Eaglehawk North Primary School

Emergency and Critical Incident Management Plan 2020-2021

1-9 Bendigo-Pyramid Road, Eaglehawk, VIC, 3556

03 5446 8366 / eaglehawk.north.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 27/08/2020

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.

Facility Profile

School Name/Campus Name	**Eaglehawk North Primary School**
Address	1-9 Bendigo-Pyramid Road, Eaglehawk, VIC, 3556
Phone	03 5446 8366
Email	eaglehawk.north.ps@education.vic.gov.au
Fax	03 5446 9684
DET Region	NORTH-WESTERN VICTORIA
DET Area	Loddon Area
LGA	Greater Bendigo (C)
BOM/Fire District	Northern Country 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	366
Number of Staff	37
Number of Buildings	9
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Art Room
On-site Evacuation Location	Main Oval

Off-site Evacuation Location	Sailors Gully hall
Typical method used for communications to school community	SMS, School Newsletter School App Class Dojo
Is this school has other services or users of the site?	Yes

Building Information Summary

Telephones (landlines)

Location	Number
Main Office	54468366
Assistant Principal Office	54468366
Staff Room	54468366
All Classrooms are connected to phone system	54468366

Alarms

Description	Location	Monitoring Company	Number
Fire	N/A		
Intrusion	Foyer	Department of Education and Training	Foyer
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front fence Franklin St: shutoff tap	Origin Energy	Front fence Franklin St: shutoff tap
Water	Franklin St front fence: shutoff tap Bendigo-Pyramid Rd adjacent to school crossing: shutoff tap	Coliban Water	Franklin St front fence: shutoff tap Bendigo-Pyramid Rd adjacent to school crossing: shutoff tap
Electricity	Front entrance foyer cabinet	Red Energy	Front entrance foyer cabinet

Sprinkler System

Control Valve Location	Cleaners storeroom adjacent to Boys Toilets
Shutoff Instructions Location	Cleaners storeroom adjacent to Boys Toilets

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	Bushland frontages on north, east and western boundaries.

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	
A charged mobile phone and charger/s	
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

Review Emergency kit checked date

Date emergency kit checked	31/08/2020

Next check date	01/09/2021

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Practise Evacuation Week 5 to Front Lawn Assembly area	Craig Burnett	29/02/2020	
Term 2	Practise Evacuation Week 5 to Oval Assembly Area	Craig Burnett	19/05/2020	
Term 3	Practise Lockdown Week 5	Craig Burnett	17/08/2020	
Term 4	Practise Evacuation to Front Lawn Assembly Area Week 5 5	Craig Burnett	26/10/2020	
Term 4	Practise In Place' on-site evacuation to MPR Week 3	Craig Burnett	20/10/2020	
Term 1 - 2021	Shelter in Place	Craig Burnett	22/02/2021	
Term 2 - 2021	Off-site Evacuation	Craig Burnett	17/05/2021	
Term 3 - 2021	Lockdown	Craig Burnett	16/08/2021	
Term 4 - 2021	On-site Evacuation	Craig Burnett	25/10/2021	

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires	Cause: Bushfire spreading from bushland on the boundaries of the facility. Consequences: Fatality and/or permanent disability from burns. Serious injury from smoke inhalation Stress or psychological requiring extensive clinical support for multiple individuals	Weekly check of safety equip during bushfire season. Liaison with local fire services regarding clearing trees, building safety prior to start of the bushfire season. Check CFA website, alerts during the bushfire season. A business continuity plan is in place. Conduct emergency response drills each term. Working bee to clear and clean-up site twice per year. EMP reviewed before fire season. Staff and parents aware of plan and understand their role within it. As the school has been identified as being at high fire risk and is on the DET bushfire at-risk register the school will close on Code Red days as determined by the Emergency Management Commissioner.	Effective	**Consequence** Severe **Likelihood** Possible **Risk Level** Extreme	On a declared day of severe or extreme fire danger activate heightened state of readiness. This may include: As appropriate, consult with local CFA. As appropriate, ensure open lines of communication with emergency services. A staff member monitors CFA and Bureau of Meteorology websites and media. Consider cancelling staff travel during work hours. Consider cancelling scheduled camps and excursions.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Grassfires	Risk of death/injury from burns or smoke inhalation. Risk of psychological injury.	Liaise with local fire services regarding clearing trees, building safety etc. Check CFA website, alerts during the bushfire season. Schedule and practice evacuation/shelter in place drills on a regular basis. A business continuity plan is in place.	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	On a declared day of severe or extreme fire danger activate heightened state of readiness. This may include: Schedule regular monitoring of growth around perimeter of schoolgrounds and clear where necessary Involve local CFA in grounds monitoring.	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Building fire	Risk of injury from burns or smoke inhalation.	Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Test communication systems (PA system) on a regular basis. A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. A business continuity plan is in place.	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Regular inclusion of fire safety elements in curriculum Science and Cooking activities only held in appropriate venues.	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Locate Bomb Threat Checklist next to phones. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response.	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	Ensure that the checklist is next to phones where incoming calls arrive and ensure that there is staff awareness of the checklist	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Pandemic & Communicable Diseases	Risk of Health and/or Death (in extreme cases of a pandemic).	Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April)	Effective	**Consequence** Moderate	Ensure that staff include material on hygienic habits and practices in their daily interactions and teaching.	**Consequence** Moderate

				Likelihood Possible **Risk Level** Medium		Likelihood Possible **Risk Level** Medium
There is convenient access to water and liquid soap and/or alcohol-based sanitiser in all bathrooms. Staff and children educated about covering their cough to prevent the spread of germs. Communication with parents re dangers of influenza/pandemic						
Intruder / Personal Threat	Cause Unknown/known person entering the school building or grounds and verbally and/ or physically causing harm due to: Custodial dispute Police operation/ pursuit of an offender Parent dispute with school Drug affected or mentally unstable person Argument between student's parents Consequences Physical and psychological injury to staff and/or students	Visitors must report to reception and sign in using the Visitor Register Visitors are required to wear and display visitor pass/badge Parents must make an appointment to meet with teachers/principal. Lockdown/lockout/ evacuation procedures are regularly practised Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced eg at parent forums and in newsletters Encourage engagement of parents in school activities In relation to court orders / custody papers: the school maintains a register of current documents parents are advised of the relevant school processes and duty of care to other students and staff	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	The school will provide training for staff in managing aggressive people/diffusing tense situations Staff will share information on a need to know' basis concerning parent issues The school will develop a process and pre-determined actions to discretely alert others of an intruder The school will increase number of staff on yard duty as required, develop a roster and monitor attendance of yard duty teachers Yard duty staff will be trained to manage intruders on school grounds For parent meetings where staff feel a need for support: two staff will attend staff will use a signal to obtain support from another staff member if required an appropriate room for meeting will be selected eg one with two exit points Where necessary, the school will seek legal advice and obtain a trespass order for parents who use threatening behaviour If there is an escalation of Intruder incidents, the school will consider: issuing yard duty staff with two-way radios linked to an office base station installing panic/distress button in reception, principal office and/or meeting room liaising with local police to arrange a prompt response to any call for assistance seeking advice from the DE&T's region and police, and in exceptional circumstances, on engaging a security guard on an ad hoc basis or installing CCTV	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
School Bus accident/Vehicle Incident	Risk of death/injury	Drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. Drivers have a valid driver's licence. Drivers required to check adverse weather conditions e.g. floods, bushfires (check Vic Emergency website), and road closures prior to leaving and if necessary postpone the trip.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low	Contact details are available and visible at office Bus travel protocol is regularly revised by the responsible teacher with bus travelling students	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low
Snakes and other animals	Risk of injury to staff or students by scratching or biting. Possible trauma from witnessing attacks..	All staff and students briefed on correct management of animals in the schoolyard. Snake safety to be part of the curriculum. 'Wildlife Rescue' phone numbers available as well as contact details for City of Greater Bendigo to arrange collection of stray dogs.	Effective	**Consequence** Minor **Likelihood** Possible	Regular reminders regarding animals and their management. Ensure that all staff know where appropriate equipment eg. dog collar and lead are kept	**Consequence** Minor **Likelihood** Possible

				Risk Level Medium		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 drills completed termly - Staff Induction procedures for new and returning staff.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		
Influenza pandemic	Risk of health and possible death (in extreme cases)	- Emergency management drills completed termly - Staff Induction procedures for new and returning staff. - Departmental policy in place for Infectious disease	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		
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		Effective	**Consequence** Insignificant **Likelihood** Rare **Risk Level** Low		
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.	Acceptable	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low		

| | | • Examine data security arrangements
• BYOD usage and guidelines
• Password protocols for ICT | | | |

Risk	Probable causes/consequences	Controls	Acceptability	Rating	
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	• Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer	Acceptable	**Consequence** Minor **Likelihood** Possible **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	Acceptable	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium	
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment	Acceptable	**Consequence** Minor **Likelihood** Possible **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	Acceptable	**Consequence** Moderate **Likelihood** Possible **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	Acceptable	**Consequence** Moderate **Likelihood** Possible	

				Risk Level

Risk Level
Medium

- 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

Bushfire/Grassfire

Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals

- Weekly checks of safety equip are conducted during bushfire season.
- School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.
- WatchZone on VicEmergency App
- Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.
- Working bees to clear and clean up school site occur twice per year.
- EMP is reviewed and socialised with staff before fire season.
- Staff and parents are aware of EMP and understand their role within it.

		• 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season • Pre-determined arrangements implemented as fire danger escalates (in accordance with school's category on the Bushfire at Risk Register)			

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation/relocation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Evacuate students, staff and visitors to the ***Oval Assembly Point or Front Lawn Assembly Point.*** • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after on-site evacuation/relocation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-site evacuation procedure	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to the ***Sailor's Gully Hall***. • 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. - Confirm with Emergency Service personnel that it is safe to return to normal operations. - Maintain a record of actions/decisions undertaken and times. - Contact parents as required. **Actions after off-site evacuation procedure** - Ensure any students, staff or visitors with medical or other needs are supported. - Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. - Determine whether to activate your parent re-unification process. - Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). - Direct all Media enquiries to DET Media Unit on 8688 7776. - Contact the SSSO Network Coordinator if required. - Print and issue pre-prepared parent letters and give these to students to take home. - Ensure all staff are made aware of Employee Assistance Program contact details. - Seek support from your region/regional Manager, Operations and Emergency Management if required. - Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. - Complete your Post Emergency Record.
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 Chief Warden on-site will take charge and activate the Incident Management Team if necessary. - Call **000** for emergency services and seek and follow advice. - Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. - Check that all external doors (and windows if appropriate) are locked. - If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. - Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. - Divert parents and returning groups from the school if required. - Ensure a telephone line is kept free. - Keep public address system free. - Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. - If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. - As appropriate, ascertain that all students, staff and visitors are accounted for. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. - Maintain a record of actions/decisions undertaken and times. - Contact parents as required. **Actions after lock-down procedure** - Ensure any students, staff or visitors with medical or other needs are supported.

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

Lock-out procedure	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** for emergency services and seek and follow advice.
	• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
	    ○ Lock doors to prevent entry
	    ○ Check the premises for anyone left inside
	    ○ Obtain Emergency Kit
	• Go to the designated assembly point/s *Sailors Gully Hall*.
	• Check that students, staff and visitors are all accounted for.
	• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
	• Maintain a record of actions/decisions undertaken and times.
	• Contact parents as required.
	Actions after lock-out procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
	• Determine whether to activate your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
	• Print and issue pre-prepared parent letters and give these to students to take home.
	• Direct all Media enquiries to DET Media Unit on 8688 7776.
	• Ensure all staff are made aware of Employee Assistance Program contact details.
	• Contact the SSSO Network Coordinator if required.
	• Seek support from your region/regional Manager, Operations and Emergency Management as required.
	• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
	• Complete your Post Emergency Record.

Shelter-in-place procedure	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area ***Multi-Purpose Room.*** • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after shelter-in-place procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfires	**Bushfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice and within [insert number] km from the school.** • If immediate assistance is required phone '000' • Contact Vic Emergency Hotline on 1800 226 226 for information on the fire • Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response • Report the emergency 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 • Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio) • Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees • [As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment] • Direct all Media enquiries to DET Media Unit on 8688 7776 • Contact parents as required • Staff will remain with children until they are collected by parents or relocated by emergency services. **If sheltering-in-place is required, move all students, staff and visitors to the Multi-purpose Room if possible following the identified egress route:** • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP) • 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 • 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 • Check all windows and doors in the Multi-purpose Room are closed (but doors are not locked). • Turn off Gas • Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers • Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the Multi-purpose Room . • 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 Multi-purpose Room and the evacuation path between the Multi-purpose Room and School Oval/Grass area at the front of school. or Sailors Gully Hall • Staff to check that students have their shoes on and drink bottles with them • Staff will endeavour to keep students as calm and hydrated as possible • Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require. • A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained. • Consider notifying parents that staff and children are sheltering in place in the Multi-purpose Room • Should parents arrive at the school, parents remain in the Multi-purpose Room with their child. Any decision to leave should only occur on advice and with direct support from emergency services • Continually monitor Multi-purpose Room for its integrity, immediately identify and suppress any building ignitions, where safe to do so. • If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the **School Oval or Front Grass area** or sailors Gully Hall via the defined route **While sheltering at the School Oval or front Grass Area or the Sailors Gully Hall** • Check that all students, staff, visitors and contractors are accounted for. • Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group. • Staff to check that children have their shoes on and drink bottles with them • Staff will endeavour to keep students as calm and hydrated as possible • Administer first aid if required • Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks. • Maintain communication with emergency services and remain in place until emergency services or additional support arrives • Communicate to all parents once the all clear has been given. • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre on 1800 126 126 that the event 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. - Seek support from Student Support Services 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.

Grassfires	**Grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice and within [insert number] km from the school.**
	    - If immediate assistance is required phone '000'
	- Contact Vic Emergency Hotline on 1800 226 226 for information on the fire
	- Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response
	- Report the emergency 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
	- Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)
	- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees
	- [As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment]
	- Direct all Media enquiries to DET Media Unit on 8688 7776
	- Contact parents as required
	- Staff will remain with children until they are collected by parents or relocated by emergency services.
	If sheltering-in-place is required, move all students, staff and visitors to the Multi-purpose Room if possible following the identified egress route:
	    - Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)
	- 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
	- 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
	- Check all windows and doors in the Multi-purpose Room are closed (but doors are not locked).
	- Turn off Gas
	- Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers
	- Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the Multi-purpose Room .
	- 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 Multi-purpose Room and the evacuation path between the Multi-purpose Room and School Oval/Grass area at the front of school. or Sailors Gully Hall
	- Staff to check that students have their shoes on and drink bottles with them
	- Staff will endeavour to keep students as calm and hydrated as possible
	- Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require.
	- A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.
	- Consider notifying parents that staff and children are sheltering in place in the Multi-purpose Room
	- Should parents arrive at the school, parents remain in the Multi-purpose Room with their child. Any decision to leave should only occur on advice and with direct support from emergency services
	- Continually monitor Multi-purpose Room for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
	- If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the ***School Oval or Front Grass area*** or sailors Gully Hall via the defined route
	While sheltering at the School Oval or front Grass Area or the Sailors Gully Hall
	    - Check that all students, staff, visitors and contractors are accounted for.
	- Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.
	- Staff to check that children have their shoes on and drink bottles with them
	- Staff will endeavour to keep students as calm and hydrated as possible
	- Administer first aid if required
	- Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks.
	- Maintain communication with emergency services and remain in place until emergency services or additional support arrives
	- Communicate to all parents once the all clear has been given.

	• Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre on 1800 126 126 that the event 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. • Seek support from Student Support Services 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.

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 IMT if necessary.
	• Extinguish the fire (only if safe to do so).
	• Evacuate to the ***Oval or Front Lawn Assembly point as directed***, closing all doors and windows.
	• Check that all areas have been cleared and notify the Chief Warden.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report emergency to the Security Services Unit on 9603 7999.
	• Notify Region and seek advice from Regional Manager, Operations and Emergency Management if required.
	• Contact parents as required.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	
	• **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 ***insert the location of your assembly point/s***, 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 Incident Support and Operations Centre (ISOC) 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
	   .
	• ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment***

Bomb 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 9603 7999.
	• Do not approach, touch, tilt or tamper with the object.
	Evacuation
	• Evacuate the school and:
	    o Ensure students and staff are not directed past the object
	    o Alert any other services co-located at the school site
	    o Check that all students, staff and visitors are accounted for
	    o Restrict all access to the site and ensure there are no barriers inhibiting access by police
	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 9637 2871.
	• Await "all clear" advice from police before returning to school buildings to resume normal school activities.
	
	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:
	    o call 000 for police on a separate phone
	    o notify the Chief Warden/principal
	    o report emergency to the Security Services Unit on 9589 6266.
	• 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):
	    o gender of caller

	o age of caller
	o accents and speech impediments
	o background noises
	o key phrases used
	o 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:
	   o **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.
	   o 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.
	   o implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
	   o report the emergency to the Security Services Unit on 9589 6266
	   o ensure all of the caller information has been written down and provided to police on arrival.
	
	If a bomb/substance threat is received by letter
	• Place the letter in a clear bag or sleeve and store in a secure place
	• Avoid any further handling of the letter or envelope
	• Call 000 for police and seek and follow advice
	• Notify the Chief Warden/principal
	• If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
	• Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
	• Report emergency to the Security Services Unit on 9589 6266.
	
	If a bomb/substance threat is received electronically e.g. by email
	   o **DO NOT DELETE THE MESSAGE**
	   o Call 000 for police and seek and follow advice
	   o Notify the Chief Warden/principal
	   o If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
	   o Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
	   o Report emergency to the Security Services Unit on 9589 6266.
	
	If you are at the site of an explosion
	   o Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
	   o 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.
	   o Help others to leave the area. Use stairs instead of elevators.
	   o Be aware of weakened floors and stairways and watch for falling debris.
	   o Once out of the affected building:
	     ▪ Move students away from windows and glass doors or other potentially 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.

Pandemic & Communicable Diseases	Appendix B of the DET Pandemic and amp: Communicable Diseases Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a communciable diseases event. event.
Intruder / Personal Threat	• **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 Incident Support and Operations Centre 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

| School Bus accident/Vehicle Incident | **The Bus Coordinating Principal will:**
• Contact emergency services agencies to ascertain local information on status of any notified emergency.
• Report emergency to the Security Services Unit on 1800 126 126.
• Advise emergency services of the status and location of bus services and seek assistance if required.
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
• Confirm/provide instruction to driver with regard to destination.
• Notify client school principals and any other facility with passengers on the affected service.
• Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).
• Keep an accurate log of all communication in relation to the event.
• Receive confirmation of bus's arrival at destination from driver.
• Where possible keep an accurate record of the event.
• Direct all Media enquiries to DET Media Unit on 8688 7776..
Forecast Emergencies

The coordinating school principal (or delegate) will:

• monitor the VicEmergency website, app or telephone service for emergency forecast warnings
• enact the school's Emergency Management Plan
• complete the following by 3.30pm the day prior to the forecast emergency event:
    o utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating (FDR) forecasts)
    o seek approval from the Regional Director for school bus service cancellations (for category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast)
• notify the following stakeholders of the status of the school bus service:
    o school bus operators
    o client school principals
    o early childhood services (if applicable)
    o parents/guardians of affected students from the coordinating school
    o other approved travellers (which could include teachers, general public, tertiary students and pre-school students)
    o DET regional emergency management staff
• Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken.

Rapid Onset Emergencies

The Coordinating Principal (or delegate) will:

• enact the school's Emergency Management Plan
• call 000 to request emergency assistance, if required
• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings
• convene an Incident Management Team (IMT) as required
• notify and seek advice from the SEIL and/or DET regional emergency management staff as required
• direct all media enquiries directly to the DET Media Unit
• conduct the following actions as relevant to the situation:
    o make a decision whether to cancel an affected or potentially affected bus route in full
    o hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.
    o liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given
    o *when students are en route*
    o advise emergency services of the status and location of bus services and seek assistance if required
    o confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so
    o ensure confirmation of bus's arrival at destination is received from the bus driver
    o *when overnight or before school*
    o determine whether the bus service is to be cancelled or not
• *when students are at school*
• notify the following stakeholders of the status of the school bus service:
    o school bus operators
    o client school principals (government and non-government)
    o early childhood services (if applicable) |

	o parents/guardians of affected students from the coordinating school
	o other approved travellers (which could include teachers, general public, tertiary students and pre-school students)
	o DET Security Services Unit
	o DET regional emergency management staff
	• keep an accurate log of all actions/decisions in relation to the event.
	No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.
	After an Emergency
	The coordinating principal will: • participate in post-event debriefs led by either DET or PTV as appropriate • document learnings from the event • receive and provide feedback from/to stakeholders as appropriate • update the EMP (as required) with support and advice from DET regional emergency management staff
Snakes and other animals	• Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. • Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. • If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. • If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. • If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. • If the snake is located inside a building, consider the need to evacuate the classroom or building. • Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. • If the snake remains on school grounds, call the local licensed snake catcher on . • Report the incident to the Incident Support and Operations Centre on 1800 126 126.
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.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/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.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/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.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/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

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:
	   o Phone 1800 641 943
	   o Email servicedesk@edumail.vic.gov.au
	   o 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 ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

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:
	   o School's student wellbeing officers
	   o Student Support Services
	   o Doctors in Secondary Schools
	   o Kids Helpline - 1800 55 1800
	   o Headspace in schools 0458 559 736
	   o Lifeline - 13 11 14
	   o Referral to the Navigator program for wrapround support for disengaged learners
	   o Suicide prevention resources from Beyond Blue and/or Headspace
	   o CAT Team – acute mental health triage

Missing person - school or school camp/excursion	If student/child is missing and/or cannot be accounted for: • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing o Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre
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: o 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
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
Bushfire/Grassfire	**A bushfire/grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice and within [insert number] km from the school.** - If immediate assistance is required phone '000' - Contact Vic Emergency Hotline on 1800 226 226 for information on the fire - Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response - Report the emergency 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 - Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio) - Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees [As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment] - Direct all Media enquiries to DET Media Unit on 8688 7776 - Contact parents as required - Staff will remain with children until they are collected by parents or relocated by emergency services. **If sheltering-in-place is required, move all students, staff and visitors to the *Shelter in Place* if possible following the identified egress route:** - Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP) - 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 - 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 - Check all windows and doors in the *Shelter in Place* are closed (but doors are not locked). - Turn off Gas - Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers - Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the *Shelter in Place* . - 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 evacuation location* or *Offsite evacuation location* - Staff to check that students have their shoes on and drink bottles with them - Staff will endeavour to keep students as calm and hydrated as possible

	- Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require. - A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained. - Consider notifying parents that staff and children are sheltering in place in the **Shelter in Place** - Should parents arrive at the school, parents remain in the **Shelter in Place** with their child. Any decision to leave should only occur on advice and with direct support from emergency services - Continually monitor **Shelter in Place** for its integrity, immediately identify and suppress any building ignitions, where safe to do so. - If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the **Onsite Evacuation Location** or **Offsite Evacuation Location** via the defined route **While sheltering at the Onsite evacuation/ assembly area or the Offsite evacuation location** - Check that all students, staff, visitors and contractors are accounted for. - Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group. - Staff to check that children have their shoes on and drink bottles with them - Staff will endeavour to keep students as calm and hydrated as possible - Administer first aid if required - Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks. - Maintain communication with emergency services and remain in place until emergency services or additional support arrives - Communicate to all parents once the all clear has been given. - Ensure any students, staff or visitors with medical or other needs are supported. - Advise the Incident Support and Operations Centre on 1800 126 126 that the event 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. - Seek support from Student Support Services 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.

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 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.

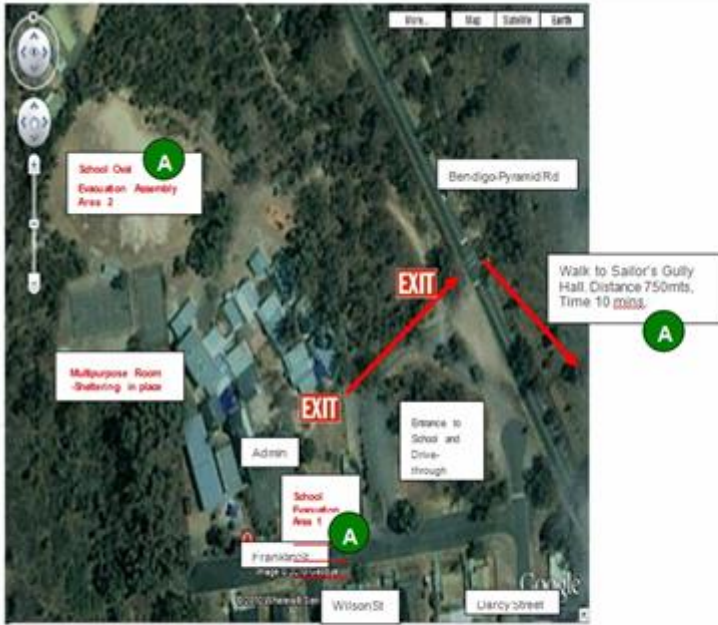# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. **Post- Emergency** • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	**Pre-Emergency** • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. **Post- Emergency** • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Operations Officer (Area Warden)	**Pre-Emergency** • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. **During Emergency**

	On hearing alarm or becoming aware of an emergency, the Operations Warden will:
	- Attend the emergency control point. - Communicate with the Chief Warden by whatever means available and act on instructions. - Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. - Direct logistics officer (wardens) to check the floor or area for any abnormal situation. - Commence evacuation if the circumstances on their floor or area warrant this. - Control the movement of people. - Co-opt persons as required to assist a logistics officer (wardens) during an emergency. - Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. - Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. **Post Emergency** - Compile report of the actions taken during the emergency for the debrief.
Communications Officer	**Pre-Emergency** - Assist the Chief Warden. - Attend training in the use of the school's communication system. - Maintain records and logbooks and make them available for emergency response. - Ensure emergency and parent contact details are up-to-date. - Participate in emergency exercises/drills. **During Emergency** - Attend the emergency control point. - Ascertain the nature and location of the emergency. Maintain up to date information. - Confirm that emergency services have been notified. - Notify appropriate IMT members. - At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. - Keep a log of events that occurred during the emergency. - Act as directed by the Chief Warden. **Post- Emergency** - Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. - Contact parents as required.
Logistics Officer (Warden)	**Pre-Emergency** - Ensure staff and students are aware of the emergency response procedures. - Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). - Participate in emergency exercises/drills. **During Emergency** Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following: - Attend the emergency control point. - Operate the communication system in place. - Check that any fire doors and smoke doors are properly closed

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

First Aid Officer	**Pre-Emergency**
	• Ensure staff are aware of students with fist aid needs
	• Participate in emergency exercises/drills.
	• Collated fist aid documents and keep in orderly system
	• **During Emergency**
	    ▪ Attend the emergency control point.
	    ▪ Assist with any first aid requirements as necessary
	    ▪ 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.
	    ▪ Support with distribution of medication as necessary
	    ▪ Act as directed by the Chief Warden.
	    ▪ **Post- Emergency**
	    ▪ Compile report of the actions taken during the emergency for the debrief with specific focus on first aid

Area Map

Area Map
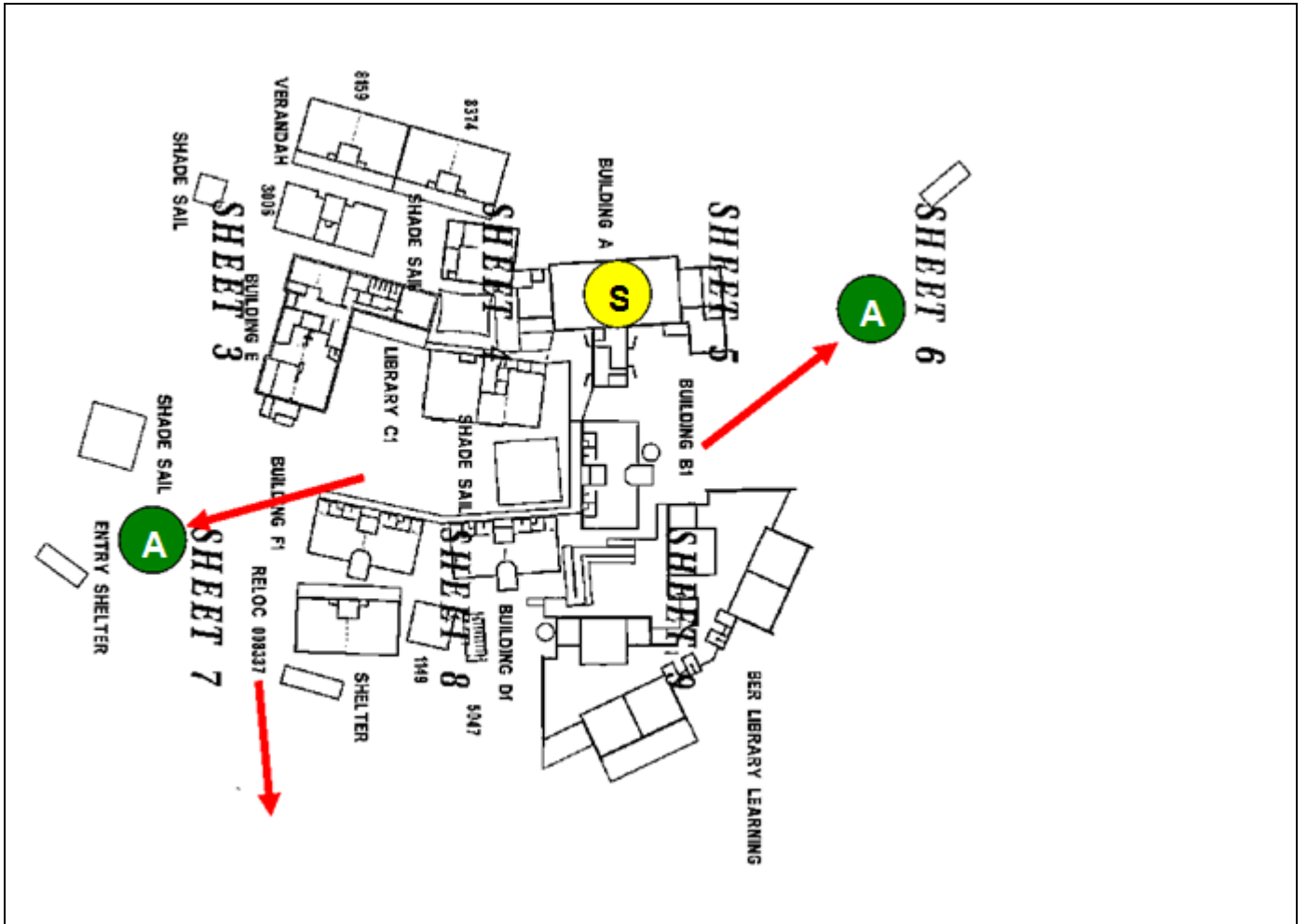
Evacuation Map

Building Name	Evacuation Procedures
Eaglehawk North Primary School	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. •Call 000 for emergency services and seek and follow advice. •Evacuate students, staff and visitors to the Oval Assembly Point or Front Lawn Assembly Point. •Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. •Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). •Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. •Ensure communications with emergency services is maintained. •Wait for emergency services to arrive or provide further information. •Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. •Confirm with emergency service personnel that it is safe to return to normal operations. •Maintain a record of actions/decisions undertaken and times. •Contact parents as required. Actions after on-site evacuation/relocation procedure •Ensure any students, staff or visitors with medical or other needs are supported. •Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. •Determine whether to activate your parent re-unification process. •Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). •Contact the SSSO Network Coordinator if required. •Print and issue pre-prepared parent letters and give these to students to take home. •Ensure all staff are made aware of Employee Assistance Program contact details. •Seek support from your region/regional Manager, Operations and Emergency Management if required. •Undertake operational debrief with staff a