

# Woodend Primary School

## Emergency and Critical Incident Management Plan 2020-2021



**146 High Street, Woodend, VIC, 3442**

**03 5427 2455 / [woodend.ps@education.vic.gov.au](mailto:woodend.ps@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 19/08/2020**

## 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](https://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
Bruce Corrie	Manager Operations and Emergency Management, DET-Bendigo	19/08/2020	corrie.bruce.a@edumail.vic.gov.au
Tom Niall	School Council Pres - Woodend P.S	19/08/2020	tjniall@bigpond.com
Sue Turner	Logistics Officer and Operations Officer Woodend P.S	01/09/2019	turner.sue.p@edumail.vic.gov.au
Diana Ellis	Incident Controller	19/08/2020	ellis.diana.b@edumail.vic.gov.au
All Staff	Woodend Primary	19/08/2020	woodend.ps@edumail.vic.gov.au
Mick Christie	Woodend CFA	19/08/2020	mick.christie@bigpond.com



## Facility Profile

<b>School Name/Campus Name</b>	<b>Woodend Primary School</b>
<b>Address</b>	146 High Street, Woodend, VIC, 3442
<b>Phone</b>	03 5427 2455
<b>Email</b>	woodend.ps@education.vic.gov.au
<b>Fax</b>	03 0000 0000
<b>DET Region</b>	NORTH-WESTERN VICTORIA
<b>DET Area</b>	Loddon Area
<b>LGA</b>	Macedon Ranges (S)
<b>BOM/Fire District</b>	Central District
<b>Is your school on Bushfire At- Risk Register?</b>	Yes
<b>Bushfire At-Risk Register Category</b>	Category 3
<b>Operating Hours</b>	8.00am - 5.00pm
<b>Number of Students</b>	458
<b>Number of Staff</b>	40
<b>Number of Buildings</b>	5
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	School Multi-Purpose Hall
<b>On-site Evacuation Location</b>	Oval on South side of buildings
<b>Off-site Evacuation Location</b>	Church yard opposite school

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

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Bug A Lugs Before and After School Care	Multi purpose Hall	20	6.30 -8.30 a.m. 3.30 -6.30 pm	Jules Clapham	0423043815
Macedon Ranges Calisthenics	Hall	15		54711701	0423511985
Instrumental Teachers	Staffroom, Withdrawal Room, Music Room 1 (furthest from library) Music Room 2 (closest to library) Sasha 0425733473 Sam 0422605576 Alex Sarah 0417546408 Kerry 0438382254	30	Mon, Thurs 8.00 - 8.00	54272455	
Kelly Sports	Hall, School Oval	15		Mitch	0417102933

## Building Information Summary

### Telephones (landlines)

Location	Number
Administration	54272455

### Alarms

Description	Location	Monitoring Company	Number
Fire	N/A		
Intrusion	Alarms are distributed throughout the school in many locations.	DET Emergency & Security Management	Alarm fobs are required to turn off the alarms. The On/Off points are located in several locations - admin, MP Hall, Music Entrance, classroom wing, classroom block and portables.
Other			

## Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	natural gas	AGL	
Water	Water meter on northern boundary along fenceline.	Wester Water	Main valve located at the water meter.
Electricity	Main switchboard in hallway near Library.	PowerDirect/Powercor	

## Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	N/A

## Boiler Room

Location	N/A
Access	N/A

## Emergency Power System

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

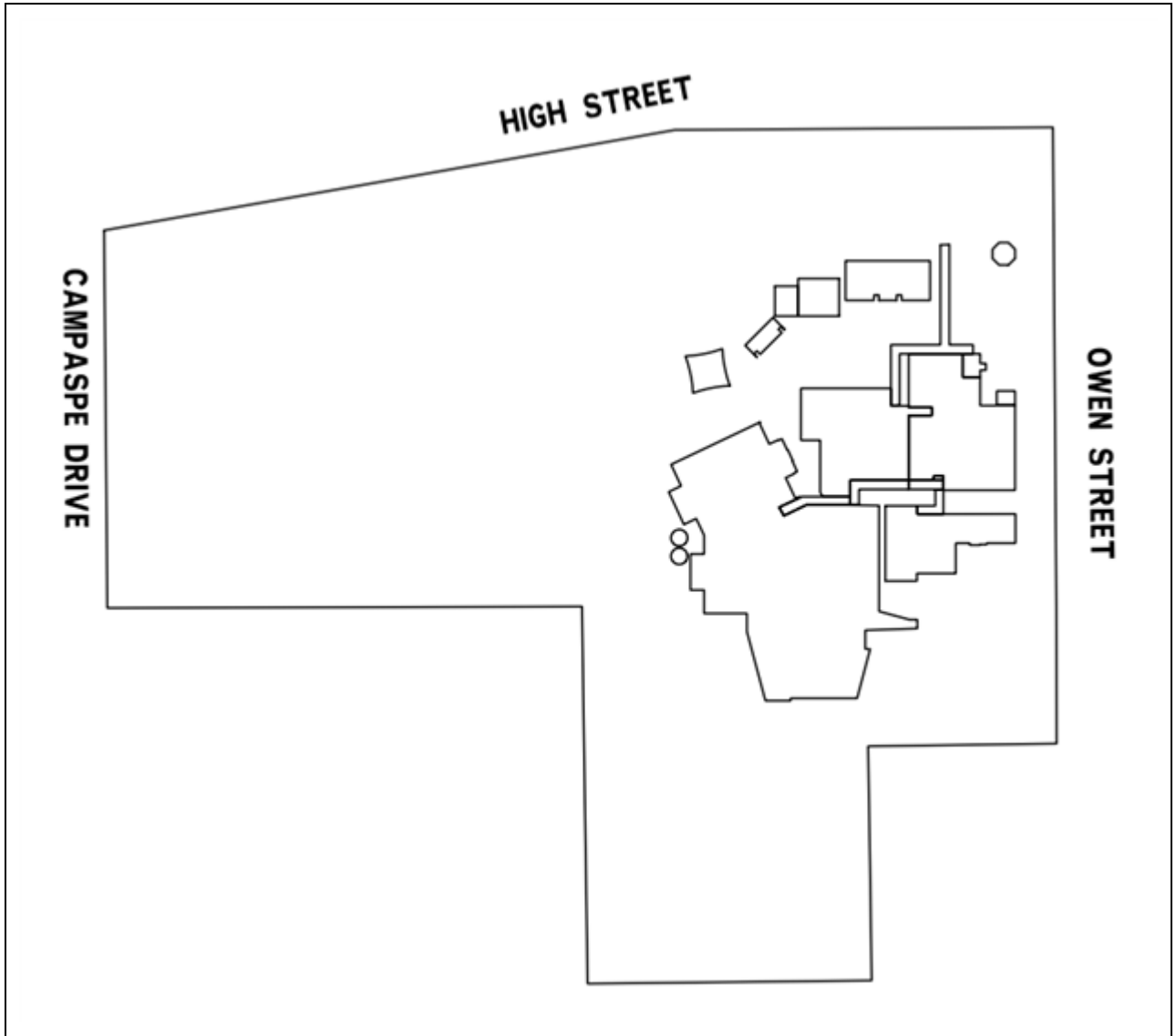
## Building and Site Hazards

<b>Location</b>	<b>Number</b>

## Additional Profile Information

<b>Additional Info</b>	
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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
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
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
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	19/08/2020
<b>Next check date</b>	18/08/2021

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Emergency Evacuation Drill - on-site	Victoria Graham	05/03/2020	26/02/2020
Term 2	No Drill Remote Learning	Victoria Graham	11/06/2020	
Term 3	Emergency Evacuation Drill - on-site & Lockout Drill	Victoria Graham	03/09/2020	
Term 4	Emergency Evacuation Drill - off-site	Victoria Graham	12/11/2020	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Whole Staff	CPR and Anaphalaxis review	21/07/2020

## 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
Intellectual disability	0	3
Anaphylaxis	0	5
Asthma	0	42
Austism	0	4
Severe behaviour disorder	0	3
Epilepsy	1	0

# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires or grassfires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Ensuring there is a continuity plan in place.	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme	Weekly checks of safety equip are conducted during bushfire season. <ul style="list-style-type: none"> <li>School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.</li> <li>WatchZone on VicEmergency App</li> <li>Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.</li> <li>Working bees to clear and clean up school site occur twice per year.</li> <li>EMP is reviewed and socialised with staff before fire season.</li> <li>Staff and parents are aware of EMP and understand their role within it.</li> <li>'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season</li> <li>Pre-determined arrangements implemented as fire danger escalates (in accordance with school's category on the Bushfire at Risk Register)</li> </ul>	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme
Building fire	Risk of property damage or property loss. Building fire Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure 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. Ensure there is a continuity plan in place.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.</li> <li>Communication systems (PA system) are tested on a regular basis.</li> <li>A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Severe weather, storms and flooding	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	Ensure roofs/gutters/drains are clear. Liaise with SES/CFA and local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Ensure there is a continuity plan in place. Complete the Flood risk identification assessment.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b>	Practising drills and discussing what to do and how to act. Ensuring records and information is up to date All staff have proper instructions and induction to emergency plans and procedures All new staff receive induction to emergency plans and procedures Basket of information/water/battery operated radio and	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b>

				Medium	mobile phone are ready and have easy access First-aid bag and medication - easily accessible Informing school community of processes and procedures. Maintaining exits and property is neat and free of obstacles. Ensuring all information is regularly checked and up to date.	Medium
Intruders/personal threat	Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure any visitors/contractors sign in through the office area when they first arrive on site.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Having a sign in and sign out book for visitors / students arriving late or leaving early. Ensuring signage to office area is labelled and clear Call 000 Employee Assistance Number- 1300 361 008	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Vehicle Incident	Risk of death/injury	Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Complete all requirements-first aid kit/ reflector vest etc. Ensure staff have emergency numbers and are informed All phone numbers and information -current Staff current CPR updates and first-aid training Staff have a working mobile phone.	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. First Aid Officers follow first aid and infection control processes. Staff are aware of emergency procedures.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Complete all requirements-first aid kit/ reflector vest etc. Ensure staff have emergency numbers and are informed All phone numbers and information -current Staff current CPR updates and first-aid training OHS requirements are up to date Induction procedure for new staff.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DET's Work-related driving procedure.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Complete all requirements. Ensure staff have emergency numbers and are informed All phone numbers and information -current	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
School Bus incident	Risk of Death or Injury	Bus Coordinating School's EMP should include details relating to contract school bus emergency procedures and bus routes. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip. Ensure all drivers have means of communication with School Bus Operators and Bus Coordinating Schools.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Complete all requirements Ensure staff have emergency numbers and are informed All phone numbers and information -current	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

Bomb threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available. Schedule and practise emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Complete all requirements Ensure staff have emergency numbers and are informed All phone numbers and information -current Practise emergency drills	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Earthquake	Risk of injury. Risk of property damage or property loss.	Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. Ensure there is a business continuity plan in place.	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	Complete all requirements Ensure staff have emergency numbers and are informed All phone numbers and information -current	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Pandemics and communicable diseases COVID-19	Risk of health and possible death (in extreme cases).	Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) 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. School has implement the COVID 19 Safety Management Plan in conjunction with the School Operations Guide.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Complete all requirements Ensure parents, staff and community are informed-through newsletters etc. Offer flu injections to staff at the beginning of flu season Complete education programs throughout the year e.g. for parents through newsletter and health sessions.  Follow Guidelines and directives from DET and Health Commissioner.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
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	use tank water have spare bottled water use mobile phones	Acceptable	<b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium	use tank water have spare bottled water use mobile phones	<b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> <li>Recognise indicators of Child Abuse</li> <li>Child Safe Standards</li> <li>PROTECT protocol</li> <li>Student Critical Incident Advisory Line</li> <li>Student Support Services/Student Welfare Coordinator</li> </ul>	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>Recognise indicators of Child Abuse</li> <li>Child Safe Standards</li> <li>PROTECT protocol</li> <li>Student Critical Incident Advisory Line</li> <li>Student Support Services/Student Welfare Coordinator</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium



<p>Information Security</p>	<p>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</p>	<ul style="list-style-type: none"> <li>• Privacy (including DET's Schools' Privacy Policy)</li> <li>• Privacy, Department provided software</li> <li>• Privacy (requests for Information about Students)</li> <li>• Acceptable use of ICT Resources</li> <li>• Examine data security arrangements</li> <li>• BYOD usage and guidelines</li> <li>• Password protocols for ICT</li> </ul>	<p>Acceptable</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Privacy (including DET's Schools' Privacy Policy)</li> <li>• Privacy, Department provided software</li> <li>• Privacy (requests for Information about Students)</li> <li>• Acceptable use of ICT Resources</li> <li>• Staff member manages and reviews school's privacy practices</li> <li>• Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>• Examine data security arrangements</li> <li>• BYOD usage and guidelines</li> <li>• Password protocols for ICT</li> </ul>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>
<p>Medical Emergency</p>	<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"> <li>• Staff trained in first aid</li> <li>• First Aid Kit</li> <li>• Staff observant to signs of illness</li> <li>• Medical history – staff/students</li> <li>• First Aid and Infection Control Procedure</li> <li>• Medication Authority Form and authority to administer</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High</p>	<ul style="list-style-type: none"> <li>• Staff trained in first aid</li> <li>• First Aid Kit</li> <li>• Staff observant to signs of illness</li> <li>• Medical history – staff/students</li> <li>• First Aid and Infection Control Procedure</li> <li>• Medication Authority Form and authority</li> </ul>	<p><b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High</p>
<p>Mental Stress</p>	<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"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• SWPB</li> <li>• Berry Street Practices</li> </ul>	<p>Acceptable</p>	<p><b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• SafeMinds</li> <li>• Navigator Program</li> <li>• Student Engagement and Inclusion Guidance</li> <li>• Building Resilience Framework</li> <li>• Victorian Anti-bullying and Mental Health Initiative</li> <li>• SWPB</li> <li>• Berry Street Practices</li> <li>•</li> <li>•</li> </ul>	<p><b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>
<p>Missing person - school or school camp/excursion</p>	<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"> <li>• School records attendance</li> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision.</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>• School excursion/camp risk assessment</li> </ul>	<p>Acceptable</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• School records attendance</li> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision.</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> </ul>	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>

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

					<ul style="list-style-type: none"> <li>School breakfast club (where available)</li> <li>School wide Positive Behaviour Support</li> <li>Koori inclusive School Wide Positive Behaviour Support</li> </ul>	
Bushfire/Grassfire	<p>Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn</p> <p>Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>Weekly checks of safety equip are conducted during bushfire season.</li> <li>School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.</li> <li>WatchZone on VicEmergency App</li> <li>Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.</li> <li>Working bees to clear and clean up school site occur twice per year.</li> <li>EMP is reviewed and socialised with staff before fire season.</li> <li>Staff and parents are aware of EMP and understand their role within it.</li> <li>'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season</li> <li>Pre-determined arrangements implemented as fire danger escalates (in accordance with school's category on the Bushfire at Risk Register)</li> </ul>				
School Bus Program Emergencies – Coord Schools	<p>Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption</p>	<ul style="list-style-type: none"> <li>Compliance with School Bus Program Emergency Management Operational Guidelines</li> <li>Bus operator's EMP is consistent with School's EMP</li> <li>School Bus Program emergency management procedures are socialised with the school, client schools and bus operators</li> <li>Student supervision during bus arrivals and departures</li> <li>Bus coordinator appointed</li> <li>Log of bus travel risks kept</li> <li>School maintains accurate bus rolls to determine who is travelling on a school bus each day</li> <li>School maintains emergency contact records for all students travelling on buses</li> <li></li> <li></li> </ul>				
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>DET School Operations Guide  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p>	Acceptable	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> 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><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>

		<i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19) developed by Victoria's Chief Health Officer (<a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a>).</i>				
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# Core Emergency Response Procedures

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

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

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

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

Specific Procedures	Procedure Instructions
Bushfires or grassfires	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.</li> <li>• If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> <li>○ make sure you close all doors and windows</li> <li>○ turn off power and gas.</li> </ul> </li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report the emergency to Security Services Unit on 1800 126 126.</li> <li>• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.</li> <li>• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Contact parents as required.</li> </ul>
Building fire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the <b>Assembly Area One (Anglican Church Yard) or Assembly Area Two (School Oval)</b>, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Severe weather, storms and flooding	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm: <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
Intruders/personal threat	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Vehicle Incident	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Major medical emergency	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Off-site emergencies	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
School Bus incident	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul> <p><b>Forecast Emergencies</b></p> <p><b>Coordinating school principals will:</b></p> <ul style="list-style-type: none"> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• enact the school's Emergency Management Plan</li> <li>• complete the following by 3.30pm the day prior to the forecast emergency event: <ul style="list-style-type: none"> <li>○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating forecasts)</li> <li>○ 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)</li> </ul> </li> <li>• notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> <li>▪ school bus operators</li> <li>▪ client school principals</li> <li>▪ early childhood services (if applicable)</li> <li>▪ parents/guardians of affected students from the coordinating school</li> <li>▪ other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>▪ DET regional emergency management staff</li> </ul> </li> <li>• Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken.</li> </ul> <p><b>Rapid Onset Emergencies – Actions for Coordinating Principals</b></p> <p>A rapid onset emergency event may affect the safety of a school and/or bus service and will require the coordinating and or client principal to take immediate action. Explained below are the actions that should be taken during and after a rapid onset emergency that affects school bus services. This process is also outlined in Appendix F – Rapid Onset Emergency Flowchart.</p> <p>In a rapid onset emergency the coordinating principal will initially take the leadership role and be supported by the DET Regional Manager, Operations and Emergency Management.</p> <p>The Coordinating Principal will cancel Bus services where a rapid onset emergency affects or has the potential to affect school bus services. No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p> <p><b>Coordinating school principals will:</b></p> <ul style="list-style-type: none"> <li>• enact the school's Emergency Management Plan</li> <li>• call 000 to request emergency assistance, if required</li> <li>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> <li>• convene an Incident Management Team as required</li> <li>• notify and seek advice from the DET regional emergency management staff and or The SEIL as required</li> <li>• direct all media enquiries directly to the DET Media Unit</li> </ul> <p><b>Rapid onset Procedures when students are at school</b></p> <ul style="list-style-type: none"> <li>• make a decision whether to cancel an affected or potentially affected bus route in full</li> <li>• 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.</li> <li>• liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given</li> </ul> <p><b>Rapid onset Procedures when students are en route</b></p> <ul style="list-style-type: none"> <li>• advise emergency services of the status and location of bus services and seek assistance if required</li> </ul>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• ensure confirmation of bus's arrival at destination is received from the bus driver</li> <li>•</li> </ul> <p><b>Bus services affected overnight or before school</b></p> <p>Seek advice from Regional Manager, Operations and Emergency Management, emergency services and local knowledge. Determine whether the bus service is to be cancelled or not. If so, notify the following stakeholders of the status of the school bus service:</p> <ul style="list-style-type: none"> <li>• school bus operators</li> <li>• client school principals (government and non-government)</li> <li>• early childhood services (if applicable)</li> <li>• parents/guardians of affected students from the coordinating school</li> <li>• other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>• DET Incident Support Operations Centre (ISOC)</li> <li>• DET regional emergency management staff</li> </ul>
Bomb threat	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 1800 126 126</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Security Services Unit on 1800 126 126</li> </ul> </li> <li>• Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "<b>Related forms</b>" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):             <ul style="list-style-type: none"> <li>○ gender of caller</li> <li>○ age of caller</li> <li>○ accents and speech impediments</li> <li>○ background noises</li> <li>○ key phrases used</li> <li>○ whether the threat is automated/taped/recorded.</li> </ul> </li> </ul> <p><b>Ask the caller:</b></p> <ul style="list-style-type: none"> <li>• where exactly is the bomb/substance located?</li> <li>• what time will the bomb explode/the substance be released?</li> <li>• what will make the bomb explode/how will the substance be released?</li> <li>• what does the bomb look like?</li> <li>• what kind of device/substance is it?</li> <li>• who put the bomb/substance there? Why was it put there?</li> <li>• what kind of substance is it (gas, powder, liquid)? How much is there?</li> <li>• where are you? Where do you live?</li> <li>• what is your name? What are your contact details?</li> <li>• Once the call is finished:             <ul style="list-style-type: none"> <li>○ <b>DO NOT HANG UP</b> - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.</li> <li>○ Immediately:                 <ul style="list-style-type: none"> <li>▪ inform the Chief Warden/principal if this has not yet been done</li> <li>▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone</li> <li>▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.</li> </ul> </li> <li>○ implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above</li> <li>○ report the emergency to the Security Services Unit on 1800 126 126</li> <li>○ ensure all of the caller information has been written down and provided to police on arrival.</li> </ul> </li> </ul> <p><b>If a bomb/substance threat is received by letter</b></p> <ul style="list-style-type: none"> <li>• Place the letter in a clear bag or sleeve and store in a secure place</li> <li>• Avoid any further handling of the letter or envelope</li> <li>• Call 000 for police and seek and follow advice</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify the Chief Warden/principal</li> <li>• If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.</li> <li>• Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.</li> <li>○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above.</li> <li>○ Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building: <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
Child Abuse	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. 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If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p>
Information Security	<ul style="list-style-type: none"> <li>Contact your IT specialist technician for advice and support</li> <li>If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> <li>Phone 1800 641 943</li> <li>Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></li> <li>Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>Phone the privacy help desk on 8688 7967</li> <li>Email <a href="mailto:privacy@edumail.vic.gov.au">privacy@edumail.vic.gov.au</a></li> <li>Consider notifying the Media Unit on 8688 7776</li> <li>If the information security breach is considered malicious contact local police</li> <li>Offer impacted staff option to access EAP (as applicable)</li> <li>Offer Student Support Services support to impacted students (as applicable)</li> </ul>
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>Call '000' if immediate/life threatening</li> <li>Administer first aid</li> <li>Contact parent/guardian of affected student</li> <li>Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>Record evidence (if applicable)</li> <li>Keep other students away from the emergency/incident</li> <li>Provide support for students who may have witnessed early stage of emergency</li> </ul>
Mental Stress	<ul style="list-style-type: none"> <li>If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>Consider whether the following supports are appropriate: <ul style="list-style-type: none"> <li>School's student wellbeing officers</li> <li>Student Support Services</li> <li>Doctors in Secondary Schools</li> <li>Kids Helpline - 1800 55 1800</li> <li>Headspace in schools 0458 559 736</li> <li>Lifeline - 13 11 14</li> <li>Referral to the Navigator program for wraparound support for disengaged learners</li> <li>Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>CAT Team – acute mental health triage</li> </ul> </li> </ul>
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>Search the immediate area</li> <li>Contact the parent/carer</li> <li>Contact '000' for police to report child missing <ul style="list-style-type: none"> <li>Provide a description, time last seen and location</li> </ul> </li> <li>Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>Contact '000' for police/ambulance attendance</li> <li>Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>Seek Student Support Services support</li> <li>Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>Continue to identify those most at risk and triage for support</li> <li>Consider tribute, memorial, ritual</li> </ul> </li> <li>Monitor the wellbeing of staff</li> <li>Actively implement self-care strategies</li> <li>If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> <li>Preserve the evidence</li> <li>Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>Contact Legal Division on 9637 3146</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Consider a Worksafe Notification 13 23 60</li> <li>o Contact Communications Division/Media Unit on 8688 7776</li> </ul> <p><b><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></b></p>									
Earthquake	<ul style="list-style-type: none"> <li>• Call <b>000</b> if emergency services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>•</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD <ul style="list-style-type: none"> <li>o DROP to the ground</li> <li>o Take COVER by covering your head and neck with their arms and hands</li> <li>o HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD <ul style="list-style-type: none"> <li>o DROP to the ground</li> <li>o 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</li> <li>o HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>									
Pandemics and communicable diseases COVID-19										
Loss of essential services	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>									
Bushfire/Grassfire	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b></p> <p><b>Triggers for Action.</b> The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>• is observable, or</li> <li>• identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.</li> <li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>• If immediate emergency services assistance is required phone '000'.</li> <li>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Name</th> <th style="background-color: black; color: white;">Role</th> <th style="background-color: black; color: white;">Mobile number</th> </tr> </thead> <tbody> <tr> <td>Insert name</td> <td>Manager Operations and Emergency Management</td> <td>Insert Number</td> </tr> <tr> <td>Insert name</td> <td>Emergency Management Support Officer</td> <td>Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Report the incident to ISOC (1800 126 126)</li> <li>• Convene your Incident Management Team (IMT)</li> <li>• Continue to monitor conditions such as wind change, size of fire, direction of travel.</li> <li>• Continue to monitor warnings and advice messages through the VicEmergency App or website.</li> <li>• If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.</li> </ul> <p><b>Other sources of Information</b></p> <ul style="list-style-type: none"> <li>• Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.</li> <li>• ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.</li> </ul> <p style="text-align: center;"><b>Actions for the School when it is within a VicEmergency warning area</b></p>	Name	Role	Mobile number	Insert name	Manager Operations and Emergency Management	Insert Number	Insert name	Emergency Management Support Officer	Insert Number
Name	Role	Mobile number								
Insert name	Manager Operations and Emergency Management	Insert Number								
Insert name	Emergency Management Support Officer	Insert Number								

VicEmergency Warning	What it means	School Actions
<b>Advice Warning</b>	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then <b>seek advice</b> and monitor conditions as they may change.
<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to; <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite bushfire evacuation location.</li> </ul>
<b>Emergency Warning</b>	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then <b>shelter in place and seek advice</b> . Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.
<b>Prepare to Evacuate</b>	<b>Prepare to Evacuate</b> – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your school is in an Evacuation area: <b>comply with evacuation instructions provided and seek advice</b> .
<b>Evacuate Now</b>	<b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your school is in an Evacuation area: <b>comply with evacuation instructions provided and seek advice</b> .
<p><b>Sheltering in Place.</b></p> <p>If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> <li>• Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>• Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the <b>Shelter in Place</b>.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services are maintained.</li> <li>• Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>• If parents arrive, encourage them to stay with their children at the school.</li> <li>• Check all windows and doors in the <b>Shelter in Place</b> are closed (but doors are not locked).</li> <li>• Turn off gas supply</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the <b>Shelter in Place</b> and the evacuation path between the <b>Shelter in Place</b> and <b>Onsite Bushfire Evacuation location</b> and <b>Offsite Bushfire Evacuation Location</b>.</li> <li>• Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.</li> <li>• The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> <li>• Continually monitor <b>Shelter in Place</b> for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.</li> <li>• If the building has ignited and is not safe to extinguish – evacuate to the &gt; <b>Onsite Evacuation Location</b> or <b>Offsite Bushfire Evacuation Location</b>, via the defined route.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul> <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>		
School Bus Program Emergencies – Coord Schools	<p><b>Forecast Emergencies</b></p> <p>The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• enact the school's Emergency Management Plan</li> <li>• complete the following by 3.30pm the day prior to the forecast emergency event: <ul style="list-style-type: none"> <li>○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating (FDR) forecasts)</li> <li>○ 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)</li> </ul> </li> <li>• notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> <li>○ school bus operators</li> <li>○ client school principals</li> <li>○ early childhood services (if applicable)</li> <li>○ parents/guardians of affected students from the coordinating school</li> <li>○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>○ DET regional emergency management staff</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken.</li> </ul> <p><b>Rapid Onset Emergencies</b></p> <p>The Coordinating Principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school's Emergency Management Plan</li> <li>• call 000 to request emergency assistance, if required</li> <li>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> <li>• convene an Incident Management Team (IMT) as required</li> <li>• notify and seek advice from the SEIL and/or DET regional emergency management staff as required</li> <li>• direct all media enquiries directly to the DET Media Unit</li> <li>• conduct the following actions as relevant to the situation:             <ul style="list-style-type: none"> <li>○ make a decision whether to cancel an affected or potentially affected bus route in full</li> <li>○ 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.</li> <li>○ liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given</li> <li>○ <i>when students are en route</i></li> <li>○ advise emergency services of the status and location of bus services and seek assistance if required</li> <li>○ 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</li> <li>○ ensure confirmation of bus's arrival at destination is received from the bus driver</li> <li>○ <i>when overnight or before school</i></li> <li>○ determine whether the bus service is to be cancelled or not</li> </ul> </li> <li>• <i>when students are at school</i></li> <li>• notify the following stakeholders of the status of the school bus service:             <ul style="list-style-type: none"> <li>○ school bus operators</li> <li>○ client school principals (government and non-government)</li> <li>○ early childhood services (if applicable)</li> <li>○ parents/guardians of affected students from the coordinating school</li> <li>○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>○ DET Security Services Unit</li> <li>○ DET regional emergency management staff</li> </ul> </li> <li>• keep an accurate log of all actions/decisions in relation to the event.</li> </ul> <p>No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p> <p><b>After an Emergency</b></p> <p>The coordinating principal will:</p> <ul style="list-style-type: none"> <li>• participate in post-event debriefs led by either DET or PTV as appropriate</li> <li>• document learnings from the event</li> <li>• receive and provide feedback from/to stakeholders as appropriate</li> <li>• update the EMP (as required) with support and advice from DET regional emergency management staff</li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p>



	<ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul>
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>

# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Diana Ellis	5427 2455	54295141	0433758481
Assistant Principal/s	Victoria Graham	5427 2455	0400173831	0400173831
Business Manager	Sue Turner	5427 2455	5427 2556	0411407358
Junior Level Facilitator/Leading Teacher	Deb Thompson	5427 2455	5428 8388	0409701838
Year 2 Unit Facilitator	Joanna Marsh	5427 2455	0433333723	0433333723
Carlsruhe Coordinator	Ann Ireland	5422 2744	0458883747	04588837
Senior Unit Facilitator/Leading Teacher	Jordan Chamerski	5427 2455	5427 2455	5427 2455
School Bus Coordinator	Sue Turner	5427 2455	5427 2556	0411407358
First Aid Officer	Catherine Pell	5427 2455	0402977180	0402977180
School Welfare Officer	Victoria Graham	5427 2455	0400173831	0400173831
OH&S Representative	Nathan Spilsted	5427 2455	0428554652	0428554652
School Council President	Tom Niall	0411053200	0411053200	0411053200
Year 3 Facilitator	Courtney Lawrence	54 272 455	0418339130	0418339130

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Jeanette Nagorcka	(03) 8468 9223	0438045138
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	John Brownstein	(03) 4433 7585	0418 509 953

Emergency Management Support Officer	Caragh Robinson	(03) 9084 9032	0436 819 074
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	Chris Eeles	54403111	0418341769
SSSO Team Leader	Stephen Cumming	03 5479 1404	0407 552 352

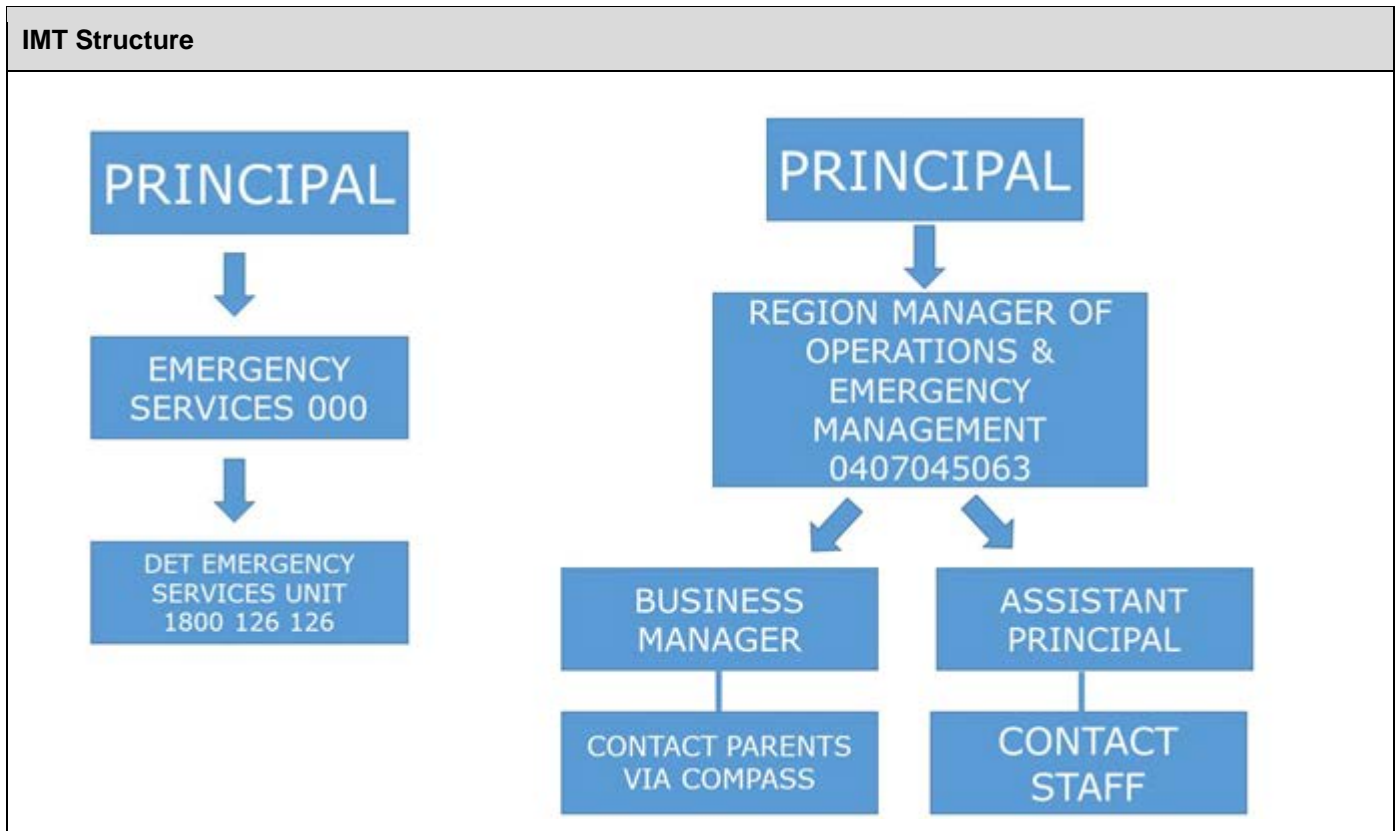
## Local / Other Organizations

Name	Phone
Police Station	5427 2610
Hospital/s - Kyneton Hospital	5422 9900
Gas	131161 or 5427 2001
Electricity	132461
Water Corporation	1300 650 425
Facility Plumber - AD Plumbing	0412 269 181
Facility Electrician - Altitude Electrics	0418 136 288
Local Government - Macedon Ranges Shire	5422 0333
SES (flood, storm and earthquake)	132 500
Fire & Ambulance	000

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Ashbourne Road - Woodend 1432-016	Woodend	Woodend PS St Ambrose PS	LC Dyson's Bus Service P/L 9463 3878 Sue Turner 54272455

# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Diana Ellis <b>Phone/Mobile:</b> 0433758481	<b>Name:</b> Elissa Campbell <b>Phone/Mobile:</b> 0401750929
Planning Officer	<b>Name:</b> Sue Turner <b>Phone/Mobile:</b> 0411407358	<b>Name:</b> Kerry Crosbie <b>Phone/Mobile:</b> 04320901165
Operations Officer (Area Warden)	<b>Name:</b> Elissa Campbell <b>Phone/Mobile:</b>	<b>Name:</b> Sue Turner <b>Phone/Mobile:</b>

	0401750929	0411407358
Communications Officer	<b>Name:</b> Kerry Crosbie <b>Phone/Mobile:</b> 0432090442	<b>Name:</b> Jenni Rossi <b>Phone/Mobile:</b> 0411558557
Logistics Officer (Warden)	<b>Name:</b> Jordan Chamerski <b>Phone/Mobile:</b> 0412470726	<b>Name:</b> Elissa Campbell <b>Phone/Mobile:</b> 0401750929
First Aid Officer	<b>Name:</b> Catherine Pell <b>Phone/Mobile:</b> 0402977180	<b>Name:</b> Nicola Stuart <b>Phone/Mobile:</b> 0416284134

# Incident Management Team Roles & Responsibilities

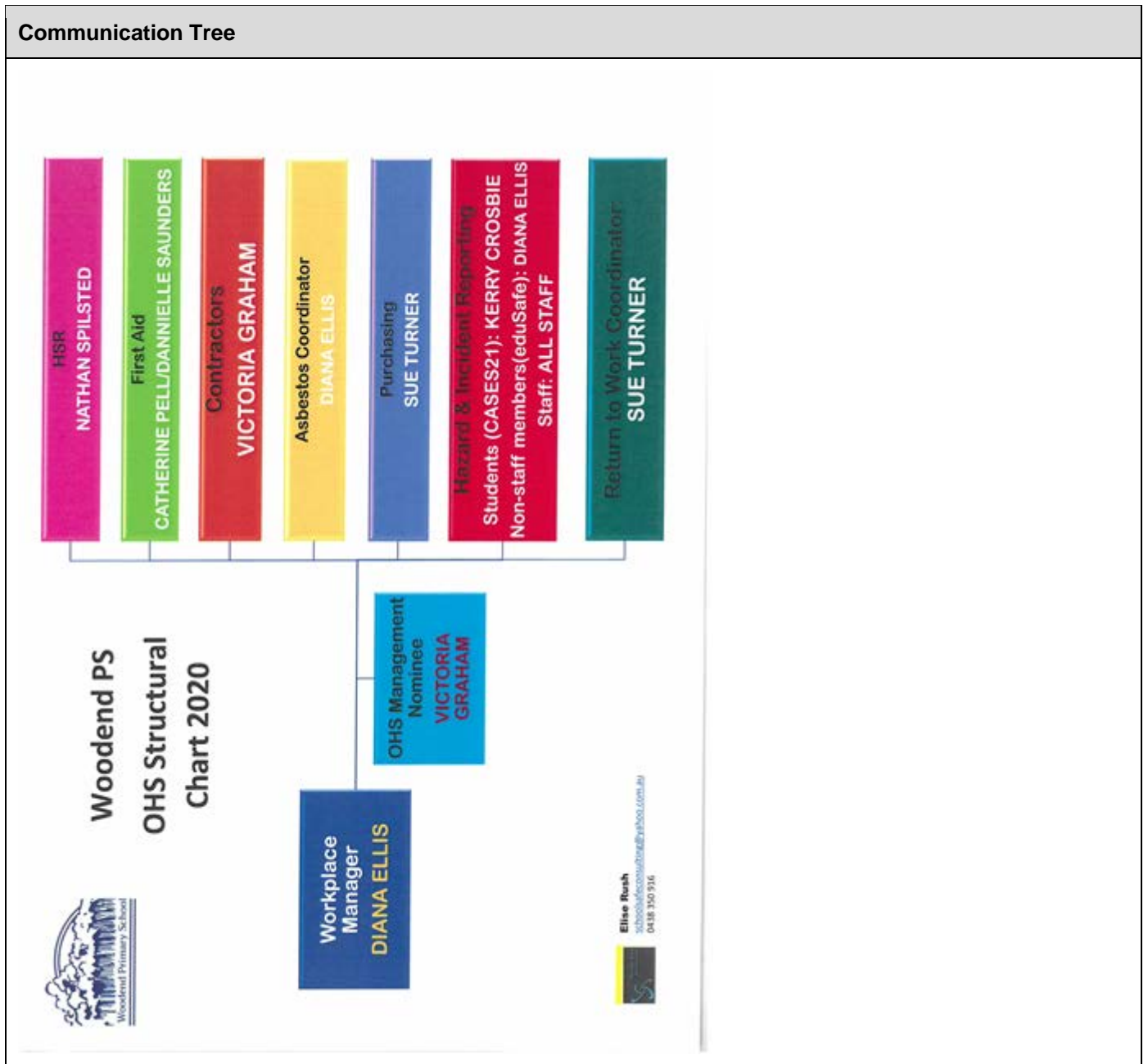
Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff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

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



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

# Communication Tree



# Business Continuity

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

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

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

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

<b>Details of arrangements</b>	Ring DET and seek advice 54403111
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Name	Contact Details	Support Role

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

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

<b>Details of arrangements</b>	Ring DET and seek advice 54403111 back up school data, use paper based systems, flexible lesson plans, generators, emergency lighting
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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)

<b>Details of arrangements</b>	Ring DET and seek advice 54403111
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Name	Contact Details	Support Role

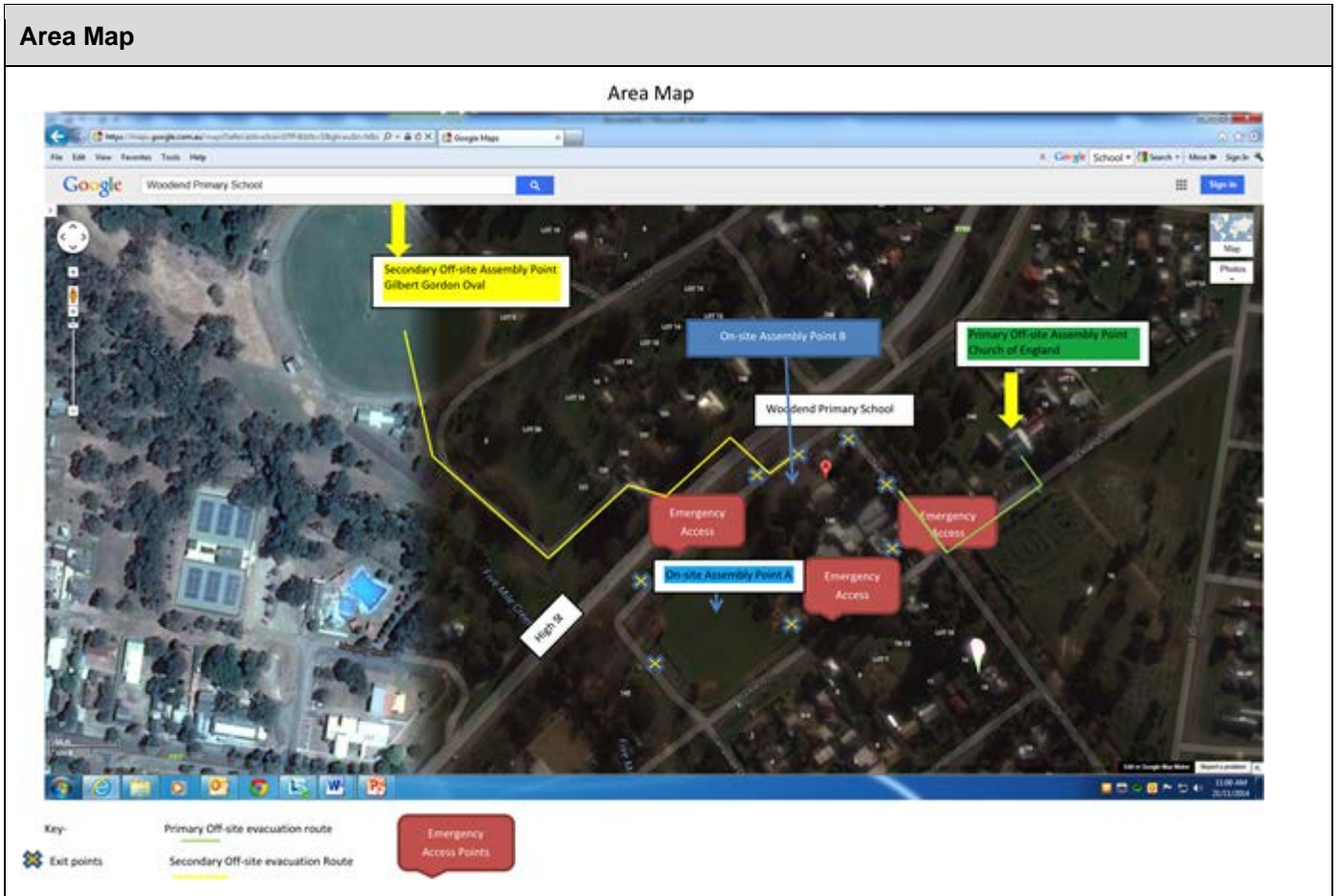
## Business Continuity Checklist

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

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

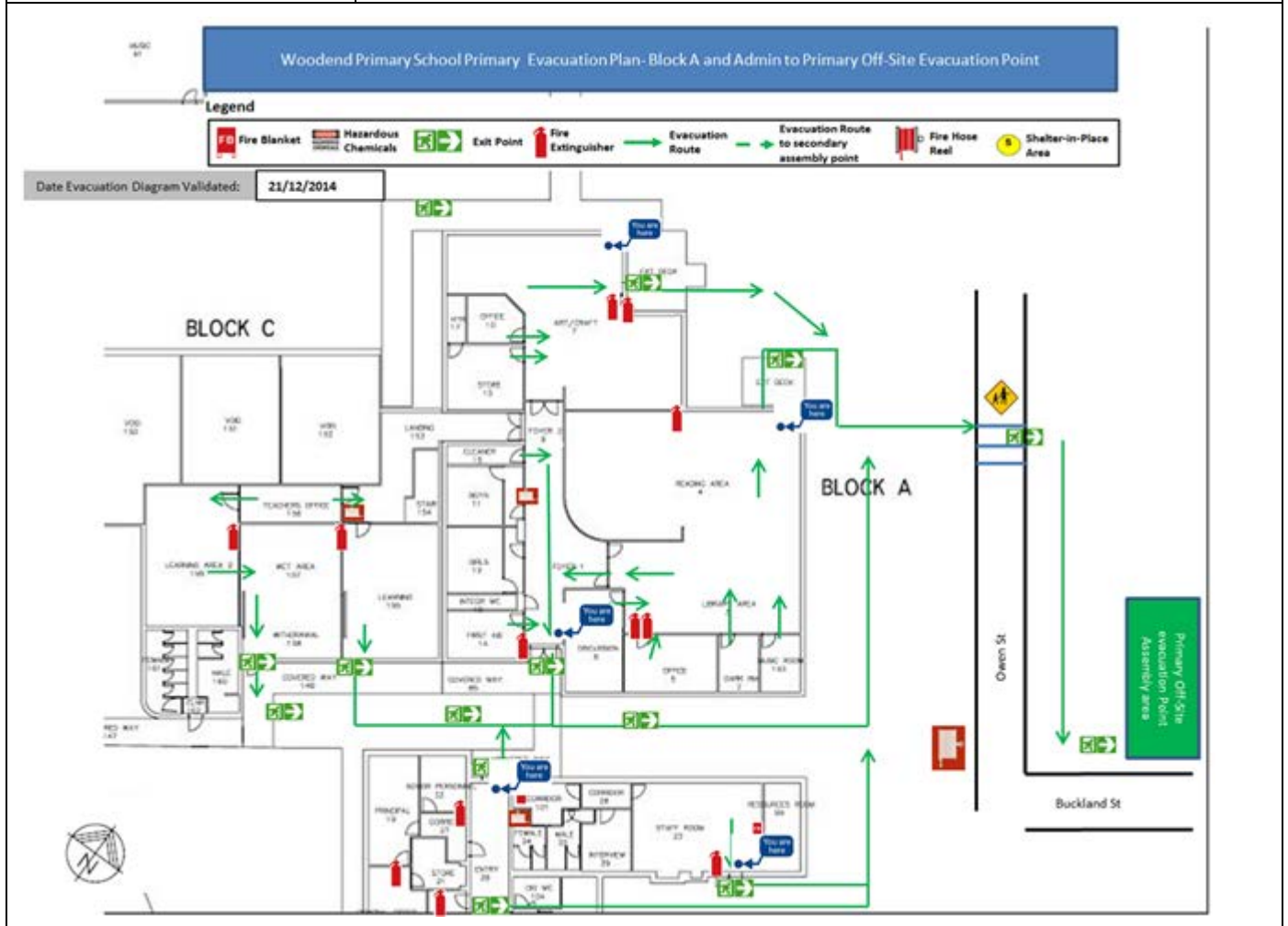
# Area Map

## Area Map

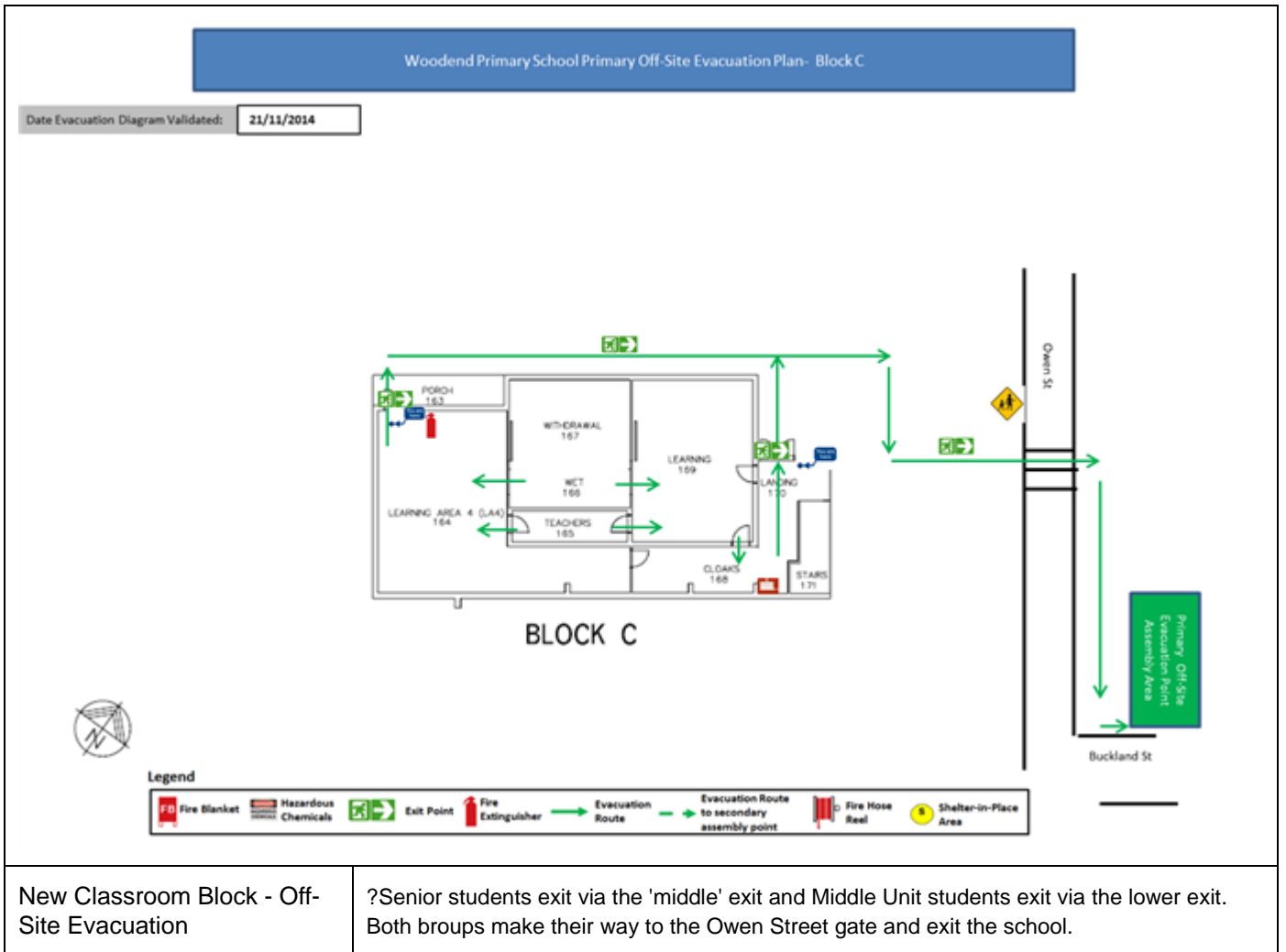


# Evacuation Map

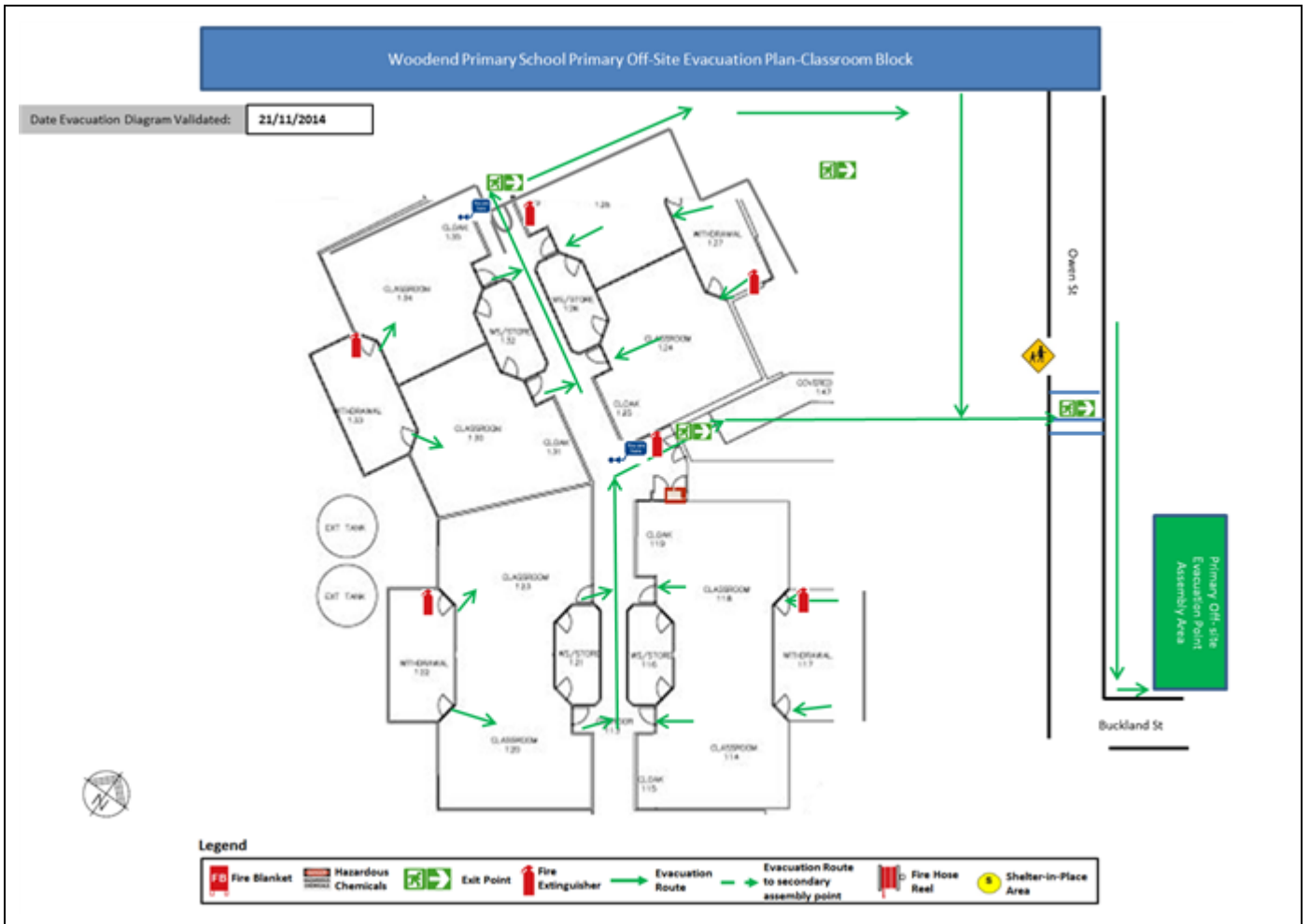
Building Name	Evacuation Procedures
Block A and Admin - Off-Site Evacuation	Classrooms exit through the nearest exit point and make their way to the Owen Street side gate to relocate to the Off-Site Assembly Point across the street.



Block C - Off-Site Evacuation	There are only two classes on this evacuation plan. They exit via the nearest exit and go straight to the Owen Street side gate, going across the street to the Off-Site Evacuation Point.
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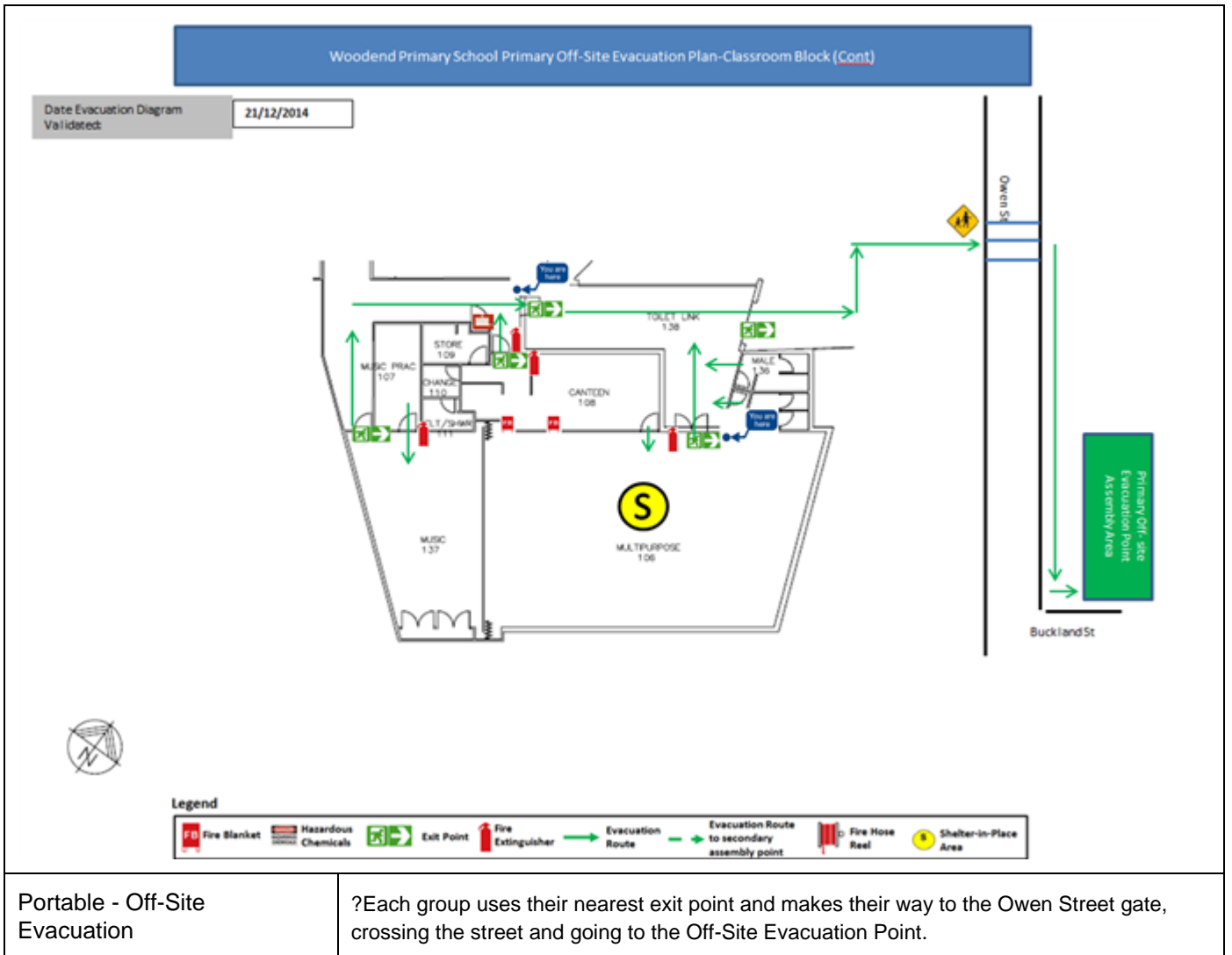


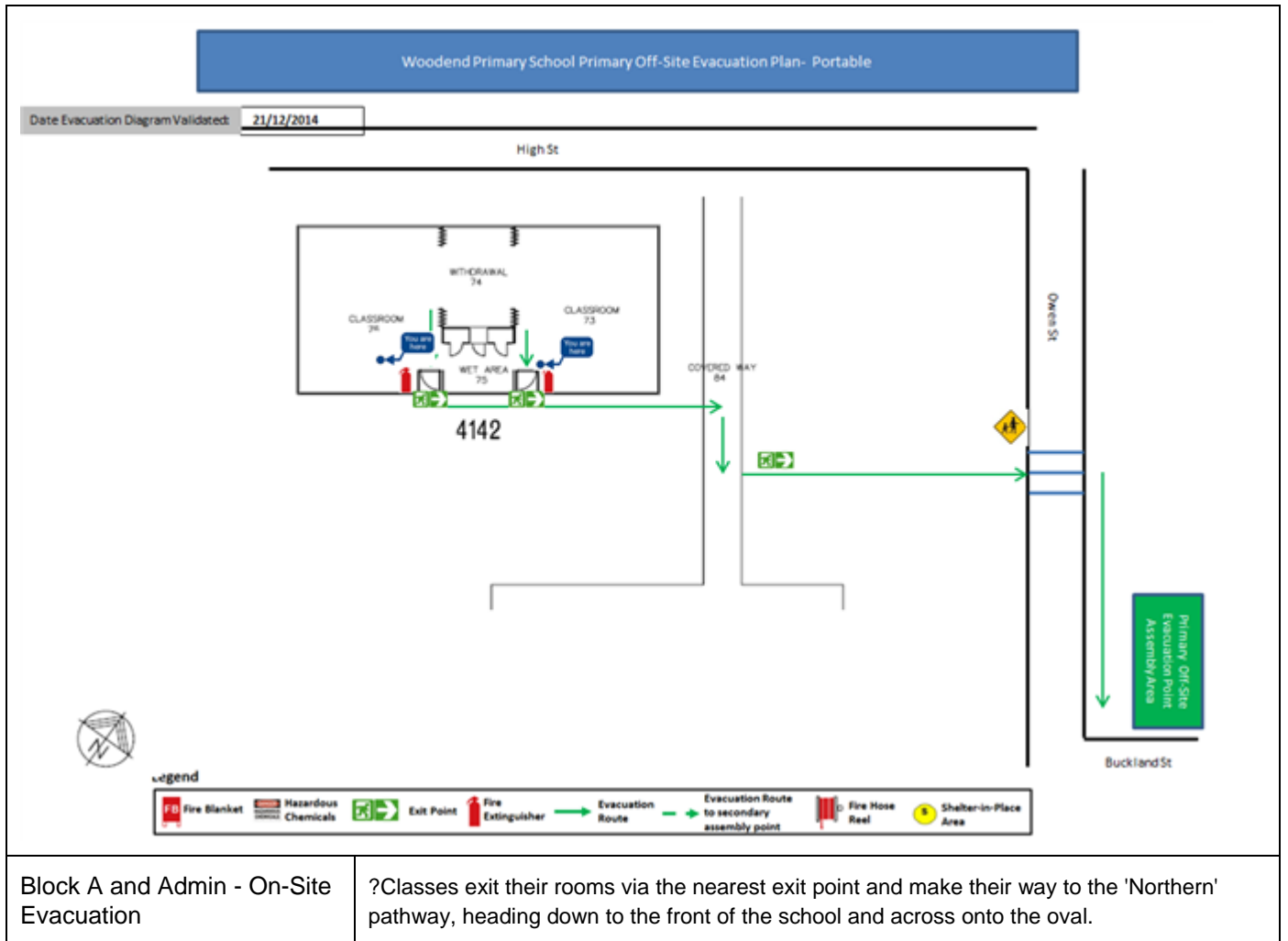




New Classroom Block - Music Room, MP Hall and Canteen.- Off-Site Evacuation

?Each group uses their nearest exit point and makes their way to the own Street gate, crossing the street and going to the Off-Site Evacuation Point.



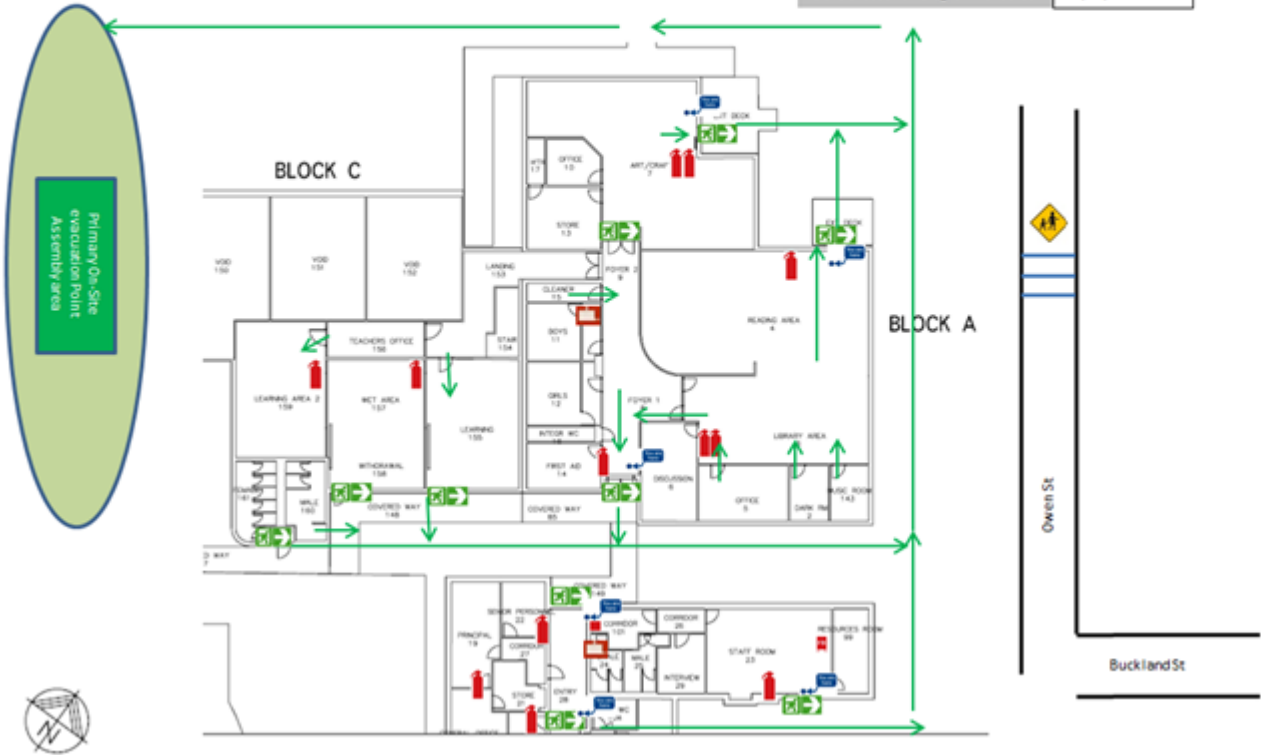


Woodend Primary School Primary Evacuation Plan-Block A and Admin to Primary On Site Evacuation Point

Legend

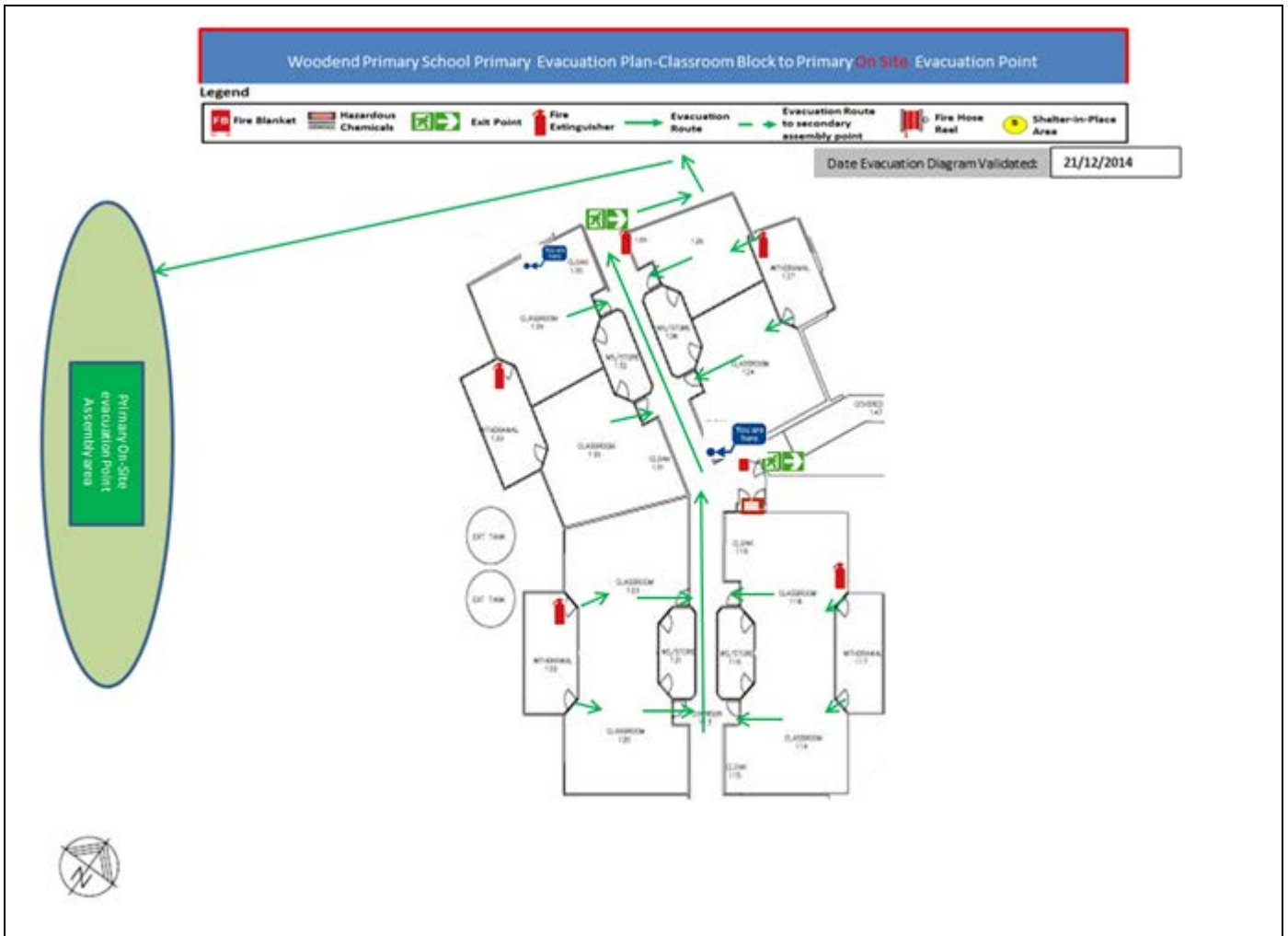
- Fire Blanket
- Hazardous Chemicals
- Exit Point
- Fire Extinguisher
- Evacuation Route
- Evacuation Route to secondary assembly point
- Fire Hose Reel
- Shelter-in-Place Area

Date Evacuation Diagram Validated: 21/12/2014



New Classroom Block - On-Site Evacuation

??Classes exit their rooms via the nearest exit point and make their way to the 'Northern' pathway, heading down to the front of the school and across onto the oval.





New Classroom Block - Music Room, MP Hall and Canteen - On-Site Evacuation

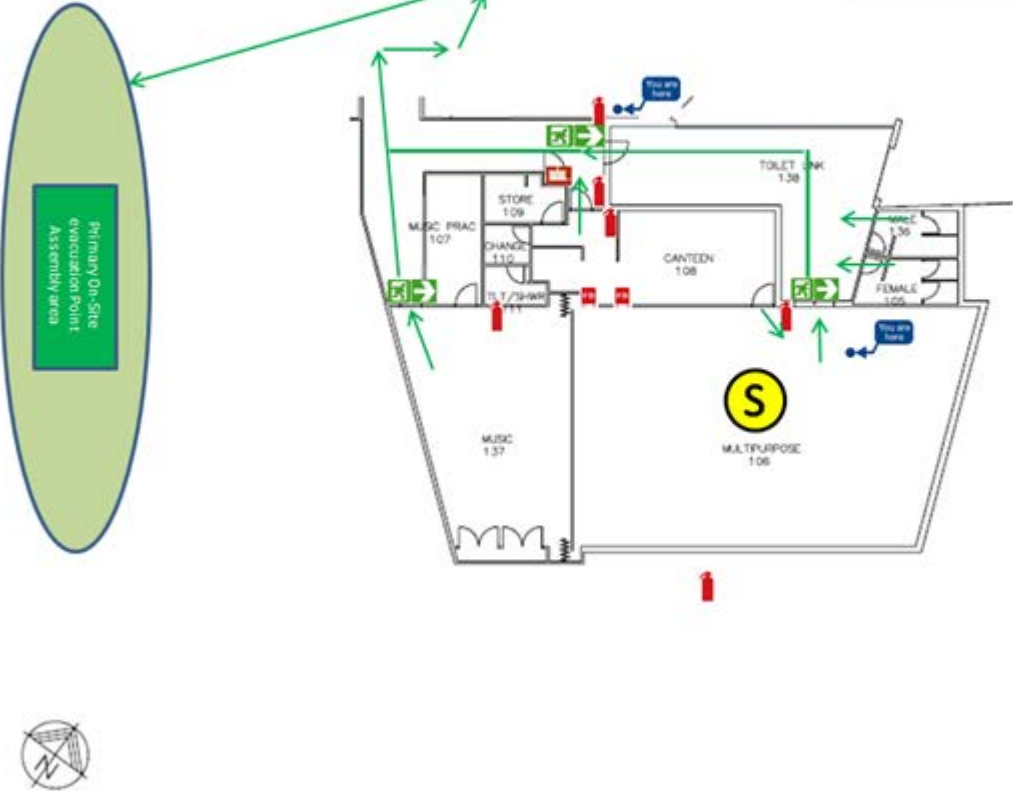
??Classes exit their rooms via the nearest exit point and make their way to the 'Northern' pathway, heading down to the front of the school and across onto the oval.

Woodend Primary School Primary Evacuation Plan-Classroom Block (Cont) to Primary On Site Evacuation Point

**Legend**

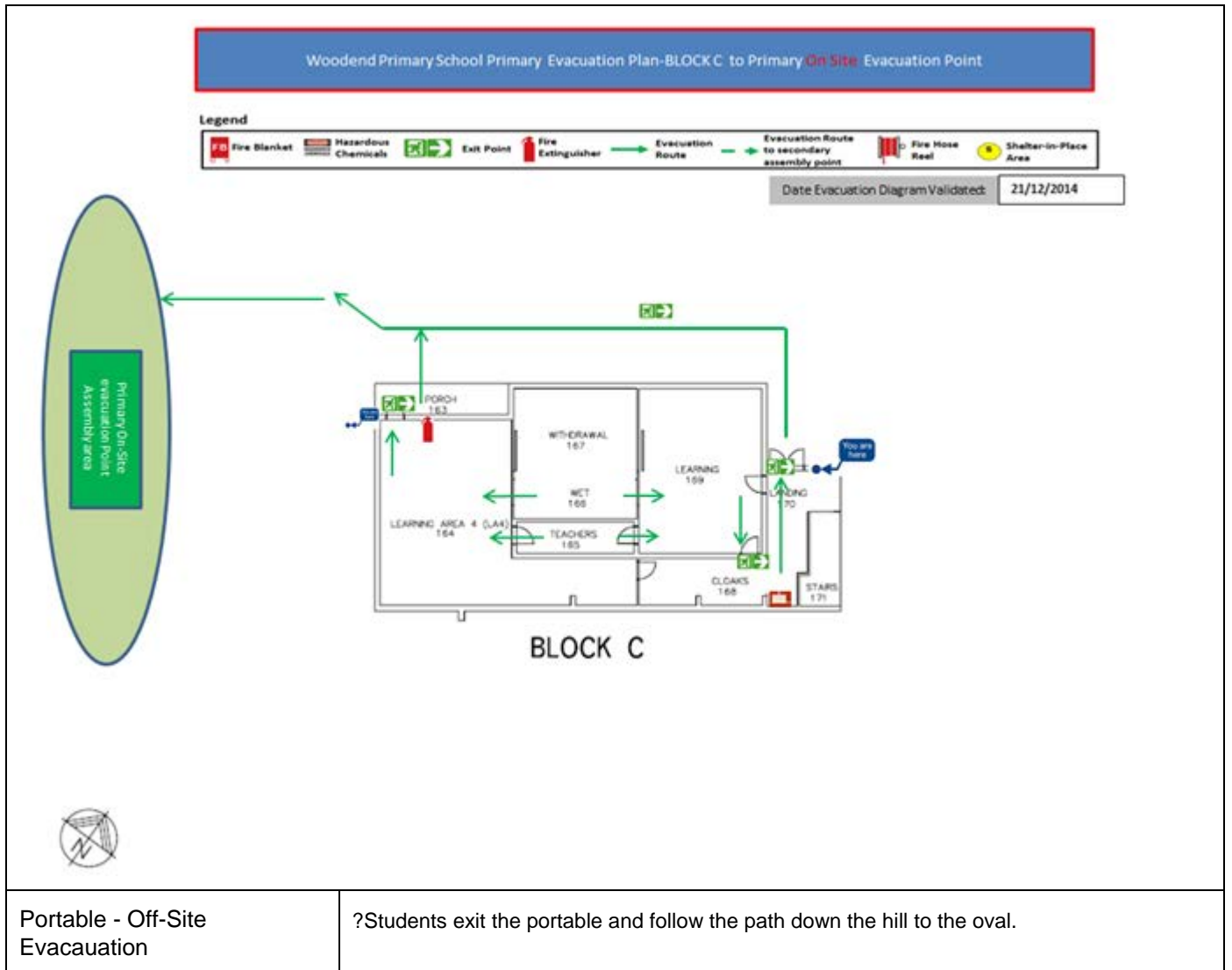
-  Fire Blanket
-  Hazardous Chemicals
-  Exit Point
-  Fire Extinguisher
-  Evacuation Route
-  Evacuation Route to secondary assembly point
-  Fire Hose Reel
-  Shelter-in-Place Area

Date Evacuation Diagram Validated: 21/12/2014



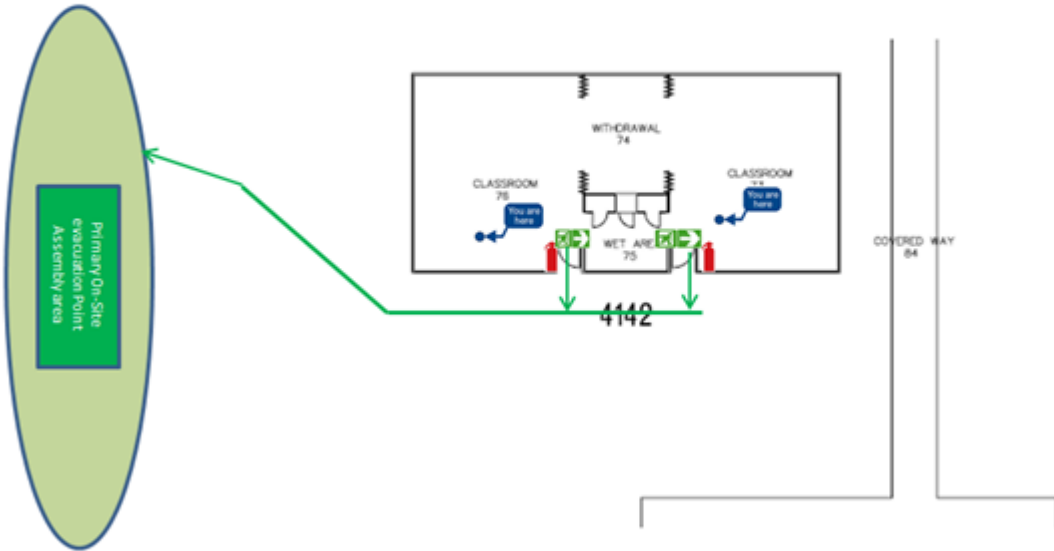
Block C - On-Site Evacuation

?Students exit the classrooms via the nearest exits and follow the path down the hill towards the oval.



Woodend Primary School Primary Evacuation Plan- Portable to Primary On Site Evacuation Point

Date Evacuation Diagram Validated: 21/12/2014



Legend

-  Fire Blanket
-  Hazardous Chemicals
-  Exit Point
-  Fire Extinguisher
-  Evacuation Route
-  Evacuation Route to secondary assembly point
-  Fire Hose Reel
-  Shelter-in-Place Area