

George Street Primary School - Hamilton

Emergency and Critical Incident Management Plan 2019-2020



32-48 George Street, Hamilton, VIC, 3300

03 5571 1478 /

george.street.ps.hamilton@edumail.vic.gov.au

Department of Education and Training

Date Approved: 13/08/2019

Purpose

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

Context

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

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

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

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

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Frank Goranitis	Manager Operations and Emergency Management, Regional Office, DEECD	06/12/2016	ssu@edumail.vic.gov.au
Stevens Giddens	CFA South West fire District	19/11/2015	Recept.r05@cfa.vic.gov.au
Hamilton Police	Police	06/11/2016	Thompson Street Hamilton 3300
Tina Walkeden	Principal George Street Primary School	06/12/2016	Walkeden.tina.a@edumail.vic.gov.au
Sharlene Cooper	Planning Officer, George Street PS	22/11/2018	cooper.sharlene.m@edumail.vic.gov.au
Tracy Keen	First Aid Officer, George Street PS	21/11/2018	keen.tracy.m@edumail.vic.gov.au
Kaylene Kerr	First Aid Officer George Street PS	21/11/2018	kerr.k.k@edumail.vic.gov.au

Facility Profile

School Name/Campus Name	George Street Primary School - Hamilton
Address	32-48 George Street, Hamilton, VIC, 3300
Phone	03 5571 1478
Email	george.street.ps.hamilton@edumail.vic.gov.au
Fax	03 5571 1516
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Wimmera South West Area
LGA	Southern Grampians (S)
BOM/Fire District	South West District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:30 - 4:40pm
Number of Students	81
Number of Staff	16
Number of Buildings	2
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Main building (Art Room)
On-site Evacuation Location	Basketball court /School oval
Off-site Evacuation Location	Hamilton Golf course

Typical method used for communications to school community	School Newsletter, website, Facebook Skoolbag app and telephone
Is this school has other services or users of the site?	No

Other Services/Users of Site

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

Building Information Summary

Telephones (landlines)

Location	Number
Principal Office	03 5571 1478
Admin Office	03 5571 1478
Staff Room	03 5571 1478

Alarms

Description	Location	Monitoring Company	Number
Fire	Various points throughout school (extinguishers)	WestVic Fire	N/A
Intrusion	Front entrance left wall	DET	Entrance
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions

Gas / Propane	Gas heaters in all classroom		
Water	Art room, classrooms, staff room, toilets	Wannon Water	Front of School on George Street (Facing school will be on left)
Electricity	All rooms	AGL	Staffroom switchboard (label on door)

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	fill this in only if required

Boiler Room

Location	fill this in only if required
Access	fill this in only if required

Emergency Power System

Type	Fob key
Location	front entrance to the left on wall
Provides power to	Building A
Shutoff Instructions Location	front entrance to left on wall (red when on, green when off)

Building and Site Hazards

Location	Number
Chemicals in marked chemical storage room	Between girls & boys toilets (locked storage room marked chemical storage)

Mower petrol and water based paint	Locked garden shed
------------------------------------	--------------------

Additional Profile Information

Additional Info	

Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	
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	
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	22/11/2018
Next check date	22/11/2019

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	e.g. emergency evacuation on site	Tina Walkeden	15/03/2019	15/03/2019
Term 1	e.g. Incident Management Team Training	Tina Walkeden	29/01/2019	29/01/2019
Term 2	e.g. lockdown evacuation	Tina Walkeden	17/06/2019	26/06/2017
Term 3	e.g. emergency evacuation (on -site)	Tina Walkeden	12/08/2019	11/08/2017
Term 4	e.g. Lockout drill	Tina Walkeden	13/12/2019	12/12/2018

First Aid Training

Staff Member	Training Completed	Date Qualified To
Kaylene Kerr	08/05/2017	05/09/2020
Tracy Keen	08/05/2017	05/09/2020
Ashley Mclachlan	08/05/2017	15/06/2020
Akala Richardson	29/10/2018	15/12/2021
Jackie Mibus	29/10/2018	15/06/2021
Clayton Barker	29/10/2018	21/12/2021
Allen Walkeden	29/10/2018	15/12/2021

Other Training Record

Staff Member	Training Type	Date
Kaylene Kerr	Electrical Test & Tagging	02/11/2018
Al Walkeden	Electrical Test & Tagging	02/11/2018
All Staff	Anaphylaxis Training	26/05/2019

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	12	2
Asthma	6	5
Severe behaviour disorder	15	6
Intellectual disability	0	6

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
kitchen accidents during cooking	Kitchen Fire when students cooking Student burns cuts from sharp objects /knives electrical shock from kitchen equipment	Fire blankets and extinguishers throughout room. Main switches to ovens turned off when not in use Must have staff with food handlers when cooking Regular checking of fire equipment Test and tag all new equipment	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	Kitchen staff check switches are off once cooking complete Keep stoves and ovens free from food build up students monitored when cooking with stove Only staff to place in ovens No students to cook with hot oil	Consequence Minor Likelihood Rare Risk Level Low
Building fire	Old building	Fire hydrants maintained and inspected annually Fire drills conducted regularly-service heaters regularly. Test & tag annually.	Acceptable	Consequence Minor Likelihood Rare Risk Level Low	Maintain safety drills & hydrant checks ,keep heaters, etc serviced regularly Check electrical and tagging annually	Consequence Moderate Likelihood Unlikely Risk Level Medium
Earthquake	Ground movements and building shaking	Implement emergency management plan monitor staff & students contact Emergency Management & Security	Acceptable	Consequence Minor Likelihood Rare Risk Level Low	Contact Security Management for advice Implement counselling for staff & students	Consequence Insignificant Likelihood Unlikely Risk Level Low
Bus Emergency While En Route	Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while school bus enroute to or from school or while bus conveying staff and students for camp excursion or other school activity Probable Consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> Engage approved Accredited Bus Operators Drivers Buses with seat-belts are used for transporting students <u>Controls for bus travel to or from school:</u> <ul style="list-style-type: none"> Complies with School Bus Program Emergency management Operational Guidelines School's EMP consistent with bus operator's plan. Student Transport Emergency management procedures socialised with school and bus operator. Supervision during bus arrival and departure. Bus coordinator appointed (bus coordinating schools only). Log of bus travel risks. School maintains a bus roll to determine who is travelling on the bus each day. School maintains emergency contact records for all students travelling on buses. <u>Controls for bus travel during camp or excursion:</u> <ul style="list-style-type: none"> Staff to follow DET's work-related driving procedure. Bus driver to maintain log book as required. 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Ensure contact details up to date/ buses are maintained Drivers full licence Implement maximum speed of 100 on highways, including when 110. Keep buses serviced regularly Check tyres regularly Seat belts checked when serviced	Consequence Moderate Likelihood Rare Risk Level Low

		<ul style="list-style-type: none"> • Students supervised and monitored while participating in off-site school activities, including bus transport. • Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip. • Student Activity Locator (SAL) completed. • Contact details of emergency contacts for students on camp or excursion. • Risk assessment planning has occurred for all off-site camps and excursions. • First aid kit to accompany excursions and first aid qualified staff to attend. • Traffic management plan to manage school access/egress at drop off/pick up times. • Supervision to monitor student compliance with school road and bike safety policy. 				
Pandemics and communicable diseases	Hand foot & mouth Measles /mumps outbreak	notify parent to collect child Notify health department emergency management team and critical incident team Parents notified	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Keep details of immunisation cards for students Keep student details up to date student to go home immediately Notify and share details with local kinders Advise of flu shot	Consequence Minor Likelihood Unlikely Risk Level Low
Snakes	Risk of injury to staff and students Stress or psychological injury requiring clinical support for multiple individuals	Keep grass low during warmer months keep children away from areas snakes may hide contact council for neighbours with long grass	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	Maintain grass Keep children up front of school Warn students of snake activity and warmer months	Consequence Moderate Likelihood Unlikely Risk Level Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. Alcohol- substance abuse affected Angry -retaliation	Principal to deal with. contact Emergency management, seek advice- notify police Principal to coax out /talk to threat if able to otherwise make decision for Lock down if imminent threat	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Contact police and security management. Keep children in classrooms. Issue trespass warning if threat continues	Consequence Minor Likelihood Rare Risk Level Low
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.tudents,	Enact emergency management plan Contact emergency services Follow communication tree Evacuate offsite	Effective	Consequence Moderate Likelihood Rare Risk Level	Practise evacuation drills and reflect on what can be improved Discuss with staff and students evacuation procedures	Consequence Minor Likelihood Rare Risk Level

				Low		Low
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals Trees coming down, branches snapping off	Warnings issued by DET Notify parents if severe Trees to be checked annually for safety Keep building clear of debris Bring equipment and chairs etc inside Keep children inside Make sure staff complete activity locator when out on excursions /camps	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Keep students at school Contact critical incident team for advice if without services Water can be taken from water tanks if necessary Keep mobile on hand in case phones go down Notify parents through skoolbag	Consequence Minor Likelihood Rare Risk Level Low
Loss of essential services	Lack of availability of school resources such as computers or telephones Lack of availability of fresh drinking water and water for flushing toilets	keep school mobile phone charged principal and learning specialists to keep mobiles on at all times freshwater can be obtained from water tanks (behind gym) Bucket from storage room to flush toilet if required Toilet in gym used if necessary Students to go in to senior school area for warmth or lightest classroom.	Effective	Consequence Minor Likelihood Possible Risk Level Medium	keep students together Brief staff on essential services Contact Andrea Cox (emergency management for services if ongoing issues for assistance	Consequence Insignificant Likelihood Rare Risk Level Low
Bushfire/Grassfire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	Keep grasses down. Check neighbours to keep grass down. Keep debris picked up chemicals stored appropriately Practise evacuation drills but leave school site at least 1 x a year Update communication tree (when it works in plan) Get equipment serviced regularly	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	staff to be vigilant on yard duty Everyone trained with evacuation procedures Enact emergency management plan	Consequence Minor Likelihood Unlikely Risk Level Low
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"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator Child protection contacted Communicate in newsletter to families monitor students 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Staff trained in mandatory reporting Induction processes to include Child Safe School council and local community briefed in Child Safety and keeping children safe All staff to sign code of conduct Provide lessons to students on how to stay safe /who to talk to	Consequence Minor Likelihood Possible Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	staff to watch sites downloaded monitor student websites keep new computers up to date with malware security etc	Consequence Minor Likelihood Rare Risk Level Low

		<ul style="list-style-type: none"> Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT ICT coordinator to check for threats and warn us 				
Medical Emergency	<p>Probable causes: Accident/misadventure; known/unknown illness</p> <p>Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p>	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Effective	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<p>Maintain policies and procedures</p> <p>Allow students to study at home /hospital when requiring medical treatments</p> <p>Every staff member to be trained</p> <p>Ask parents to notify of illness /accident</p>	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Mental Stress	<p>Probable causes: Exposure to distressing event; Anxiety/depression; illness</p> <p>Workload Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning</p>	<ul style="list-style-type: none"> Student Support Services Well-being program for staff in school student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative Positive Schools Monitor staff workload /monitor when new initiatives Strong anti-bullying policies 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<p>Implement Clear Code of Conduct</p> <p>Monitor workloads</p> <p>Communicate regularly with staff and students to monitor wellbeing</p> <p>Build resilience through implementing curriculum for inclusive behaviours /values such as respect.</p>	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Missing person - school or school camp/excursion	<p>Probable causes; Loss of temper at school Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress</p> <p>Probable consequences: injury; interrupted education; psychological trauma/distress</p>	<ul style="list-style-type: none"> School records attendance Student engagement policy to promote school attendance and address truancy, which is staged Recess and lunchtime supervision. Behaviour Support Plans to address individual truancy. Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) List of students to attend camp to be held at school site and by Teacher in Charge on camp. School excursion/camp risk assessment 	Needs Improvement	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<p>Ensure student staff ratio is followed for camps, excursions.</p> <p>Maintain a strong welfare program for students with trauma</p> <p>Implement strategies for students who run contact parents or police if leaving school grounds</p>	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Traumatic Death/Injury/Grief	<p>Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency</p> <p>Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> Student Support Services Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program 	Acceptable	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	<p>Communicate regularly with families and SEIL</p>	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>

<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 	<p>Effective</p>	<p>Consequence Moderate Likelihood Likely Risk Level High</p>	<p>Provide fidget tool Behaviour Management Plan Exclusive use of school dog Counselling /strategies such as quiet space Contact parent Shortened hours</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>
<p>Excursions /camp accident</p>	<p>Accident missing person while on camp</p>	<p>camp /excursion procedure and policy to be completed risk assessment completed calendar location completed staff /student ratio followed</p>	<p>Effective</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	<p>All camps and excursions assessed for risk and assessment carried out to minimise risk or no camp allowed.</p>	<p>Consequence Minor Likelihood Unlikely Risk Level Low</p>

Core Emergency Response Procedures

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

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

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

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

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
kitchen accidents during cooking	<ul style="list-style-type: none"> • Call 000 for emergency services • Activate fire alarm or call for ambulance • Call for first aide staff and medical kit • Follow procedure for Off-site evacuation if kitchen fire • Report emergency to Chief Warden who will convene IMT if necessary • Extinguish fire if safe to do so • Check areas have been cleared and notify warden • Check all staff, students and visitors, contractors are accounted for. • report emergency to security services • Notify region • OR determine incident /accident and notify parent • Take student to hospital if required or notify ambulance
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the basketball ball court below signage closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • If fire trucks are required to use evacuation point, then students are to be walked to oval at the front of the school.
Earthquake	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops.

	<p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms ○ HOLD on until the shaking stops. <p>After the earthquake</p> <ul style="list-style-type: none"> • Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. • If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. • Arrange medical assistance where required. • Help others if you can. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Contact parents as required. • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.
<p>Bus Emergency While En Route</p>	<ul style="list-style-type: none"> • Notify emergency services 000 • Notify Emergency & Security Management • Notify Vic Roads or SES if required • Notify School • Contact insurance provider contact parents • Make sure trees annually checked for risks • Keep children away from trees if severe windy day
<p>Pandemics and communicable diseases</p>	<ul style="list-style-type: none"> • Contact emergency services • contact parents • contact local health department • keep child /children excluded from others
<p>Snakes</p>	<ul style="list-style-type: none"> • Contact Snake catcher • Notify local shire • Notify local residents • Notify Emergency & Security Mangement
<p>Intruder</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour.

	<ul style="list-style-type: none"> • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776 • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
<p>Bomb/substance threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <i>Evacuation</i> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <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 "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller

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

Ask the caller:

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

If a bomb/substance threat is received by letter

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

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

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

	<p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ ○
<p>Severe weather event</p>	<ul style="list-style-type: none"> ● Call 000 if emergency services are needed and seek and follow advice. ● Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. ● Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. ● During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. ● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. ● Disconnect electrical equipment - cover and/or move this equipment away from windows. ● Report emergency to the Security Services Unit on 1800 126 126. ● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ● Listen to local radio or TV on battery-powered sets for weather warnings and advice. ● Keep trees checked annually for damage or risk ● Keep children inside when damaging winds present
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> ● Determine which services are affected and the extent of the impact. ● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. ● Call 000 if emergency services are required to respond e.g. power lines down in front of school. ● Contact the relevant provider/s to report outage and ascertain when restoration will occur. ● Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.

	<ul style="list-style-type: none"> • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
<p>Child Abuse</p>	<p>Follow the four critical actions (of the PROTECT protocol) to respond to incidents, disclosures and suspicions of child abuse</p> <ol style="list-style-type: none"> 1. Respond to an emergency: <ul style="list-style-type: none"> • by ensuring immediate safety • administering first aid • call '000' if immediate police/ambulance assistance is required • preserve evidence 2. Notification: <ul style="list-style-type: none"> • The staff member who has formed a reasonable belief regarding child abuse or neglect must also report to DHHS Child Protection; and to Victoria Police if the child is in immediate danger • If report is related to alleged student sexual offending (and child is over 10 years of age) – contact Victoria Police on '000'; and DHHS Child Protection if the victim's parent/carer are unable or unwilling to protect the child • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Confirm with Victoria Police or DHHS Child Protection that it is appropriate to contact the child's parent/carer 3. Inform parent/carer of suspected child abuse 4. Provide ongoing support <ul style="list-style-type: none"> • Establish regular communication with child's parent/guardian/carer • Develop and implement a student support plan informed by allied health and wellbeing professionals
<p>Information Security</p>	<ul style="list-style-type: none"> • Keep Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ○ Phone 1800 641 943 ○ Email servicedesk@edumail.vic.gov.au ○ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable)

	<ul style="list-style-type: none"> • Offer Student Support Services support to impacted students (as applicable)
<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"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
<p>Mental Stress</p>	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<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"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>Maintain appropriate ratios staff /student</i></p> <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>

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

	<ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
Excursions /camp accident	<ul style="list-style-type: none"> ○ Call emergency services ○ Report emergency to principal ○ report emergency to critical incident team ○ check on all staff, students and volunteers ○ contact parents as required ○ diirect media to Media Unit 86887776
Bushfire/Grassfire	<ul style="list-style-type: none"> ○ Call 000 for emergency services and seek and follow advice. ○ Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. ○ Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible. ○ If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> ▪ make sure you close all doors and windows ▪ turn off power and gas. ○ Check that all students, staff, visitors and contractors are accounted for. ○ Report the emergency to Security Services Unit on 1800 126 126. ○ Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. ○ Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. ○ Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ○ Direct all Media enquiries to DET Media Unit on 8688 7776. ○ Contact parents as required. ○ ○

Emergency Contacts

Tags: Your school is tagged as Client School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Tina Walkeden	0355711478		0438596184
SSSO Network Leader	Caroline Shepherd	55220507		0408713989
Learning Specialist	Angela Field	03 5571 1478		0407273927
Junior School	Mike West	5571 1478		0419564467
Junior School	Ashley MClachlan	5571 1478		0400262191
Middle School	Ellen Richardson	5571 1478		0450696783
First Aid Officer	Kaylene Kerr	5571 1478		0400431708
First Aid Officer	Tracy Keen	5571 1478		0419374328
School Council President	Barb Hall	5571 1478	55512737	0427329414
School Bus Coordinator	Kaylene Kerr	03 5571 1478		0400431708
Art	Jackie Mibus	5571 1478		0417 688 203
Learning Specialist	Katie Calvert	5571 1478		0438765292

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Wendy Timms	8397 0301	
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	Peter Woodman	03 5215 5220	0436 678 268
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	Lindy Sharp	03 55643521	0429592343
SSSO Team Leader	Caroline Shepherd	03 55220507	0408713989

Local / Other Organizations

Name	Phone
Local Police Station	55511900
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Hospital(s)	55518222
Gas	132461
Electricity (check for local number)	132461
Water Corporation (check for local number)	Wannon Water 1300 926 666
Department of Human Services (Regional Office)	Josy Thomas 55 23999
Department of Human Services- Child Protection (Regional Office)	1800075599
Local Government	Southern Grampians Shire 5573 0444
Environment Protection Authority	9695 2722

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Route 19	Condah -Hamilton	Bainbridge Secondary College	03 5572 2788
Varied pick up from homes	Hamilton -George Street	George Street Primary	03 5571 1478

Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Tina Walkeden Phone/Mobile: 0438596184	Name: Angela Field Phone/Mobile: 0407273927
Communications Officer	Name: Sharlene Cooper Phone/Mobile: 0447631024	Name: Ashley McLachlan Phone/Mobile: 0400262191
Planning Officer	Name: Allen Walkeden Phone/Mobile: 0403792968	Name: Tina Walkeden Phone/Mobile: 0438596184
Operations Officer (Area Warden)	Name: Angela Field Phone/Mobile: 03 557 72685 0407273927	Name: Katie Calvert Phone/Mobile: 0438765292
Logistics Officer (Warden)	Name: Sharlene Cooper Phone/Mobile: 0447631024	Name: Akala Richardson Phone/Mobile: 0408983576
First Aid Officer + all staff	Name: Kaylene Kerr Phone/Mobile:	Name: Tracy Keen Phone/Mobile:

	0400431708	0419374328
--	------------	------------

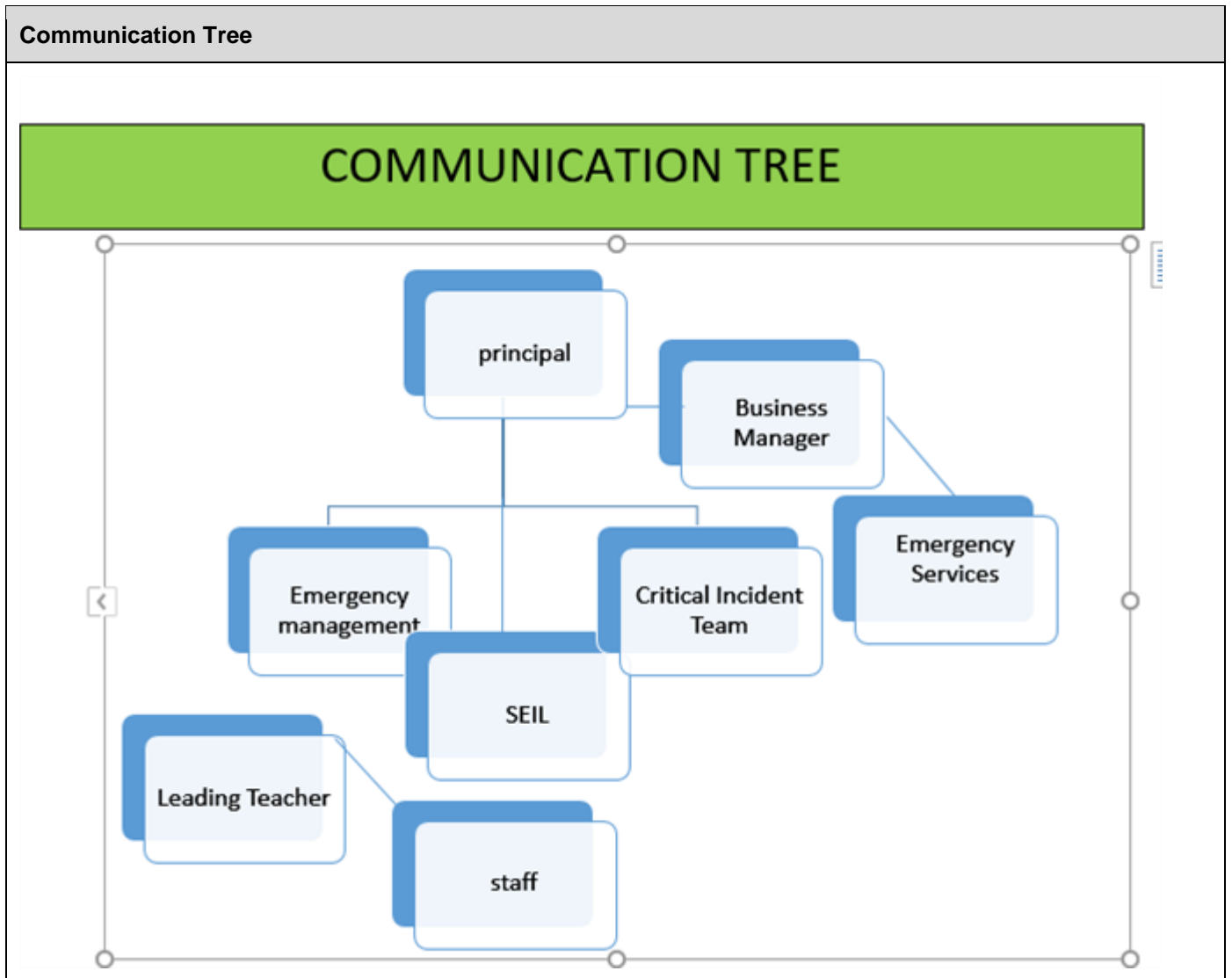
Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.

<p>Planning Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
<p>Operations Officer (Area Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer + all staff	

Communication Tree



Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Mobile phone usage
--------------------------------	--------------------

Name	Contact Details	Support Role
Tina Walkeden	0438596184	Principal
Angela Field /Katie Calvert	0407273927 /0438765292	Leading Teachers

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

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

Details of arrangements	Principal's mobile phone
--------------------------------	--------------------------

Name	Contact Details	Support Role
Tina Walkeden	0438596184	Principal
Jai Pandat	0449022077	ICT tech

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

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

Details of arrangements	Staffing agency / principal and learning specialists or class sharing / split grade
--------------------------------	---

Name	Contact Details	Support Role
free Agency	0473664845	Contract teaching

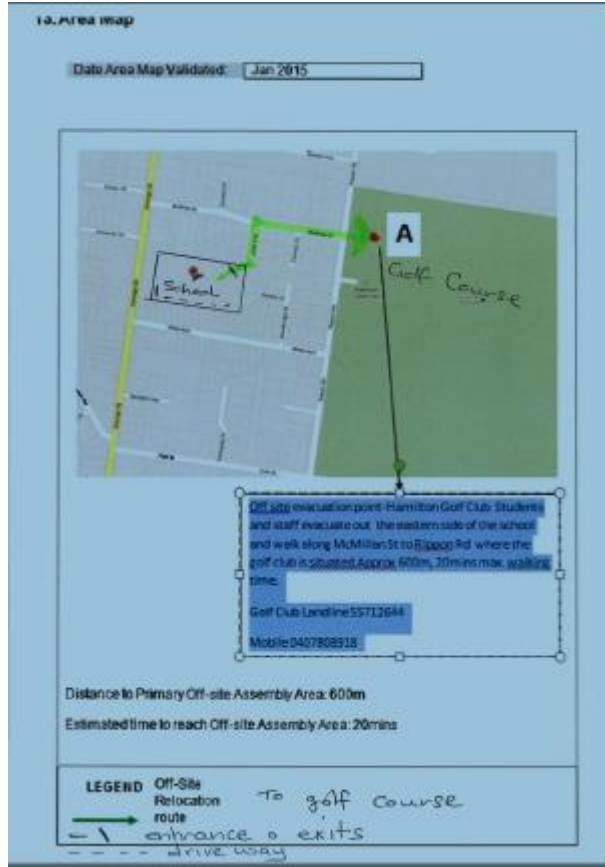
Business Continuity Checklist

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

<ul style="list-style-type: none"> • Reporting • Stakeholder engagement 	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	Yes
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	Yes
Deliver appropriate communications including to: <ul style="list-style-type: none"> • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate) 	Yes

Area Map

Area Map



Evacuation Map

Building Name	Evacuation Procedures
Evacuation Plan	All doors are clearly marked and signed with emergency exit. Students evacuate the building from the closest door to their classroom. Students leave the building and walk to the basketball court and line up under the assembly point. If this is unsafe students will keep walking with their teachers on to the school oval. Teachers collect roll and office to collect master rolls and emergency kits. Teachers follow next instructions, if need be they head to the golf course.

14. Evacuation Diagram

Building Name: **George Street Primary School** Date Evacuation Diagram Validated: **Jan 2015**

