

# Greta Valley Primary School

## Emergency and Critical Incident Management Plan 2019-2020



**2376 Wangaratta Kilfeera Road, Greta South, VIC, 3675  
03 5766 6344 / [greta.valley.ps@edumail.vic.gov.au](mailto:greta.valley.ps@edumail.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 26/08/2019**

## Purpose

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

## Context

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

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

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

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or [www.emergency.vic.gov.au](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
Alby Freijah	Senior Education Improvement Leader	08/11/2019	freijah.albert.j@edumail.vic.gov.au
Mal Dinning	Greta Rural Fire Brigade CFA	08/11/2019	1332 Banksdale Road, Hansonville
Ross Woodrow	Glenrowan Police (03) 5766 2215	08/11/2019	ross.woodrow@police.vic.gov.au
Wangaratta Police Station	Local Police Station (03) 5723 0888 Life-threatening or time critical emergency 000	08/11/2019	wangaratta.ciu@police.vic.gov.au
Steve Tucker	Rural City of Wangaratta Municipal Fire Prevention Officer (03) 5722 0888	08/11/2019	S.tucker@wangaratta.vic.gov.au
Scott Flanigan	Myrree Rural Fire Brigade CFA	08/11/2019	flaniganscott@hotmail.com
Campbell Griffin	Molyullah Rural Fire Brigade CFA	08/11/2019	87bers@gmail.com
Geoff Rowe	Lurg Rural Fire Brigade CFA	08/11/2019	GRowe@RoweAssociates.com.au
Rodney Lindsay	Tatong Rural Fire Brigade CFA	08/11/2019	lynlindsay@hotmail.com



## Facility Profile

<b>School Name/Campus Name</b>	<b>Greta Valley Primary School</b>
<b>Address</b>	2376 Wangaratta Kilfeera Road, Greta South, VIC, 3675
<b>Phone</b>	03 5766 6344
<b>Email</b>	greta.valley.ps@edumail.vic.gov.au
<b>Fax</b>	03 5766 6400
<b>DET Region</b>	NORTH-EASTERN VICTORIA
<b>DET Area</b>	Ovens Murray Area
<b>LGA</b>	Wangaratta (RC)
<b>BOM/Fire District</b>	
<b>Is your school on Bushfire At- Risk Register?</b>	Yes
<b>Bushfire At-Risk Register Category</b>	Category 3
<b>Operating Hours</b>	9.00am - 3.30pm
<b>Number of Students</b>	50
<b>Number of Staff</b>	8
<b>Number of Buildings</b>	5
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Engagement Space
<b>On-site Evacuation Location</b>	Cricket pitch/oval
<b>Off-site Evacuation Location</b>	Wangaratta

<b>Typical method used for communications to school community</b>	School Newsletter
<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
Greta Valley Out of School Hours Care	Greta Valley Primary School	Maximum 15 students. Varies.	3.00pm - 6.00pm	5766 6323	0490 838 616

## Building Information Summary

### Telephones (landlines)

Location	Number
Phone located in each room except Library. All same number	03 5766 6344

### Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	Hall/Main Entrance	DET	DET
Other	Distress buttons in each class room, staff room and engagement space	Internal only	

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions
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Gas / Propane	Bottles behind sports shed	Bottled	
Water	N/A		
Electricity	Hallway	Power Direct	

## Sprinkler System

<b>Control Valve Location</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Boiler Room

<b>Location</b>	N/A
<b>Access</b>	N/A

## Emergency Power System

<b>Type</b>	Generator
<b>Location</b>	Mower Shed
<b>Provides power to</b>	Toilets
<b>Shutoff Instructions Location</b>	N/A

## Building and Site Hazards

Location	Number

## Additional Profile Information

<b>Additional Info</b>	





## 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
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>	31/07/2019
<b>Next check date</b>	31/07/2020

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Internal Emergency	Tina Moyle	13/02/2019	13/02/2019
Term 2	External Emergency	Tina Moyle	15/05/2019	01/07/2019
Term 3,	Internal Emergency	Tina Moyle	20/08/2019	06/09/2019
Term 4	External Emergency	Tina Moyle	06/11/2019	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Howard Gibson	29/04/2019 HLTAID002	29/04/2022
Rosalie DiRamacca	29/04/2019 HLTAID002	29/04/2022
Tanya Ivone	5/5/2017 HLTAID003	04/05/2020
Tina Moyle	7/11/2018 HLTAID004	07/11/2021
Cheryl Gray	29/04/2019 HLTAID002	29/04/2022
Fenella Elsom	15/03/2018 HLTAID003	15/03/2021
Tanya Ivone	29/01/2019 CPR update	29/01/2020
Cheryl Gray	29/01/2019 CPR update	29/01/2020
Fenella Elsom	29/01/2019 CPR update	29/01/2020
Tina Moyle	29/01/2019 CPR update	29/01/2020
Howard Gibson	29/01/2019 CPR update	29/01/2020
Rosalie Diramacca	29/01/2019 CPR update	29/01/2020

## 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
Asthma	1	6
Intellectual disability	0	2
Austism	0	2

## Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. 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 business continuity plan in place.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Ensure test & tagging has been completed. Utilise funding to have gutters cleaned of debris.	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Severe weather, storms and flooding	Risk of roof down flooding Risk of injury. Risk of property damage.	Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. Complete the Flood risk identification assessment.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	If there is an extreme or severe weather warning some programs or events may be rescheduled or moved indoors.	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Intruders/personal threat	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure reception has a clear view of visitors to the school Ensure any visitors/contractors sign in through the office area when they first arrive on site. Regularly check all internal alarms are working Practice emergency response with fire drills.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Ensure all staff are aware of our lock down procedures	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Earthquake	Physical or psychological injury could occur to staff, visitors or contractors.	Seek shelter inside or outside as events dictate Call emergency services	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low		<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium		<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium

School Bus accident/Vehicle Incident	Risk of death/injury	Ensure drivers have reliable mobile phones, reflective vests and emergency contact numbers in each vehicle. Drivers follow Safe Work Procedures and 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), and road closures prior to leaving and if necessary postpone the trip.	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme	Bus drivers to notify school immediately once student safety has been confirmed. School to implement emergency procedure As required - 000, ISOC (1800 126 126)	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme
Pandemics and communicable diseases	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.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Flu shots to be offered to all staff	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
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> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme		<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme
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	Ensure generator is in good working order and has adequate fuel to power pump to supply drinking water and be able to flush toilets.	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low		<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> <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>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High		<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental	<ul style="list-style-type: none"> <li>Privacy (including DET's Schools' Privacy Policy)</li> <li>Privacy, Department provided software</li> </ul>	Effective	<b>Consequence</b>		<b>Consequence</b>

	Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> <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>		Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium		Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<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>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High		<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<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>• EAP</li> </ul>	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<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>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury,	<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>	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium		<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium

	impact on well-being requiring support					
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>• Lunchtime and recess supervision</li> <li>• School based security measures e.g. duress alarm, CCTV</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> <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> Possible</p> <p><b>Risk Level</b> High</p>		<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>
Bushfire/Grassfire	Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury	<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> </ul>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> Extreme</p>	Communicate school bushfire preparedness and strategies to the community. Implement actions for varied fire warnings as per EMP During periods of high fire risk the principal will assess the current fire risk and modify or change plans as deemed appropriate	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> Extreme</p>



	<p>requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <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>				
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# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Evacuate students, staff and visitors out of the building to the cricket pitch</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>
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <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 the school car park</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 9589 6266.</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> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> </ul>

	<ul style="list-style-type: none"> <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> </ul>

	<ul style="list-style-type: none"> <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 - cricket pitch or car park</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 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>

Shelter-in-place procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area - the school library.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

**Actions after shelter-in-place procedure**

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

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
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 cricket pitch or car park, 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 Incident Support Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management.</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.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrance doors 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 Incident Support Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management.</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 if possible.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Chief Warden if possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Incident Support Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Incident Support Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management</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>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ 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>○ DROP to the ground</li> <li>○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the room with your back to the wall, covering your faces and head in their arms</li> <li>○ 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</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>
<p><b>Bomb Threat</b></p>	<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 Incident Support Operations Centre 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 instructions from 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> </ul>

- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report emergency to the Incident Support Operations Centre on 1800 126 126.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller. The *Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located in the following areas (to answer in-coming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

**Ask the caller:**

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

**If a bomb/substance threat is received by letter**

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not touch or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**"
- Report emergency to the Incident Support Operations Centre on 1800 126 126.

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

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not touch or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**"
- Report emergency to the Incident Support Operations Centre on 1800 126 126.

**If you are at the site of an explosion**



	<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 o 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 Incident Support Operations Centre on 1800 126 126</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>
<p>School Bus accident/Vehicle Incident</p>	<p>Contact 000 for police/ambulance/fire and seek and follow advice          Contact First Aid Officer on location for support          Contact DET Incident Support Operations Centre on 1800 126 126          Contact Parents as required          Contact SEIL 8392 9500 / 0417 053 237</p>
<p>Pandemics and communicable diseases</p>	<p><b>PREVENTION</b>          Promote basic hygiene measures within the school by:          providing students and staff with information about the importance of hand hygiene (more information is available a          providing convenient access to water and liquid soap and alcohol-based hand sanitiser          educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of g          ensuring careful disposal of used tissues.          Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.          Encourage staff to seek immunisation for seasonal influenza.</p> <p><b>CONTAINMENT</b>  <i>Mild and Moderate</i></p> <ul style="list-style-type: none"> <li>• Follow the advice of DHHS, for example public access to premises and social distancing and scale-up or          on the severity of the influenza determined by DHHS)</li> </ul> <p><i>Severe</i></p> <ul style="list-style-type: none"> <li>• Follow the advice of DHHS, for example public access to premises, social distancing and scale-up or scal          the severity of the influenza determined by DHHS)</li> </ul> <p>Municipal Association of Victoria (MAV) should be advised of closures via an email to <a href="mailto:emergencymgt@mav.asn.au">emergencymgt@mav.asn.au</a></p>
<p>Off-site emergencies</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take cha          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 the school car park</li> <li>• Report the emergency and evacuation to Incident Support Operations Centre 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 E</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted fo</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</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 Security Services Unit and the region (regional Manager, Operations and Emergency Management) once 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, parents need to know areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</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>Loss of essential services</p>	<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 needed.</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 Incident Support Operations Centre 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 extended.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment.</li> </ul>
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <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.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. For additional advice and support with managing the incident, ask to consult with the Incident Management Team, 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 Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5.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.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions.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 Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126 for additional advice and support with managing the incident, ask to consult with the Incident Management and Support Centre 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 Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5</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/FourCriticalA">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA</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 Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126 for additional advice and support with managing the incident, ask to consult with the Incident Management and Support Centre 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 Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5</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/FourCriticalA">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalA</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>Information Security</p>	<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 methods             <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</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>

<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <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>
<p>Mental Stress</p>	<ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing</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>
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <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>
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of 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</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 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> </ul>

	<ul style="list-style-type: none"> <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, O Emergency Management</li> <li>○ Contact Legal Division on 9637 3146</li> <li>○ Consider a Worksafe Notification 13 23 60</li> <li>○ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul>
<p>Bushfire/Grassfire</p>	<p><b>A bushfire/grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or of [insert number] km from the school.</b></p> <ul style="list-style-type: none"> <li>• If immediate assistance is required phone '000'</li> <li>• Contact Vic Emergency Hotline on 1800 226 226 for information on the fire</li> <li>• Report the emergency immediately to the Chief Warden who will convene your Incident Team and in consultation with emergency services determine the appropriate response</li> <li>• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency if required</li> <li>• Continue to monitor local conditions (wind changes, size of fire, direction of travel) and warnings and advice messages through the VicEmergency App, TV, battery powered emergency broadcaster (local ABC radio)</li> <li>• Ensure staff and students do not hinder emergency services or put themselves at risk of damaged buildings or trees</li> <li>• [As appropriate insert any additional mitigation steps relevant to your facility that you have in your risk assessment]</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> <li>• Contact parents as required</li> <li>• Staff will remain with children until they are collected by parents or relocated by emergency</li> </ul> <p><b>If sheltering-in-place is required, move all students, staff and visitors to the <i>Shelter in Place</i> following the identified egress route:</b></p> <ul style="list-style-type: none"> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your Emergency Management Plan)</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>• Where appropriate, confirm with emergency service personnel that it is safe to return to school</li> <li>• Maintain a record of actions/decisions undertaken and times</li> <li>• Check all windows and doors in the <i>Shelter in Place</i> are closed (but doors are not locked)</li> <li>• Turn off Gas</li> <li>• Staff, wherever possible, will wear full length clothing in the event they need to patrol the grounds for embers</li> <li>• Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, extinguishers, fire phone and mobile phone are in the <i>Shelter in Place</i> .</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other fire based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 10m from the <i>Shelter in Place</i> and the evacuation path between the <i>Shelter in Place</i> and <i>Onsite evacuation location</i> or <i>Offsite evacuation location</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Staff to check that students have their shoes on and drink bottles with them</li> <li>• Staff will endeavour to keep students as calm and hydrated as possible</li> <li>• Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any other equipment they may require.</li> <li>• A nominated person is to monitor the phones and radios to ensure, as far as possible, communication is maintained.</li> <li>• Consider notifying parents that staff and children are sheltering in place in the <b>Shelter in Place</b></li> <li>• Should parents arrive at the school, parents remain in the <b>Shelter in Place</b> with their children. Leave should only occur on advice and with direct support from emergency services</li> <li>• Continually monitor <b>Shelter in Place</b> for its integrity, immediately identify and suppress any hot spots or ignitions, where safe to do so.</li> <li>• If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the <b>Onsite Evacuation Location</b> or <b>Offsite Evacuation Location</b> via the defined route</li> </ul> <p><b>While sheltering at the Onsite evacuation/ assembly area or the Offsite evacuation location</b></p> <ul style="list-style-type: none"> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Assemble all staff and students in a tight group maximising the distance to potential source of smoke, the more vulnerable people towards the centre of the group.</li> <li>• Staff to check that children have their shoes on and drink bottles with them</li> <li>• Staff will endeavour to keep students as calm and hydrated as possible</li> <li>• Administer first aid if required</li> <li>• Staff will identify and attend to students who show signs of or are known to be susceptible to smoke. Where possible supply these students with smoke masks.</li> <li>• Maintain communication with emergency services and remain in place until emergency services provide additional support arrives</li> <li>• Communicate to all parents once the all clear has been given.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre on 1800 126 126 that the event is occurring.</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 (e.g. re-unification 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>• Seek support from Student Support Services if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management Team if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lessons learned and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</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> </ul>

	<ul style="list-style-type: none"> <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 plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the 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> for advice</li> </ul>
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# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Howard Gibson	03 5766 6344	03 5729 3516	0429 351 658
Assistant Principal/s	Rosalie DiRamacca	03 5766 6344	0428 273 646	0428 273 646
Business Manager	Tina Moyle	03 5766 6344	0427 791 644	0427 791 644
Year Level Coordinators	Howard Gibson	03 5766 6344	03 5729 3516	0429 351 658
School Bus Coordinator	Howard Gibson	03 5766 6344	03 5729 3516	0429 351 658
First Aid Officer	Howard Gibson	03 5766 6344	03 5729 3516	0429 351 658
School Council President	Leonie Partridge	03 57 276 114	03 5727 6114	0427 261 167

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Terry Bennett	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management			0448 284 749
Emergency Management Support Officer	Eloise Martin		0427 374 563
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	



SEIL	Alby Freijah	8392 9500	0417 0532 37
SSSO Team Leader	Christine Downing	57230529	0403 736 962

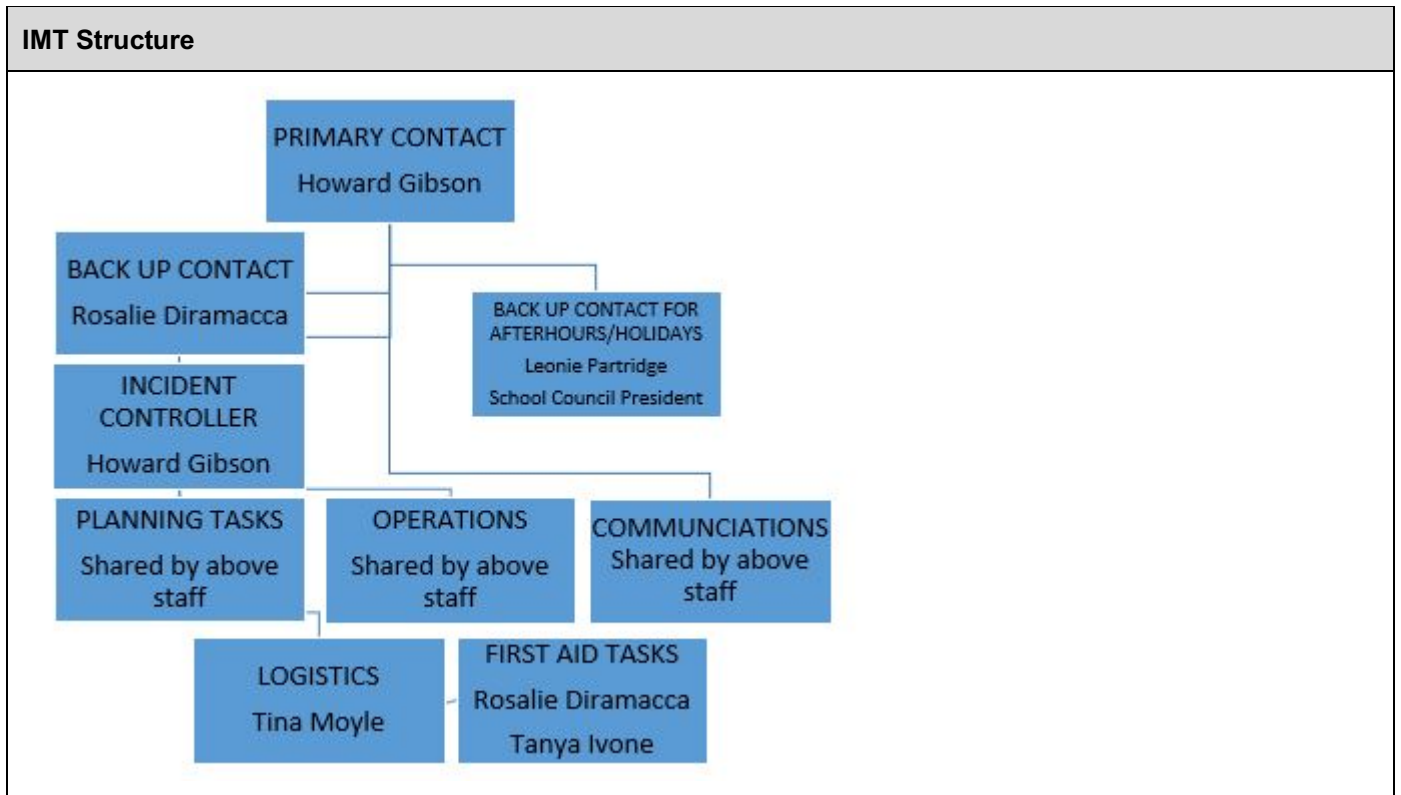
## Local / Other Organizations

Name	Phone
N/A - Electricity	1300307966
13 25 00 - Victorian WorkCover Authority (formerly WorkSafe Victoria)	13 23 60

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Molyullah/Upper Ryans Creek	Molyullah/Upper Ryans Creek	Greta Valley Primary School	0400 626 571 Tim Northey 0459 133 080
Lurg/Greta West/Hansonville	Lurg/Greta West/Hansonville	Greta Valley Primary School	0400612 830 Connie Northey 0448 297 522

# Incident Management Team

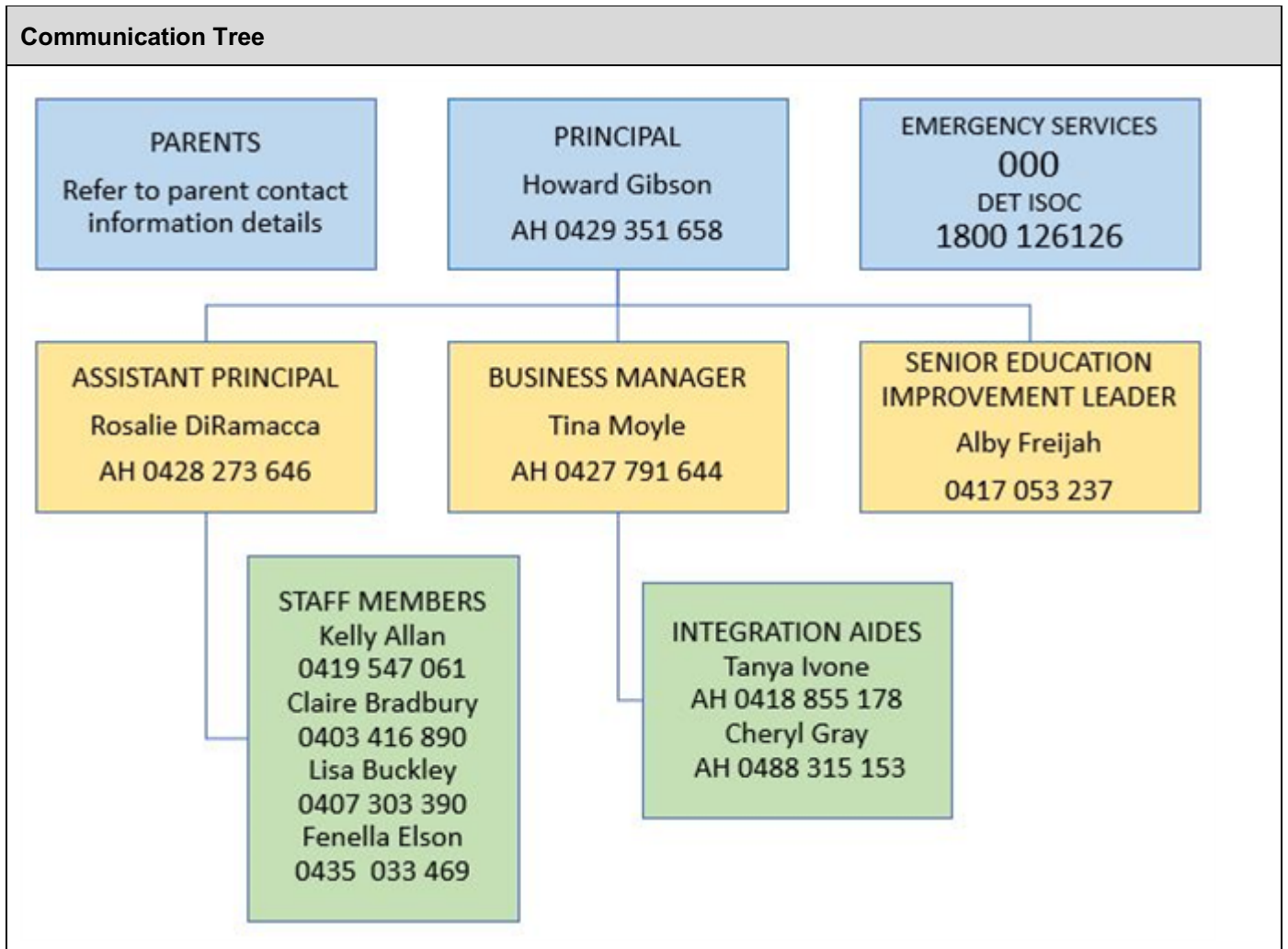


Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Howard Gibson <b>Phone/Mobile:</b> BH 57 666 344 AH 0429 3516 58	<b>Name:</b> Rosalie DiRamacca <b>Phone/Mobile:</b> 57 666 344 AH 0428 273 646

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<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>

# 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 or 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>	Relocation to closest available school
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Name	Contact Details	Support Role
Myrree Primary School	Ash Graham 57297524	Principal
Moyhu Primary School	Rick Martin 57279298	Principal

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

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

<b>Details of arrangements</b>	Staff have mobile phones Generator to be used to supply power to pump for water supply (drinking/flushing toilets)
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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>	Utilise 'bank' of CRT's (list kept in office)
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Name	Contact Details	Support Role

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No
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>	
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>	
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>	
Establish a register to log all decisions and actions	

<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
<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>	

# Area Map

## Area Map

### 13 Area Map

Date Area Map Validated:



Distance to Primary Off-site Assembly Area: 1 Minute  
Estimated time to reach Off-site Assembly Area: 1 Minute

#### LEGEND



# Evacuation Map

Building Name	Evacuation Procedures
Greta Valley Primary School	<p><b>INTERNAL FIRE OR EMERGENCY</b> Sound red alarm located on windowsill opposite Office. Leave building via nearest exit. Assemble at the Cricket Pitch on the Oval or as directed by the Principal or other authority and await further instruction. Alternate evacuation point in Car Park. <b>BUSH FIRE OR OTHER EXTERNAL EMERGENCY</b> Continuously sound the whistle located by each exit door. Meet in the Engagement Room. Wait for instruction by the Principal or other authority.</p>

