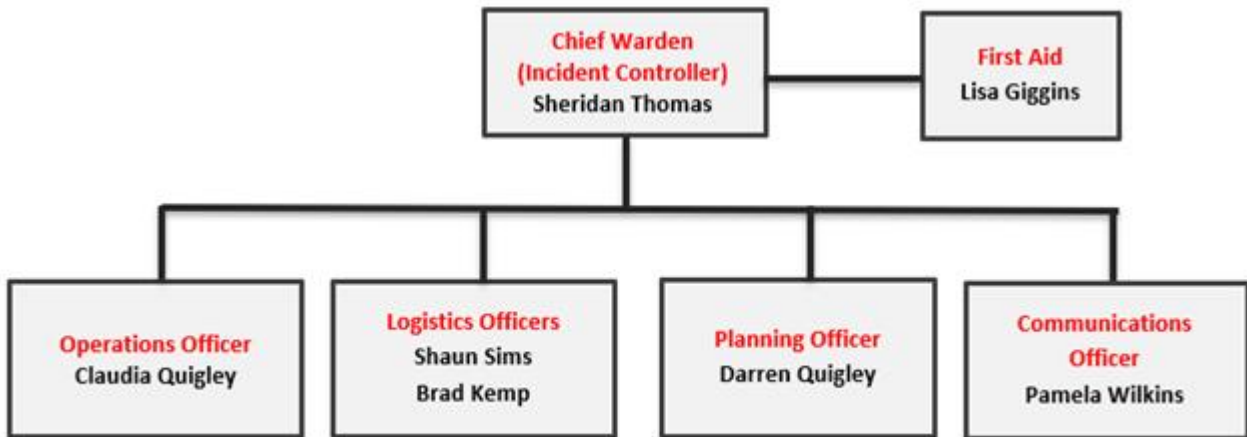
### Review Emergency kit checked date

<b>Date emergency kit checked</b>	30/05/2024
<b>Next check date</b>	30/05/2025

# Incident Management Team



## Incident Management Team Structure



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Sheridan Thomas <b>Phone/Mobile:</b> 0413 842 479	<b>Name:</b> Shaun Sims <b>Phone/Mobile:</b> 0411 044 489
Planning Officer	<b>Name:</b> Darren Quigley <b>Phone/Mobile:</b> 0421 055 749	<b>Name:</b> Bradley Kemp <b>Phone/Mobile:</b> 0438007919

Operations Officer (Area Warden)	<b>Name:</b> Claudia Quigley <b>Phone/Mobile:</b> 0421 055 991	<b>Name:</b> Shaun Sims <b>Phone/Mobile:</b> 0411 044 489
Communications Officer	<b>Name:</b> Pamela Wilkins <b>Phone/Mobile:</b> 0421 595 082	<b>Name:</b> Lisa Giggins <b>Phone/Mobile:</b> 0438 409 942
Logistics Officers (Wardens)	<b>Name:</b> Shaun Sims and Bradley Kemp <b>Phone/Mobile:</b> 0411 044 489 and 0438 007 919	<b>Name:</b> Claudia Quigley <b>Phone/Mobile:</b> 0421 055 991
First Aid Officer	<b>Name:</b> Lisa Reeves <b>Phone/Mobile:</b> 0409 410532	<b>Name:</b> Lisa Giggins <b>Phone/Mobile:</b> 0438 409942

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify the Incident Support and Operations Centre (24 hour, 7 days) and the region.</li> </ul>
Planning Officer	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
Operations Officer (Area Warden)	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul>

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

	<ul style="list-style-type: none"> <li>• Check that any fire doors and smoke doors are properly closed</li> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre Emergency</b></p> <ul style="list-style-type: none"> <li>• Participate in Emergency exercises/drills.</li> <li>• Coordinate First Aid Response.</li> <li>• Regularly check on Emergency First Aid Kit and maintain as required.</li> <li>• Ensure medications and authorisations are current and appropriate dosages are included in the Emergency First Aid Kit.</li> <li>• For staff and students at risk e.g. asthma ensure records are up to date and included in the Evacuation First Aid Kit.</li> <li>• Ensure Emergency First Aid Kit has a copy of current Medication Checklists and emergency numbers.</li> <li>• Participate in the Emergency Management Team.</li> <li>• Maintain records and make available to Emergency Response Officers.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend Emergency Control Point and collect First Aid Kit from Chief Warden.</li> <li>• Provide First Aid.</li> <li>• Log First Aid assistance given.</li> <li>• Monitor Welfare of staff and student.</li> <li>• At the direction of the Chief Warden provide information to staff and parents.</li> <li>• Make First Aid log, medication checklist and medical records available to Emergency Response Officers.</li> </ul>



# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Sheridan Thomas	9740 1391	0413 842 479	0413 842 479
Assistant Principal 1	Shaun Sims	9740 1391	0411 044 489	0411 044 489
Business Manager	Claudia Quigley	9740 1391	0421 055 991	0421 055 991
First Aid Officer	Lisa Reeves	9740 1391	0409 410 532	0409 410 532
OH&S Representative	Shaun Sims	9740 1391	0411 044 489	0411 044 489
School Council President	Jamie Wyatt	9740 0624	9740 0624	0408 510 032
OH&S Management Nominee	Darren Quigley	9740 1391	0421 055 749	0421 055 749
Assistant Principal 2	Bradley Kemp	9740 1391	0438 007 919	0438 007 919

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Chris Thompson	03 8468 9202	0409 519 207
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Matthew Sahyoun	(03) 4245 9172	0409 061 036
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	

Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Tony Simpson	8397 0706	0417 102 050
SSSO Team Leader	Evan McLoughlin	9743 4622	0400 754 785

## Local / Other Organizations

Name	Phone
Police Station - Caroline Springs	9361 4700
Hospital/s - Sunshine	8345 1333
Gas (Origin Energy)	132 461
Electricity (Red Energy)	131 806
Water Corporation (Greater Western Water)	134 499
Facility Plumber (Green Gables Plumbing)	0418 558 327
Facility Electrician (Eletech Solutions)	0401 349 483
Local Government (Melton City Council)	9747 7200
Police Station - Sunbury	9744 8111
Diggers Rest CFA	9740 1303

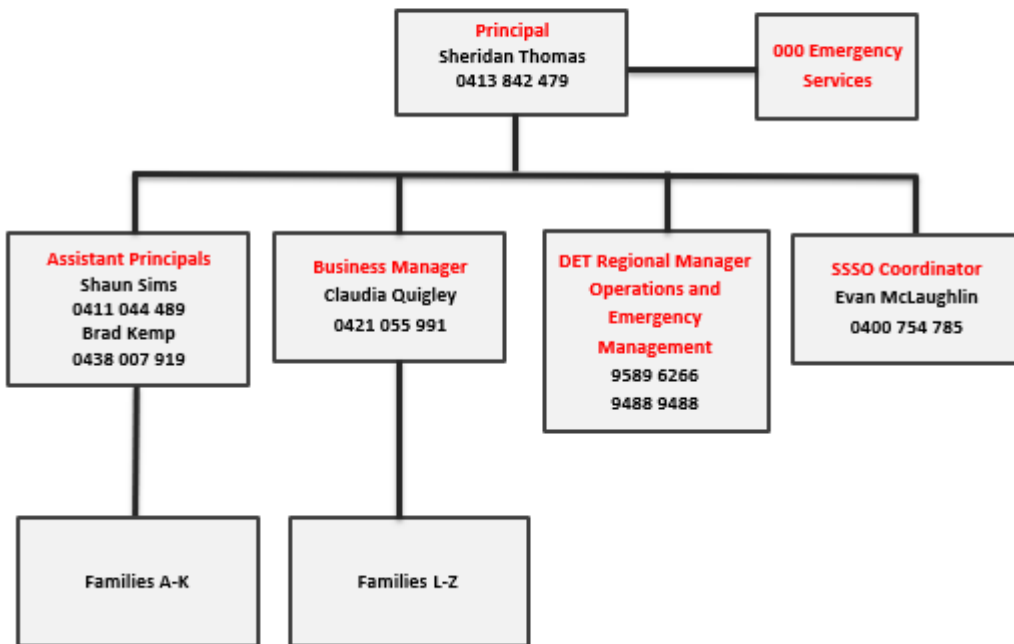
## School Bus Emergency Contacts

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

# Communication Tree

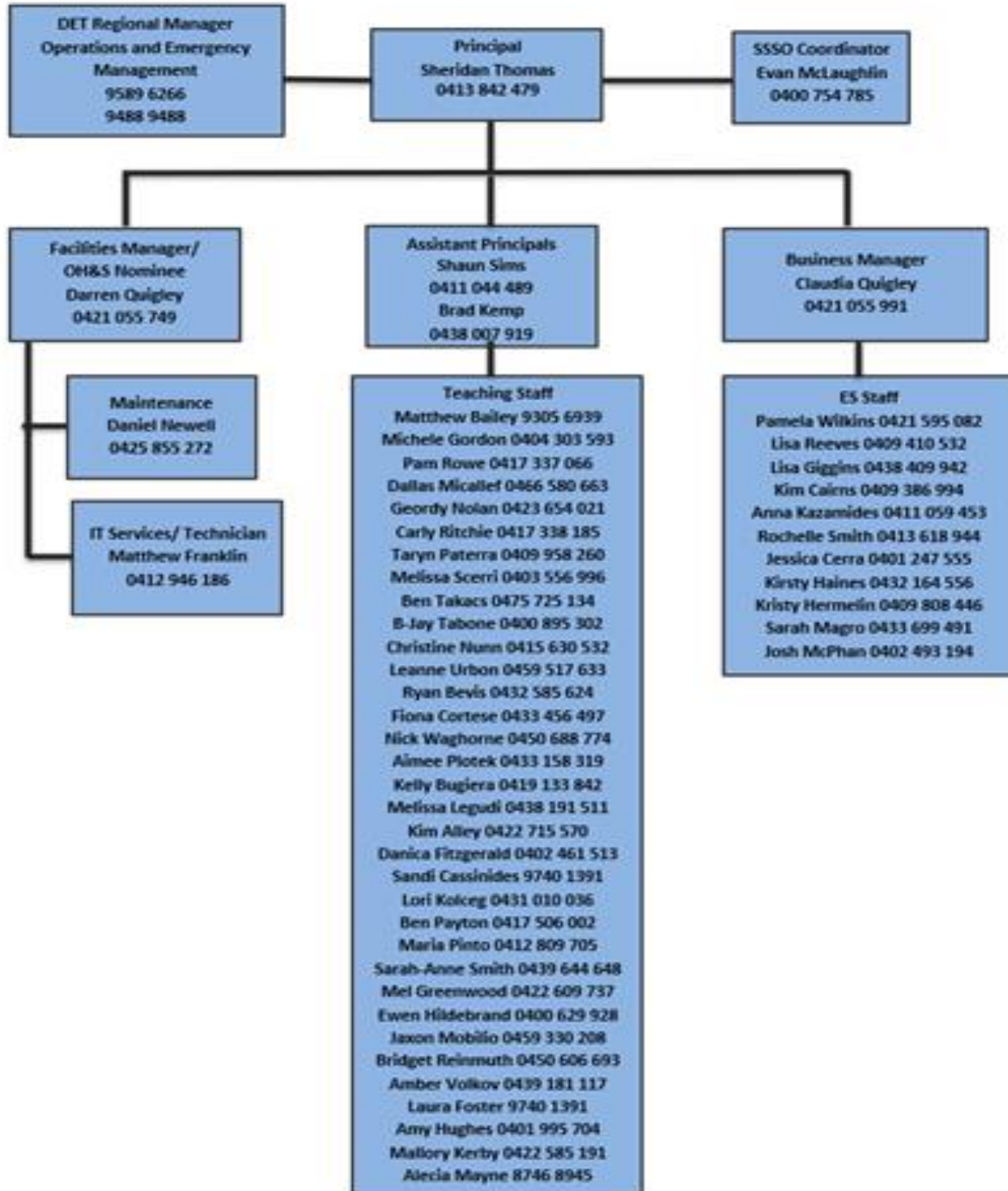
Communication Tree

## Communication Flowchart





## Staff Communication Tree



## Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Breach of intervention order	Non custodial parent breaches orders in place	- communication of all orders to staff - breach of order process in place as detailed in Emergency and Critical Incident Management Plan section titled ' Specific Emergency Response Procedures'.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	- communication of all orders to staff - vigilance on yard duty	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Snake bite	Student or staff member bitten by snake	- restricted yard area during warmer days - vigilance with mowing of lawns, garden waste etc	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	- monitoring of community social media sites for reported sightings - restricted yard area during warmer days - vigilance with mowing of lawns, garden waste etc	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Internal fires/smoke	Fire/smoke in building areas	- regular fire suppression equipment inspections - hazards identified via regular testing of electrical appliances, extension cords, etc (testing and tagging) - emergency management processes	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	- ongoing vigilance to ensure all evacuation points are kept clear. - regular quarterly OH&S inspections to ensure fire suppression equipment is easily accessible and stored correctly and all access and egress points are clear and operational. - Annual Essential Safety Services Certification Process (VSBA)	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Serious injury	Injury from fall, trip	- regular quarterly OH&S inspections to manage risk - periodical topping up of soft fall for all playground areas and exercise equipment stations - positive behaviour statements to emphasise safe play - regular OH&S talks to ensure processes well established - First aid training for staff - First aid roster to ensure adequate coverage - Painting of yellow poles and safety lines	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	- Concrete surfaces are grinded when cracks appear causing uneven surfaces - regular quarterly OH&S inspections to manage risk - periodical topping up of soft fall for all playground areas and exercise equipment stations - positive behaviour statements to emphasise safe play - regular OH&S talks to ensure processes well established - First aid training for staff - First aid roster to ensure adequate coverage - Safe Work Procedures for storing of boxes and equipment to keep walkways clear	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Building fire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive	<ul style="list-style-type: none"> <li>Regular fire prevention inspections</li> <li>Hazards identified and treated as part of quarterly workplace inspections process</li> </ul>	Effective	<b>Consequence</b> Major	<ul style="list-style-type: none"> <li>Ongoing vigilance to ensure all access/egress points are kept clear</li> </ul>	<b>Consequence</b> Major

	clinical support for multiple individuals.	<ul style="list-style-type: none"> <li>Regular maintenance of electrical equipment (including testing and tagging)</li> <li>Emergency and Critical Incident Management Plan details process for responding to building fires in section titled 'Specific Emergency Response Procedures'.</li> </ul>		<b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>Quarterly OH&amp;S inspections to ensure fire suppression equipment is easily accessible and stored correctly</li> </ul>	<b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> <li>Inter-connected communication system and mobile phones links all buildings and rooms within buildings to main administration office.</li> <li>Lock-down procedures have been developed and are regularly tested</li> <li>Teachers on yard duty are alerted if there are any known heightened risks</li> <li>School premises can be readily secured if required</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>Strong communication processes to alert staff to any known elevation of risk threat level</li> <li>Securing of school premises during the day where known risks become apparent</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, students, visitors or contractors.	<ul style="list-style-type: none"> <li>Inter-connected communication system and mobile phones links all buildings and rooms within buildings to main administration office</li> <li>Emergency and Critical Incident Management Plan details process for dealing with bomb threats</li> <li>Hazardous substances and chemicals are stored and secured as required</li> <li>Safety Data Sheets are available for chemicals/hazardous substances stored on-site</li> <li>Signage around school identifies where chemicals/hazardous substances are stored</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Severe weather event	Risk of roof down flooding. Risk of injury. Risk of property damage. Physical injury to staff or students. Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> <li>Students are instructed to remain inside classrooms during scheduled recess/lunch breaks</li> <li>Students and staff are advised of any weather event that could severely impact the school.</li> <li>Students are advised to stay off the school oval on extreme weather days to manage any risks associated with falling trees, etc</li> <li>Teachers on yard duty are trained to manage students safety where an unplanned weather event occurs.</li> <li>In the case of roof down flooding, evacuation plans have been developed and are regularly tested.</li> <li>Emergency and Critical Incident Management Plan details process for dealing with severe weather events in section titled 'Specific Emergency Response Procedures'.</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

Influenza pandemic	Risk to health and possible death (in extreme cases)	<ul style="list-style-type: none"> <li>Vaccination programs - employee flu shots, etc</li> <li>Infected employees/students to be referred for medical treatment/advice and remain at home until they are no longer contagious</li> <li>Provide employees, students and parents with information on the signs and symptoms of influenza</li> <li>Sanitation and cleaning schedule (as agreed with cleaners)</li> <li>Provision of bathroom/washing facilities</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Posters displayed regarding washing of hands, etc</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	<ul style="list-style-type: none"> <li>School has a Business Continuity Plan which can be activated to manage a loss of essential services</li> <li>Bottled water is available on-site</li> <li>Battery powered devices such as iPads and mobile phones are not impacted by loss of power in a short term scenario.</li> <li>Water cart can be accessed from Greater Western Water if required</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> <li>Recognise indicators of Child Abuse</li> <li>Child Safe Standards</li> <li>PROTECT protocol</li> <li>Student Critical Incident Advisory Line</li> <li>Student Support Services/Student Welfare Coordinator</li> <li>Mandatory Reporting</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> <li>Privacy (including DET's Schools' Privacy Policy)</li> <li>Privacy, Department provided software</li> <li>Privacy (requests for Information about Students)</li> <li>Acceptable use of ICT Resources</li> <li>Staff member manages and reviews school's privacy practices</li> <li>Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>Examine data security arrangements</li> <li>BYOD usage and guidelines</li> <li>Password protocols for ICT</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable	<ul style="list-style-type: none"> <li>Staff trained in first aid</li> <li>First Aid Kit</li> </ul>	Effective	<p><b>Consequence</b></p>		<p><b>Consequence</b></p>



	consequences: Ill health, recuperation; hospitalisation; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> <li>• Staff observant to signs of illness</li> <li>• Medical history – staff/students</li> <li>• First Aid and Infection Control Procedure</li> <li>• Medication Authority Form and authority to administer</li> </ul>		<p>Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>		<p>Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• Student Engagement and Inclusion Guidance</li> <li>• Building Resilience Framework</li> <li>• Victorian Anti-bullying and Mental Health Initiative</li> </ul>	Effective	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• SafeMinds</li> <li>• Navigator Program</li> </ul>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> <li>• School records attendance</li> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision.</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>• School excursion/camp risk assessment</li> </ul>	Effective	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>		<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• Managing Trauma Guide</li> <li>• Incident Support and Operations Centre referrals</li> <li>• Employee Assistance Program</li> </ul>	Effective	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>
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	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>• Lunchtime and recess supervision</li> <li>• Behavioral Code of Conduct</li> <li>• School social media strategies to address online harassment</li> <li>• Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>• Trespass order</li> <li>• Child Protection referral</li> <li>• Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Student Support Services (SSS)</li> </ul>	Effective	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>



		<ul style="list-style-type: none"> <li>School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>Restraint and Seclusion procedures</li> <li>Respectful Relationships</li> <li>Health and Human Services Behaviour Support Services</li> <li>More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>Diffusion strategies and training for staff</li> <li>Conflict management training</li> <li>Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>Employee Assistance Program (EAP) for impacted staff</li> <li>Principal Mentor Program</li> <li>Proactive Wellbeing Supervision</li> <li>Principal Health Checks</li> <li>Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>School wide Positive Behaviour Support</li> </ul>				
Heat (Extreme)	<p>Probable causes: Prolonged period of excessively hot weather</p> <p>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</p>	<ul style="list-style-type: none"> <li>Sun and UV protection policy</li> <li>SunSmart program is implemented</li> <li>Playground areas are shaded</li> <li>Sufficient shelter available for students awaiting pick-up by parents</li> <li>Sufficient unrestricted water available</li> <li>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</li> <li>Staff are trained in identifying early signs of heat stress/dehydration</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Gas Leak/Chemical Spill (on-site)	<p>Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works</p> <p>Probable consequences: Exposure to harmful substance; Poisoning</p>	<ul style="list-style-type: none"> <li>School Site Safety policy</li> <li>Chemical management procedures outlined in OH&amp;S Policy and guidelines.</li> <li>OHSMS Chemical Management policy, covering dangerous goods and hazardous substances</li> <li>School seeks and follows advice of nominated OHS representative</li> <li>All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school</li> <li>School drills evacuation procedures for gas leak/chemical spill.</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>

<p>School Bus Program Emergencies – Client School</p>	<p>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; Traffic disruption/delay/inconvenience</p>	<ul style="list-style-type: none"> <li>Engage approved Accredited Bus Operators Drivers</li> <li>Buses with seat-belts are used for transporting students</li> </ul> <p><u>Controls for bus travel to or from school:</u></p> <ul style="list-style-type: none"> <li>Complies with School Bus Program Emergency management Operational Guidelines</li> <li>School's EMP consistent with bus operator's plan.</li> <li>Student Transport Emergency management procedures socialised with school and bus operator.</li> <li>Supervision during bus arrival and departure.</li> <li>Log of bus travel risks.</li> <li>School maintains a bus roll to determine who is travelling on the bus.</li> <li>School maintains emergency contact records for all students travelling on buses.</li> </ul> <p><u>Controls for bus travel during camp or excursion:</u></p> <ul style="list-style-type: none"> <li>Bus driver to maintain log book as required.</li> <li>Students supervised and monitored while participating in off-site school activities, including bus transport.</li> <li>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.</li> <li>Student Activity Locator (SAL) completed.</li> <li>Contact details of emergency contacts for students on camp or excursion.</li> <li>Risk assessment planning has occurred for all off-site camps and excursions.</li> <li>First aid kit to accompany excursions and first aid qualified staff to attend.</li> <li>Traffic management plan to manage school access/egress at drop off/pick up times.</li> <li>Supervision to monitor student compliance with school road and bike safety policy</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>
<p>Asbestos</p>	<p>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</p>	<ul style="list-style-type: none"> <li>Asbestos removal program</li> <li>OHS Advisory Service</li> <li>Asbestos Management Plan</li> <li>Asbestos training/information session</li> <li>Asbestos Register and quarterly inspections</li> <li>Asbestos Make Safe Hotline 1300 133 468</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>
<p>COVID-19</p>	<p>Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures</p>	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> <a href="https://www2.education.vic.gov.au/pal/covid-19-school-operations/resources">https://www2.education.vic.gov.au/pal/covid-19-school-operations/resources</a></p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer</p>	<p>Effective</p>	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>

		<p><a href="https://www.education.vic.gov.au/Documents/about/department/covid-19/health-and-safety-advice.pdf">https://www.education.vic.gov.au/Documents/about/department/covid-19/health-and-safety-advice.pdf</a></p> <p>h</p>				
School Bus Program Emergencies – Coord Schools	<p>Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption</p>	<ul style="list-style-type: none"> <li>• Compliance with School Bus Program Emergency Management Operational Guidelines or Students with Disabilities Transport Program Emergency Management Operational Guidelines</li> <li>• A copy of the school's EMP is provided to Bus operators</li> <li>• Regular meetings held with Bus operators to support consistency of procedures.</li> <li>• School Bus Program emergency management procedures are socialised with the school, client schools</li> <li>• Students are supervised during bus arrivals and departures</li> <li>• Bus coordinator appointed</li> <li>• Log of bus travel risks maintained</li> <li>• School maintains accurate bus rolls to determine who is travelling on a school bus each day</li> <li>• School maintains emergency contact records for all students travelling on buses</li> <li>• School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.</li> </ul>	Effective	<p><b>Consequence</b> Insignificant</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>		<p><b>Consequence</b> Insignificant</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
Bushfire/Grassfire	<p>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</p>	<ul style="list-style-type: none"> <li>• Weekly checks of safety equip are conducted during bushfire season.</li> <li>• School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.</li> <li>• Evacuation drills are conducted quarterly.</li> <li>• Maintenance staff to clear and clean up school site weekly.</li> <li>• EMP is reviewed and socialised with staff before fire season.</li> <li>• School communicates plans for days of elevated fire danger to school community via Sentral at the start of the school year.</li> <li>• 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season</li> <li>• A WatchZone of 10kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents.</li> <li>• Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for <i>Excursions including camps and</i></li> </ul>	Effective	<p><b>Consequence</b> Insignificant</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>		<p><b>Consequence</b> Insignificant</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>

		<p><i>adventure activities</i>, and will be reassessed if the forecast Fire Danger Rating is Extreme, or cancelled if in a determined Catastrophic weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before and during excursions is factored into the risk assessment and emergency management plan for all excursions.</p> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>				
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# Bushfire Preparedness and Readiness

## Bushfire Preparedness

### 1. Site readiness

School site bushfire/grassfire readiness review checklist	Date completed	Follow up actions identified?	Files uploaded

### 2. Vegetation management

Vegetation management plan	Date completed	Date of next review	Comments	Files uploaded
	17/07/2024			

### 3. Communication

Communication product/method	Date of distribution	Details	Responsible	Files uploaded

## Bushfire Readiness

### 1. Pre-emptive actions

Category	Trigger for action	Details
Category 6		LGA: Melton (C), BOM:
For schools in Category 0, 1 and 2 only, name of approved host school for relocation?		

<b>Regional director approval</b>	<b>Name</b>	<b>Date</b>
<b>Files uploaded</b>		

## 2. Triggers for response and monitoring arrangements

<b>Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms)</b>	
<b>Staff responsible for monitoring VicEmergency watch zone</b>	

## Other bushfire/grassfire preparedness or readiness information and documents

<b>Is your school a designated Neighborhood Safer Place – Bushfire Place of Last Resort? Check <a href="#">here</a></b>	
<b>Is your school a designated Community Fire Refuge? Check <a href="#">here</a></b>	
<b>Additional information</b>	
<b>Files uploaded</b>	

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Evacuate students, staff and visitors to <b>1) Basketball Courts, 2) Oval.</b></li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to <b>1) Diggers Rest Football Ground, 2) Farm Road.</b></li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> </ul>

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



	<p><b>Actions after lock-down procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ Lock doors to prevent entry</li> <li>○ Check the premises for anyone left inside</li> <li>○ Obtain Emergency Kit</li> </ul> </li> <li>• Go to the designated assembly point/s <b>1) Diggers Rest Football Ground, 2) Farm Road.</b></li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> </ul>

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

# Specific Emergency Response Procedures

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

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

	<ul style="list-style-type: none"> <li>• If the incident involves sensitive and/or personal information that may identify an individual without their consent             <ul style="list-style-type: none"> <li>○ Phone the privacy help desk on 8688 7967</li> <li>○ Email <a href="mailto:privacy@education.vic.gov.au">privacy@education.vic.gov.au</a></li> </ul> </li> <li>• Consider notifying the Media Unit on 8688 7776</li> <li>• If the information security breach is considered malicious contact local police</li> <li>• Offer impacted staff option to access EAP (as applicable)</li> <li>• Offer Student Support Services support to impacted students (as applicable)</li> </ul>
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>
<p>Mental Stress</p>	<ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officer</li> <li>○ Student Support Services</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul>
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing             <ul style="list-style-type: none"> <li>○ Provide a description, time last seen and location</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>
<p>Breach of intervention order</p>	<p>Details of intervention orders are communicated to staff.  Staff exercise the required level of vigilance on yard duty.  It is a criminal offence to fail to comply with an intervention order.  If a staff member believes that they have witnessed a person contravening an intervention order, the staff member should:</p> <ul style="list-style-type: none"> <li>• Notify the Principal or a member of the school leadership team immediately</li> <li>• The Principal will take the appropriate steps to ensure the safety of the student and compliance with the Order</li> <li>• Where appropriate the Principal will contact Victoria Police and report the incident</li> <li>• The Principal will notify the Department’s Incident Support and Operations Centre or equivalent.</li> </ul> <p>It is the role of the Victoria Police to investigate the incident and to determine whether it is appropriate in the circumstances, to charge that person with a criminal offence.</p>
<p>Snake bite</p>	<ul style="list-style-type: none"> <li>• Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.</li> <li>• Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.</li> <li>• If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.</li> <li>• If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.</li> <li>• If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.</li> <li>• If the snake is located inside a building, consider the need to evacuate the classroom or building.</li> <li>• Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.</li> <li>• If the snake remains on school grounds, call the local licensed snake catcher. Details are as follows:  Ben stubbs 0427 769791</li> </ul> <ul style="list-style-type: none"> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126.</li> </ul>
<p>Internal fires/smoke</p>	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> if anyone is experiencing wheezing, chest tightness and difficulty breathing.</li> <li>• Closely monitor for adverse effects of smoke on students and staff.</li> <li>• Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.</li> <li>• Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler.</li> </ul> <p><b>Activities/Indoors</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.</li> <li>• Close windows and doors.</li> <li>• Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function)</li> <li>• Limit prolonged or heavy physical activity relative to the conditions.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>• As appropriate:</li> <li>• report the incident to the Incident Support &amp; Operations Centre (24 hour, 7 days) 1800 126 126</li> <li>• notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required</li> <li>• direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• For health information about smoke go to: <a href="http://www.betterhealth.vic.gov.au/bushfiresmoke">www.betterhealth.vic.gov.au/bushfiresmoke</a> or <a href="http://www.betterhealth.vic.gov.au/plannedburns">http://www.betterhealth.vic.gov.au/plannedburns</a></li> <li>• For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at <a href="http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days">http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</a></li> <li>• Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.</li> </ul>
<p>Serious injury</p>	<ul style="list-style-type: none"> <li>• Call 000 for emergency services and seek and follow advice.</li> <li>• All serious injuries are to be treated in accordance with the schools first aid protocols.</li> <li>• The Principal is to be advised of the injury as soon as practicable.</li> <li>• The injury is to be recorded on the eduSafe system.</li> </ul>
<p>Building fire</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the <b>basketball courts/ school oval</b>, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>



<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Bomb/substance threat</p>	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> </li> <li>• Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "<b>Related forms</b>" section of your on-line EMP). The checklist should be located with staff who normally answer in-coming phone calls):</li> </ul>



	<ul style="list-style-type: none"> <li>○ gender of caller</li> <li>○ age of caller</li> <li>○ accents and speech impediments</li> <li>○ background noises</li> <li>○ key phrases used</li> <li>○ whether the threat is automated/taped/recorded.</li> </ul> <p><b>Ask the caller:</b></p> <ul style="list-style-type: none"> <li>● where exactly is the bomb/substance located?</li> <li>● what time will the bomb explode/the substance be released?</li> <li>● what will make the bomb explode/how will the substance be released?</li> <li>● what does the bomb look like?</li> <li>● what kind of device/substance is it?</li> <li>● who put the bomb/substance there? Why was it put there?</li> <li>● what kind of substance is it (gas, powder, liquid)? How much is there?</li> <li>● where are you? Where do you live?</li> <li>● what is your name? What are your contact details?</li> <li>● Once the call is finished:             <ul style="list-style-type: none"> <li>● <b>DO NOT HANG UP</b> - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.</li> <li>● Immediately:                 <ul style="list-style-type: none"> <li>▪ inform the Chief Warden/principal if this has not yet been done</li> <li>▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone</li> <li>▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.</li> </ul> </li> <li>● implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above</li> <li>● report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>● ensure all of the caller information has been written down and provided to police on arrival.</li> <li>●</li> <li>● <b>If a bomb/substance threat is received by letter</b></li> </ul> </li> <li>● Place the letter in a clear bag or sleeve and store in a secure place</li> <li>● Avoid any further handling of the letter or envelope</li> <li>● Call 000 for police and seek and follow advice</li> <li>● Notify the Chief Warden/principal</li> <li>● If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.</li> <li>● Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>● Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>○ Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> <p><b>If you are at the site of an explosion</b></p>
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	<ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Incident Support and Operations Centre on 1800 126 126</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>● <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>● Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>● Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>● During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>● Report any matter concerning the safety and well-being of students, staff and visitors to the Chief Warden.</li> <li>● Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>● Report emergency to the Incident Support and Operations Centre on 1800 126 126</li> <li>● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>● Listen to local radio or TV on battery-powered sets or mobile phone for weather warnings and advice.</li> </ul>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions  <a href="https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default">https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default</a>          for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Heat (Extreme)</p>	<p>To minimise the risks associated with extreme hot weather, actions to be taken include the following:</p> <ul style="list-style-type: none"> <li>● Call 000 if medical assistance is required</li> </ul>

	<p><b>Scheduling/Activities</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor time.</li> <li>• Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks.</li> <li>• Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area).</li> <li>• Reschedule/move classes from classrooms with direct sunlight.</li> <li>• In extreme weather conditions, schools may:             <ul style="list-style-type: none"> <li>• reduce midday recess to no less than thirty minutes</li> <li>• adjust dismissal time accordingly.</li> </ul> </li> <li>• Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.</li> <li>• Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program.</li> <li>• Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.</li> </ul> <p><b>Hydration</b></p> <ul style="list-style-type: none"> <li>• Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs.</li> <li>• Drinks containing caffeine such as coffee and tea should be avoided.</li> <li>• Remind parents to provide their child with water and modified uniform</li> <li>• Include information on the school's arrangements for managing hot weather in the school newsletter.</li> <li>• Ensure staff monitor students for early signs of heat stress/dehydration.</li> </ul> <p><b>Indoors</b></p> <ul style="list-style-type: none"> <li>• Ensure indoor spaces have appropriate ventilation or air conditioning.</li> <li>• Display dealing with heat posters in prominent locations in the school.</li> <li>• Review first aid kits and the need to supplement stock of ice packs and hydrolyte.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>• Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Seek advice from your SEIL or regional emergency management staff if required.</li> <li>• Direct any media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Gas Leak/Chemical Spill (on-site)</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Move staff and students away from the spill to a safe area and isolate the affected area.</li> <li>• Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify Worksafe if required.</li> <li>• Report on <i>eduSafe</i>.</li> <li>• Direct all Media enquiries DET Media Unit on 8688 7776.</li> </ul>
<p>School Bus Program Emergencies – Client School</p>	<p>Use this procedure for an emergency that arises involving a government school bus en route.</p> <p><b>The Bus Coordinating Principal will:</b></p> <ul style="list-style-type: none"> <li>• Contact emergency services agencies to ascertain local information on status of any notified emergency.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Advise emergency services of the status and location of bus services and seek assistance if required.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm/provide instruction to driver with regard to destination.</li> <li>• Notify client school principals and any other facility with passengers on the affected service.</li> <li>• Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).</li> <li>• Keep an accurate log of all communication in relation to the event.</li> <li>• Receive confirmation of bus's arrival at destination from driver.</li> <li>• Where possible keep an accurate record of the event.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Asbestos</p>	<ul style="list-style-type: none"> <li>• Report the incident to the 24/7 'Asbestos Make Safe' line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation</li> <li>• Isolate the area:             <ul style="list-style-type: none"> <li>○ Vacate everyone from the affected area</li> <li>○ Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area</li> </ul> </li> <li>• Erect signage at entrances to affected area indicating unauthorised personnel must not enter</li> <li>• Report the incident on <i>eduSafe</i></li> <li>• Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715.</li> <li>• Seek advice from the VSBA Asbestos Reform Unit.</li> </ul>

<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages, Sentral or SMS alert</li> <li>○ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>○ Continue to identify those most at risk and triage for support</li> <li>○ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> <li>○ Preserve the evidence</li> <li>○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>○ Contact Legal Division on 9637 3146</li> <li>○ Consider a Worksafe Notification 1800 136 089</li> <li>○ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> </ul>

	<ul style="list-style-type: none"> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@education.vic.gov.au">employee.conduct@education.vic.gov.au</a> and follow their advice</li> </ul>
Loss of essential services	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact the Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the loss of essential services is likely to extend beyond 24 hours.</li> </ul>
School Bus Program Emergencies – Coord Schools	<p><b>Forecast Emergencies</b></p> <p>The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• enact the school's Emergency Management Plan</li> <li>• complete the following by 3.30pm the day prior to the forecast emergency event:             <ul style="list-style-type: none"> <li>○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Procedures for Education Facilities for Fire Danger Rating (FDR) forecasts)</li> </ul> </li> </ul>

- seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast)
- notify the following stakeholders of the status of the school bus service:
  - school bus operators
  - client school principals
  - early childhood services (if applicable)
  - parents/guardians of affected students from the coordinating school
  - other approved travellers (which could include teachers, general public, tertiary students and pre-school students)
  - DE regional emergency management staff
  - Continue to liaise with DE regional emergency management staff to advise of the situation and actions taken.

### **Rapid Onset Emergencies**

The Coordinating Principal (or delegate) will:

- enact the school's Emergency Management Plan
- call 000 to request emergency assistance, if required
- use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings
- convene an Incident Management Team (IMT) as required
- notify and seek advice from the SEIL and/or DET regional emergency management staff as required
- report emergency to the Incident Support and Operations Centre on 1800 126 126
- direct all media enquiries directly to the DE Media Unit
- conduct the following actions as relevant to the situation:
  - make a decision whether to cancel an affected or potentially affected bus route in full
  - hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.
  - liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given
  - Notify parents/carers and client schools of bus route service cancellations

*when students are en route:*

- advise emergency services of the status and location of bus services and seek assistance if required
- confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so
- ensure confirmation of bus's arrival at destination is received from the bus driver

*when overnight or before school:*

- determine whether the bus service is to be cancelled or not

*when students are at school:*



	<ul style="list-style-type: none"> <li>○ notify the following stakeholders of the status of the school bus service:             <ul style="list-style-type: none"> <li>▪ school bus operators</li> <li>▪ client school principals (government and non-government)</li> <li>▪ early childhood services (if applicable)</li> <li>▪ parents/guardians of affected students from the coordinating school</li> <li>▪ other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>▪ DE Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>▪ DE regional emergency management staff</li> </ul> </li> <li>● keep an accurate log of all actions/decisions in relation to the event.</li> </ul> <p>No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p> <p><b>After an Emergency</b> The coordinating principal will:</p> <ul style="list-style-type: none"> <li>● participate in post-event debriefs led by either DE or DOT as appropriate</li> <li>● document learnings from the event</li> <li>● receive and provide feedback from/to stakeholders as appropriate</li> <li>● update the EMP (as required) with support and advice from DE regional emergency management staff</li> </ul>									
<p>Bushfire/Grassfire</p>	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b></p> <p><b>Triggers for Action.</b> The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>● is observable, or</li> <li>● identified via Vic Emergency App within 10km from the school.</li> <li>● there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>● If immediate emergency services assistance is required phone '000'.</li> <li>● Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> </ul> <table border="1" data-bbox="531 1507 1544 1543"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Mobile number</th> </tr> </thead> <tbody> <tr> <td>Andrea Cox</td> <td>Manager Operations and Emergency Management</td> <td>0407 861 841</td> </tr> <tr> <td>Matthew Sahyoun</td> <td>Emergency Management Support Officer</td> <td>0409 061 036</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>● Report the incident to ISOC (1800 126 126)</li> <li>● Convene your Incident Management Team (IMT)</li> <li>● Continue to monitor conditions such as wind change, size of fire, direction of travel.</li> <li>● Continue to monitor warnings and advice messages through the VicEmergency App or website.</li> <li>● If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.</li> </ul> <p><b>Other sources of Information</b></p> <ul style="list-style-type: none"> <li>● Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.</li> </ul>	Name	Role	Mobile number	Andrea Cox	Manager Operations and Emergency Management	0407 861 841	Matthew Sahyoun	Emergency Management Support Officer	0409 061 036
Name	Role	Mobile number								
Andrea Cox	Manager Operations and Emergency Management	0407 861 841								
Matthew Sahyoun	Emergency Management Support Officer	0409 061 036								



	<ul style="list-style-type: none"> <li>• ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.</li> </ul> <p style="text-align: center;"><b>Actions for the School when it is within a VicEmergency warning area</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">VicEmergency Warning</th> <th style="background-color: black; color: white;">What it means</th> <th style="background-color: black; color: white;">School Actions</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><b>Advice Warning</b></td> <td>Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.</td> <td> <p>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</p> <p>If your school is in a Watch and Act Warning area, seek advice and decide whether to;</p> <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite evacuation location (if applicable).</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;"><b>Watch and Act Warning</b></td> <td>Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</td> <td> <p>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice.</p> <p>Advise parents that they should not travel to the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.</p> </td> </tr> <tr> <td style="vertical-align: top;"><b>Emergency Warning</b></td> <td>Issued when the community is in imminent danger of an incident/event and needs to take action now.</td> <td></td> </tr> <tr> <td style="vertical-align: top;"><b>Prepare to Evacuate</b></td> <td>Issued when it is recommended that the community should quickly prepare to leave the area. 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	<ul style="list-style-type: none"> <li>• Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the Library.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services are maintained.</li> <li>• Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>• If parents arrive, encourage them to stay with their children at the school.</li> <li>• Check all windows and doors in the School Library are closed (but doors are not locked).</li> <li>• Turn off gas supply</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Library and the evacuation path between the School Library and Diggers Rest Oval</li> <li>• Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.</li> <li>• The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Any decision to leave the School Library should only occur on advice of emergency services</li> <li>• Continually monitor School Library for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the School Library for embers and building ignitions.</li> <li>• If the building has ignited and is not safe to extinguish – evacuate to the School Library or Diggers Rest Oval, via the defined route.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>
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# Business Continuity

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

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

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

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

<b>Details of arrangements</b>	The school has a system for Remote and Online Learning (virtual learning) using Google Classrooms which was used at the height of the coronavirus pandemic and operated effectively (i.e. where access to the school site was limited). This system can be re-activated as required. Another option being explored involves Melton City Council who are in the process of building a sporting precinct and associated amenities and club rooms, etc in close proximity to the school. Once construction works are fully complete (i.e. at the end of 2024) the school will assess the viability of using this facility were there to be an inability to access the school site on a short-term basis. There are no other government schools in Diggers Rest.
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Name	Contact Details	Support Role
Sheridan Thomas	9740-1391	Oversee Remote and Online Learning Program

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

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

<b>Details of arrangements</b>	1. Loss of technology - Revert to paper based systems, manual lesson plans, etc. - Administration staff could be required to work remotely from home. 2. Loss of telephone - Use mobile phones, email, Sentral and social media (e.g. Facebook, Instagram, etc). - There is an up to date, printed, hard copy list of all student and staff contact details in an accessible and secure location. 3. Loss of
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	<p>data - School data is backed up off-site on a daily basis and can be readily retrieved. - Paper based data records are available for key data. 4. Loss of power - School buildings and in particular classrooms are oriented so as to have considerable natural light. - In addition, there are outdoor learning areas available for most classrooms. - Administration staff could potentially work from home depending on the circumstances. - Portable toilet block to be closed as it relies on an electric sewer pump. Administration block toilet facilities could be made available for student use if required (i.e. in addition to Junior and Senior student toilet blocks). 5. Loss of water - Bottled water is available on-site. - Water cart can be accessed from Greater Western Water, if required.</p>
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Name	Contact Details	Support Role
Sheridan Thomas	9740 1391	Incident Controller

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

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

<b>Details of arrangements</b>	<p>Prioritise work allocations for remaining staff. Consider using qualified teaching staff currently working in non-teaching school leadership roles to back-fill short-term staff shortages. Merge classes where possible to make up full class groups. Determine if any Casual Relief Teachers (CRT's) are required. The school has a well-developed CRT register as well as access to Agency staff. Cross training and multi-skilling activities for teaching and administrative staff are already in place. Teachers could be sourced from other local government schools on a short term basis subject to availability.</p>
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Name	Contact Details	Support Role
Sheridan Thomas	9740 1391	Incident Controller

## Business Continuity Checklist

Action	Actioned?
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Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• School activities</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>• Suspension of non-critical activities</li> <li>• Mutual support arranged with other schools</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key school data</li> <li>• Using paper based systems</li> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	Yes
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	Yes
Establish a register to log all decisions and actions	Yes
Establish a register to log all financial expenditure incurred	Yes
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	Yes
Deliver appropriate communications including to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> </ul>	Yes

<ul style="list-style-type: none"><li>• Other users of site</li><li>• Region</li><li>• Suppliers</li><li>• Local Shire/Municipality (as appropriate)</li></ul>	
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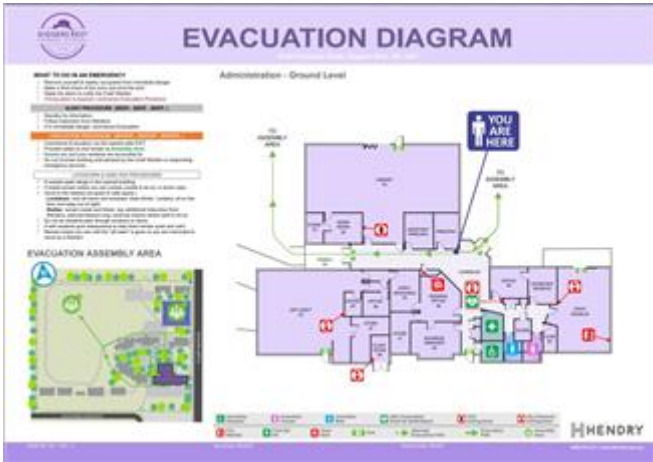
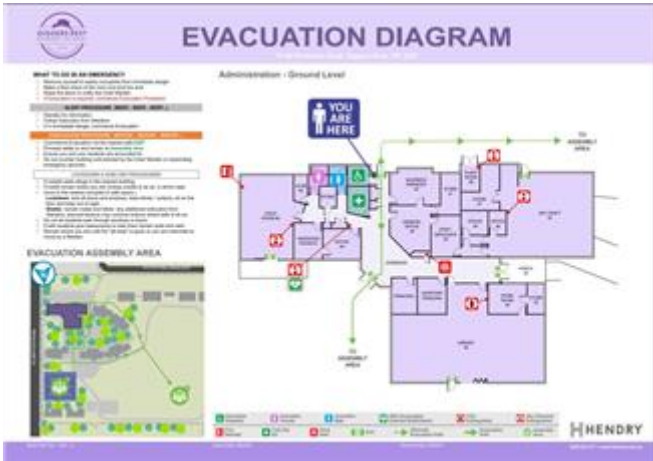
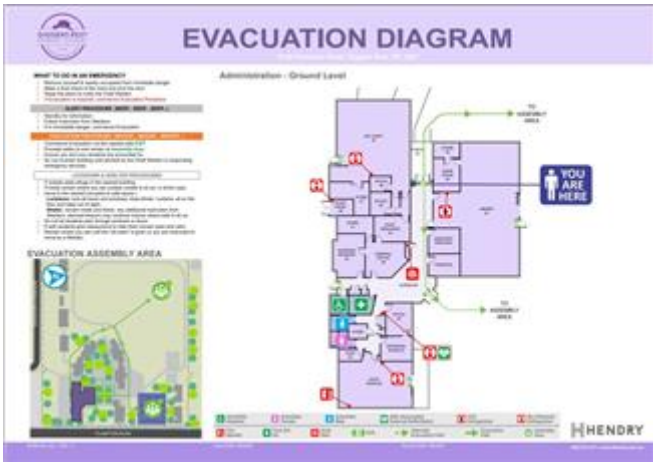
# Area Map

Area Map





# Evacuation Map

Building Name	Evacuation Procedures	
Administration - Main Entrance	As detailed on Evacuation Plan	 <p>The diagram shows the ground level of the Administration building with the main entrance highlighted. It includes a 'YOU ARE HERE' marker, evacuation routes, and an assembly area. A legend at the bottom identifies symbols for exits, stairs, and other features. The HENDRY logo is visible in the bottom right corner.</p>
Administration - Carpark Entrance	As detailed on Evacuation Plan	 <p>The diagram shows the ground level of the Administration building with the carpark entrance highlighted. It includes a 'YOU ARE HERE' marker, evacuation routes, and an assembly area. A legend at the bottom identifies symbols for exits, stairs, and other features. The HENDRY logo is visible in the bottom right corner.</p>
Administration - Rear entrance	As detailed on Evacuation Plan	 <p>The diagram shows the ground level of the Administration building with the rear entrance highlighted. It includes a 'YOU ARE HERE' marker, evacuation routes, and an assembly area. A legend at the bottom identifies symbols for exits, stairs, and other features. The HENDRY logo is visible in the bottom right corner.</p>



<p>Administrati on - Old Library (STEM)</p>	<p>As detailed on Evacuation Plan</p>	
<p>Block A - Classroom 1</p>	<p>As detailed on Evacuation Plan</p>	
<p>Block A - Classroom 2</p>	<p>As detailed on Evacuation Plan</p>	

<p>Block A - Classroom 3</p>	<p>As detailed on Evacuation Plan</p>	
<p>Block A - Classroom 4</p>	<p>.As detailed on Evacuation Plan</p>	
<p>Block B - Multi Purpose Room - Canteen exit</p>	<p>As detailed on Evacuation Plan</p>	

<p>Block B - Multi Purpose Room - Rear Access</p>	<p>As detailed on Evacuation Plan</p>	
<p>Block D - Classroom 5</p>	<p>As detailed on evacuation plan</p>	
<p>Block D - Classroom 6</p>	<p>As detailed on evacuation plan</p>	

<p>Block D - Classroom 7</p>	<p>As detailed on Evacuation Plan</p>	
<p>Block D - Classroom 8</p>	<p>As detailed on Evacuation Plan</p>	
<p>Portable E - Classroom 9</p>	<p>As detailed on evacuation plan</p>	

<p>Portable E - Classroom 10</p>	<p>As detailed on evacuation plan</p>	
<p>Portable D - Classroom 11</p>	<p>As detailed on evacuation plan</p>	
<p>Portable D - Classroom 12</p>	<p>As detailed on evacuation plan</p>	




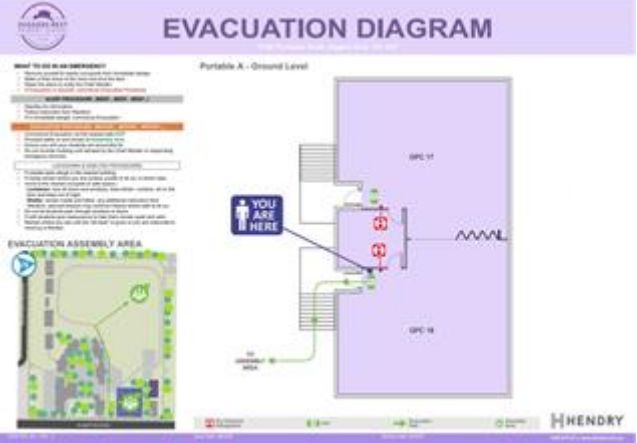
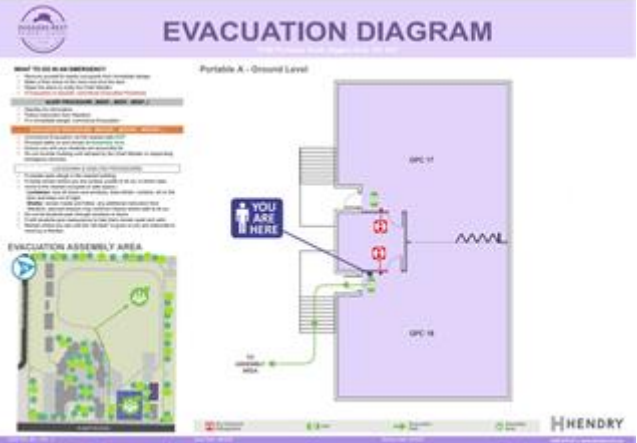
<p>Portable C - Classroom 13</p>	<p>As detailed on evacuation plan</p>	
<p>Portable C - Classroom 14</p>	<p>As detailed on evacuation plan</p>	
<p>Portable B - Classroom 15</p>	<p>As detailed on evacuation plan</p>	

<p>Portable B - Classroom 16</p>	<p>As detailed on evacuation plan</p>	
<p>Portable A - Classroom 17</p>	<p>As detailed on evacuation plan</p>	
<p>Portable A - Classroom 18</p>	<p>As detailed on evacuation plan</p>	

<p>Specialist Portable - Classroom 19</p>	<p>As detailed on evacuation plan</p>	
<p>Portable F - Classroom 20</p>	<p>As detailed on evacuation plan</p>	



<p>Portable F - Classroom 21</p>	<p>As detailed on evacuation plan</p>	<p><b>EVACUATION DIAGRAM</b> 75-85 Phillipston Road, Diggers Rest, VIC 3027</p> <p><b>WHAT TO DO IN AN EMERGENCY</b></p> <ul style="list-style-type: none"> <li>Remain seated &amp; don't occupy form corridors/doors</li> <li>Take a final check of the room and exit the door</li> <li>Follow the signs to notify the Chief Warden</li> <li>If evacuation is required, commence Evacuation Procedure</li> </ul> <p><b>ALERT PROCEDURE (SEEP, BEEP, BEEP, BEEP...)</b></p> <ul style="list-style-type: none"> <li>Identify the information</li> <li>Follow instructions (Fire Alarms)</li> <li>If in immediate danger, commence Evacuation</li> </ul> <p><b>EVACUATION PROCEDURE (SEEP, BEEP, BEEP...)</b></p> <ul style="list-style-type: none"> <li>Commence Evacuation via the nearest safe EEXIT</li> <li>Proceed safely to the Assembly Area</li> <li>Remain seated your students and wait until the Chief Warden or receiving teacher by services</li> <li>Do not re-enter building until advised by the Chief Warden or receiving teacher by services</li> </ul> <p><b>LOCKDOWN &amp; SHELTER PROCEDURES</b></p> <ul style="list-style-type: none"> <li>It is likely that a danger to the school building</li> <li>If inside building, where you are instructed, attempt to lock up in which case report to the nearest classroom or safe space</li> <li>Lockdown: Lock all doors and windows, clear desks / lockers, sit on the floor and keep out of sight</li> <li>Shelter: Remain seated and follow any additional evacuation from</li> <li>Wardens, please remain until you are instructed where safe to do so</li> <li>Do not sit students near through windows or doors</li> <li>If you evacuate, please ensure you bring their water and eat and</li> <li>Remain where you are until the "all-clear" is given or you are instructed to re-enter activities</li> </ul> <p><b>EVACUATION ASSEMBLY AREA</b></p> <p>Portable F - Ground Level</p> <p>YOU ARE HERE</p> <p>TO ASSEMBLY AREA</p> <p>GPC 20</p> <p>GPC 21</p> <p>Fire Evacuation Signage</p> <p>Exit</p> <p>Evacuation Route</p> <p>Assembly Area</p> <p>Version 01 - 2022</p> <p>Issue Date: 05/2022</p> <p>Review Date: 05/2027</p>
<p>Library - Front Entrance</p>	<p>As detailed on evacuation plan</p>	<p>Primary Reception Main Library</p> <p>Legend:</p> <ul style="list-style-type: none"> <li>Exit</li> <li>Evacuation Route</li> <li>Assembly Area</li> <li>Fire Evacuation Signage</li> <li>Exit</li> <li>Evacuation Route</li> <li>Assembly Area</li> </ul> <p>Version 01 - 2022</p> <p>Issue Date: 05/2022</p> <p>Review Date: 05/2027</p>

<p>Library - Side Entrance</p>	<p>As detailed on evacuation plan</p>	
<p>MOD-10 Portable G Classroom Ground East</p>	<p>As detailed on evacuation plan</p>	
<p>MOD-10 Portable G Classroom Ground West</p>	<p>As detailed on evacuation plan</p>	

<p>MOD-10 Portable G Classroom First Floor East</p>	<p>As detailed on evacuation plan</p>	
<p>MOD-10 Portable G Classroom First Floor West</p>	<p>As detailed on evacuation plan</p>	

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All school staff	All	31/07/2024	DLS247901@education.vic.gov.au
Kylie Smith	SSSO Coordinator	31/07/2024	kylie.smith6@education.vic.gov.au
Diggers Rest Primary School Council	All	31/07/2024	Via local distribution list
Tim Welshe	Captain Diggers Rest CFA	31/07/2024	mr.welshe@gmail.com