

# Korumburra Secondary College

## Emergency and Critical Incident Management Plan 2022-2023



**125 Jumbunna Road, Korumburra, VIC, 3950**  
**03 5655 1566 / korumburra.sc@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 15/07/2022**

## 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.

## Facility Profile

<b>School Name/Campus Name</b>	<b>Korumburra Secondary College</b>
<b>Address</b>	125 Jumbunna Road, Korumburra, VIC, 3950
<b>Phone</b>	03 5655 1566
<b>Email</b>	korumburra.sc@education.vic.gov.au
<b>Fax</b>	03 5655 2673
<b>DET Region</b>	SOUTH-EASTERN VICTORIA
<b>DET Area</b>	Inner Gippsland Area
<b>LGA</b>	South Gippsland (S)
<b>BOM/Fire District</b>	West & South Gippsland District
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8am - 4.00pm
<b>Number of Students</b>	374
<b>Number of Staff</b>	57
<b>Number of Buildings</b>	7
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	PAC - Performing Arts Centre
<b>On-site Evacuation Location</b>	Top Oval (Plan A), Town end paddock (Plan B), Front school (Plan C)
<b>Off-site Evacuation Location</b>	Town end paddock (Plan B), mark roll then walk to Winterhalter Busline Depot (Site 1) or Korumburra Primary School (Site 2)

<b>Typical method used for communications to school community</b>	Compass, SMS, Email, Facebook, News Letter
<b>Is this school has other services or users of the site?</b>	No

## Other Services/Users of Site

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

## Building Information Summary

### Telephones (landlines)

Location	Number
General Office	03 5655 1566

### Alarms

Description	Location	Monitoring Company	Number
Fire	24 Mine Road Korumburra	CFA	
Intrusion	A Wing, STEAM building, Canteen/PAC	DET	DET Emergencies 03 9589 6266 - 1800 126 126
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Refer to Map	RED	

Water	Refer to Map	South Gippsland Water	
Electricity	Refer to Map	RED Energy	

## Sprinkler System

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

## Boiler Room

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

## Emergency Power System

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

## Building and Site Hazards

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

## Additional Profile Information

<b>Additional Info</b>	<b>Site Plan</b>

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation	John Wilson	30/03/2021	30/03/2021
Term 2	Lock down	John Wilson	31/05/2022	31/05/2022
Term 3	Lock down	John Wilson	15/09/2022	15/09/2022
Term 4	Shelter in Place	John Wilson	11/11/2022	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Tina van't Hof	Australian First Aid	20/04/2024
Angella Burke	Victorian First Aid Services and Training	13/05/2024
Ray Boulter	Life Saving Victoria	26/11/2022
Andrea Jenkin	Victorian First Aid Services and Training	28/05/2023
Rebecca Anthony	Aust. Red Cross	06/09/2022
Christine Fleming	Aust. Red Cross	03/09/2022
Karen Sorrell	Aust. Red Cross	03/09/2022
Nicole Creaser	Aust. Red Cross	03/09/2022
Nadine Smith	Victorian First Aid Services and Training	03/12/2022
Maureen Campisi	Allens Training	30/03/2023
Melinda Dawson	Victorian First Aid Services and Training	22/02/2023
Melinda Hams	Victorian First Aid Services and Training	17/06/2024
Toby Mahoney	Victorian First Aid Services and Training	18/11/2024
Megan McGraw	Victorian First Aid Services and Training	14/04/2023
Gabrielle Paterson	Victorian First Aid Services and Training	06/11/2021
Steve Scott	Victorian First Aid Services and Training	16/12/2023
Chris Cronin	Victorian First Aid Services and Training	18/11/2024
Lisa Kordus	Victorian First Aid Services and Training	18/11/2024
Olivia Schwartz	Victorian First Aid Services and Training	18/11/2024
Steven Santilli	Victorian First Aid Services and Training	18/11/2024

## 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
ADHD	0	10
Allergy	0	20
Anaphylaxis	1	4
Anxiety	0	6
Asperger	0	3
Asthma	2	46
Autism	0	6
Diabetes	0	1
Heart Condition	0	3
Migraine	0	5
Hearing impaired	0	3
Allergy to Medication	0	6
Attention Def. HYP. Dis	0	1
Chiari Malformation	0	1
Depression	0	2
Dislexia	0	1
Leukaemia	0	1
Nose Bleeds	0	1
Oppositional Defiant Disorder	0	2
Sprraventricular Tachcardia SVT	0	1



Vein Malformation	0	1
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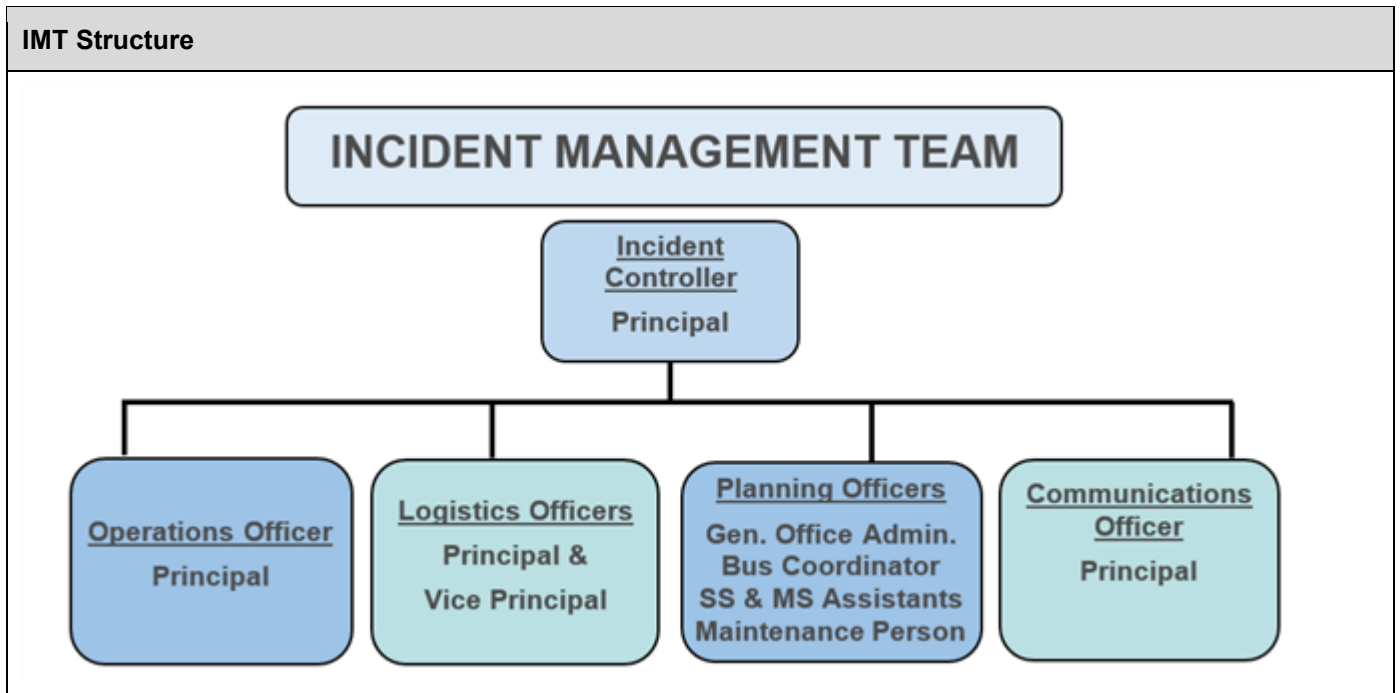
## Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
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
Copy of facility site plan and EMP including evacuation routes	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	08/02/2022
<b>Next check date</b>	11/10/2022

# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Vaya Dauphin <b>Phone/Mobile:</b> 0488 155 027	<b>Name:</b> John Wilson <b>Phone/Mobile:</b> 0437 570 155
Planning Officer	<b>Name:</b> John Wilson <b>Phone/Mobile:</b> 0437570 155	<b>Name:</b> Melinda Dawson <b>Phone/Mobile:</b> 0458 238 451
Operations Officer (Area Warden)	<b>Name:</b> Vaya Dauphin <b>Phone/Mobile:</b> 0488 155 027	<b>Name:</b> John Wilson <b>Phone/Mobile:</b> 0437 570 155
Communications Officer		

	<b>Name:</b> Vaya Dauphin <b>Phone/Mobile:</b> 0488 155 027	<b>Name:</b> John Wilson <b>Phone/Mobile:</b> 0437 570 155
Logistics Officer (Warden)	<b>Name:</b> Vaya Dauphin <b>Phone/Mobile:</b> 0488 155 027	<b>Name:</b> John Wilson <b>Phone/Mobile:</b> 0437 570 155
First Aid Officer	<b>Name:</b> Tina van't Hoff <b>Phone/Mobile:</b> 0427 595 201	<b>Name:</b> Karen Sorrell <b>Phone/Mobile:</b> 0400 382 685

# 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>
<p>Planning Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
<p>Operations Officer (Area Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p>

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

	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure records and First Aid Kits are up to date</li> <li>• Ensure First Aid Officer qualifications and training are up to date</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist and Monitor any person requiring medical attention and provide medical support where needed</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure records and documentation is updated</li> </ul>

# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Business Manager	Kim Cross	03 5655 1566	0447 356 014	0447 356 014
Senior School Coordinator	Melissa Neill	03 5655 1566	0425 750 095	0425 750 095
Middle School Coordinator	Christopher Cronin	03 5655 1566	0407 715 166	0407 715 166
School Bus Coordinator	Andrea Jenkin	03 5655 1566	0412 336 232	0437 248 047
First Aid Officer	Tina van't Hoff	03 5655 1566	0427 592 201	0427 592 201
School Welfare Officer	Rebecca Anthony	03 5655 1566	0407 256 440	0438 529 219
School Council President	Matt Row	0417 828 970	0417 828 970	0417 828 970
Principal	Vaya Dauphin	03 5655 1566	0488 155 027	0488 155 027
Assistant Principal	John Wilson	03 5655 1566	0437 570 155	0437 570 155

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Ian Burrage	(03) 89042437 0407 361 504	03 8904 2444
Regional Office (sevr@edumail.vic.gov.au)	Dandenong, Moe, Sale, & Frankston 1300 338 738	emergency.sev@education.vic.gov.au	03 8904 2444
Manager, Operations & Emergency Management	David Jonson	03 7022 1029	0415 606 204
Emergency Management Support Officer	Glen Tarrant	03 8904 2444	0438 018 269 or (03) 8904 2406
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	Rob Juratowitch	03 5127 0442	0448 520 931
SSSO Team Leader	Nisha Spence	03 5194 4126	0467 765 120

## Local / Other Organizations

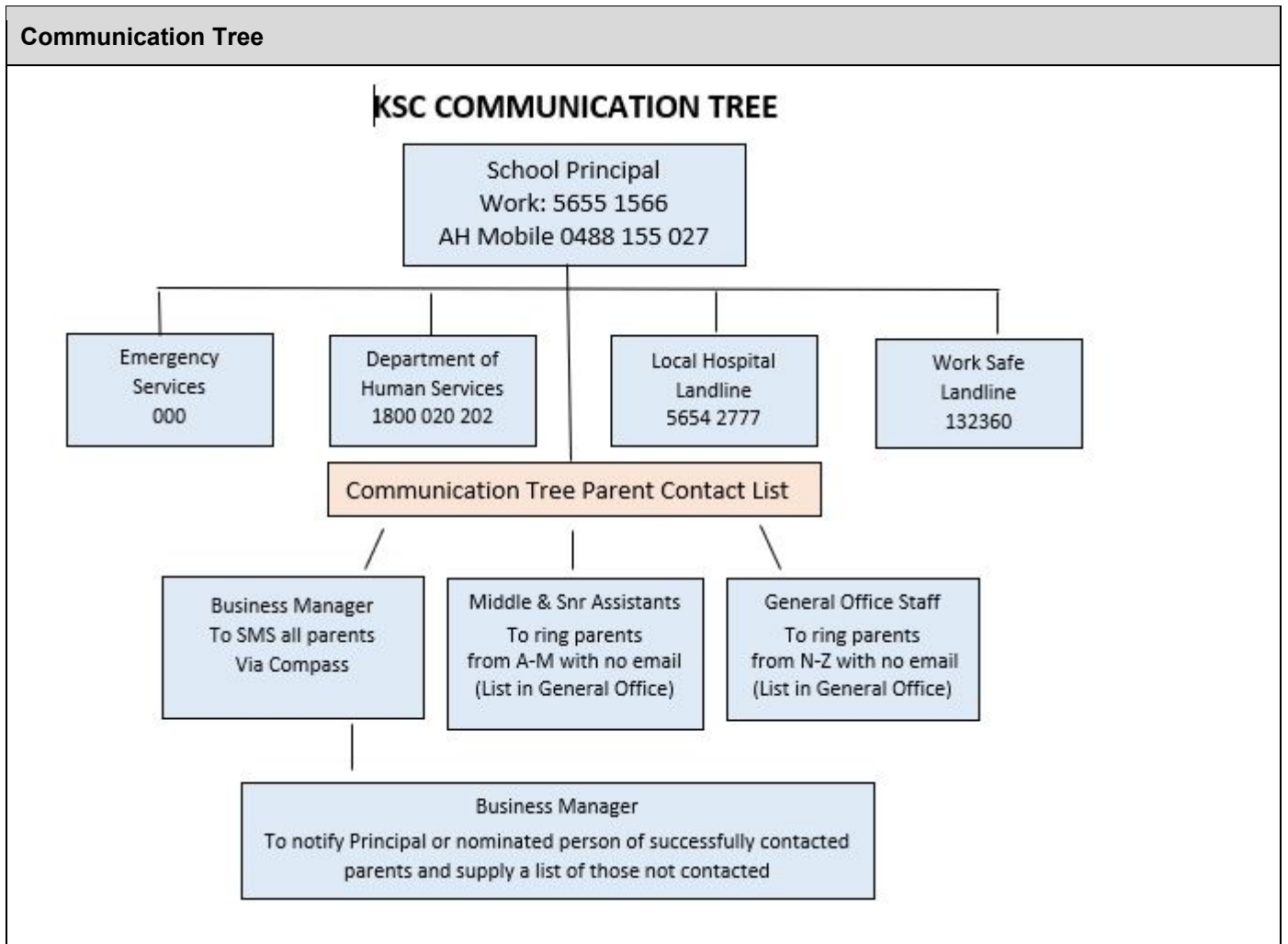
Name	Phone
Police Station	03 5655 1244
Hospital/s	03 5654 2777
Gas	131806
Electricity	131806
Water Corporation	1300 301 636
Facility Plumber	56551605 / 56581818 / 0407 167 735
Facility Electrician	0437 552 123
Local Government	03 5662 9200

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Bus 1	Jeetho/Krowera/Loch	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	Harley's Buslines - 03 5655 2333 / 0407 343 930

Bus 2	Kardella	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	Harley's Buslines - 03 5655 2333 / 0407 343 930
Bus 3	Kongwak	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	AM & JH Winterhalter - 03 5655 1145 / 0428 551 145
Bus 4	McDonalds Track, Nyora, Lang Lang	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	AM & JH Winterhalter - 03 5655 1145 / 0428 551 145
Bus 5	Nyora	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	O'Neills Buslines - 0428 552 497
Bus 6	Outtrim	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	Harley's Buslines - 03 5655 2333 / 0407 343 930
Bus 7	Poowong	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	O'Neills Buslines - 0428 552 497
Bus 8	Strzelecki	Korumburra Primary School St Josephs Primary School Korumburra Secondary College	Harley's Buslines - 03 5655 2333 / 0407 343 930

# Communication Tree



# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Intruder	There is a risk of physical and/or psychological harm from an intruder or aggressive person entering the school building or grounds.	Visitors must report to reception and sign in using the visitor register. Visitors are required to wear and display visitor pass/badge. Parents must make an appointment to meet with teachers/principal. Lockdown/lockout/evacuation procedures are regularly practiced. Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletter. In relation to court orders/custody papers: The school maintains a register of current documents. Parents are advised of the relevant school processes and duty of care to other students and staff.	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	The school will provide training for staff in managing aggressive people/diffusing tense situations. Staff will share information on a 'need to know' basis concerning parent issues. The school will develop a process and pre-determined actions to discretely alert others of an intruder. The school will increase number of staff on yard duty as required, develop a roster and monitor attendance of yard duty teachers. Yard duty staff will carry a phone at all times. Issue yard duty staff with two-way radios linked to an office base station. Liaising with local police to arrange a prompt response to any call for assistance. Where necessary, the school will seek legal advice and obtain a trespass order for intruder.	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Severe weather event	There is a risk of injury due to a severe weather event. Causes Flying debris falling objects Consequences: Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	Ensure regular and ongoing maintenance program of grounds and buildings. Review lockdown procedures as per EMP Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary.	Acceptable	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	If there is a severe weather warning or the upcoming forecast is predicting possible extreme weather or storms, the Principal or Assistant Principal, in consultation with staff will assess the upcoming period may decide to alter, move or cancel scheduled programs/camps/excursions.	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Camps	There is a risk of injury during camps and excursions. Causes Transportation of group Incident involving an adventure activity Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals.	All camps and excursions are approved by School Council/Principal as per DET policy and procedures. All adventure activities will follow DET Safety Guidelines for Education Outdoors Appropriate details entered into Student Activity Locator when required. All Staff PD approved by School Council/Principal or PD Coordinator. All staff to follow DET's Work-related driving procedure.	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	All camps and excursions will have prior approval by School Council where necessary. Staff will follow all DET safety guidelines for adventure activities and have the activity lodged with DET Student Activity Locator. In the event of injury or death all staff, students and school community will be offered counselling by trained professionals. A statement issued by DET will be posted so that the community has correct details of event. Direct all media enquiries to DET Media unit on 9637 2871. Ongoing support for all concerned will be provided by trained professionals.	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Transport	There is a risk of injury due to transporting staff and students during school events. Causes	School policy is only to engage approved "Accredited Bus Operators"	Acceptable	<b>Consequence</b>	Staff vehicles to have appropriate insurance cover. All staff to hold current drivers license	<b>Consequence</b>

	Mechanical breakdown Driver fatigue Other Drivers Road Conditions Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	School policy in the use of Private Vehicles for the purpose of school business to be implemented.		Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High		Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Bushfire/Grassfire	Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals	Weekly checks of safety equip are conducted during bushfire season. School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. WatchZone on VicEmergency App Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. EMP is reviewed and socialised with staff before fire season. Staff are aware of EMP and understand their role within it 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season Pre-determined arrangements implemented as fire danger escalates (in accordance with school's category on the Bushfire at Risk Register)	Acceptable	<b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High	Ensure all appropriate evacuation procedures are followed. In the event of injury or disability trained professional on going support, clinical/psychological, for all students, staff and community where needed. Direct all Media enquiries to DET Media Unit on 9637 2871. DET statement posted for community with correct details of event.	<b>Consequence</b> Severe <b>Likelihood</b> Unlikely <b>Risk Level</b> High
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	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 9589 6266. Do not approach, touch, tilt or tamper with the object. Schedule and practice emergency evacuation drills on regular basis	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Call 000 Ensure all appropriate evacuation procedures are followed. In the event of injury trained professional on going support, clinical/psychological provided where needed. Direct all Media enquiries to DET Media Unit on 9637 2871. DET statement posted for community with correct details of event if required.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)	Ensure EMP are up to date and pandemic planning arrangements are included. Provide students and staff with information about the importance of hand hygiene. Provide convenient access to water and liquid soap. Education of staff and students about covering their cough with a tissue or their inner elbow to prevent spread of germs. Convey seasonal influenza messages as directed by DET. Exercise appropriate home-based exclusion from school among staff and students with flu-like illness. Encourage staff to seek immunisation for seasonal influenza.	Acceptable	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	All staff and senior students are encouraged to and offered influenza immunisation. Any influenza alerts by DET are conveyed to staff. Staff and students are encouraged or asked to stay at home if ill or becoming ill with flu like symptoms. All phones throughout the school have disinfectant wipes next to them for cleaning phone after use. In the event of death, professional on going support provided where needed. Contact parents if required	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Loss of essential services	Lack of availability of school resources such as computers	Ensure that a reasonable supply of water is available to all students, staff and visitors.	Acceptable	<b>Consequence</b>	To maintain a reasonable level of hygiene in school, water is critical. In the event of mains water supply being interrupted or disconnected,	<b>Consequence</b>

	Lack of availability of fresh drinking water and water for flushing toilets	If disruption occurs for a long period of time e.g. 2 hours or more, Principal may consider closing the school until water supply has returned to normal. Ensure the school infrastructure has the capacity to support the school's technology needs. Provide access to shared resources such as printers or shared memory, electronic mail, computing devices and specialized instruments.		Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low	the Principal or Emergency management team may close the school until water supply has returned to normal. IT specialist staff ensure, to the best of their ability, that all areas of computers and resources are functioning at a high level as much as possible. All staff and students have access to computers and resources such as printers and electronic mail. A web based school management program ensures the whole school community have access to news bulletins, school updates and events.	Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) are 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. Test communication systems (PA system) on a regular basis. 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 correctly	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Annual tagging of equipment is carried out Emergency equipment is checked by fire service each year PA system is used everyday Fire blanket available in kitchen areas Passageways are clear for easy access	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Child Abuse	Students may be victim of child abuse from a family member or member of our community. Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Students are provided with key staff the can report concerns to All staff trained in responding to possible child abuse Allied health staff present on most days	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Information Security	Students or other members of the community may access our data and view confidential information. Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT	Acceptable	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	Staff regularly reminded about processes for protecting information Students regularly reminded about processes for protecting own information and severity of inappropriately accessing others' information	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

Medical Emergency	A student or staff member suffers a medical emergency through accident or as a result of underlying condition. Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer	Acceptable	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	Safety plan developed for all high risk students Emergency services contacted in the event of a medical emergency	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Mental Stress	Staff or student suffers excessive mental stress Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Staff trained in Mental Health First Aid Staff trained in recognising signs and symptoms of mental stress in students and/or colleagues Principal/Assistant Principal proactive in speaking with staff showing signs of mental stress	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Missing person - school or school camp/excursion	Student becomes lost while on school activity Probable causes: Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	School records attendance Student engagement policy to promote school attendance and address truancy, which is staged Recess and lunchtime supervision. Behaviour Support Plans to address individual truancy. Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) List of students to attend camp to be held at school site and by Teacher in Charge on camp. School excursion/camp risk assessment	Acceptable	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	Parents and/or emergency services to be contacted immediately on realising a student is lost Sign in/sign out processes published to students and parents	<b>Consequence</b> Moderate <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, impact on well-being requiring support	Student Support Services Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program				
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	<u>Site based policies and strategies</u>  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	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low		

		<p>Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</p> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <p>Trespass order</p> <p>Child Protection referral</p> <p>Family violence referral</p> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <p>Referral to Student Support Services (SSS)</p> <p>School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</p> <p>Restraint and Seclusion procedure</p> <p>Respectful Relationship</p> <p>Health and Human Services Behaviour Support Services</p> <p>More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</p> <p>School welfare officer/coordinator engaged</p> <p><u>Training</u></p> <p>Diffusion strategies and training for staff</p> <p>Conflict management training</p> <p>Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</p> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <p>Employee Assistance Program (EAP) for impacted staff</p> <p>Principal Mentor Program</p> <p>Proactive Wellbeing Supervision</p> <p>Principal Health Checks</p> <p>Early Intervention Principal Support Service</p> <p><u>Refer to additional resources for impacted persons</u></p> <p>School breakfast club (where available)</p> <p>School wide Positive Behaviour Support</p> <p>Koori inclusive School Wide Positive Behaviour Support</p>				
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<p>COVID-19</p>	<p>Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures</p>	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer (<a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a>).</p>	<p>Acceptable</p>	<p><b>Consequence</b> Severe <b>Likelihood</b> Likely <b>Risk Level</b> Extreme</p>	<p>The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High</p>
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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 - to make their way calmly to top oval (Plan A) or Town end paddock (plan B) or front of school (Plan C).</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126, call Maintenance Person 0458 238 451.</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 Region and seek advice from 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>• Communicate with community.</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 town end paddock, roll call and walk to off site location - Winterhalter Busline Depot (Site 1) or Korumburra Primary School (Site 2) or Korumburra Rec. Reserve (Site 3)</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126 and Maintenance person 0458 238 451.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> </ul>

	<ul style="list-style-type: none"> <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> <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>• Communicate with community.</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 and lock (if possible) internal doors and windows, remain in classroom, sit below window level or move into corridors if safe to do so.</li> <li>• Check that all external doors (and windows if appropriate) are locked.</li> <li>• Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126, call Maintenance Person 0458 238 451.</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 gate as the only entry point.</li> <li>• As appropriate, ascertain that all students, staff and visitors are accounted for.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-down procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> </ul>

	<ul style="list-style-type: none"> <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>• Communicate with community.</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 - Top oval (Plan A) or Town end paddock (Plan B) or Front School (Plan C).</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, call Maintenance Person 0458 238 451.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Communicate with community.</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, preferably PAC.
- 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, call Maintenance Person 0458 238 451.
- 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.
- Communicate with community.
- 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
Intruder	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
Severe weather event	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm: <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul> <p><b>After the severe weather event</b></p> <ul style="list-style-type: none"> <li>• After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.</li> <li>• Direct all media enquiries to DET Media Unit on 8688 7776.</li> <li>• Contact parents as required.</li> </ul>
Camps	
Transport	
Bushfire/Grassfire	<p><b>Bushfire / Grassfire (Category 4 - Code Red Day) Specific Emergency Response Procedures.</b></p>

	<p><b>Triggers for Action.</b> The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>• is observable, or</li> <li>• identified via Vic Emergency App within 10 km from the school.</li> <li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>• If immediate emergency services assistance is required phone '000'.</li> <li>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 50%;">Role</th> <th style="width: 30%;">Mobile number</th> </tr> </thead> <tbody> <tr> <td>Insert name</td> <td>Manager Operations and Emergency Management</td> <td>Insert Number</td> </tr> <tr> <td>Insert name</td> <td>Emergency Management Support Officer</td> <td>Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Report the incident to ISOC (1800 126 126)</li> <li>• Convene your Incident Management Team (IMT)</li> <li>• Continue to monitor conditions such as wind change, size of fire, direction of travel.</li> <li>• Continue to monitor warnings and advice messages through the VicEmergency App or website.</li> <li>• If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.</li> </ul> <p><b>Other sources of Information</b></p> <ul style="list-style-type: none"> <li>• Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.</li> <li>• ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.</li> </ul> <p style="text-align: center;"><b>Actions for the School when it is within a VicEmergency warning area</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">VicEmergency Warning</th> <th style="width: 45%;">What it means</th> <th style="width: 40%;">School Actions</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><b>Advice Warning</b></td> <td>Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.</td> <td>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</td> </tr> <tr> <td style="vertical-align: top;"><b>Watch and Act Warning</b></td> <td>Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</td> <td>If your school is in a Watch and Act Warning area, seek advice and then decide whether to;           <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite bushfire evacuation location.</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;"><b>Emergency Warning</b></td> <td>Issued when the community is in imminent danger of an incident/event and need to take action now.</td> <td>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in the PAC and seek advice. Advise parents that they should not travel at the school to pick up their children. 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If your school is in a Watch and Act Warning area, seek advice and then decide whether to; <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite bushfire evacuation location.</li> </ul>	<b>Emergency Warning</b>	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in the PAC and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also
Name	Role	Mobile number																				
Insert name	Manager Operations and Emergency Management	Insert Number																				
Insert name	Emergency Management Support Officer	Insert Number																				
VicEmergency Warning	What it means	School Actions																				
<b>Advice Warning</b>	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.																				
<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, seek advice and then decide whether to; <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite bushfire evacuation location.</li> </ul>																				
<b>Emergency Warning</b>	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in the PAC and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also																				

	<p style="text-align: right;">shelter in place with staff and students at the school.</p> <p><b>Prepare to Evacuate</b> – Issued when it is recommended that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.</p> <p><b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p><b>Sheltering in Place.</b> If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> <li>• Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>• Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the PAC.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services are maintained.</li> <li>• Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>• If parents arrive, encourage them to stay with their children at the school.</li> <li>• Check all windows and doors in the PAC are closed (but doors are not locked).</li> <li>• Turn off gas supply</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the PAC and the evacuation path between the PAC and top oval and town end paddock.</li> <li>• Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.</li> <li>• The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> <li>• Continually monitor PAC for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.</li> <li>• If the building has ignited and is not safe to extinguish – evacuate to the top oval or town end paddock, via the defined route.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>
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Bomb/substance threat

**If a suspicious object is found (or the threat identifies the location of a bomb)**

*Immediate response*

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Report the emergency to the Security Services Unit on 1800 126 126.
- Do not approach, touch, tilt or tamper with the object.

*Evacuation*

- Evacuate the school and:
  - 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

*Communication*

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Await all clear advice from police before returning to school buildings to resume normal school activities.

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

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report emergency to the Security Services Unit 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 *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
  - 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, regardless of 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 line or mobile phone
  - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
- implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
- report the emergency to the Security Services Unit on 1800 126 126
- ensure all of the caller information has been written down and provided to police on arrival.

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

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266.

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

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266.

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

- 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:
  - 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 1800 126 126
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested.

<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (<a href="https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default">https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default</a>) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> </ul>
<p>Smoke</p>	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> if anyone is experiencing wheezing, chest tightness and difficulty breathing.</li> <li>• Closely monitor for adverse effects of smoke on students and staff.</li> <li>• Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.</li> <li>• Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.</li> <li>• Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler.</li> </ul> <p><b>Activities/Indoors</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.</li> <li>• Close windows and doors.</li> <li>• Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function)</li> <li>• Limit prolonged or heavy physical activity relative to the conditions.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>• As appropriate: <ul style="list-style-type: none"> <li>• report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126</li> <li>• notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• For health information about smoke go to: <a href="http://www.betterhealth.vic.gov.au/bushfiresmoke">www.betterhealth.vic.gov.au/bushfiresmoke</a> or <a href="http://www.betterhealth.vic.gov.au/plannedburns">http://www.betterhealth.vic.gov.au/plannedburns</a></li> <li>• For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at <a href="http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days">http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</a></li> <li>• Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.</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_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul>

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Information Security	<ul style="list-style-type: none"> <li>• Contact your IT specialist technician for advice and support</li> </ul>

	<ul style="list-style-type: none"> <li>• If you require support from IMTD contact the Service Desk through one of the following mechanisms:             <ul style="list-style-type: none"> <li>○ Phone 1800 641 943</li> <li>○ Email servicedesk@edumail.vic.gov.au</li> <li>○ Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>• If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>• Phone the privacy help desk on 8688 7967</li> <li>• Email privacy@edumail.vic.gov.au</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 contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul>
<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> </ul>

	<ul style="list-style-type: none"> <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 students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released:             <ul style="list-style-type: none"> <li>◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>◦ Continue to identify those most at risk and triage for support</li> <li>◦ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion             <ul style="list-style-type: none"> <li>◦ Preserve the evidence</li> <li>◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>◦ Contact Legal Division on 9637 3146</li> <li>◦ Consider a Worksafe Notification 13 23 60</li> <li>◦ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> </ul>

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



# Business Continuity

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

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

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

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

<b>Details of arrangements</b>	Ensure business continuity plan which include: In the event of being unable to access site our initial preference will be to move to remote learning The leadership team will continue to run the school and teaching staff will teach remotely. When appropriate small numbers can return to site with preference given first to Admin staff, Principal or Vice Principal, Leadership team, Year 12 teachers and students. KPS to be approached if required Recreation reserve and large halls and spaces to be approached if required KSC to utilize its large grounds for relocatable rooms and facilities etc. if required
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Name	Contact Details	Support Role

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

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

<b>Details of arrangements</b>	A Back up is done of key school data using a large capacity of hard drives in data banks, Teachers are encouraged to store curriculum documents in school resources on Compass or in cloud Office 365 A replacement server within 24 hours if required and IT specialist to retrieve information from local backups The Administration network is backed up remotely on a daily basis by Education Department KSC would revert to paper based systems, e.g. paper rolls if required Flexible lesson plans - plans are stored in Compass KSC to contact the utility company or repair contractor to report loss and
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	establish approximate timeline of outage Hire Emergency lighting if required
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Name	Contact Details	Support Role
Red Energy	131 806	Power supplier
Telstra	1300 368 387	School Mobile phones
Optus	13 39 37	School Land lines
NEC	13 16 32	School Telephone system

### 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>	Use of Casual Relief staff to supply teachers - list on mobile phone and hard copy in Daily Organiser Office to supply relief teaching staff and administration staff Cross training and multi-skilling staff to ensure different roles and responsibilities are able to be carried out in a professional manner Allow for reduced workforce by: <ul style="list-style-type: none"> <li>Larger class sizes</li> <li>Use of Teacher Aids and Education Support staff to support classes</li> <li>Pre-prepared educational materials that support independent learning</li> <li>Team activities and sports to accommodate larger class sizes and merging classes</li> </ul>
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Name	Contact Details	Support Role
GBS Education	03 5174 2665	Relief teachers and administration staff

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No

<p>Evaluate the impact of the incident for:</p> <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>	<p>No</p>
<p>Identify actions to mitigate impact, including:</p> <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>	<p>No</p>
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <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>	
<p>Establish a register to log all decisions and actions</p>	
<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	<p>No</p>
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> <li>• Other users of site</li> <li>• Region</li> <li>• Suppliers</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	<p>No</p>



# Area Map

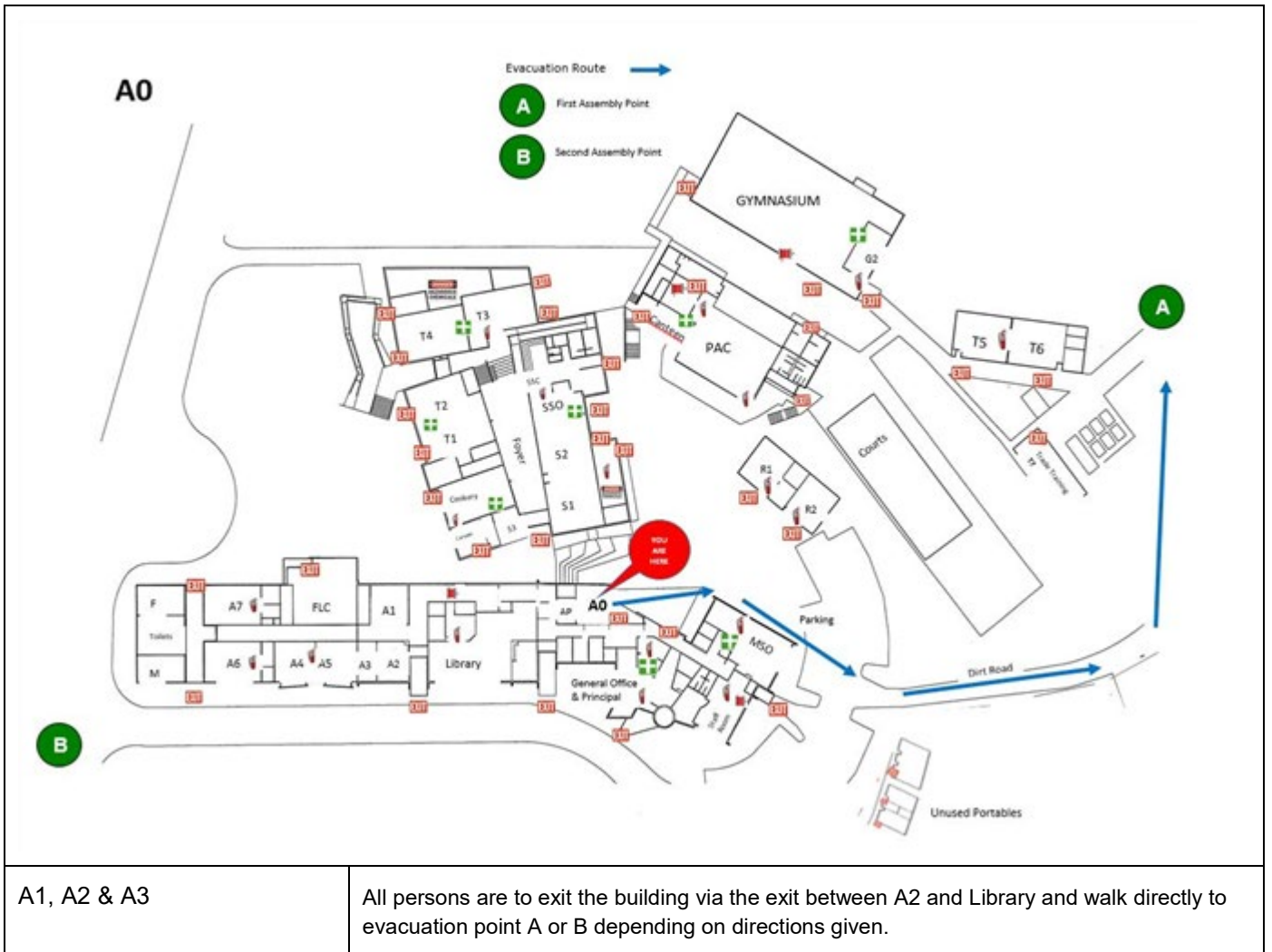
## Area Map



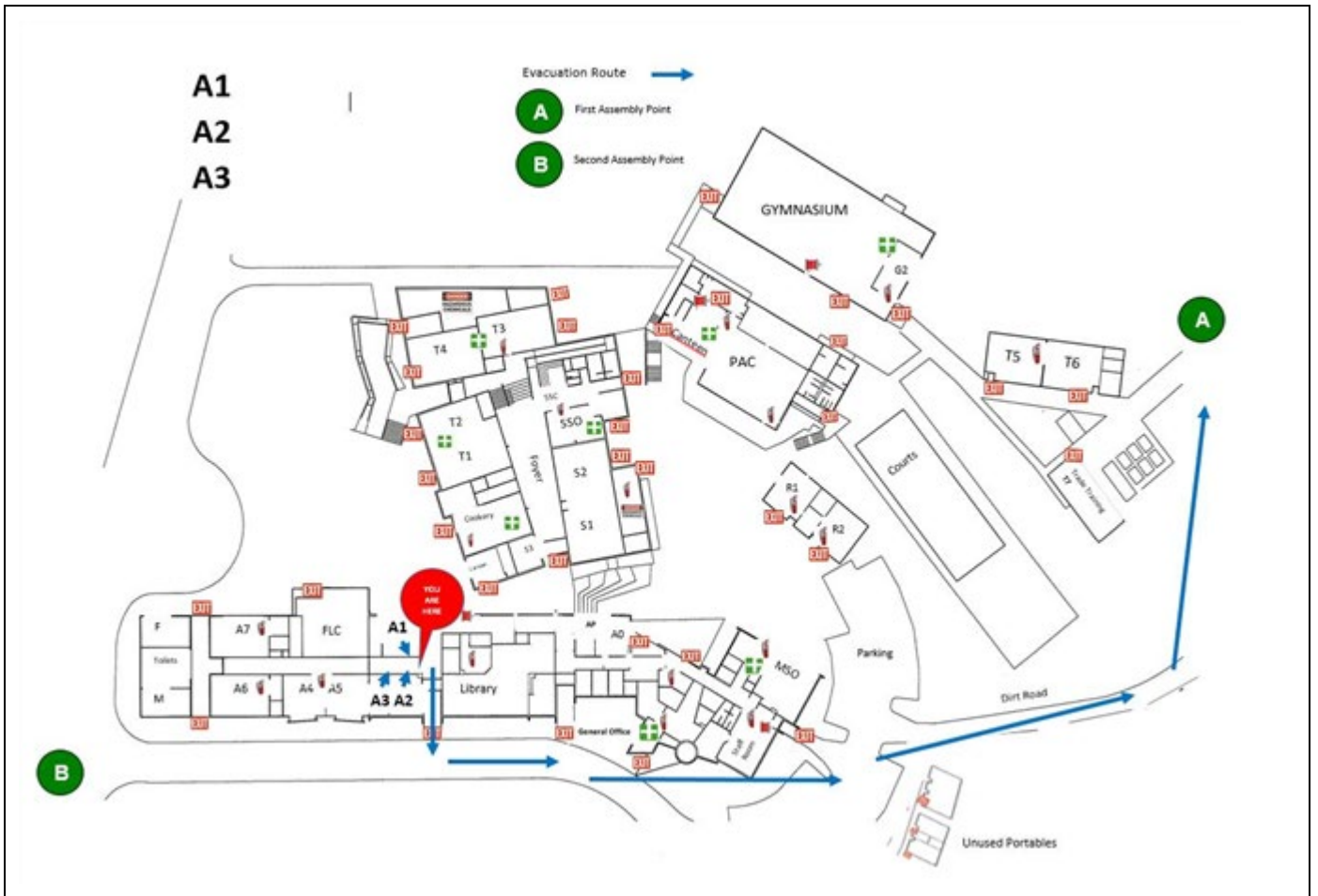


# Evacuation Map

Building Name	Evacuation Procedures
Site Plan & Traffic Flow	
<p><b>SITE PLAN and TRAFFIC FLOW</b></p> <p>Emergency service access point (Red arrow) Evacuation Route (Blue arrow)</p> <p>First Assembly Point (A) Second Assembly Point (B)</p> <p>Legend:          Fire Hydrant (Red T)          Fire Hose Reel (Red H)          First Aid Kit (Green K)          Shelter in place (Yellow S)          Hazardous Materials (Red X)          Fire Hydrant (Red T)          Major Exit Point (Red E)          Alarm (Blue A)          Bus Drop off/Pick up Area (Yellow B)          One Way Traffic (Yellow arrow)          Parent/Student Drop off/Pick-up Zone (Purple arrow)          No U turn (Red arrow)          Unused Portables (Red arrow)</p>	
A0	All persons are to exit via the external outside door and walk directly to evacuation point A or B depending on directions given.

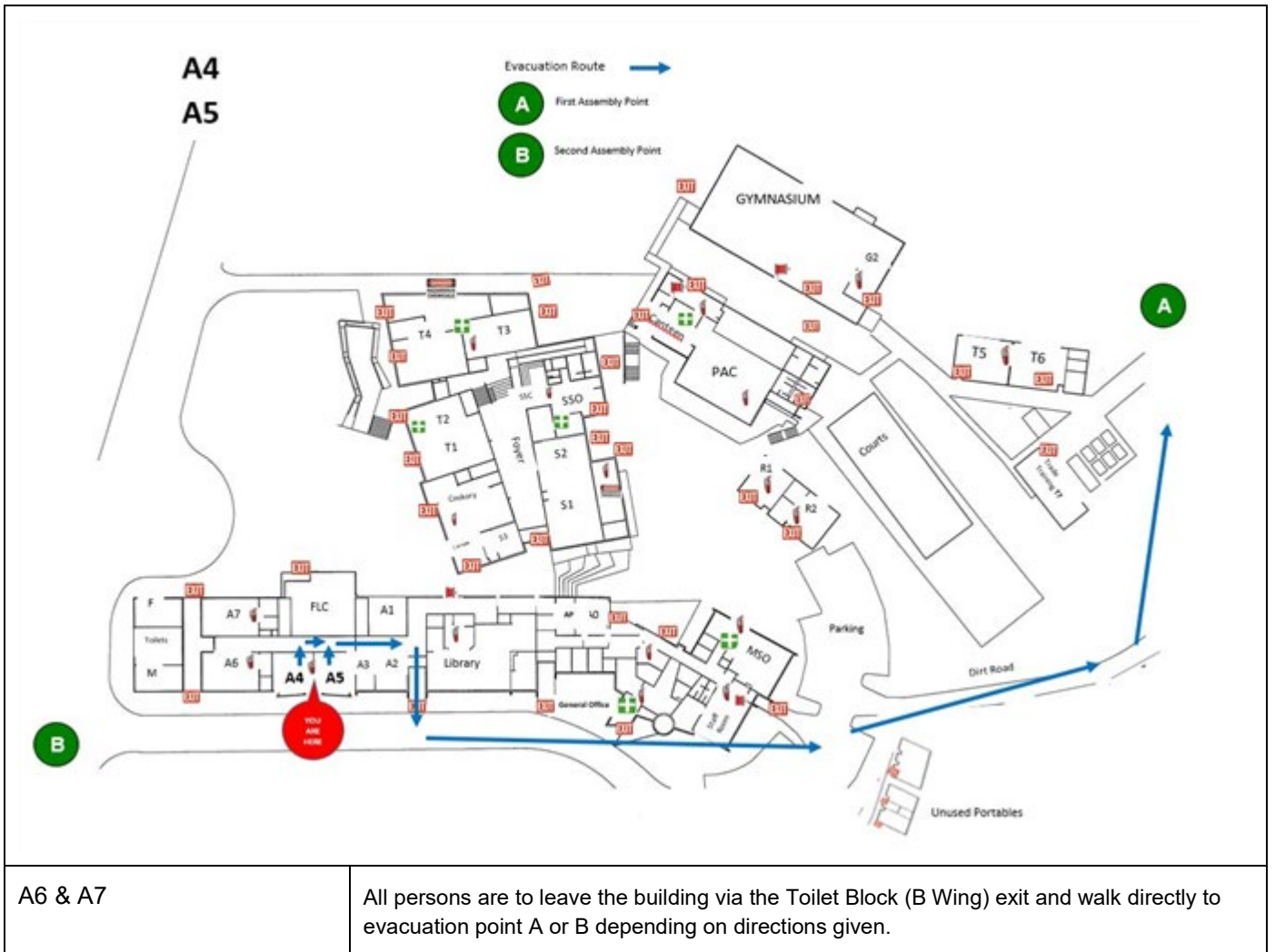


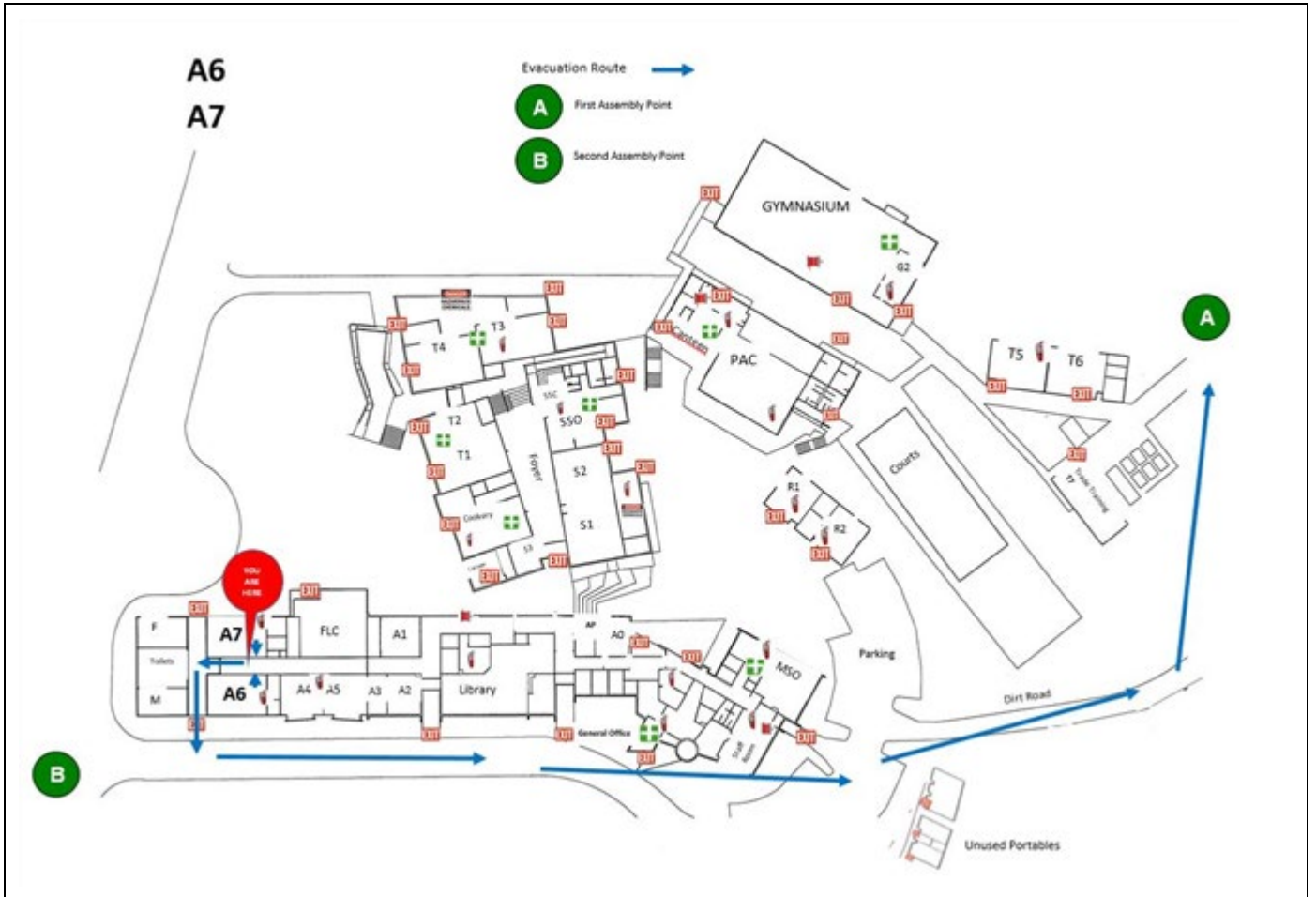




A4 & A5

All persons are to leave the building via the exit in between A2 and Library and walk directly to evacuation point A or B depending on directions given.





Assisting Principal,  
Counsellor & Careers

All persons are to leave the building via the exit door between the Library and the Wellbeing Office and walk directly to evacuation point A or B depending on directions given.

**Assistant Principal  
Counsellor  
Careers**

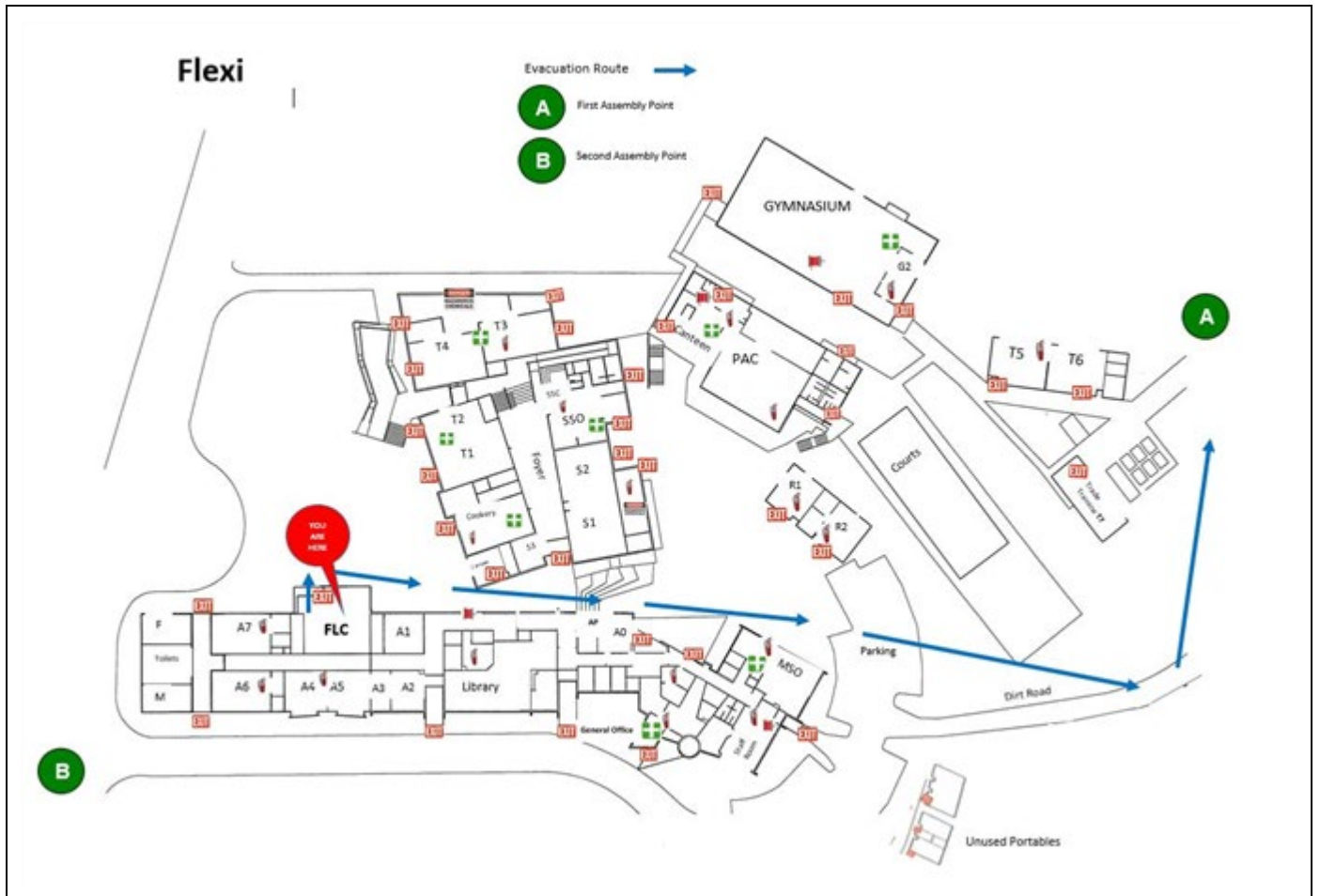
Evacuation Route →

- A** First Assembly Point
- B** Second Assembly Point



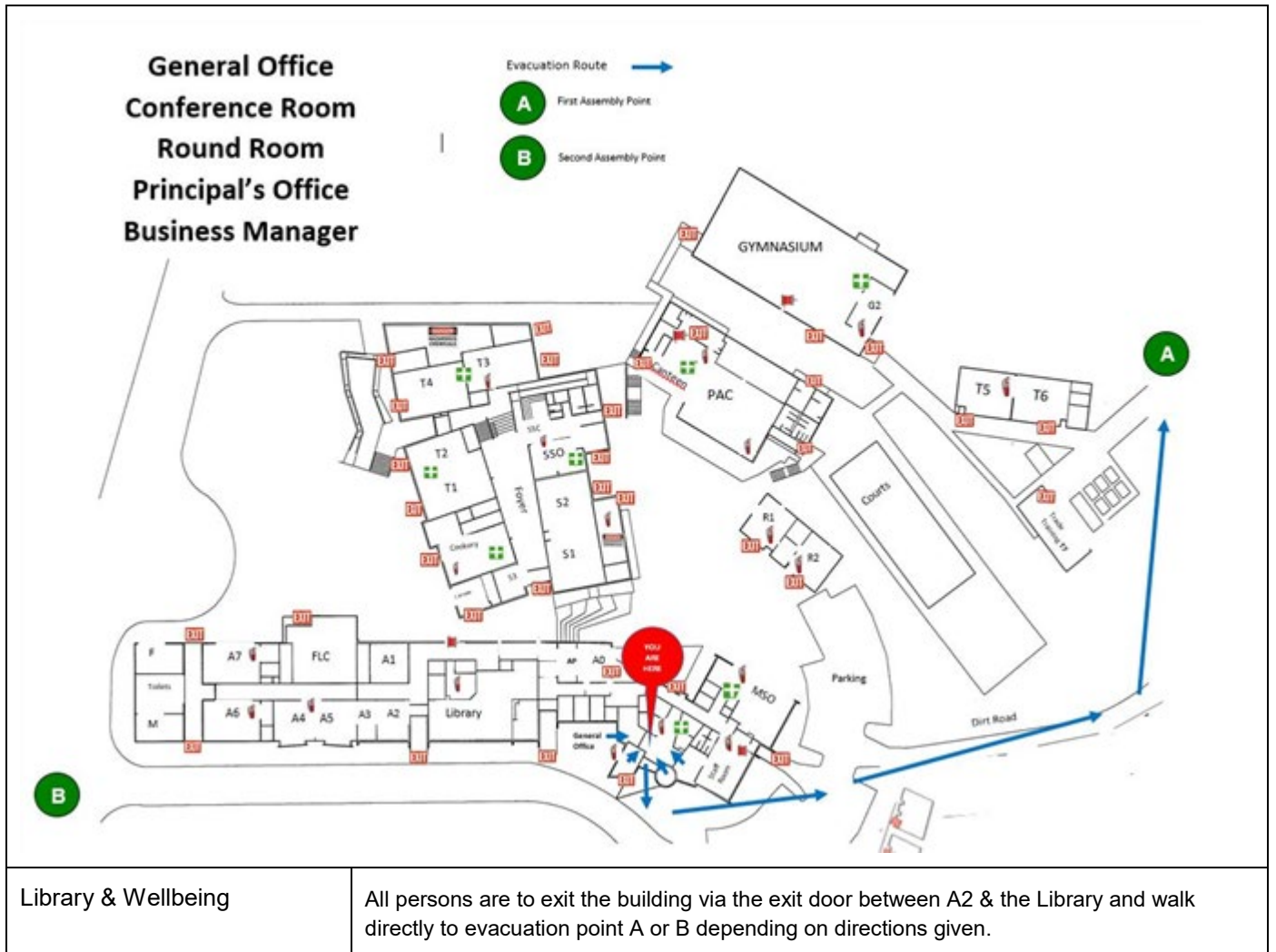
Flexi

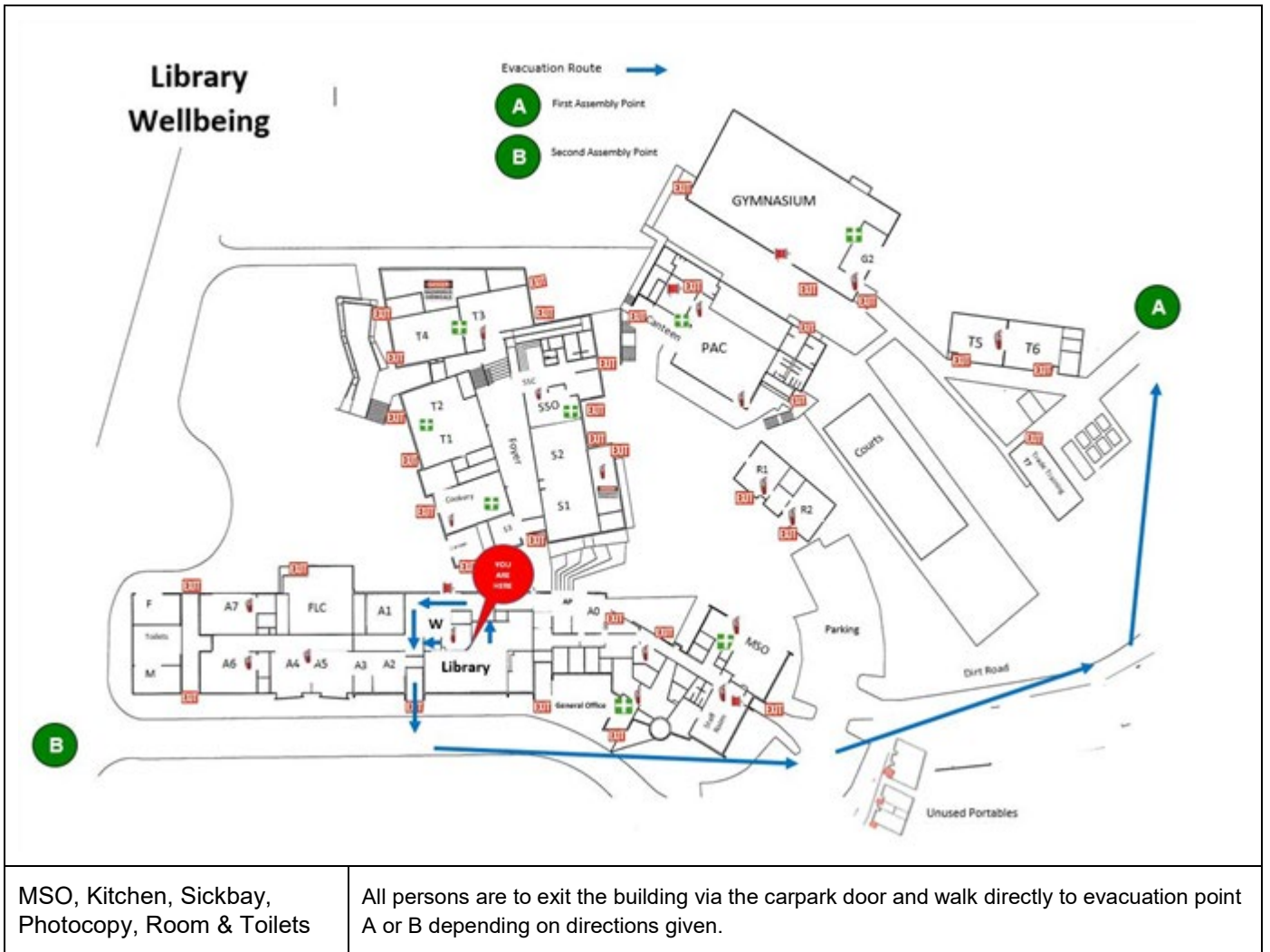
All person are to exit via the external rear door and walk directly to evacuation point A or B depending on directions given.



General Office, Principal, Business Manager, Round & Conference rooms

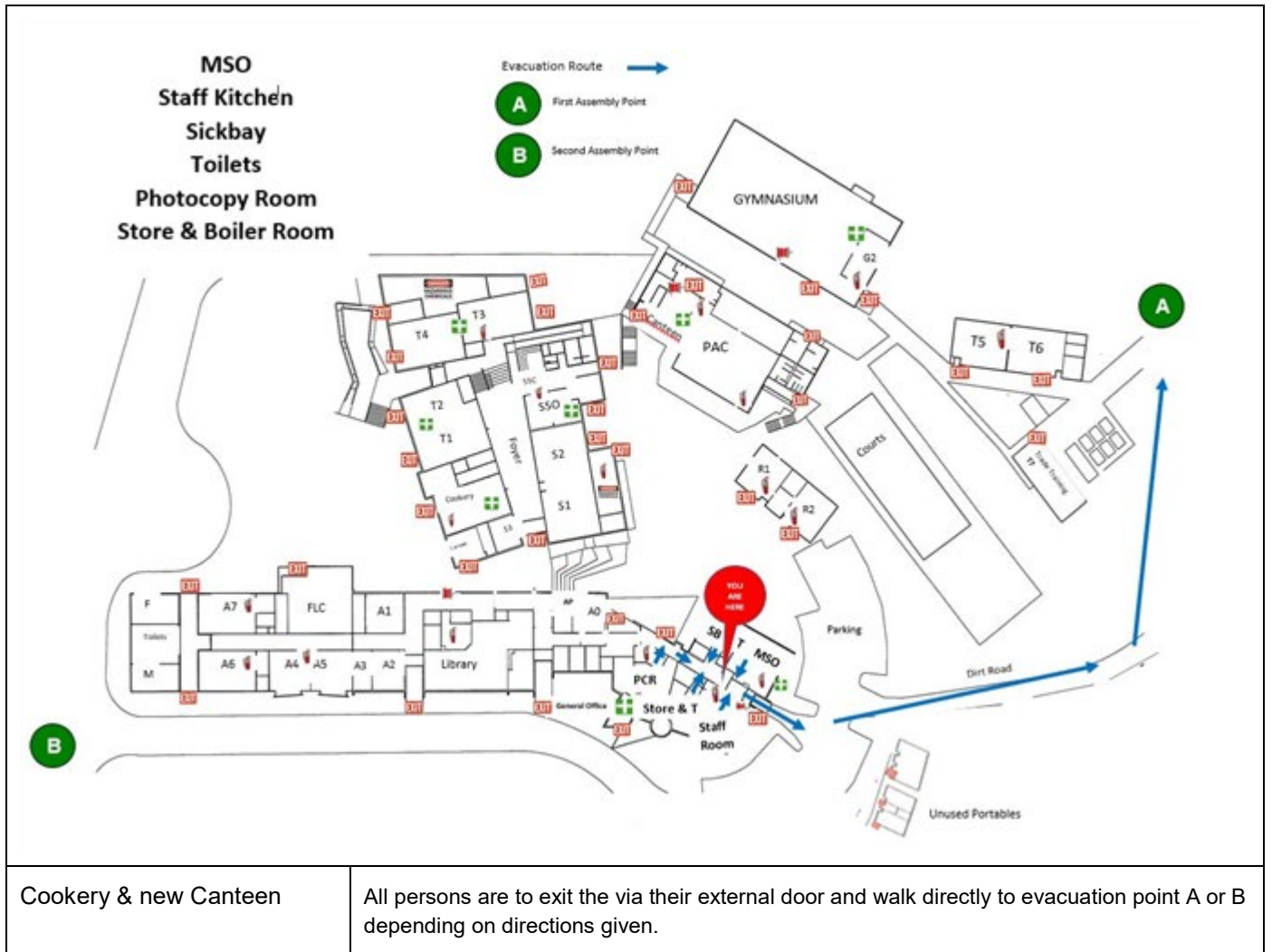
All persons are to exit the building via the main exit door and walk directly to evacuation point A or B depending on directions given.



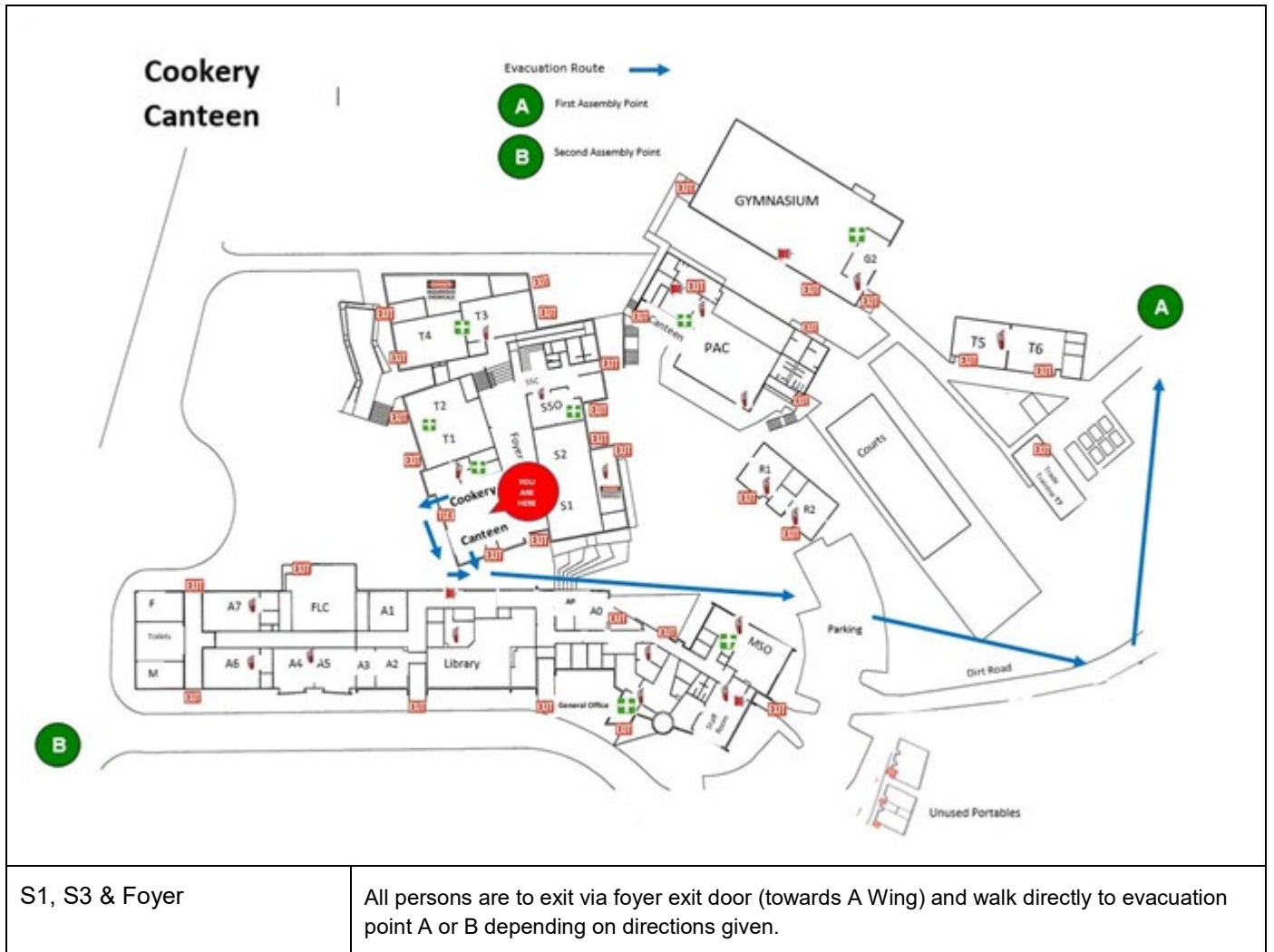


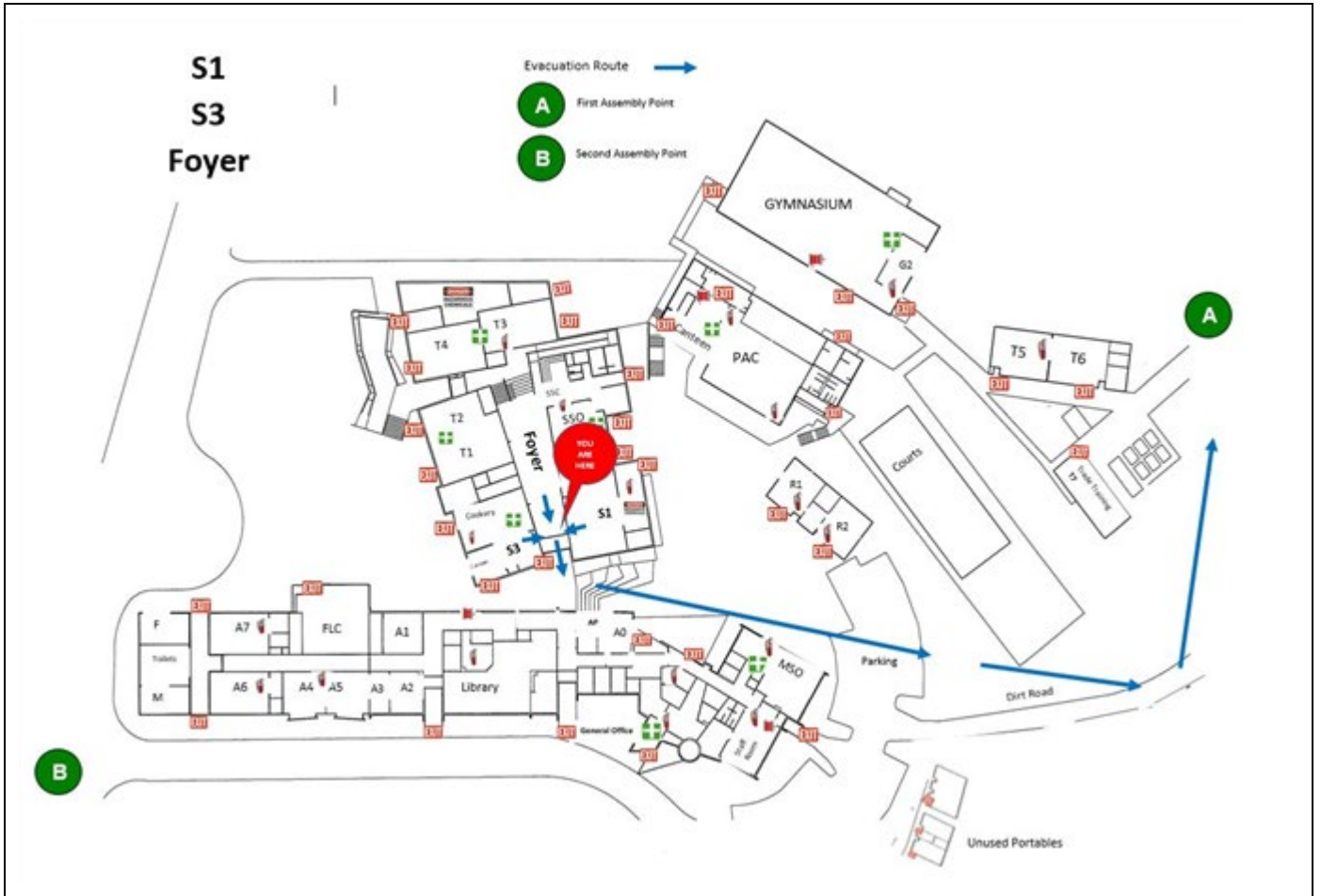
MSO, Kitchen, Sickbay,  
Photocopy, Room & Toilets

All persons are to exit the building via the carpark door and walk directly to evacuation point A or B depending on directions given.



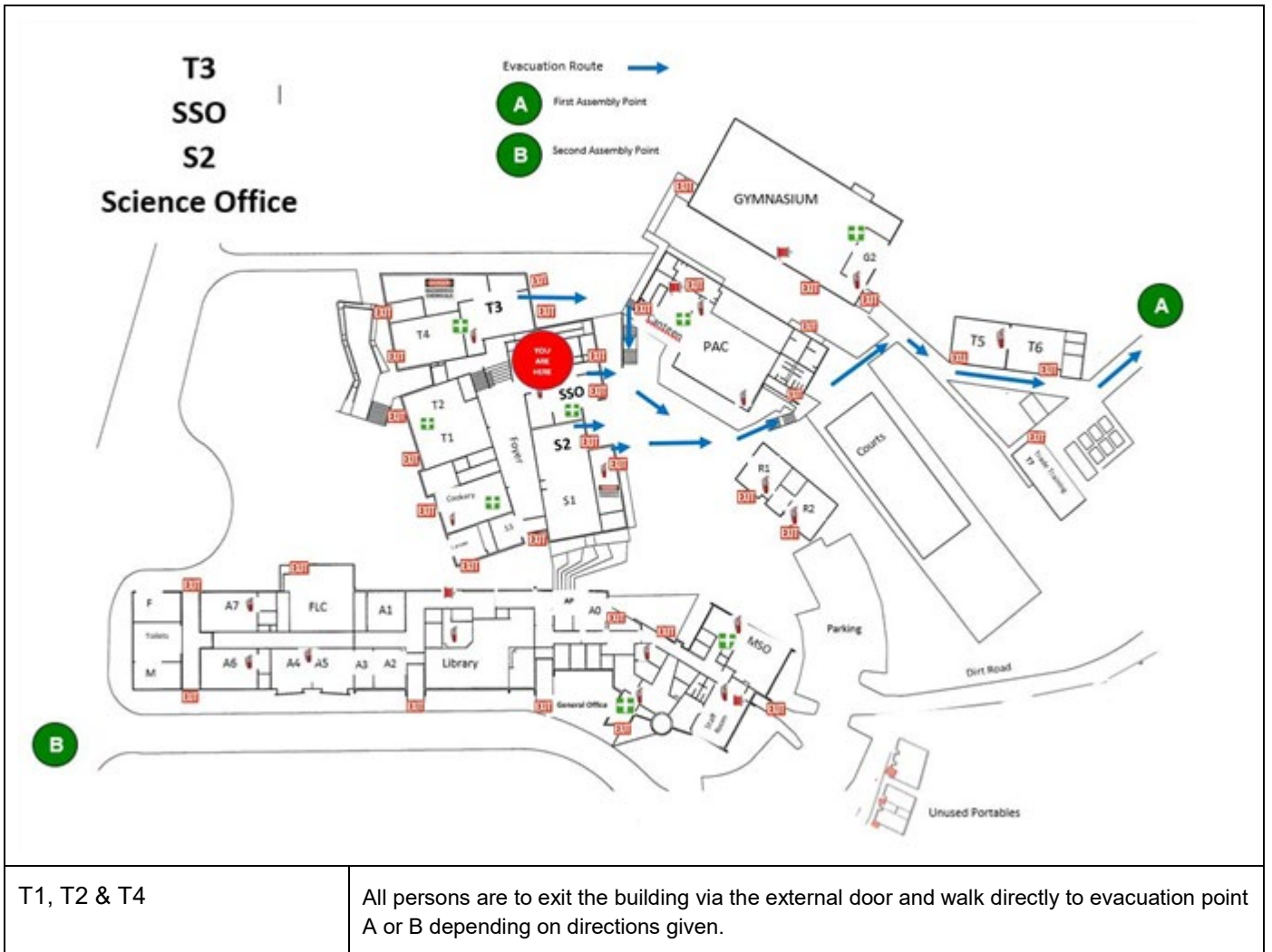


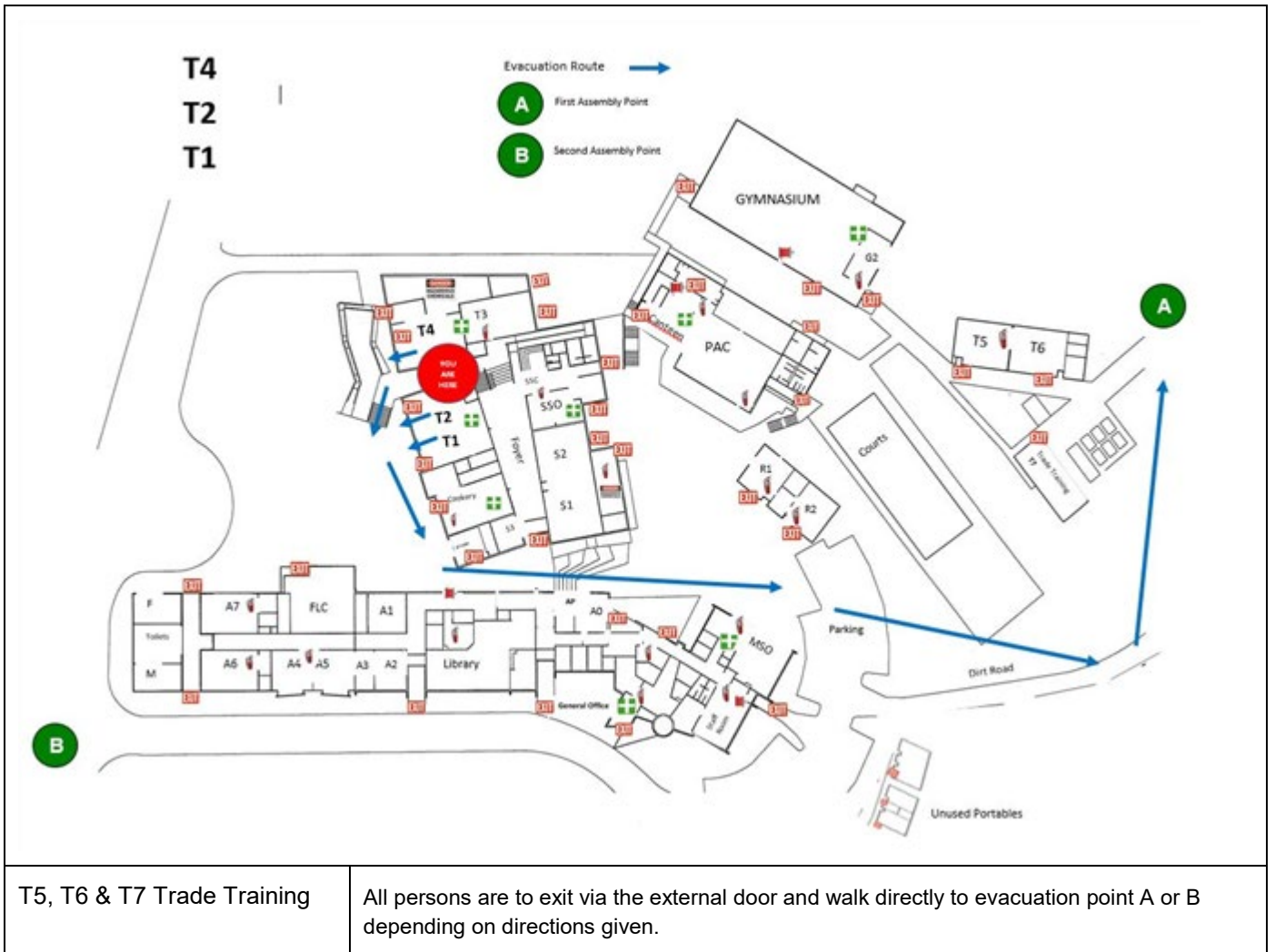


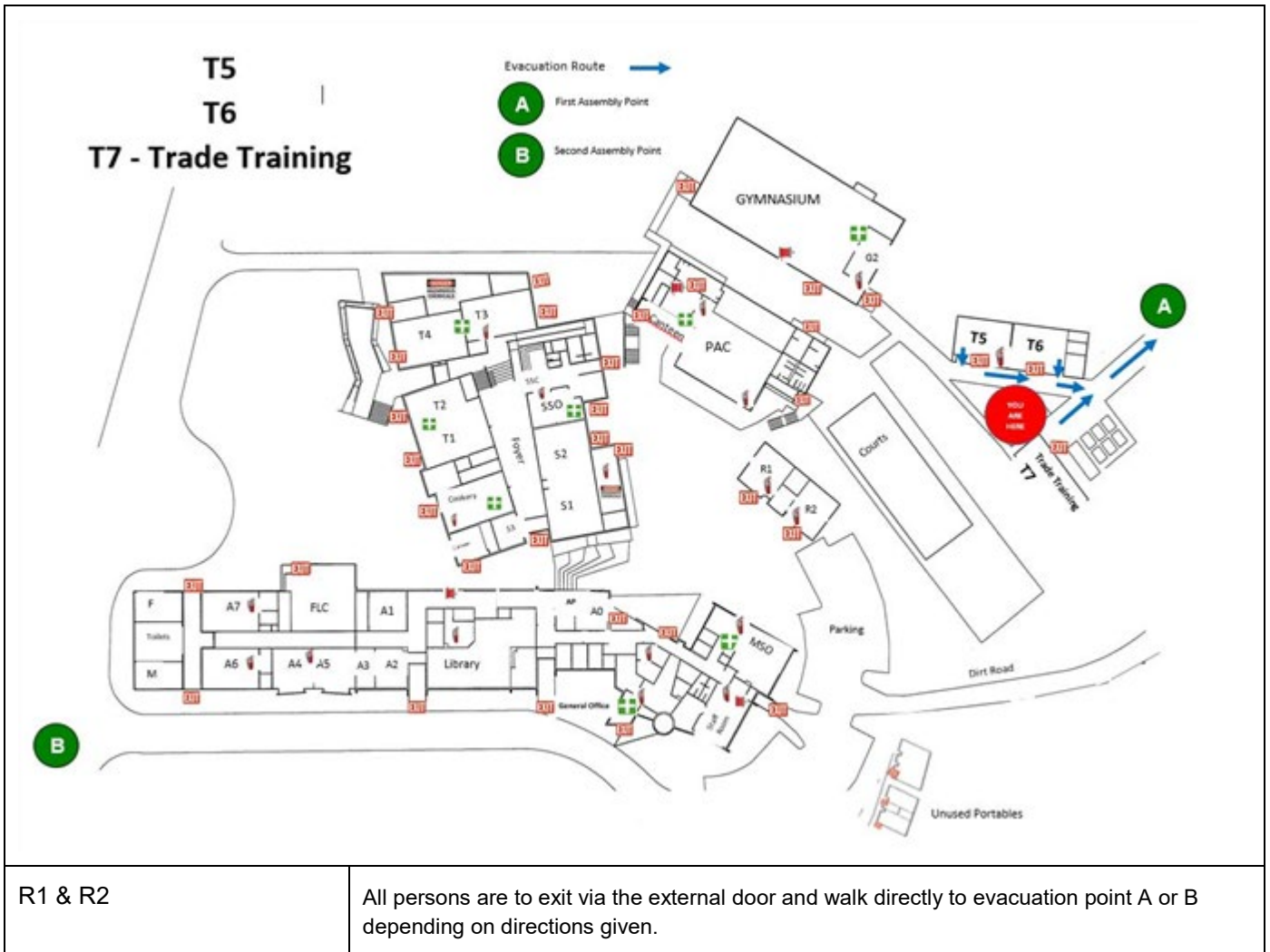


T3, S2, SSO & Science Office

All persons are to exit the building via the external door and walk directly to evacuation point A or B depending on directions given.

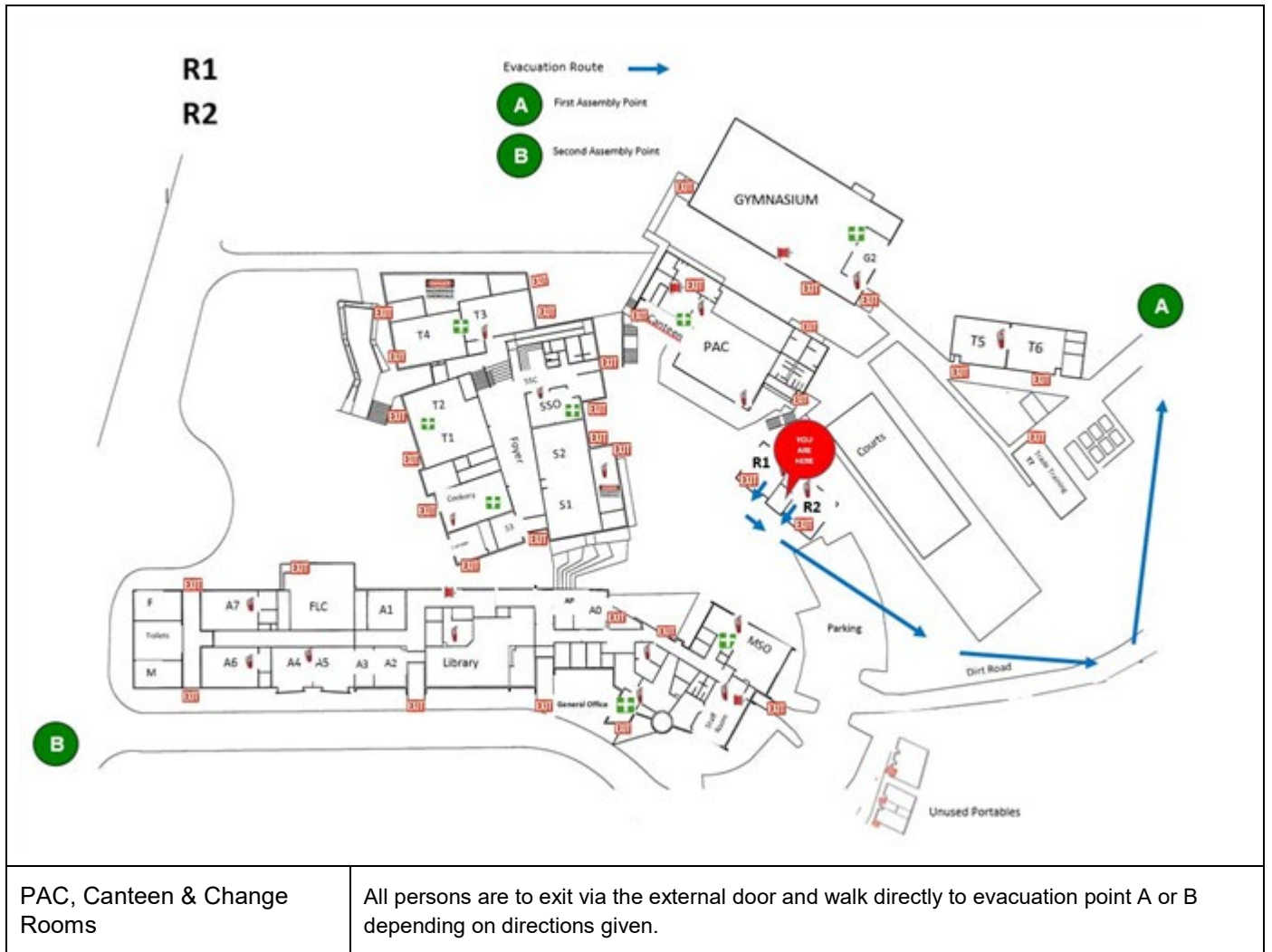


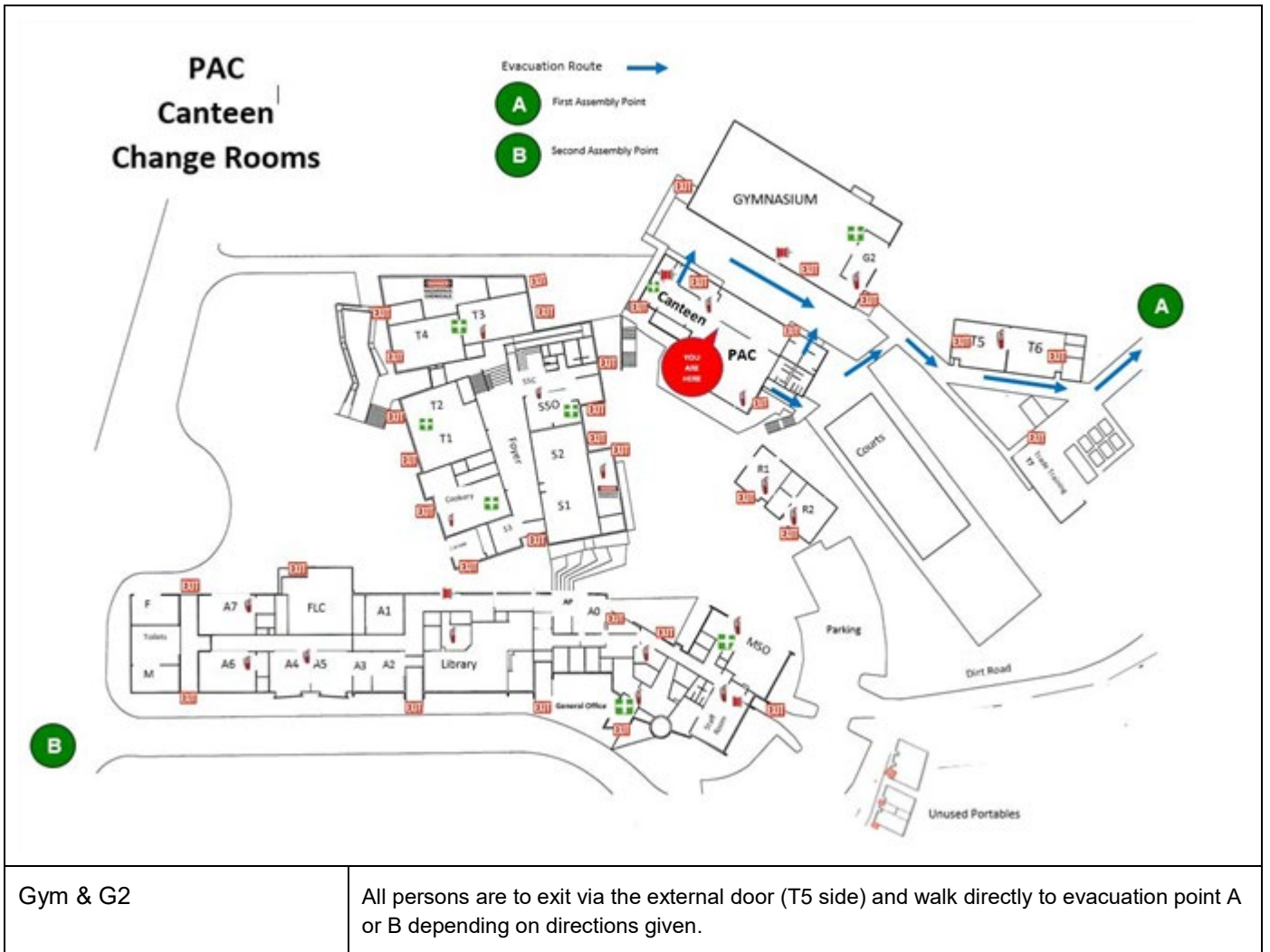


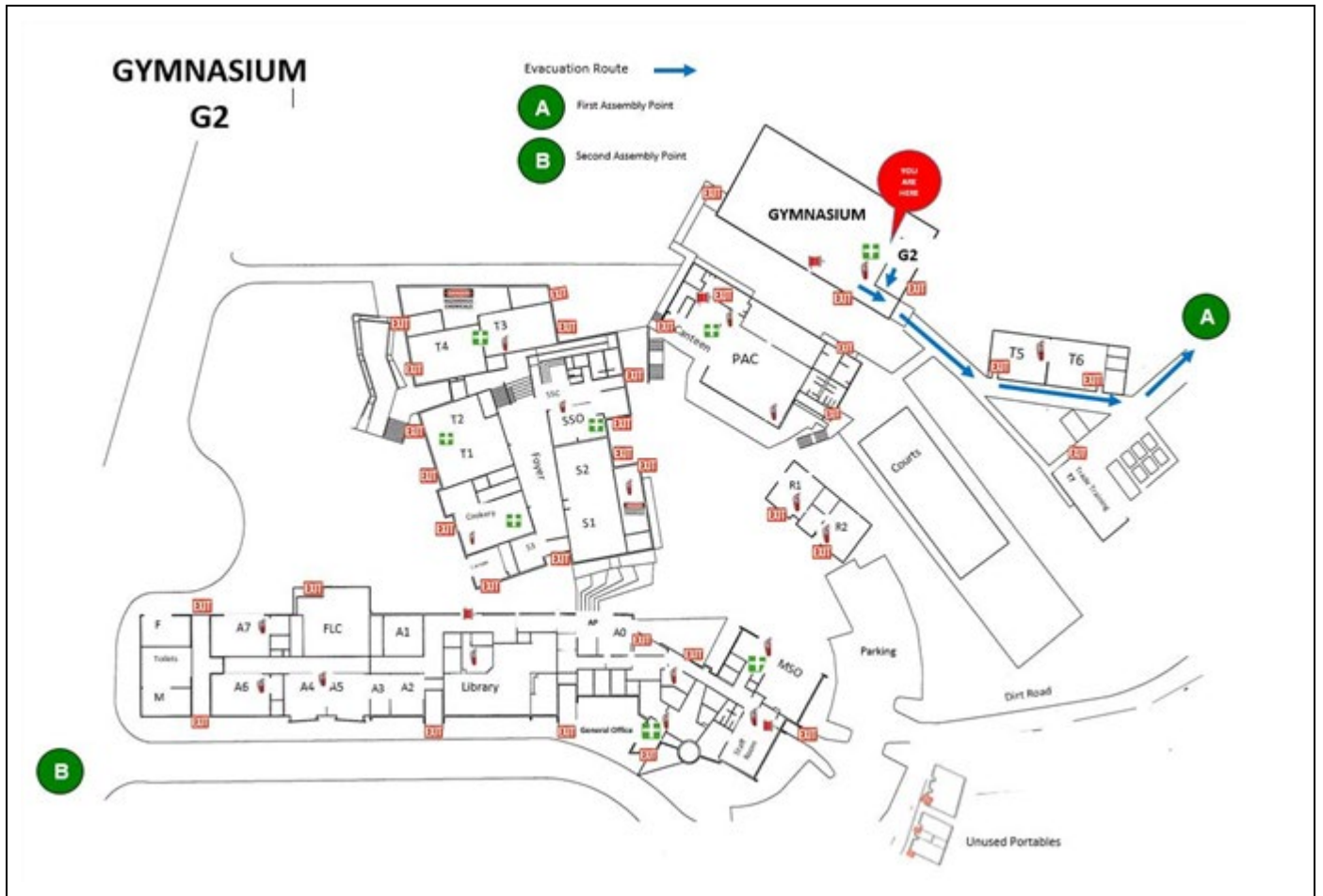


R1 & R2

All persons are to exit via the external door and walk directly to evacuation point A or B depending on directions given.









## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
KSC staff	Korumburra Secondary College	03/10/2022	Korumburra.sc@education.vic.gov.au
Korumburra CFA	Korumburra CFA	03/10/2022	PO Box 24, Korumburra 3950 / 24 Mine road
Korumburra Police Station	Korumburra Police Station	03/10/2022	22 Bridge St, Korumburra 3950
School Council President	School Council President	03/10/2022	Korumburra
Buslines	Buslines	03/10/2022	Korumburra

