

Upper Sandy Creek Primary School

Emergency and Critical Incident Management Plan 2021-2022



1037 Sandy Creek Road, Sandy Creek, VIC, 3695
02 6071 8526 / upper.sandy.creek.ps@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 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
DEECD Emergency Management Planning	DET	20/10/2017	https://edugate.eduweb.vic.gov.au/sites
Sandy Creek Brigade	Greg Miller	20/10/2017	0467441369
Jude Bartel	Bartel's Bus line	20/10/2017	hardcopy
All school staff and parents	USC	24/10/2017	EMAIL

Facility Profile

School Name/Campus Name	Upper Sandy Creek Primary School
Address	1037 Sandy Creek Road, Sandy Creek, VIC, 3695
Phone	02 6071 8526
Email	upper.sandy.creek.ps@education.vic.gov.au
Fax	02 6071 8683
DET Region	NORTH-EASTERN VICTORIA
DET Area	Ovens Murray Area
LGA	Indigo (S)
BOM/Fire District	North East District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 3
Operating Hours	8.45am - 3.45pm
Number of Students	18
Number of Staff	3
Number of Buildings	3
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Main Building, 'block b' Basketball Court
On-site Evacuation Location	School Basketball Court
Off-site Evacuation Location	Either Kiewa Valley Primary or Tallangatta Primary

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

Other Services/Users of Site

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

Building Information Summary

Telephones (landlines)

Location	Number
OFFICE	02 60718526
School Mobile	0437556432

Alarms

Description	Location	Monitoring Company	Number
Fire	n/a		
Intrusion	n/a		
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	n/a		

Water	Tanks behind school	Rainwater	Pump under building
Electricity	Mains box near front door	Power Direct	Flip Mains switch

Sprinkler System

Control Valve Location	Back of main building Block B
Shutoff Instructions Location	n/a

Boiler Room

Location	n/a
Access	n/a

Emergency Power System

Type	n/a
Location	n/a
Provides power to	n/a
Shutoff Instructions Location	n/a

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	Roof mounted water cannons on main building. Shut off valve and petrol pump at water tanks. Instructions for use located on wall in office. All staff aware of how to use. Still significant native vegetation in paddock to be removed.
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Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
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

Review Emergency kit checked date

Date emergency kit checked	02/11/2020
Next check date	05/02/2021

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Lockdown Drill & Fire & Snake	Matthew Vincent	04/02/2022	04/02/2022
Term 1	External evacuation drill	Matthew Vincent	25/03/2022	25/03/2022
Term 4	External evacuation drill Internal Lockdown drill	Matthew Vincent	04/11/2022	04/11/2022
Term 4	Fire Drill/Internal and external & Snake	Matthew Vincent	09/12/2022	09/12/2022

First Aid Training

Staff Member	Training Completed	Date Qualified To
Matthew Vincent	Level 2	01/06/2023
Deanne Holloway	Level 2	01/06/2023

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	0

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Earthquake	Unlikely	Heavy items are not stored above waist height.	Effective	Consequence Moderate Likelihood Rare Risk Level Low		Consequence Moderate Likelihood Rare Risk Level Low
School Bus accident/Vehicle Incident	Risk/s There is a risk of injury due to transporting staff and students during school events Causes Mechanical breakdown Driver fatigue Other Drivers Road conditions Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	Bus driver has mobile phone. EMP carrier and known to driver.	Acceptable	Consequence Major Likelihood Possible Risk Level High	Mobile phone with the bus driver. Is aware of emergency procedures.	Consequence Major Likelihood Possible Risk Level High
Snake bite/sighting	Possible that students see a snake in the playground or that they may get bitten.	Keep grass mown low around school area and play areas. Students alert teacher. Students have been instructed on what to do. Regular practise and discussion when completing drills. Students remain inside. Staff trained in first aid and responding to snake bites.	Effective	Consequence Major Likelihood Possible Risk Level High	Call 000 Contact parents Administer first aid Ensure safety of all students	Consequence Moderate Likelihood Possible Risk Level Medium
Building fire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals. A fire starts in the school building.	Multiple, labelled exit paths. Practise fire drills. fire extinguishers regularly tested. staff trained in use of fire extinguishers. Smoke alarms checked regularly.	Acceptable	Consequence Major Likelihood Possible Risk Level High	All electrical equipment regularly inspected. No gas. No flammable liquids on school grounds.	Consequence Major Likelihood Possible Risk Level High
Intruder	Risk/s There is a risk of physical or psychological injury due to unwelcome intruder into school grounds/buildings. Causes Parent attending front office Contractors/volunteers inappropriately engaging with staff/students Unknown person with psychological issues Consequences Hospital treatment	Sign in procedures. Processes for responding to intruder incidents. Staff aware of processes. Promote school value of mutual respect to school community. □ In the school monthly newsletter, inform school community of the schools acceptable behaviour policy □ Ensure reception is a secure area and that no - one can enter the office area without permission □	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	EAP for traumatised staff SSSO support for students and staff	Consequence Major Likelihood Unlikely Risk Level Medium

	Stress event requiring professional support Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure visitors/contractors sign in and out using the 'Visitor Register in Office. <input type="checkbox"/> Practice lockdown/lock out procedures as per EMP <input type="checkbox"/> Ensure ALL staff are aware and have access to the Employee Assistance Program . Clear line of site between carpark and classrooms. Timetable at least 2 staff on duty at school during the week. Minimise occasions where teacher is alone at school.				
Bomb/substance threat	Risk/s There is a risk of psychological injury due to threat. There is a risk of physical and/or psychological injury due to an explosion Causes Bomb threat made direct to school Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals Physical or psychological injury could occur to staff, visitors or contractors.	EMP details evac or lockdown procedures Ensure staff are trained and aware of the Bomb Threat Checklist in EMP <input type="checkbox"/> Ensure all phones have a Bomb Threat Checklist and pen/pencil next to them. Ensure parents are aware of their response to specific threat. <input type="checkbox"/> Schedule and practise emergency evacuation drills on a regular basis. <input type="checkbox"/> implement and follow Bomb Threat response procedure (located in EMP).	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Sign in book for all visitors/guests SSSO support EAP for staff	Consequence Major Likelihood Rare Risk Level Medium
Severe weather event	Risk/s There is a risk of injury due to a severe weather event. Causes flying debris - flooding - falling objects - falling power lines Consequences: Fatality and/or permanent disability Stress event requiring extensive clinical support	Remain inside if the wind is very strong. Removal of tall vegetation close to school building. fixing or moving loose items before event. Ensure regular and ongoing maintenance program of grounds and buildings <input type="checkbox"/> Review lockdown procedures as per EMP <input type="checkbox"/> Ensure roofs/gutters/drains are clear. <input type="checkbox"/> Liaise with SES/local government to identify potential risks. <input type="checkbox"/> Develop contingency for storage of equipment/materials if necessary. <input type="checkbox"/> Test communications	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	No lose items left around yard. secure shelter. Remove dangerous limbs and tree close to building. EAP SSSO support If there is a severe weather warning or the upcoming forecast is predicting possible extreme weather or storms, the Principal or teacher in charge, in consultation with staff, will assess the upcoming period may decide to alter, move or cancel scheduled programs/camps/excursions	Consequence Moderate Likelihood Possible Risk Level Medium
Influenza pandemic	Risk/s There is a risk injury due to illhealth. Causes Pandemic event Flu event <input type="checkbox"/> Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	Ensure students and staff have the practise of washing hands before meals, after ablutions etc promote hygienic practises. Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) <input type="checkbox"/> Ensure there is convenient access to water and liquid soap and/or alcohol -based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs. <input type="checkbox"/> Follow all directives from Department of Health	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Students wash hand regularly during school times. Sick students stay away from school.	Consequence Moderate Likelihood Possible Risk Level Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking	Bottled water located in store room blankets located in store room. water bubbler in office	Needs Improvement	Consequence Minor	Relocation to another school is a possibility. SMS to notify parents.	Consequence Insignificant

	water and water for flushing toilets No heating and or cooling.	Spare jumpers and pants.		Likelihood Likely Risk Level Medium	Borrow a generator from Mulcahy's to run a heater in winter.	Likelihood Possible Risk Level Low
Bushfire/Grassfire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	Maintain green grass around the school Water kept for fire fighting purposes. fire pump tested regularly during fire season. Shelter in place unless advised otherwise by CFA. Gutter guards, mesh protection, under floor protection. Implement Code Red Preemptive closure as per EMP ☐ Implement actions for varied fire warnings as per EMP ☐ Perform ALL checks of the school alarm system as per compliance procedures ☐ Perform checks of safety equipment as per compliance schedule. ☐ Liaise with local fire services regarding clearing trees, building safety etc. ☐ Conduct scenario drills as per EMP ☐ Ensure ALL staff are aware and have access to the Employee Assistance Program.	Acceptable	Consequence Major Likelihood Possible Risk Level High	Maintain contact with CFA. Emergency kit in classroom in event of lockdown. Prior to bushfire season, consult staff re their personal Emergency plans and schools EMP Communicate school bushfire preparedness and strategies to the school community Implement actions for varied fire warnings as per EMP ☐ During a high fire danger period the Principal or teacher in charge, in consultation with staff, will assess the current fire risk in the area and may decide to alter, move or cancel scheduled programs/camps/excursions School Closure on Code Red Days School closure or relocation on Severe Fire Days - school to monitor CFA website EAP SSSO	Consequence Major Likelihood Possible Risk Level High
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Acceptable	Consequence Major Likelihood Rare Risk Level Medium	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator All parents sign child Safe Standards Code of Conduct. Regular welfare briefings with staff All visitors must check in. WWC are viewed and required for all visiting workers, staff etc. 	Consequence Major Likelihood Rare Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices 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 	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is 	Consequence Insignificant Likelihood Rare Risk Level Low

		<ul style="list-style-type: none"> • Password protocols for ICT 			<p>used and with whom information is shared.</p> <ul style="list-style-type: none"> • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT 	
Medical Emergency	<p>Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p>	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer 	Effective	<p>Consequence Minor Likelihood Possible Risk Level Medium</p>	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer • Regularly update medical information from families. 	<p>Consequence Minor Likelihood Unlikely Risk Level Low</p>
Mental Stress	<p>Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning</p>	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 	Effective	<p>Consequence Minor Likelihood Rare Risk Level Low</p>	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 	<p>Consequence Minor Likelihood Rare Risk Level Low</p>
Missing person - school or school camp/excursion	<p>Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress</p>	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 	Effective	<p>Consequence Moderate Likelihood Unlikely Risk Level Medium</p>	<ul style="list-style-type: none"> • School records attendance twice per day • 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 	<p>Consequence Moderate Likelihood Rare Risk Level Low</p>
Traumatic Death/Injury/Grief	<p>Probable causes: Accident/misadventure; Existing illness; Sudden medical</p>	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school 	Effective	<p>Consequence Minor</p>	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school 	<p>Consequence Minor</p>

	<p>emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 		<p>Likelihood Rare Risk Level Low</p>	<ul style="list-style-type: none"> • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	<p>Likelihood Rare Risk Level Low</p>
<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 	<p>Effective</p>	<p>Consequence Minor Likelihood Rare Risk Level Low</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service 	

					<p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School wide Positive Behaviour Support • Koori inclusive SchoolWide Positive Behaviour Support 	
COVID-19	<p>Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures</p>	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> 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).</p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	<p>The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.</p>	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

Core Emergency Response Procedures

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

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

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

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

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Earthquake	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms ○ HOLD on until the shaking stops. <p>After the earthquake</p> <ul style="list-style-type: none"> • Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. • If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. • Arrange medical assistance where required. • Help others if you can. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Contact parents as required. • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.
School Bus accident/Vehicle Incident	<ul style="list-style-type: none"> ○ Call 000 for emergency services and seek and follow advice. ○ Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. ○ Determine appropriate response strategy in consultation with emergency services, if possible. ○ Report the emergency to Security Services Unit on 1800 126 126. ○ Contact parents via SMS to make them aware of accident and potential hazard on road. ○ Ensure staff and students do not hinder emergency services or put themselves at risk by going to the accident scene. ○ Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ○ Direct all Media enquiries to DET Media Unit on 8688 7776. ○ Contact parents as required.
Snake bite/sighting	<p>Snake bite</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. Administer appropriate first aid treatment. • Have all students relocate to the main building. • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Report the emergency to 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. <p>Snake sighting</p> <ul style="list-style-type: none"> • Ring the bell to alert the students to return to the main building. • Lockdown the school until safe to exit. • Contact Noel Crossman - 0412 576 541 to remove snake if it isn't moving on
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the basketball 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 7776 8688 7776 •

<p>Intruder</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • 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
<p>Bomb/substance threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266.

	<p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
<p>Severe weather event</p>	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunders torm. • 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.
<p>Influenza pandemic</p>	<p>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) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
<p>Bushfire/Grassfire</p>	<ul style="list-style-type: none"> ○ Call 000 for emergency services and seek and follow advice. ○ Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. ○ Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible. ○ If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> ▪ make sure you close all doors and windows ▪ turn off power and gas. ○ Check that all students, staff, visitors and contractors are accounted for. ○ If shelter in place, locate Emergency kit in front hallway, enact EMP. ○ Report the emergency to Security Services Unit on 1800 126 126. ○ Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. ○ Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. ○ Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ○ Direct all Media enquiries to DET Media Unit on 8688 7776. ○ Contact parents as required.
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> 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. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.

	<ul style="list-style-type: none"> 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. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> 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. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> 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. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> 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. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> 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. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p>
<p>Information Security</p>	<ul style="list-style-type: none"> Contact your IT specialist technician for advice and support If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> Phone 1800 641 943 Email servicedesk@edumail.vic.gov.au Submit an IT Service Request through the Service Gateway If the incident involves sensitive and/or personal information that may identify an individual without their consent Phone the privacy help desk on 8688 7967 Email privacy@edumail.vic.gov.au Consider notifying the Media Unit on 8688 7776 If the information security breach is considered malicious contact local police Offer impacted staff option to access EAP (as applicable) Offer Student Support Services support to impacted students (as applicable)
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> Call '000' if immediate/life threatening Administer first aid Contact parent/guardian of affected student Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 Record evidence (if applicable) Keep other students away from the emergency/incident Provide support for students who may have witnessed early stage of emergency <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>
<p>Mental Stress</p>	<ul style="list-style-type: none"> If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' Administer first aid (if appropriate) – keep physically and emotionally safe Report the incident to the Incident Support and Operations Centre on 1800 126 126 Consider whether the following supports are appropriate: <ul style="list-style-type: none"> School's student wellbeing officers Student Support Services Doctors in Secondary Schools Kids Helpline - 1800 55 1800 Headspace in schools 0458 559 736 Lifeline - 13 11 14 Referral to the Navigator program for wraparound support for disengaged learners Suicide prevention resources from Beyond Blue and/or Headspace CAT Team – acute mental health triage <p>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</p>

<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ◦ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
<p>Traumatic Death/Injury/ Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ◦ Preserve the evidence ◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ◦ Contact Legal Division on 9637 3146 ◦ Consider a Worksafe Notification 13 23 60 ◦ Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide 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 regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Matthew Vincent	0260718526	0260270702	0438712526
Business Manager	Noelen Goyen	0260718526	60289331	0427528085
School Bus Driver	Jude Bartel	0260273396	0419 924 169	
First Aid Officer	Matthew Vincent	0260718526	0260270702	0438712526
School Welfare Officer	Matthew Vincent	0260718526	0260270702	0438712526
OH&S Representative	Matthew Vincent	0260718526	0260270702	0438712526
School Council President	Aleth Barnes	0403030568		
ES and Teacher	Deanne Holloway	0438365137		

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	Jody Grimmond	0437072830	
SSSO Team Leader	Christine Downing	03 57230529	

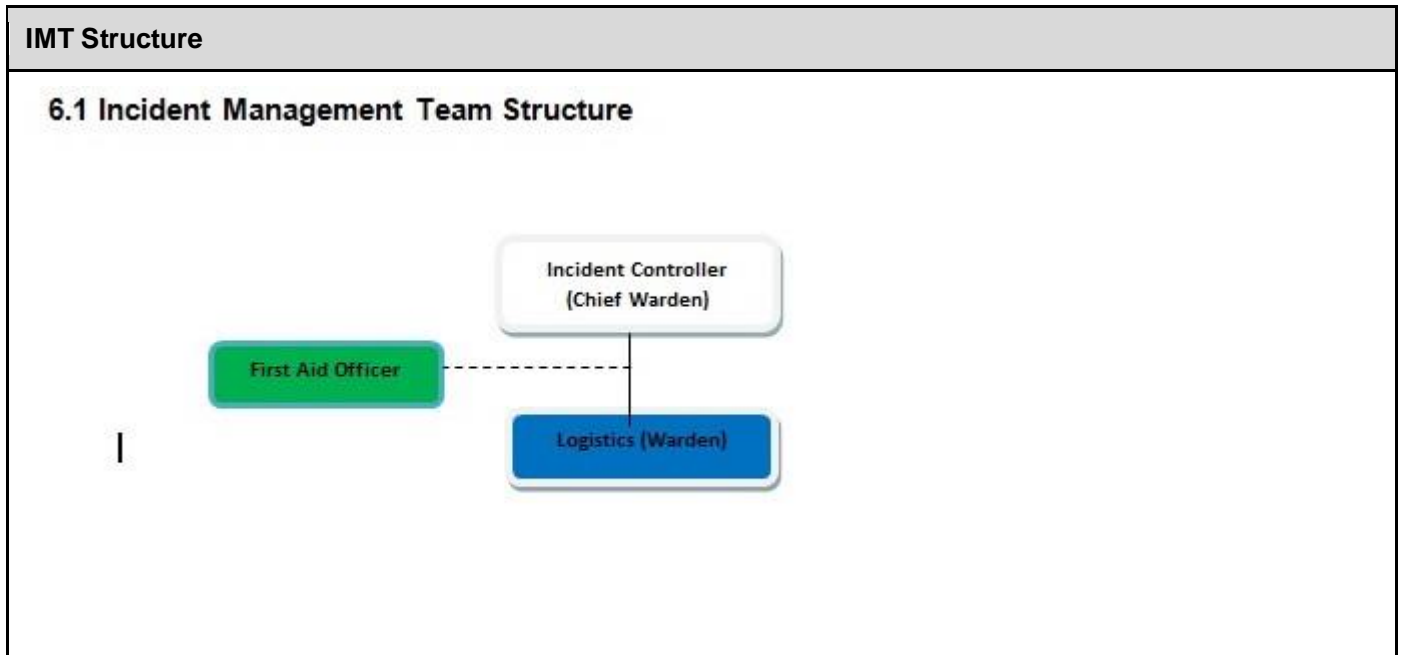
Local / Other Organizations

Name	Phone
Police Station	000
Indigo 03 5728 8000 - SES (flood, storm and earthquake)	132 500
Child Protection	0398436000
Student Support Service Officer - Tegan Whittaker	0477310711

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Route 1986001	Upper Sandy Creek Primary Tallangatta Secondary College (feeder)	Principal: Matthew Vincent Phone: 0438712526 Principal: Richelle Moyal Phone: 02 60 715000	Sandy Creek Cheshire

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Matthew Vincent Phone/Mobile: 0437556432	Name: Deanne Holloway Phone/Mobile: 0438365137
Planning Officer	Name: Matthew Vincent Phone/Mobile: 0437556432	Name: Deanne Holloway Phone/Mobile: 0438365137
Operations Officer (Area Warden)	Name: Matthew Vincent Phone/Mobile: 0437556432	Name: Deanne Holloway Phone/Mobile: 0438365137
Communications Officer	Name:	Name:

	<p>Matthew Vincent</p> <p>Phone/Mobile: 0437556432</p>	<p>Deanne Holloway</p> <p>Phone/Mobile: 0438365137</p>
Logistics Officer (Warden)	<p>Name: Matthew Vincent</p> <p>Phone/Mobile: 0437556432</p>	<p>Name: Deanne Holloway</p> <p>Phone/Mobile: 0438365137</p>
First Aid Officer	<p>Name: Matthew Vincent</p> <p>Phone/Mobile: 0437556432</p>	<p>Name: Deanne Holloway</p> <p>Phone/Mobile: 0438365137</p>

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up -to-date. • Ensure staff on the IMT are aware of their responsibilities. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Operations Officer (Area Warden)	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p>

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

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

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	SITE UNAVAILABLE - SCHOOL RELOCATION TO KIEWA VALLEY PRIMARY TEACHING STAFF UNABLE TO ACCESS WORK SITE - KIEWA VALLEY PRIMARY PRINCIPAL MAY BE ABLE TO TRAVEL TO SCHOOL TO COVER SUPERVISION TEACHING STAFF UNABLE TO ACCESS WORK SITE - ESKDALE PRIMARY SCHOOL MAY BE ABLE TO COVER STAFF TEACHING STAFF UNABLE TO ACCESS WORK SITE - DEANNE HOLLOWAY QUALIFIED TEACHER LIVES IN CLOSE PROXIMITY
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Name	Contact Details	Support Role
KELLI JACKOBSON	KIEWA VALLEY PRIMARY SCHOOL (02) 6027 3275	PRINCIPAL
DEANNE HOLLOWAY	UPPER SANDY CREEK PRIMARY 0438365137	TEACHER
JULIE BUTLER	ESKDALE PRIMARY SCHOOL - (02) 6072 0402	PRINCIPAL

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	POWER SUPPLY FAILURE - WATER BOTTLES FOR DRINKING/WATER COOLER IN OFFICE POWER SUPPLY FAILURE - STAFF RESTRUCTURE TIMETABLE AND TEACHING
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	PROGRAM IF NECESSARY POWER SUPPLY FAILURE - GENERATOR AVAILABLE THROUGH PARENT MULCAHY AND SMALL HEATER IF COLD WEATHER/SPARE JUMPERS/BLANKETS POWER SUPPLY FAILURE - MOBILE PHONES AND OLD WIRED PHONE IN OFFICE CAN BE USED IF NECESSARY
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Name	Contact Details	Support Role

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

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

Details of arrangements	HAVE APPROPRIATE NUMBER OF CRT AVAILABLE AND INDUCTED (AS OFTEN CRT'S ARE AT SCHOOL ALONE AND NEED TO KNOW PROCEDURES)
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Name	Contact Details	Support Role

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including:	

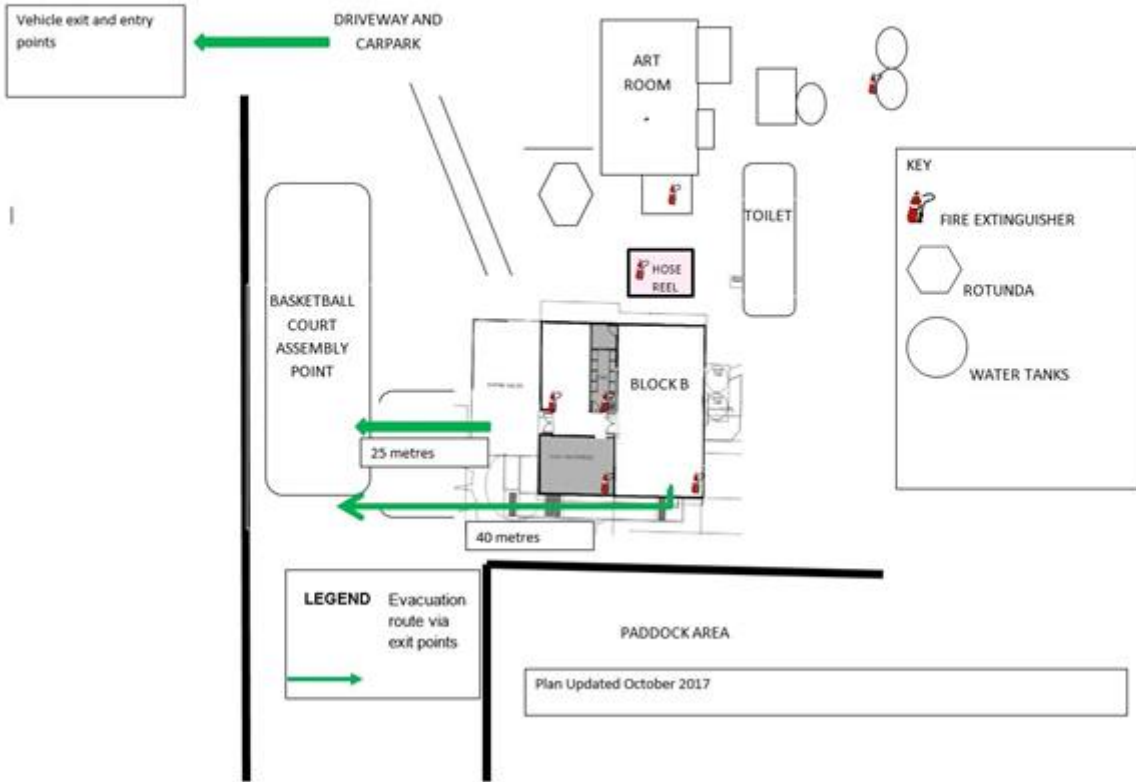
<ul style="list-style-type: none"> • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting 	
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	
<p>Establish a register to log all decisions and actions</p>	
<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate) 	

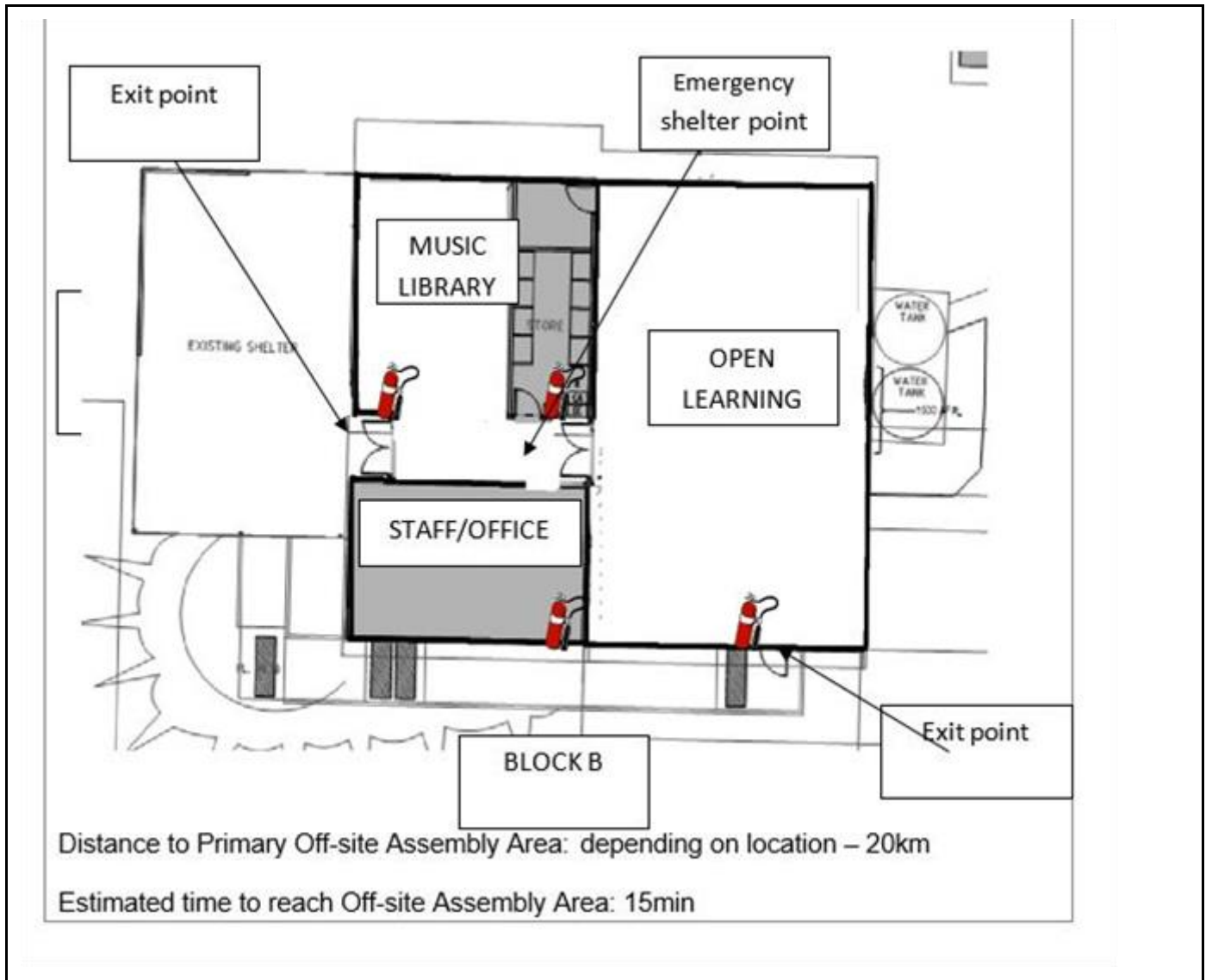
Area Map



14. Evacuation Diagram

Building Name: **Whole School** Date Evacuation Diagram Validated: **03/02/2017**





Evacuation Map

Building Name	Evacuation Procedures
Evac Plan	

Building Name: Date Evacuation Diagram Validated:

The diagram shows a floor plan of 'Block B' with an 'ART ROOM' and 'TOILET' nearby. A 'SYNTHETIC BASKETBALL COURT ASSEMBLY POINT' is located to the left, with green arrows indicating evacuation routes. Distances of '25 metres' and '40 metres' are marked. A 'KEY' identifies symbols for 'FIRE EXTINGUISHER', 'ROTUNDA', and 'WATER TANKS'. A 'LEGEND' shows a green arrow for 'Evacuation route'. A 'Paddock Area' is shown at the bottom, and a note states 'Plan Updated October 2015'.