

Chilwell Primary School

Emergency and Critical Incident Management Plan 2020-2021



313a Pakington Street, Newtown, VIC, 3220
03 5221 2738 / chilwell.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 29/08/2019

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 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
Country Fire Authority	Country Fire Authority	03/03/2020	61 Separation Street North Geelong Vic 3215 PO Box 586 North Geelong Vic 3215
Geelong Police	Geelong Police	03/03/2020	110 Mercer Street Geelong Vic 3220 GEEELONG.UNI@police.vic.gov.au
Gavan Welsh	Principal	03/03/2020	welsh.gavan.j@edumail.vic.gov.au
Sarah Jeffreys	Assistant Principal	03/03/2020	jeffreys.sarah.l@edumail.vic.gov.au
Sara Brennan	Business Manager	03/03/2020	brennan.sara.s@edumail.vic.gov.au
Jeffrey Smith	First Aid & OHS	03/03/2020	smith,jeffrey,a@edumail.vic.gov.au
Distribution List incl School Council President	All Staff on DL	03/03/2020	DL Chilwell

Facility Profile

School Name/Campus Name	Chilwell Primary School
Address	313a Pakington Street, Newtown, VIC, 3220
Phone	03 5221 2738
Email	chilwell.ps@edumail.vic.gov.au
Fax	03 5221 8191
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Barwon Area
LGA	Greater Geelong (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:45am - 4:45pm Monday - Friday
Number of Students	390
Number of Staff	30
Number of Buildings	4
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Bareena Bowls Club
On-site Evacuation Location	School Oval
Off-site Evacuation Location	Kardinia Park

Typical method used for communications to school community	Newsletter (Tuesday), Skoolbag App (online)
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Team Holiday	Multi Purpose Room	20-50	School Holiday periods from 8am - 6pm	1300035000	0422 970 404
Outside School Hours Care	Multipurpose Room	20-60	7:30am - 8:45am 3:30am - 6:00pm School days	5221 2738	0417014973
Football Star Academy	Oval	10-30	Weekends	0408500224	0408500224

Building Information Summary

Telephones (landlines)

Location	Number
Office	52212738
All classrooms can ring out	Dial 0 for external line

Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	IT Server room	DET	On wall behind server
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Huntingdon St side of school	GAS (Origin Energy) 1800 808 526	Near Library along fence line
Water	Fairview Ave & Huntingdon St	Barwon Water 1300 656 557	Fairview Avenue and Huntingdon St
Electricity	Front of school near hedge	Red Energy 13 18 06	Main board located at front of school and switchboard inside the front door, one in South wing and one in the building on Huntingdon St

Sprinkler System

Control Valve Location	Barwon Water located on Fairview Ave (South side)
Shutoff Instructions Location	Barwon Water located on Huntingdon St side of School (North Side)

Boiler Room

Location	Behind Library/Toilets
Access	Via Library Courtyard

Emergency Power System

Type	NOT applicable however - see below for Power
Location	Main board located on Pakington St side of school inside front gate. Switch boards located in Main building, near front door, South Wing- near teacher's planning area and BER building on Ground floor.
Provides power to	Whole School
Shutoff Instructions Location	Main board located on Pakington St side of school inside front gate.

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	Asbestos will be removed from entire site at end of a building project completed February 2020.

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	March 2020
Next check date	March 2021

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	e.g. Incident Management Team Training e.g. Lockdown drill	Gavan Welsh	March 2020	
Term 2	e.g. emergency evacuation (on-site)	Gavan Welsh	May 2020	
Term 3	e.g. emergency evacuation (off-site)	Gavan Welsh	Aug. 2020	
Term 4	e.g. Lockout drill	Gavan Welsh	Nov 2020	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Jeff Smith	Level 2 First Aid	29/08/2020
Sarah Jeffreys	Level 2 First Aid	29/08/2020
Stephanie Walsh	Level 2 First Aid	29/08/2020
Jason Cole	Level 2 First Aid	22/08/2022
Olivia Dolley	Level 2 First Aid	29/08/2020
Helen Jellett	Level 2 First Aid	29/08/2020
Sara Brennan	Level 2 First Aid	29/08/2020
Mylea Adams	Level 2 First Aid	19/04/2019
Josie Sheridan	Level 2 First Aid	12/10/2019
Jan McLaren	Level 2 First Aid	18/08/2023
Deb Fisher	Level 2 First Aid	19/04/2019
Sue Nouwen	Level 2 First Aid	19/04/2019
Cheryl Minett	Level 2 First Aid	29/08/2020
Peter Blackall	Level 2 First Aid	12/12/2019
kelly Jelenko	Level 2 first Aid	19/08/2022
Anber Lovejoy	Level 2 First Aid	19/10/2022

Other Training Record

Staff Member	Training Type	Date
Whole staff	Anaphylaxis EpiPen training	04/03/2019

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	9
Asthma	0	46
Austism	0	5
Severe behaviour disorder	0	1
Severe behaviour disorder	0	1

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 smoke inhalation problems, i.e asthma.	Emergency Management Plan is up to date. Student with medical conditions have management plans. First Aid Kit for School Evacuation.	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	Bring students inside	Consequence Minor Likelihood Unlikely Risk Level Low
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	Emergency Management Plan is up to date. Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Exit signs and other emergency equipment is tested to ensure working twice each year. Communication systems (PA and phones) are tested and used daily. Approved Fire blanket is available in kitchen. Electrical equipment is tested and tagged annually. First Aid Kit for School Evacuation.	Effective	Consequence Minor Likelihood Rare Risk Level Low	Bring students inside if fire outside. Move students outside if fire occurs inside.	Consequence Minor Likelihood Unlikely Risk Level Low
Severe weather, storms and flooding	Risk of roof down flooding. Risk of injury. Risk of property damage.	Ensure that roof/gutters/drains are clear. Trees are checked annually for safety purposes.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Bring students inside	Consequence Insignificant Likelihood Unlikely Risk Level Low
Intruders/personal threat	Physical or psychological injury. Student/Adult Abduction Property damage.	All visitors to school must sign in at the office. Up to date copies of court orders store in administration area. Emergency Management Plan is up to date. WWCC required for excursions and camps.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	Lock Down	Consequence Severe Likelihood Unlikely Risk Level High
Earthquake	Risk of injury. Risk of property damage.	Emergency Management Plan is up to date. Student with medical conditions have management plans.	Effective	Consequence Major Likelihood Possible Risk Level High		Consequence Moderate Likelihood Rare Risk Level Low

Bomb Threat	Physical or psychological injury. Risk of property damage or property loss.	Emergency Management Plan is up to date. Emergency evacuation drills on a regular basis	Effective	Consequence Severe Likelihood Unlikely Risk Level High		Consequence Major Likelihood Possible Risk Level High
School Bus accident/Vehicle Incident	Risk of death/injury.	Teachers take first aid kits and mobile phones on buses/excursion. School council policy on use of wearing seatbelts.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme		Consequence Major Likelihood Possible Risk Level High
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	Emergency Management Plan is up to date. Student with medical conditions have management plans.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme		Consequence Major Likelihood Possible Risk Level High
Major medical emergency	Risk of health and possible death (in extreme cases).	First aid teachers on duty. Asthma and Anaphylaxis Management Plans in Place. Staff all trained in use of epipen.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	Call 000	Consequence Major Likelihood Possible Risk Level High
Off-site emergencies	Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Complete student Activity Locator on DET Website. School council notified of all offsite excursions. Follow Emergency Management Plan of camps/related activity. First Aid Kit for School Evacuation.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	call 000	Consequence Moderate Likelihood Possible Risk Level Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	lock down procedures called upon and implemented	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level	Not all classrooms can be locked from the inside	Consequence Moderate Likelihood Unlikely Risk Level

				Medium		Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Follow 'bomb threat' protocol on display in office	Effective	Consequence Severe Likelihood Unlikely Risk Level High	Office staff awareness increased	Consequence Moderate Likelihood Unlikely Risk Level Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Move students inside	Effective	Consequence Minor Likelihood Possible Risk Level Medium	Review Extreme Weather timetable annually	Consequence Minor Likelihood Possible Risk Level Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)	Notify families and send students home. Practise good hygiene in school.	Acceptable	Consequence Moderate Likelihood Rare Risk Level Low		Consequence Minor Likelihood Rare Risk Level Low
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets		Acceptable			
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 		Consequence Major Likelihood Likely Risk Level Extreme		
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system;	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources 				

	Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT 				
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"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer 				
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"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 				
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"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 	Acceptable	Consequence Major Likelihood Possible Risk Level High	Consequence Major Likelihood Possible Risk Level High	
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 				

<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
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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"> • Call 000 and inform emergency services of the nature of the emergency. • Evacuate students, staff and visitors out of the building to the School oval/front of school or off site. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan. • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Maintain a record of actions/decisions undertaken and times. • Confirm with emergency service personnel that it is safe to return to normal operations. • Contact parents as required. <p>Actions After On-Site Evacuation/Relocation Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to review any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Off-Site Evacuation Procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to School oval/front of school or off site. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid and this Plan.

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

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

	<ul style="list-style-type: none"> • Undertake operational debrief with staff and Incident Management Team to review any lock-out and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Shelter-In-Place Procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place location <i>Bareena Bowls club</i> • Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. • 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. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. <p>Actions After Shelter-In-Place Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the 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 (e.g. areas of the facility to avoid or parent reunification process). • 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 review any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfires or grassfires	<p>In the extremely unlikely event, shelter in the classrooms until further notice for Chief Warden</p> <ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • Activate the fire alarm. • If appropriate, follow the procedure for On-site Evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the School oval/front of school or off site or stay in classrooms as directed, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DET Media Unit on 9637 2871
Building fire	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • Activate the fire alarm. • If appropriate, follow the procedure for On-site Evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the School oval/front of school or off site, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DET Media Unit on 9637 2871 •
Severe weather, storms and flooding	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. • Enact the Extreme weather timetable and move students inside to safety
Intruders/personal threat	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. Enact the Lock down or Lock out procedure depending on instruction from the Chief Warden or Incident management controller. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776 • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment
Earthquake	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DRCP, COVER and HOLD

	<ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> ● Move away from windows, heavy objects, shelves and so on ● DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms ○ HOLD on until the shaking stops. <p>After the earthquake</p> <ul style="list-style-type: none"> ● Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. ● If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. ● Arrange medical assistance where required. ● Help others if you can. ● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. ● Contact parents as required. ● Tune in to ABC radio if you can and follow any emergency instructions. ● If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. ● Direct all Media enquiries to DET Media Unit on 9637 2871.
Bomb Threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> ● Immediately clear and cordon off the area in the vicinity of the object. ● Call 000 for police and seek and follow advice. ● Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. ● Report the emergency to the Security Services Unit on 9603 7999. ● Do not approach, touch, tilt or tamper with the object. ● As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> ● Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Communication</i></p> <ul style="list-style-type: none"> ● Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. ● Contact parents when evacuation is complete and it is safe to do so. ● Notify your regional emergency management contact and seek advice if necessary. ● Direct all Media enquiries to DET Media Unit on 9637 2871. ● Await "all clear" advice from police before returning to school buildings to resume normal school activities. ● As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> ● DONOT HANG UP ● Keep the person talking for as long as possible and obtain as much information as possible. ● Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. ● Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EVP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> ● where exactly is the bomb/substance located? ● what time will the bomb explode/the substance be released? ● what will make the bomb explode/how will the substance be released? ● what does the bomb look like? ● what kind of device/substance is it? ● who put the bomb/substance there? Why was it put there? ● what kind of substance is it (gas, powder, liquid)? How much is there? ● where are you? Where do you live? ● what is your name? What are your contact details? ● Once the call is finished: <ul style="list-style-type: none"> ○ DONOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone

	<ul style="list-style-type: none"> o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. o implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above o report the emergency to the Security Services Unit on 9589 6266 o ensure all of the caller information has been written down and provided to police on arrival. o As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> o DONOTDELETETHEMESSAGE o Call 000 for police and seek and follow advice o Notify the Chief Warden/principal o If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. o Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. o Report emergency to the Security Services Unit on 9589 6266. o As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> o Direct staff to shelter students under sturdy tables or desks if objects are falling around you. o Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. o Help others to leave the area. Use stairs instead of elevators. o Be aware of weakened floors and stairways and watch for falling debris. o Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. o As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.
<p>School Bus accident/Vehicle Incident</p>	<ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.
<p>Pandemics and communicable diseases</p>	<p>Follow DET policy</p>
<p>Major medical emergency</p>	<ul style="list-style-type: none"> • Determine which services are required and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur if applicable • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Document incident
<p>Off-site emergencies</p>	<ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.

	<ul style="list-style-type: none"> • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.
Intruder	<ul style="list-style-type: none"> • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776 • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment
Bomb/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DONOT HANGUP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EVP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? • Once the call is finished: <ul style="list-style-type: none"> ○ DONOT HANGUP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.

	<ul style="list-style-type: none"> ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> ● Place the letter in a clear bag or sleeve and store in a secure place ● Avoid any further handling of the letter or envelope ● Call 000 for police and seek and follow advice ● Notify the Chief Warden/principal ● If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. ● Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ● Report emergency to the Security Services Unit on 9589 6266. ● As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DONOTDELETETHEMESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.
Severe weather event	<ul style="list-style-type: none"> ● Call 000 if emergency services are needed and seek and follow advice. ● Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. ● Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. ● During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. ● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. ● Disconnect electrical equipment - cover and/or move this equipment away from windows. ● Report emergency to the Security Services Unit on 1800 126 126. ● Notify your region and seek advice from your regional Manager, Operations and Emergency/Management if required. ● Listen to local radio or TV on battery-powered sets for weather warnings and advice. ● Enact the Extreme weather timetable and move students inside to safety
Influenza pandemic	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> ● Determine which services are affected and the extent of the impact. ● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. ● Call 000 if emergency services are required to respond e.g. power lines down in front of school. ● Contact the relevant provider/s to report outage and ascertain when restoration will occur. ● Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. ● Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency/Management for advice and support if necessary. ● Report the loss of essential services to the Security Services Unit on 1800 126 126. ● Contact parents as required. ● Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. ● ●
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"> ● Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf

	<ul style="list-style-type: none"> • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p>
<p>Information Security</p>	<ul style="list-style-type: none"> • Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ○ Phone 1800 641 943 ○ Email servicedesk@edumail.vic.gov.au ○ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>

<p>Mental Stress</p>	<ul style="list-style-type: none"> ● If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' ● Administer first aid (if appropriate) – keep physically and emotionally safe ● Report the incident to the Incident Support and Operations Centre on 1800 126 126 ● Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> ● Search the immediate area ● Contact the parent/carer ● Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location ● Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> ● Contact '000' for police/ambulance attendance ● Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 ● Seek Student Support Services support ● Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: ● Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual ● Monitor the wellbeing of staff ● Actively implement self-care strategies ● If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> ● Intervene only if safe to do so ● Contact '000' if immediate/life threatening and require police/ambulance attendance ● Initiate action to confine or isolate the aggressor ● Determine whether evacuation, lock-down or Shelter in Place is required. ● Administer first aid if required and safe to do so ● Contact parent/guardian of student(s) impacted ● Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 ● Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan ● Record evidence (if applicable) ● If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> ● Consider lodging an eduSafe report ● Consider whether a report to WorkSafe is required ● Contact Employee Assistance Program for support ● Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> ● Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Gavan Welsh	5221 2738	04129891895	0419891895
Assistant Principal/s	Sarah Jeffreys	5221 2738		0401960515
Business Manager	Amber Lovejoy & Sara Brennan	5221 2738		
First Aid Officer	Jeff Smith	5221 2738		0428986217
School Welfare Officer	Catherine Burns	5221 2738		
OHS Representative	Jeff Smith	5221 2738		0428986217
School Chaplain	Melissa Allport	5221 2738		
School Council President	Barb Cronin			0467726244

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Wendy Timms	8397 0301	
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268
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	Robyn Marr	03 52155199	0458 230 533
SSSO Team Leader	Nikola Dixon	(03) 5215 5151	0428 252 848

Local / Other Organizations

Name	Phone
Police Station	000
Fire	000
Ambulance	000

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
NA			

Incident Management Team

IMT Structure



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Gavan Welsh Phone/Mobile: 0419 891 895	Name: Sarah Jeffreys Phone/Mobile: 0401960515
Planning Officer	Name: Sarah Jeffreys Phone/Mobile: 0401960515	Name: Rohan Perrott Phone/Mobile: 52212738
Operations Officer (Area Warden)	Name: Gavan Welsh Phone/Mobile: 0419 891 895	Name: Scott McCumber Phone/Mobile: 0459806163

Communications Officer	Name: Gavan Welsh Phone/Mobile: 0419 891 895	Name: Sarah Jeffreys Phone/Mobile: 0401960515
Logistics Officer (Warden)	Name: Amber Lovejoy Phone/Mobile: 5221 2738	Name: Sara Brennan Phone/Mobile: 5221 2738
First Aid Officer	Name: Jeff Smith Phone/Mobile: 5221 2738	Name: Sarah Jeffreys Phone/Mobile: 5221 2738
Holiday Program - Team Holiday	Name: Sam Hoath Phone/Mobile: 0422 970 404	

Incident Management Team Roles & Responsibilities

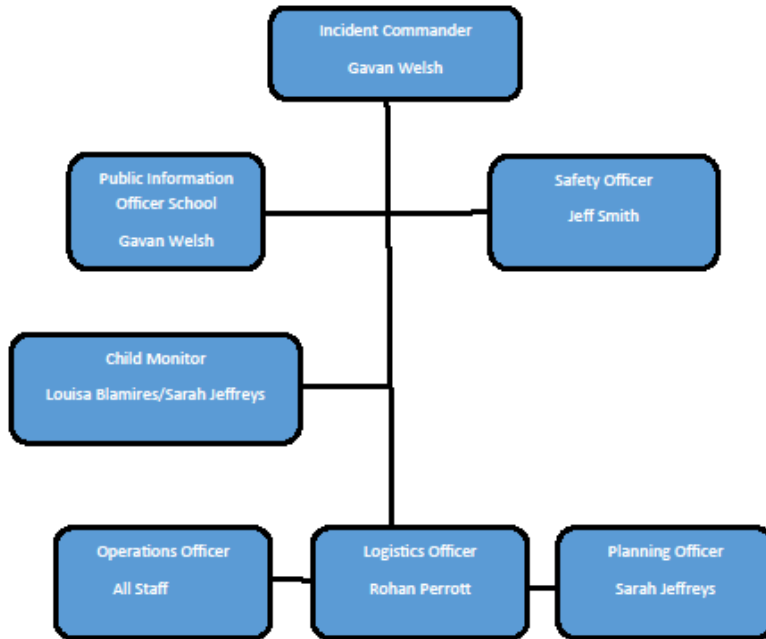
Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are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

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

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

Communication Tree

Communication Tree



IMT MEMBER	NAME OF STAFF MEMBER AND CONTACT DETAILS	NAME OF BACK UP STAFF MEMBER AND CONTACT DETAILS
Incident Controller (Chief Warden)	Gavan Welsh 0419 891 895	Sarah Jeffreys 0401 960 515
Communications Officer	Gavan Welsh 0419 891 895	Sarah Jeffreys 0401 960 515
Planning Officer	Sarah Jeffreys 0401 960 515	Rohan Perrott 5221 2738
Operations Officer (Area Warden)	Gavan Welsh 0419 891 895	Sarah Jeffreys 0401 960 515
Logistics (Warden)	Rohan Perrott 5221 2738	Sara Brennan 0408 825 560
First Aid Officer	Jeff Smith 5221 2738	Sarah Jeffreys 0401 960 515

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Move off site via emergency evacuation procedure. Move to nearby school if accommodation can be negotiated. Outside activities arranged if appropriate. Contact parents to arrange student pick up via Skoolbag App.
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Name	Contact Details	Support Role
Gavan Welsh	52212738	principal

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

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

Details of arrangements	Continue to teach students without the technology.
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Name	Contact Details	Support Role
Gavan Welsh	52212738	principal

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

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

Details of arrangements	Principal Classofficers take classes. Specialist classes are cancelled and staff redeployed. Combining classes.
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Name	Contact Details	Support Role
Gavan Welsh	52212738	Principal

Business Continuity Checklist

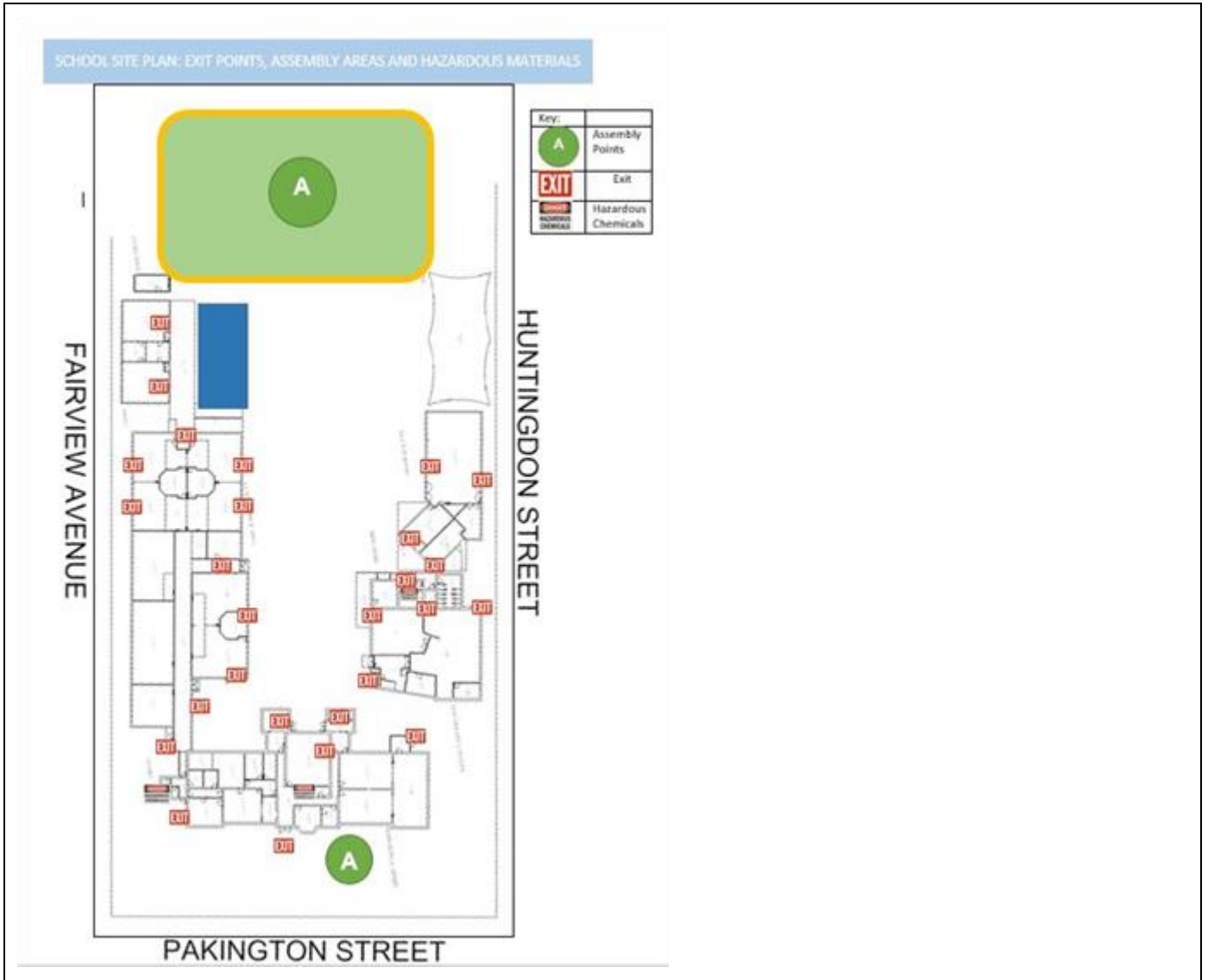
Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: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

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

Area Map

Area Map





Evacuation Map

Building Name	Evacuation Procedures
Chilwell Primary School - Whole School Evac	Make your way to the nearest exit and head to the Oval. Follow any instructions given by the Incident Manager.

