**Scoresby Secondary College**

**Emergency and Critical Incident Management Plan 2021-2022**



 **Cavell Street, Scoresby, VIC, 3179**

 **03 9765 4100 / scoresby.sc@education.vic.gov.au**

**Department of Education and Training**

**Date Approved:**

Purpose

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

Context

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

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

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

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

Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date  | Email or Postal Address |
| Gail Major | Principal | 02/09/2021 | gail.major@education.vic.gov.au |
| Chris Knight | Assistant Principal | 02/09/2021 | chris.knight@education.vic.gov.au |
| Tony Stirling | Leading Teacher | 02/09/2021 | tony.stirling@education.vic.gov.au |
| Michelle De Boer | Learning Specialist | 02/09/2021 | michelle.deboer@education.vic.gov.au |
| Emily Phibbs | Leading Teacher | 02/09/2021 | emily.phibbs@education.vic.gov.au |
| Vicky Kamfonas | Business Manager | 02/09/2021 | vicky.kamfonas@education.vic.gov.au |
| Anne Dros | Office Manager | 02/09/2021 | anne.dros@education.vic.gov.au |
| Michele Rogers | Reception / Attendance Officer | 02/09/2021 | michele.rogers@education.vic.gov.au |
| John Healy | Teacher (HRS Nominee) | 02/09/2021 | john.healy@edumail.vic.gov.au |
| Lee Smith | Laboratory Technician | 02/09/2021 | lee.smith@education.vic.gov.au |
| Ben Phillips | Daily Organiser / Teacher | 02/09/2021 | nejamin.phillips2@education.vic.gov.au |
| Tom Santos | Teacher | 02/09/2021 | tom.tsantlogianis@education.vic.gov.au |
| Cindy Lopes | College Council President | 02/09/2021 | cllopes13@gmail.com |

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Scoresby Secondary College |
| Address | Cavell Street, Scoresby, VIC, 3179 |
| Phone | 03 9765 4100 |
| Email | scoresby.sc@education.vic.gov.au |
| Fax | 03 9765 4199 |
| DET Region | NORTH-EASTERN VICTORIA |
| DET Area | Outer Eastern Melbourne Area |
| LGA | Knox (C) |
| BOM/Fire District | Central District |
| Is your school on Bushfire At- Risk Register? | No |
| Bushfire At-Risk Register Category |  |
| Operating Hours | Student Hours: 8.55am - 3.00pm Office Hours: 8.30am - 4.00pm |
| Number of Students | 260 |
| Number of Staff | 38 |
| Number of Buildings | 11 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | 1st option - Gymnasiam 2nd option - Student Centre |
| On-site Evacuation Location | Synthetic courts |
| Off-site Evacuation Location | Benedikt Reserve |
| Typical method used for communications to school community | Newsletter, Compass |
| Is this school has other services or users of the site? | Yes |

Other Services/Users of Site

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service/User Name | Location | Number of Student or Visitor | Emergency Contact | Phone | Mobile |
| Scoresby Taekwondo | Gymnasium | no more than 20 | Monday & Wednesday 1800-2000hrs | 98375306 | 0418341186 |
| One Hope Community Church | Student Centre (North Eastern Building and Student Centre) | 150-300 | Sundays 0900-1300hrs Mondays 1900hrs-2100hrs | 97599155 | 0418369251 |
| East Victoria Roller Derby | Gymnasium | 40 | Thursdays 1915-2115hrs | Linda Carpenter | 0409014787 |
| Salvation Army And Scoresby Cricket Clubs | Oval | Unknown | Saturdays | Knox City Council (Robert) |  |
| Scoresby Football Club | Oval | unknown | Mondays, Wednesdays, Fridays 1750hrs | Knox City Council |  |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| General Office | 97654100 |
| Junior School office | 9765 4123 |
| Senior School office | 9765 1174 |
| Science office | 9765 4184 |
| Art/Technology | 9765 4102 |
| English/Humanities | 9765 4182 |
| Maths | 9765 4147 |
| Gymnasiam | 9765 4134 |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring Company | Number |
| Fire | Not Applicable |  |  |
| Intrusion | Administration, 100, 300, 400 Buildings & Recource Centre 200 Building Senior School Hub, Student Centre and Canteen Gymnasium | DET - Emergency Management | FOB in General Office Foyer FOB in room 204 FOB in Student Centre - Canteen FOB in Gymnasium Foyer |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service Provider | Location of shutoff Instructions |
| Gas / Propane | Gas meter - Facilities Block - Western boundary LPG - relocatable classrooms | AGL Origin | Adjacent to meter |
| Water | Water meter - meter cage - Southern boundary | South-East Water | Mains tap |
| Electricity | Main switchboard - Facilities Block - Western boundary | Red Energy | Adjacent to meter |

Sprinkler System

|  |  |
| --- | --- |
| Control Valve Location | NA |
| Shutoff Instructions Location | NA |

Boiler Room

|  |  |
| --- | --- |
| Location | Facilities Block - Western Boundary |
| Access | Master Key |

Emergency Power System

|  |  |
| --- | --- |
| Type | Back up battery to PA only |
| Location | General Office |
| Provides power to | Public Address System |
| Shutoff Instructions Location | General Office |

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| Science Labs | North East building. 400 Block |
| Boiler room | Facilities Block - western boundary |
| Gas meter | Facilities Block - western boundary |
| Gas hot water unit | Gymnasium storeroom |

Additional Profile Information

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

Emergency Kit Checklist

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

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 27/01/2021 |
| Next check date | 28/01/2022 |

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date  |
| Term 1 | Evacuation | Chris Knight | 25/03/2021 | 25/03/2021 |
| Term 2 | Lockdown | Chris Knight | 25/06/2021 | 25/06/2021 |
| Term 3 | Evacuation | Chris Knight | 03/09/2021 | 20/09/2019 |
| Term 4 | Lockdown | Chris Knight | 06/12/2021 | 07/12/2018 |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Chris Knight | First Aid (HLTAID003) Allens Training | 11/02/2024 |
| Gail Major | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Fiona Matthews | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Emma Morris | First Aid (HLTAID003) Allens Training | 15/02/2021 |
| Benjamin Phillips | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Su-Nhi Kim | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Lee Smith | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Anne Dros | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Michele Rogers | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Emily Phibbs | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Jake Barnett | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Casey Lawson | First Aid (HLTAID003) Allens Training | 14/02/2022 |
| Xinyue Fan | First Aid (HLTAID003) Allens Training |  |

Other Training Record

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Type | Date |
|  |  |  |

Students or Staff with Additional Needs

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

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

|  |  |  |
| --- | --- | --- |
| Category | Number of Staff | Number of Students |
| Anaphylaxis | 2 | 5 |
| Asthma | 0 | 32 |
| Autism | 0 | 11 |
| Hearing impaired | 0 | 1 |
| Intellectual disability | 0 | 1 |
| Mobility issues | 0 | 0 |
| Severe behaviour disorder | 0 | 0 |
| Vision impaired | 0 | 0 |
| Diabetic | 1 | 1 |
| Epilepsy | 1 | 0 |

Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
| Bushfire/Grassfire | ​Cause:• Ember attackConsequences:• Potential physical danger (could be fatal) to all members of and visitors to the college• Potential for smoke inhalation or other internal respiratory harm• Potential for panic and psychological distress | ​• Emergency Management Training for staff and students• Emergency response procedures displayed in all areas of the college• Fire-fighting equipment regularly maintained• Grounds maintained to prevent build-up of leaf litter etc.​ | Effective |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | ​• Education program for dealing with emergencies at and associated with the college. Program to include trial evacuations.• Emergency response procedures to be updated and displayed in all areas of the college• Regular grounds maintenance carried out​ |

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| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 |
| Fire Gas Leak Explosion | ​Cause:• Incident in Science or Food Technology classrooms• Poor maintenance of electrical equipment in a classroom, office or visiting trades personConsequences:• Potential physical danger (could be fatal) to all members of and visitors to the college• Potential for smoke inhalation or other internal respiratory harm• Potential for panic and psychological distress | ​• Emergency Management Training for staff and students, including trial evacuations• Emergency response procedures displayed in all areas of the college• Fire-fighting equipment regularly maintained• All visitors to the college required to report to the general Office to obtain a visitors pass. Details entered in the Visitor’s register.​ | Effective |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | ​• Education program for dealing with emergencies at and associated with the college. Program to include trial evacuations.• Emergency response procedures to be updated and displayed in all areas of the college• Fire-fighting equipment to be regularly maintained by registered/approved provider• College community members to be reminded of the need to report to the General Office for either a Visitor’s Pass or student late pass if they have missed the morning roll call. |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 |
| Offsite emergency | ​• Potential physical danger (could be fatal) to members of the college• Potential for panic and psychological distress | ​• College maintains contact with Teacher In Charge or facilitator of activity• Assessment carried out by the College Incident Controller in liaison with local personnel/emergency officers on site as to whether additional staff are required to be dispatched to venue• Parents and or staff are notified of circumstances as deemed necessary by the College Incident Controller | Effective |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | ​• Maintenance of current practices​ |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 |
| School Bus accident | ​• Potential physical danger (could be fatal) to members of the college• Potential for panic and psychological distress | ​• College monitors news services for information about any special conditions/activities occurring in the vicinity of the proposed outing• For self-drive buses: hire only from reputable hire companies who can ensure safety standards have been met.• Drivers to complete a safety check of the vehicle prior to departure• Drivers have a valid Driver’s Licence relevant to the vehicle being driven• For bus hire: hire only from reputable bus lines who can ensure safety standards are met• All passengers to wear seat belts where fitted• First aid kits to go with student excursion groups• School office has mobile telephone number recorded for Teacher In Charge of excursion/activity | Effective |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | ​• Maintenance of current practices• High visibility vest to be included in the first aid kit for Teacher In Charge to access if required at the scene of an incident |

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| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

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| Severe vehicle accident in local area | ​• Potential physical danger to members of and visitors to the college​ | ​• Public address system maintained and supported by battery back-up so that announcements can be made to advise students, staff and visitors of location of potential danger.• Staff have access to high-visibility jackets to be able to be located safely so as to direct people away from danger if necessary | Effective |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 | ​• Maintenance of current practices​ |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |
| Electricity lines down | ​• Potential physical danger to members of and visitors to the college​ | ​• Public address system maintained and supported by battery back-up so that announcements can be made to advise students, staff and visitors of location of potential danger.• Staff have access to high-visibility jackets to be able to be located safely so as to direct people away from danger if necessary | Effective |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 | ​• Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |
| Building fire | Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals. | • Emergency Management Training for staff and students, including trial evacuations• Emergency response procedures displayed in all areas of the college• Fire-fighting equipment regularly maintained• All visitors to the college required to report to the general Office to obtain a visitors pass. Details entered in the Visitor’s register.​ | Effective |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | ​• Education program for dealing with emergencies at and associated with the college. Program to include trial evacuations.• Emergency response procedures to be updated and displayed in all areas of the college• Fire-fighting equipment to be regularly maintained by registered/approved provider• College community members to be reminded of the need to report to the General Office for either a Visitor’s Pass or student late pass if they have missed the morning roll call. |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **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. | • Emergency Management Training for staff and students, including trial lockdowns• Emergency response procedures displayed in all areas of the college• Public address system maintained and supported by battery back-up• All visitors to the college required to report to the general Office to obtain a visitors pass. Details entered in the Visitor’s register.​ | Effective |

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| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 | • Education program for dealing with emergencies at and associated with the college. Program to include trial lockdowns.• Emergency response procedures to be updated and displayed in all areas of the college• Operation of the public address system to be checked daily• College community members to be reminded of the need to report to the General Office for either a Visitor’s Pass or student late pass if they have missed the morning roll call. |

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| **Consequence** |
| Moderate |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | • Emergency Management Training for staff and students, including trial evacuations• Emergency response procedures displayed in all areas of the college• All visitors to the college required to report to the general Office to obtain a visitors pass. Details entered in the Visitor’s register.• Bomb Threat checklist located next to each phone in the General Office​ | Effective |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | Education program for dealing with emergencies at and associated with the college. Program to include trial evacuations.• Emergency response procedures to be updated and displayed in all areas of the college• College community members to be reminded of the need to report to the General Office for either a Visitor’s Pass or student late pass if they have missed the morning roll call.• Reception staff to undertake refresher training in using the Bomb Threat Checklist |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| 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 | • Emergency Management Training for staff and students, including trial lockdowns• Emergency response procedures displayed in all areas of the college• Public address system maintained and supported by battery back-up• All visitors to the college required to report to the general Office to obtain a visitors pass. Details entered in the Visitor’s register.• Gutters and drains maintained regularly• Trees inspected for safety• All attendance data and financial reports backed-up daily | Effective |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 | ​• Maintenance of current practices• Grounds, (including gutters and drains) to be checked regularly for leaf build-up. |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

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| Influenza pandemic | Risk of health and possible death (in extreme cases) |  | Effective |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

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|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 |
| 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 | • Public address system maintained and supported by battery back-up so that announcements can be made to advise students, staff and visitors of location of potential danger.• Staff have access to high-visibility jackets to be able to be located safely so as to direct people away from danger if necessary | Effective |

|  |
| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 | Education program for dealing with emergencies at and associated with the college. Program to include trial evacuations.• Emergency response procedures to be updated and displayed in all areas of the college• Mobile phone available and portable charges• College community members to be reminded of the need to report to the General Office for either a Visitor’s Pass or student late pass if they have missed the morning roll call. |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

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| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder |  * Recognise indicators of Child Abuse
* Child Safe Standards
* PROTECT protocol
* Student Critical Incident Advisory Line
* Student Support Services/Student Welfare Coordinator
 | Effective |

|  |
| --- |
| **Consequence** |
| Severe |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 | ​• Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Severe |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

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| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach |  * [Privacy (including DET’s Schools’ Privacy Policy)](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx)
* [Privacy, Department provided software](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx)
* [Privacy (requests for Information about Students)](https://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx)
* [Acceptable use of ICT Resources](https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx)
* Staff member manages and reviews school’s privacy practices
* Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.
* Examine data security arrangements
* BYOD usage and guidelines
* Password protocols for ICT
 | Effective |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | ​• Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

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| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident |  * Staff trained in first aid
* First Aid Kit
* Staff observant to signs of illness
* Medical history – staff/students
* [First Aid and Infection Control Procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx)
* Medication Authority Form and authority to administer
 | Effective |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 | ​• Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 |
| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning |  * Student Support Services
* Well-being staff in school
* SafeMinds
* Navigator Program
* Student Engagement and Inclusion Guidance
* Building Resilience Framework
* Victorian Anti-bullying and Mental Heath Initiative
 | Effective |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 | ​• Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress |  * School records attendance
* Student engagement policy to promote school attendance and address truancy, which is staged
* Recess and lunchtime supervision.
* Behaviour Support Plans to address individual truancy.
* Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)
* List of students to attend camp to be held at school site and by Teacher in Charge on camp.
* School excursion/camp risk assessment
 | Effective |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 | • Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support |  * Student Support Services
* Well-being staff in school
* Managing Trauma Guide
* Incident Support and Operations Centre referrals
* Employee Assistance Program
 | Effective |

|  |
| --- |
| **Consequence** |
| Severe |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 | • Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Severe |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education | Site based policies and strategies* Lunchtime and recess supervision
* School based security measures e.g. duress alarm, CCTV
* Behavioral Code of Conduct
* School social media strategies to address online harassment
* Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student

School pursues specific interventions or referrals as required/appropriate:* Trespass order
* Child Protection referral
* Family violence referral

Specific supports for students with challenging behaviors and interventions:* Referral to Student Support Services (SSS)
* School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)
* Restraint and Seclusion procedures
* Respectful Relationships
* Health and Human Services Behaviour Support Services
* More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional
* School welfare officer/coordinator engaged

Training * Diffusion strategies and training for staff
* Conflict management training
* Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism

Specific support for teacher/staff in dealing with challenging behaviours* Employee Assistance Program (EAP) for impacted staff
* Principal Mentor Program
* Proactive Wellbeing Supervision
* Principal Health Checks
* Early Intervention Principal Support Service

Refer to additional resources for impacted persons* School breakfast club (where available)
* School wide Positive Behaviour Support
* Koori inclusive School Wide Positive Behaviour Support
 | Effective |

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| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 | ​• Maintenance of current practices​ |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents: DET *School Operations Guide*[*https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/)*Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria’s Chief Health Officer (<https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx>).   | Acceptable |

|  |
| --- |
| **Consequence** |
| Severe |
| **Likelihood** |
| Likely |
| **Risk Level** |
| Extreme |

 | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. |

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| **Consequence** |
| Major |
| **Likelihood** |
| Possible |
| **Risk Level** |
| High |

 |

Core Emergency Response Procedures

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| --- | --- |
| Core Procedures | **Procedure Instructions** |
| On-site evacuation/relocation procedure | ​When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.* Call 000 and inform emergency services of the nature of the emergency.
* Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
* Notify North Eastern Region and seek advice from the Regional Manager, Operations and Emergency Management if required.
* Evacuate students, staff and visitors out of the building to the outside sport courts if this is the evacuation option.
* Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
* Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
* Contact parents if required.
* Maintain a record of actions/decisions undertaken and times.
* Confirm with emergency service personnel that it is safe to return to normal operations.

**Actions after on-site evacuation/relocation procedure*** Ensure any students, staff or visitors with medical or other needs are supported.
* Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
* Determine whether to activate your parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
* Contact the SSSO Network Coordinator if required.
* Print and issue pre-prepared parent letters and give these to students to take home.
* Ensure all staff are made aware of Employee Assistance Program contact details.
* Seek support from your region/regional Manager, Operations and Emergency Management if required.
* Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
* Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
 |
| Off-site evacuation procedure | If it is unsafe for students, staff and visitors to remain on the school grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.* Call **000** for emergency services and seek and follow advice.
* Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
* Notify North East Region and seek advice from your regional Manager, Operations and Emergency Management if required.​
* Identify which off-site assembly point you will evacuate staff, students and visitors to.
* Evacuate staff, students and visitors to Benedikt Reserve, Rosehill Street, Scoresby.
* 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.
* 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.
* Contact parents as required.​
* Maintain a record of actions/decisions undertaken and times.
* Confirm with Emergency Service personnel that it is safe to return to normal operations.

**Actions after off-site evacuation procedure*** 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 the parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
* Print and issue pre-prepared parent letters and give these to students to take home.
* Ensure any students, staff or visitors with medical or other needs are supported.
* Contact the SSSO Network Coordinator if required.
* Ensure all staff are made aware of Employee Assistance Program contact details.
* Seek support from North Eastern Region (regional Manager, Operations and Emergency Management) if required.
* Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
* Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
 |
| Lock-down procedure | When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary. * ​Call 000 and inform emergency services of the nature of the emergency.
* Announce the lock-down using the “John Black” announcement and provide instructions to staff e.g. close internal doors and windows, 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.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* 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.
* Ascertain (as possible) if all students, staff and visitors are accounted for.
* Maintain a record of actions/decisions undertaken and times.
* Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
* Contact parents as required.​

**Actions after lock-down procedure*** ​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 the parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
* Ensure any students, staff or visitors with medical or other needs are supported.
* 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 North Eastern Region (regional Manager, Operations and Emergency Management) if required.
* Undertake operational debrief to review the lock-down and procedural changes that may be required.
* Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
 |
| Lock-out procedure | When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.* ​Call 000 and inform emergency services of the nature of the emergency.
* Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
	+ lock doors to prevent entry
	+ check the premises for anyone left inside
	+ obtain Emergency Kit
* Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
* Notify North Eastern Region and seek advice from the regional Manager, Operations and Emergency Management if required.Go to the designated assembly point/s, Benedikt Reserve, Rosehill Street, Scoresby.
* Check that students, staff and visitors are all accounted for.
* 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.

**Actions after lock-out procedure*** Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
* Determine whether to activate the parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
* Ensure any students, staff or visitors with medical or other needs are supported.
* 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 North Easter Region (regional Manager, Operations and Emergency Management) as required.
* Prepare and maintain records and documentation.
* Undertake operational debrief to review the lock-out and procedural changes that may be required.
* Complete your Post Emergency Record (refer to Appendix 4 of the Guide).​
 |
| Shelter-in-place procedure | When an incident occurs outside the school and emergency services or the Incident Controller (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 Incident Controller on-site will take charge and activate the Incident Management Team if necessary.* Call 000 and inform emergency services of the nature of the emergency.
* Incident Controller activates the Incident Management Team.
* Move all students, staff and visitors to the pre-determined shelter-in-place area College Gym or Student Centre.
* Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
* Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
* Notify North Eastern Region and seek advice from the regional Manager, Operations and Emergency Management if required.
* Ascertain (as possible) if 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.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.
* Where appropriate, confirm with emergency service personnel that it is safe to return to normal operation.

**Actions after shelter-in-place procedure*** ​Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over.
* Determine whether to activate the parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
* Ensure any students, staff or visitors with medical or other needs are supported.
* 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 North Eastern Region (regional Manager, Operations and Emergency Management) as required.
* Prepare and maintain records and documentation.
* Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
* Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
 |

Specific Emergency Response Procedures

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| Specific Procedures | **Procedure Instructions** |
| Bushfire/Grassfire | **Bushfire/Grassfire Specific Emergency Response Procedures.****Triggers for Action.**The need for action by the school is triggered when there is a bushfire or grassfire that;* is observable, or
* identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.
* there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.

**Immediate Actions / Seek Advice .*** If immediate emergency services assistance is required phone '000'.
* 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.

|  |  |  |
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| **Name** | **Role** | **Mobile number** |
| Insert name | Manager Operations and Emergency Management | Insert Number |
| Insert name | Emergency Management Support Officer | Insert Number |

* Report the incident to ISOC (1800 126 126)
* Convene your Incident Management Team (IMT)
* Continue to monitor conditions such as wind change, size of fire, direction of travel.
* Continue to monitor warnings and advice messages through the VicEmergency App or website.
* 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.

**Other sources of Information*** Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
* ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

**Actions for the School when it is within a VicEmergency warning area**

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| --- | --- | --- |
| **VicEmergency Warning** | **What it means** | **School Actions** |
| **Advice Warning** | Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups. | If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change. |
| **Watch and Act Warning** | Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.  | If your school is in a Watch and Act Warning area, seek advice and then decide whether to; * remain on site, shelter in place (if required) and monitor the situation
* call parents to pick up their children
* evacuate the school to your offsite bushfire evacuation location.
 |
| **Emergency Warning** | Issued when the community is in imminent danger of an incident/event and need to take action now.  | 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. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school. |
| **Prepare to Evacuate** | **Prepare to Evacuate** – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property. | If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice.  |
| **Evacuate Now** | **Evacuate Now** – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.  | If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice..  |

**Sheltering in Place.**If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.* Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
* 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 *Shelter in Place*.
* Check that all students, staff and visitors are accounted for.
* Ensure communications with emergency services are maintained.
* Advise parents that the school is sheltering in place and they should not come to pick their children up.
* If parents arrive, encourage them to stay with their children at the school.
* Check all windows and doors in the *Shelter in Place* are closed (but doors are not locked).
* Turn off gas supply
* Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
* If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the *Shelter in Place* and the evacuation path between the *Shelter in Place* and *Onsite Bushfire Evacuation location* and *Offsite Bushfire Evacuation Location.*
* 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.
* The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
* Wait for emergency services to arrive or provide further information.
* Any decision to leave the Shelter in Place should only occur on advice of emergency services
* Continually monitor *Shelter in Place* for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
* If the building has ignited and is not safe to extinguish – evacuate to the >*Onsite Evacuation Location* or *Offsite Bushfire Evacuation Location*, via the defined route.
* Maintain a record of actions/decisions undertaken and times.

*As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.* |
| Fire Gas Leak Explosion |  * **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 ***hard courts***, 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 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

  |
| Offsite emergency |  * Phone 000 to notify the emergency services and seek advice.
* If appropriate, seek shelter or open space.
* Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
* If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate location.
* Check that all students and staff are accounted for.
* Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
* Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
* Report the emergency to Security Services Unit on 1800 126 126.
* Notify North Eastern Region and seek advice from the regional Manager, Operations and Emergency Management if required.
* Direct all Media enquiries to DET Media Unit on 8688 7776.​
 |
| School Bus accident |  * Phone 000 to notify the emergency services and seek advice.
* If appropriate, seek shelter or open space.
* Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
* If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate location.
* Check that all students and staff are accounted for.
* Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
* Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
* Report the emergency to Security Services Unit on 1800 126 126.
* Notify North Eastern Region and seek advice from the regional Manager, Operations and Emergency Management if required.
* Direct all Media enquiries to DET Media Unit on 8688 7776.​
 |
| Severe vehicle accident in local area |  * Phone 000 to notify the emergency services and seek advice.
* If appropriate, seek shelter or open space.
* Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
* If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate location.
* Check that all students and staff are accounted for.
* Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
* Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
* Report the emergency to Security Services Unit on 1800 126 126.
* Notify North Eastern Region and seek advice from the regional Manager, Operations and Emergency Management if required.
* Direct all Media enquiries to DET Media Unit on 8688 7776.​
 |
| Electricity lines down |  |
| Building fire |  * **Call 000** for emergency services and seek and follow advice.
* Activate the fire alarm.
* If appropriate, follow the procedure for on-site evacuation.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Extinguish the fire (only if safe to do so).
* Evacuate to the ***Hard court***, 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 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

8688 77768688 7776. |
| Intruder |  * **Call 000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden.
* Do not do or say anything to the person to encourage irrational behaviour.
* Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
* Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
* Evacuation only should be considered if safe to do so.
* Report emergency to the Security Services Unit on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Contact parents as required.
* Direct all Media enquiries to DET Media Unit on 8688 7776
 |
| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)***Immediate response** Immediately clear and cordon off the area in the vicinity of the object.
* Call **000** for police and seek and follow advice.
* Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
* Report the emergency to the Security Services Unit on 1800 126 126.
* Do not approach, touch, tilt or tamper with the object.

*Evacuation** Evacuate the school and:
	+ Ensure students and staff are not directed past the object
	+ Alert any other services co-located at the school site
	+ Check that all students, staff and visitors are accounted for
	+ Restrict all access to the site and ensure there are no barriers inhibiting access by police
	+ ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

*Communication** Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
* Contact parents when evacuation is complete and it is safe to do so.
* Notify your regional emergency management contact and seek advice if necessary.
* Direct all Media enquiries to DET Media Unit on 8688 7776.
* Await "all clear" advice from police before returning to school buildings to resume normal school activities.
* ***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 telephone*** **DO NOT HANG UP**
* Keep the person talking for as long as possible and obtain as much information as possible.
* Without alerting the caller, signal a co-worker to:
	+ call 000 for police on a separate phone
	+ notify the Chief Warden/principal
	+ report emergency to the Security Services Unit on 1800 126 126.
* Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
	+ gender of caller
	+ age of caller
	+ accents and speech impediments
	+ background noises
	+ key phrases used
	+ whether the threat is automated/taped/recorded.

**Ask the caller:** * where exactly is the bomb/substance located?
* what time will the bomb explode/the substance be released?
* what will make the bomb explode/how will the substance be released?
* what does the bomb look like?
* what kind of device/substance is it?
* who put the bomb/substance there? Why was it put there?
* what kind of substance is it (gas, powder, liquid)? How much is there?
* where are you? Where do you live?
* what is your name? What are your contact details?
* Once the call is finished:
	+ **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
	+ Immediately:
		- inform the Chief Warden/principal if this has not yet been done
		- call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
		- o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
	+ implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
	+ report the emergency to the Security Services Unit on 9589 6266
	+ ensure all of the caller information has been written down and provided to police on arrival.
	+ ***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 1800 126 126.
* ***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 1800 126 126.
	+ ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

**If you are at the site of an explosion*** + Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
	+ Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.
	+ Help others to leave the area. Use stairs instead of elevators.
	+ Be aware of weakened floors and stairways and watch for falling debris.
	+ Once out of the affected building:
		- Move students away from windows and glass doors or other potentially hazardous areas
		- Use caution to avoid debris that could be hot or sharp
		- Call 000 for emergency services and seek and follow advice
		- Report the emergency to the Security Services Unit on 1800 126 126
		- Be aware of any potential secondary explosions
		- Limit use of phones as communications systems may become congested.
 |
| Severe weather event |  * **Call 000** if emergency services are needed and seek and follow advice.
* Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
* Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
* During a severe storm:
	+ Remain in the building and keep away from windows.
	+ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
* Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
* Disconnect electrical equipment - cover and/or move this equipment away from windows.
* Report emergency to the Security Services Unit on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
 |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/\_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)](https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):*** Determine which services are affected and the extent of the impact.
* Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.
* **Call 000** if emergency services are required to respond e.g. power lines down in front of school.
* Contact the relevant provider/s to report outage and ascertain when restoration will occur.
* Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
* Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.
* Report the loss of essential services to the Security Services Unit on 1800 126 126.
* Contact parents as required.
* Refer to the school’s Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.
* Insert any additional steps, including mitigation steps that you have identified in your risk assessment

  |
| Child Abuse |  In the event of an incident, disclosure, or suspicion of child abuse, the school will:* Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf>
* Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdfFor suspected student sexual offending, the school will:* Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>.
* Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdfIn the event of an incident, disclosure, or suspicion of child abuse, the school will:* Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf>
* Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdfFor suspected student sexual offending, the school will:* Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>.
* Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf>In the event of an incident, disclosure, or suspicion of child abuse, the school will:* Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf>
* Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdfFor suspected student sexual offending, the school will:* Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>.
* Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf |
| Information Security |  * Contact your IT specialist technician for advice and support
* If you require support from IMTD contact the Service Desk through one of the following mechanisms:
	+ Phone 1800 641 943
	+ Email servicedesk@edumail.vic.gov.au
	+ Submit an IT Service Request through the Service Gateway
* If the incident involves sensitive and/or personal information that may identify an individual without their consent
* Phone the privacy help desk on 8688 7967
* Email privacy@edumail.vic.gov.au
* Consider notifying the Media Unit on 8688 7776
* If the information security breach is considered malicious contact local police
* Offer impacted staff option to access EAP (as applicable)
* Offer Student Support Services support to impacted students (as applicable)
 |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion* Call’ 000’ if immediate/life threatening
* Administer first aid
* Contact parent/guardian of affected student
* Contact Incident Support and Operations Centre (ISOC) on 1800 126 126
* Record evidence (if applicable)
* Keep other students away from the emergency/incident
* Provide support for students who may have witnessed early stage of emergency
 |
| Mental Stress |  * If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’
* Administer first aid (if appropriate) – keep physically and emotionally safe
* Report the incident to the Incident Support and Operations Centre on 1800 126 126
* Consider whether the following supports are appropriate:
	+ School’s student wellbeing officers
	+ Student Support Services
	+ Doctors in Secondary Schools
	+ Kids Helpline - 1800 55 1800
	+ Headspace in schools 0458 559 736
	+ Lifeline - 13 11 14
	+ Referral to the Navigator program for wrapround support for disengaged learners
	+ Suicide prevention resources from Beyond Blue and/or Headspace
	+ CAT Team – acute mental health triage
 |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:* Search the immediate area
* Contact the parent/carer
* Contact ‘000’ for police to report child missing
	+ Provide a description, time last seen and location
* Report the incident to the Incident Support and Operations Centre on 1800 126 126
 |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff): * Contact ‘000’ for police/ambulance attendance
* Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
* Seek Student Support Services support
* Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including:
* Develop a Communications Plan – check what information can be released:
	+ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	+ Limit exposure to ongoing trauma, distressing sights, sounds and smells
	+ Continue to identify those most at risk and triage for support
	+ Consider tribute, memorial, ritual
* Monitor the wellbeing of staff
* Actively implement self-care strategies
* If the incident occurs on school premises/camp/excursion
	+ Preserve the evidence
	+ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	+ Contact Legal Division on 9637 3146
	+ Consider a Worksafe Notification 13 23 60
	+ Contact Communications Division/Media Unit on 8688 7776

  |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the [Safety Management Plan for COVID-19 (COVIDSafe Plan):](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx%20)* For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) for **Managing a suspected or confirmed case of coronavirus (COVID-19)**
* For suspected cases in staff, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools**
* Also see the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Management of an unwell student or staff member**
* Principals are also to implement the actions outlined within the [action checklist for principals PDF](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.pdf) or in a [word accessible version](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.docx).
 |
| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:* Intervene only if safe to do so
* Contact ‘000’ if immediate/life threatening and require police/ambulance attendance
* Initiate action to confine or isolate the aggressor
* Determine whether evacuation, lock-down or Shelter in Place is required.
* Administer first aid if required and safe to do so
* Contact parent/guardian of student(s) impacted
* Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126
* Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan
* Record evidence (if applicable)
* If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place

 If staff are directly impacted:* Consider lodging an eduSafe report
* Consider whether a report to WorkSafe is required
* Contact Employee Assistance Program for support
* Consider liaison with the Principal Early Intervention Program

 If there is an allegation of reportable conduct:* Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice

  |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal / Director | Mrs Gail Major | 97654113 | 97637872 | 0419207630 |
| Assistant Principal | Mr Chris Knight | 97654127 | 0408455599 | 0477735758 |
| Business Manager | Mrs Vicky Kamfonas | 97654157 | 0423 228 554 | 0423 228 554 |
| Head of Junior School | Mrs Emily Phibbs | 97654145 | 0412 998 176 | 0412 998 176 |
| Head of Senior School | Mr Tony Stirling | 97654146 | 0420 925 122 | 0420 925 122 |
| Year 7 Coordinator | Mr Sam Eddy | 97654144 | 0401 605 324 | 0401 605 324 |
| Year 8 Coordinator | Ms Sylvia Wood | 97654123 | 0409987720 | 0409987720 |
| Year 9 Coordinator | Ms Su-nhi Kim | 97654171 | 0402 178 282 | 0402 178 282 |
| Year 10 Coordinator | Mr Tom Santos | 97654131 | 0417 054 055 | 0417 054 055 |
| Year 11 Coordinator | Mr Jake Barnett | 97654170 | 0403 055 409 | 0403 055 409 |
| Year 12 Coordinator | Ms Vicki Manioudakis | 97654174 | 0403912217 | 0403912217 |
| First Aid Officer | Mrs Michele Rogers | 97654110 | 0408586488 | 0408586488 |
| OH&S Representative 1 | Ms Lee Smith | 97654150 | 0410 535 642 | 0410 535 642 |
| OH&S Representative 2 | Mr John Healy | 97654184 | 0434 417 625 | 0434 417 625 |
| School Council President/ Committee Chair | Cindy Lopes | 0418564766 | 0418564766 | 0418564766 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Terry Bennett | 1300 333 231 |  |
| Regional Office (nevr@edumail.vic.gov.au) | General enquiries, Benalla, Glen Waverley | 1300 333 231, (03) 8392 9500, |  |
| Manager, Operations & Emergency Management | Cristina Perra | 03 7505 3641 | 0448 284 749 |
| Emergency Management Support Officer | Adam Schwebel | 03 7505 3630 | 0427 374 563 |
| Incident Support and Operations Centre (ISOC) |  | 1800 126 126 |  |
| Programmed Maintenance Services |  | 1300 133 468 |  |
| OHS Advisory Service |  | 1300 074 715 |  |
| Employee Assistance Program |  | 1300 361 008 |  |
| Media Unit (on call 24/7) |  | (03) 8688 7776 |  |
| SEIL | Justin Butler | 03 9754 2675 | 0400 112 352 |
| SSSO Team Leader |  |  |  |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Local Police Station | Knox 98817000 |
| Ambulance | 000 |
| Fire Services Authority MFB/CFA | 000 |
| State Emergency Service | 132 500 |
| Hospital(s) | William Angliss 97646111 |
| Gas (check for local number) | TRU 132083 Bottled Gas 132462 |
| Electricity (check for local number) | ORIGIN 131799 |
| Water Corporation (check for local number) | South East Water 95523000 |
| Department of Human Services (Regional Office) | 1300360452 |
| Department of Human Services- Child Protection (Regional Office) | 1300 360 391 After Hours 131278 |
| Local Government | Knox Council 03 9298 8000 |
| EPA | (03) 9695 2722 |
| DET Regional Office | 92652400 |
| Emergency Management Services Unit (ESMU) | (03) 9589 6266 |
| Other |  |

School Bus Emergency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Bus Routes | Areas Services | Schools serviced or bus coordinating school | Contact Details |
| Route 693 | Oakleigh, Brandon Park, Wheelers Hill, Scoresby, Upwey, Belgrave, Ferntree Gully | Brentwood SC, Scoresby SC, Upwey HS | Invicta 97372000 |
| Route 753 | Bayswater, Boronia, Ferntree Gully, Scoresby | Bayswater SC, Fairhills HS, Scoresby SC, Brentwood SC, Glen Waverley SC | Ventura 94882100 |
| Route 755 | Wantirna South, Ferntree Gully, Boronia, Bayswater | Scoreby SC, Fairhills HS, Boronia K-12 Bayswater SC | Ventura 94882100 |
| Route 758 | Knox City, Knoxfield | Scoresby SC | Ventura 94882100 |
| Route 901 | Wantirna South, Scoresby, Rowville | Rowville SC, Scoresby SC, Wantirna College | Transdev 94882100 |

Incident Management Team

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| --- |
| **IMT Structure** |
|  |

|  |  |  |
| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander |

|  |
| --- |
| **Name:** |
| Gail Major |
| **Phone/Mobile:** |
| 97654113 0419207630 |

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|  |
| --- |
| **Name:** |
| Chris Knight |
| **Phone/Mobile:** |
| 97654127 0477735758 |

 |
| Planning Officer |

|  |
| --- |
| **Name:** |
| Chris Knight |
| **Phone/Mobile:** |
| 97654127 0477735758 |

 |

|  |
| --- |
| **Name:** |
| Ben Phillips |
| **Phone/Mobile:** |
| 97654146 |

 |
| Operations Officer (Area Warden) |

|  |
| --- |
| **Name:** |
| Tony Stirling |
| **Phone/Mobile:** |
| 97654146 |

 |

|  |
| --- |
| **Name:** |
| Emily Phibbs |
| **Phone/Mobile:** |
| 97654145 |

 |
| Communications Officer |

|  |
| --- |
| **Name:** |
| Chris Knight |
| **Phone/Mobile:** |
| 97654127 0477735758 |

 |

|  |
| --- |
| **Name:** |
| Vicky Kamfonas |
| **Phone/Mobile:** |
| 97654157 0423228554 |

 |
| Logistics Officer (Warden) |

|  |
| --- |
| **Name:** |
| Ben Phillips |
| **Phone/Mobile:** |
| 97654146 |

 |

|  |
| --- |
| **Name:** |
| Tom Santos |
| **Phone/Mobile:** |
| 97654131 |

 |
| First Aid Officer |

|  |
| --- |
| **Name:** |
| Michele Rogers |
| **Phone/Mobile:** |
| 97654110 0408586448 |

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|  |
| --- |
| **Name:** |
| Anne Dros |
| **Phone/Mobile:** |
| 97654112 0410520704 |

 |

Incident Management Team Roles & Responsibilities

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

**During Emergency*** Attend the emergency control point.
* Ascertain the nature and scope of the emergency.
* Ensure that the emergency services have been notified.
* Ensure the appropriate response has been actioned.
* Convene our IMT as required.
* Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
* Brief the incoming emergency services and respond to their requests.
* Report the emergency to the Security Services Unit on 9589 6266.

**Post- Emergency*** When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.
* Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
* Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
 |
| Planning Officer | **Pre-Emergency*** Assist the Incident Controller (Chief Warden).
* Identify resources required.
* Participate in emergency exercises/drills.

**During Emergency*** Attend the emergency control point.
* Ascertain the nature and scope of the emergency.
* Report any changes in the situation to the Chief Warden.
* Act as directed by the Chief Warden.
* Plan for contingencies.

**Post- Emergency*** Collect and evaluate information relating to the emergency.
* Identify recovery needs and develop a recovery plan (if required).
 |
| Operations Officer (Area Warden) | **Pre-Emergency*** Regularly check and report on deficiencies of emergency equipment and kits.
* Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
* Participate in emergency exercises/drills.

**During Emergency** On hearing alarm or becoming aware of an emergency, the Operations Warden will:* Attend the emergency control point.
* Communicate with the Chief Warden by whatever means available and act on instructions.
* Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
* Direct logistics officer (wardens) to check the floor or area for any abnormal situation.
* Commence evacuation if the circumstances on their floor or area warrant this.
* Control the movement of people.
* Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
* Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
* Confirm that the logistics officer’s (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

**Post Emergency*** Compile report of the actions taken during the emergency for the debrief.
 |
| Communications Officer | **Pre-Emergency*** Assist the Incident Conroller (Chief Warden).
* Attend training in the use of the school’s communication system.
* Maintain records and logbooks and make them available for emergency response.
* Ensure emergency and parent contact details are up-to-date.
* Participate in emergency exercises/drills.

**During Emergency*** Attend the emergency control point.
* Ascertain the nature and location of the emergency. Maintain up to date information.
* Confirm that emergency services have been notified.
* Notify appropriate IMT members.
* At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
* Keep a log of events that occurred during the emergency.
* Act as directed by the Chief Warden.

**Post- Emergency*** Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
* Contact parents as required.
 |
| Logistics Officer (Warden) | **Pre-Emergency*** Ensure staff and students are aware of the emergency response procedures.
* Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
* Participate in emergency exercises/drills.

**During Emergency**Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:* Attend the emergency control point.
* Operate the communication system in place.
* Check that any fire doors and smoke doors are properly closed

. * Close or open other doors in accordance with the emergency response procedures.
* Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
* Ensure orderly flow of people into protected area.
* Assist occupants with disabilities.
* Act as lead of groups moving to nominated assembly areas.
* Report status of required activities to the operations officer (area warden) on their completion.
* Act as directed by the Chief Warden.

**Post- Emergency** * Compile report of the actions taken during the emergency for the debrief.
 |
| First Aid Officer | **Pre-Emergency*** Ensure first aid information is up-to-date
* Check first aid equipment (checking for use by date and list of contents)
* Participate in emergency exercises/drills.

**During Emergency** Persons selected to perform as First Aid Officer will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).  Activities may include the following:* Attend the emergency control point.
* Assist persons in need of first aid
* Call emergency services if required

**Post- Emergency** * Compile report of the actions taken during the emergency for the debrief.
 |

Communication Tree

|  |
| --- |
| **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 | SMS parents - no access to school site Staff to relocate to neighbouring school - Carrington Primary School |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Tara Jenner | 0409 215 946 | Principal - Carrington Primary School |

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 | Back up of data occurs nightly on the network Revert to alternative program Move classes to rooms with more natural light If in winter, contact security services for emergency heating Inform community |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| David Boulton | 0449 286 036 | IT 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 | Engage in agency to cover lose Engage local network who have support processes for each other schools |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Ben Phillips | 0448 780 939 | Daily Organiser |
| ANZUK agency | 61 3 9249 2444 | CRT agency |

Business Continuity Checklist

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

Area Map

|  |
| --- |
| **Area Map** |
|  |

Evacuation Map

|  |  |
| --- | --- |
| **Building Name** | **Evacuation Procedures** |
| Scoresby Secondary College | Extended bell and announcement is made: Make sure all students remain seated and under your control Close windows Check staffrooms are clear of people Count students to evacuate Take personal items of value; eg: phones, wallets, purses, iPads, laptops etc. Teachers take their mark book Leave any bags in the room unless directed otherwise via the PA Do not allow students to go to lockers or toilets Close, but do not lock the classroom or store room doors Evacuate as per Evacuation Map or via the most direct, open route to assembly area. Students to stay with their teacher at all times. Assist any person in danger but only if safe to do so. At the Assembly Point All students assemble in their Homegroup with their Homegroup teacher in designated area Account for all students Report results to Logistics Warden Staff and students to remain in their area at all times. Do not allow students to leave group Wait for and listen to subsequent announcements |
|  |
| Examples of each room/office Detail | Extended bell and announcement is made: Make sure all students remain seated and under your control Close windows Check staffrooms are clear of people Count students to evacuate Take personal items of value; eg: phones, wallets, purses, iPads, laptops etc. Teachers take their mark book Leave any bags in the room unless directed otherwise via the PA Do not allow students to go to lockers or toilets Close, but do not lock the classroom or store room doors Evacuate as per Evacuation Map or via the most direct, open route to assembly area. Students to stay with their teacher at all times. Assist any person in danger but only if safe to do so. At the Assembly Point All students assemble in their Homegroup with their Homegroup teacher in designated area Account for all students Report results to Logistics Warden Staff and students to remain in their area at all times. Do not allow students to leave group Wait for and listen to subsequent announcements |
|  |