

Portarlington Primary School

Emergency and Critical Incident Management Plan 2022-2023



100 Newcombe Street, Portarlington, VIC, 3223
03 5259 2572 / portarlington.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 30/08/2022

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 for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education and Training web site for incident updates.

Facility Profile

School Name/Campus Name	Portarlinton Primary School
Address	100 Newcombe Street, Portarlinton, VIC, 3223
Phone	03 5259 2572
Email	portarlinton.ps@education.vic.gov.au
Fax	03 5259 3784
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Barwon Area
LGA	Greater Geelong (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8.50-3.15
Number of Students	222
Number of Staff	27
Number of Buildings	5
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Jill Graham Hall
On-site Evacuation Location	Assembly Point A
Off-site Evacuation Location	Parks Hall & reserve next to skate park

Typical method used for communications to school community	SMS, Newsletter, Facebook
Is this school has other services or users of the site?	No

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Kelly Club	Jill Graham Hall	25		5259 2572	0448 449 113

Building Information Summary

Telephones (landlines)

Location	Number
Office	5259 2572

Alarms

Description	Location	Monitoring Company	Number
Fire	Office	CFA	Hallway next to office
Intrusion	Inside left of front entrance	DET	Place tag against flashing alarm. Alarm is off when light is green.
Other	BER Jill Graham Hall	DET	Place tag against flashing alarm. Alarm is off when light is green.

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Main Entrance to School	AGL	Shut off handles at Mains
Water	Gate near basketball court	Barwon Water	Shut Off
Electricity	Main Switchboard - Office	Red Energy	Follow instructions

Sprinkler System

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

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	N/A
Provides power to	N/A
Shutoff Instructions Location	N/A

Building and Site Hazards

Location	Number
Cleaners Cupboard	In main building

Additional Profile Information

Additional Info	

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Off Site Evacuation Procedure	Lesley-Ann Allbutt	15/02/2023	
Term 2	Lockdown Procedure	Lesley-Ann Allbutt	14/06/2023	
Term 3	On Site Evacuation Procedure	Lesley-Ann Allbutt	13/09/2023	
Term 4	Lockout Prodecure	Lesley-Ann Allbutt	06/12/2023	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Lisa Gale	First Aid Level 2	20/05/2022
Brooke McLaren	First Aid Level 2	20/05/2022
Rebecca Pavez	First Aid Level 2	20/05/2022
Michael Campbell	First Aid Level 2	20/05/2022
Dylan Dunoon	First Aid Level 2	20/05/2022
Julie Serbo	First Aid Level 2	20/05/2022
All staff	First Aid Level 2	20/05/2022

Other Training Record

Staff Member	Training Type	Date
All Staff	Anaphylaxis	23/03/2022

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	2
Mobility issues	0	0
Autism	0	10
Asthma	0	23
Epilepsy	1	1
Allergies	0	4
Intellectual disability	0	3
Severe behaviour disorder	0	3

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	08/08/2022
Next check date	29/11/2022

Incident Management Team

IMT Structure

Nadia Tkaczuk
Chief Warden

Rebecca Pavez
First Aid Officer

Renata Rice
Warden

Julie Serbo
Communications
Officer

Lisa Gale
Planning Officer

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Nadia Tkaczuk	Name: Rebecca Pavez

	Phone/Mobile: 0467 711 130	Phone/Mobile: 0429 134 545
Planning Officer	Name: Nadia Tkaczuk Phone/Mobile: 0467 711 130	Name: Lisa Gale Phone/Mobile: 0420 902 297
Operations Officer (Area Warden)	Name: Nadia Tkaczuk Phone/Mobile: 0467 711 130	Name: Rebecca Pavez Phone/Mobile: 0429 134 545
Communications Officer	Name: Lisa Gale Phone/Mobile: 0420 902 297	Name: Rebecca Pavez Phone/Mobile: 0429 134 545
Logistics Officer (Warden)	Name: Nadia Tkaczuk Phone/Mobile: 0467 711 130	Name: Lisa Gale Phone/Mobile: 0420 902 297
First Aid Officer	Name: Julie Serbo Phone/Mobile: 0430 339 197	Name: Rebecca Pavez Phone/Mobile: 0429 134 545

Incident Management Team Roles & Responsibilities

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

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

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	<ul style="list-style-type: none"> • Pre-Emergency <ul style="list-style-type: none"> ○ Ensure staff and students are aware of the emergency response procedures. ○ Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). ○ Participate in emergency exercises/drills. ○ Collect first aid equipment ○ attend to all first aid <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).</p> <p>Activities may include the following:</p> <ul style="list-style-type: none"> ○ Attend the emergency control point. ○ Operate the communication system in place. ○ Check that any fire doors and smoke doors are properly closed ○ Close or open other doors in accordance with the emergency response procedures. ○ Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. ○ Ensure orderly flow of people into protected area. ○ Assist occupants with disabilities. ○ Act as lead of groups moving to nominated assembly areas. ○ Report status of required activities to the operations officer (area warden) on their completion. ○ Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> ○ Compile report of the actions taken during the emergency for the debrief.

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Nadia Tkaczuk	0467 711 130	0467 711 130	0467 711 130
Assistant Principal/s	Renata Rice	0422 657 712	0422 657 712	0422 657 712
Business Manager	Lisa Gale	0420 902 297	0420 902 297	0420 902 297
First Aid Officer	Julie Serbo	0430 339 197	0430 339 197	0430 339 197
School Welfare Officer	Rebecca Pavez	0429 134 545	0429 134 545	0429 134 545
OH and S Representative	Rebecca Pavez	0429 134 545	0429 134 545	0429 134 545
School Council President	Stuart Shepherd	0404 083 929	0404 083 929	0404 083 929

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Chris Thompson	03 8468 9202	0409 519 207
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Alan Davis	5215 5198	0411 126 249

SSSO Team Leader	Jane Worthington	0459 843 358	0459 843 358
------------------	------------------	--------------	--------------

Local / Other Organizations

Name	Phone
Police Station- Portarlinton	5269 2606
Hospital/s	4215 0000
Gas	13 52 45
Electricity	1300 322 067 - Red Energy
Water Corporation	5226 9200 - Barwon Water
Facility Plumber	0401 079 175
Facility Electrician	0404 162 315
Local Government	5272 5272 - COGG

School Bus Emergency Contacts

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

Communication Tree

Communication Tree

Nadia Tkaczuk
Principal
0467 711 130

Renata Rice
Assistant Principal
0422 657 712

Lisa Gale
Business Manager
0420 902 297

Rebecca Pavez
Wellbeing
0429 134 545

Kim Mikelsons
Teacher
0419 583 027

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire / grassfire	Risk of death / injury from burns or smoke inhalation.Risk of property damage or property lossRisk of psychological injury	Liase with local fire services Ensure Emergency management plans are up to date. Check CFA websites Schedule and practice emergency drills on a regular basis.	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	Liase with local fire services Ensure Emergency management plans are up to date. Check CFA websites Schedule and practice emergency drills on a regular basis.	Consequence Minor Likelihood Unlikely Risk Level Low
Building fire	Risk of death / injury from burns or smoke inhalation.Risk of property damage or property lossRisk of psychological injury	Liase with local fire services Ensure Emergency management plans are up to date. Check CFA websites Schedule and practice emergency drills on a regular basis.	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	Liase with local fire services Ensure Emergency management plans are up to date. Check CFA websites Schedule and practice emergency drills on a regular basis.	Consequence Minor Likelihood Unlikely Risk Level Low
Severe weather , storms and flooding	Risk of roof down floodingRisk of injuryRoisk of property damage	Ensure roofs / gutters / drains are clear Liase with SES Develop contingency for storage of equipment Test communications Complete the flood risk identification assessment	Acceptable	Consequence Major Likelihood Possible Risk Level High	Ensure roofs / gutters / drains are clear Liase with SES Develop contingency for storage of equipment Test communications Complete the flood risk identification assessment	Consequence Minor Likelihood Possible Risk Level Medium
Intruders / personal threat	Physical or psychological injury could occur to satff, students, visitors or contractors if threatened or physically assaulted by an intruder.There is also a risk that property could be damaged.	Ensure reception is a secure area and no one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they are first on site. Employee assistance program.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Ensure reception is a secure area and no one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they are first on site. Employee assistance program.	Consequence Moderate Likelihood Possible Risk Level Medium
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors	Ensure each phone has a bomb threat checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP)	Acceptable	Consequence Severe Likelihood Unlikely Risk Level High	Ensure each phone has a bomb threat checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP)	Consequence Severe Likelihood Unlikely Risk Level High

Vehicle Incident	Risk of death / injury	Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicles Drivers follow safe work procedures and complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence Drivers should check adverse conditions eg floods and road closures prior to leaving and if necessary postpone the trip.	Acceptable	Consequence Major Likelihood Possible Risk Level High	Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicles Drivers follow safe work procedures and complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence Drivers should check adverse conditions eg floods and road closures prior to leaving and if necessary postpone the trip.	Consequence Major Likelihood Possible Risk Level High
Pandemics and communicable diseases	Risk of health and possible death	Ensure all staff are familiar with DET Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan Template. Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season. Ensure there is convenient access to water and liquid soap and / or alcohol based sanitiser.	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	Ensure all staff are familiar with DET Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan Template. Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season. Ensure there is convenient access to water and liquid soap and / or alcohol based sanitiser.	Consequence Severe Likelihood Unlikely Risk Level High
Major Medical Emergency	There is a risk to health and possibly death	First aid officer is appointed and training is up to date. First aid officers are aware of and follow DET First Aid and Infection control Procedure Staff are aware of emergency procedures	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	First aid officer is appointed and training is up to date. First aid officers are aware of and follow DET First Aid and Infection control Procedure Staff are aware of emergency procedures	Consequence Moderate Likelihood Unlikely Risk Level Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	Liaise with SES Contact all utility companies Contact IT Support Liaise with local schools Notify Parents	Effective	Consequence Major Likelihood Possible Risk Level High	Liaise with SES Contact all utility companies Contact IT Support Liaise with local schools Notify Parents	Consequence Moderate Likelihood Unlikely Risk Level Medium
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	Contact School Community re breathing difficulty. Apply first aid if needed Shut all windows and doors Inside ventilation	Effective	Consequence Severe Likelihood Unlikely Risk Level High	Contact School Community re breathing difficulty. Apply first aid if needed Shut all windows and doors Inside ventilation	Consequence Minor Likelihood Unlikely Risk Level Low
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards 	Effective	Consequence Major	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards 	Consequence Major

	problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator 		Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator 	Likelihood Possible Risk Level High
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • 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 	Effective	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • 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 	Consequence Moderate Likelihood Possible Risk Level Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> • 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 	Effective	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer 	Consequence Major Likelihood Possible Risk Level High
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • 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 	Effective	Consequence Severe Likelihood Almost Certain Risk Level Extreme	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 	Consequence Major Likelihood Almost Certain Risk Level Extreme
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged 	Effective	Consequence Moderate	<ul style="list-style-type: none"> • School records attendance 	Consequence Moderate

	consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • 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 		Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> • 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 	Likelihood Possible Risk Level Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	Consequence Major Likelihood Possible Risk Level High		Consequence Major Likelihood Possible Risk Level High
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> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <u>Training</u>	Effective	Consequence Major Likelihood Likely Risk Level Extreme	<u>Site based policies and strategies</u> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services 	Consequence Major Likelihood Likely Risk Level Extreme

		<ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 			<ul style="list-style-type: none"> • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 	
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx.</p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

Core Emergency Response Procedures

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

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

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

Shelter-in-place procedure

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

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

Actions after shelter-in-place procedure

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

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfire / grassfire	<p>Weekly checks of safety equip are conducted during bushfire season.</p> <ul style="list-style-type: none"> • School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. • WatchZone on VicEmergency App • Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. • Working bees to clear and clean up school site occur twice per year. • EMP is reviewed and socialised with staff before fire season. • Staff and parents are aware of EMP and understand their role within it. • 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season • Pre-determined arrangements implemented as fire danger escalates (in accordance with school's category on the Bushfire at Risk Register) <p>A bushfire/grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice and within [insert number] km from the school.</p> <ul style="list-style-type: none"> • If immediate assistance is required phone '000' • Contact Vic Emergency Hotline on 1800 226 226 for information on the fire • Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required • Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio) • Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees • [As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment] • Direct all Media enquiries to DET Media Unit on 8688 7776 • Contact parents as required • Staff will remain with children until they are collected by parents or relocated by emergency services. <p>If sheltering-in-place is required, move all students, staff and visitors to the <i>Shelter in Place</i> if possible following the identified egress route:</p> <ul style="list-style-type: none"> • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP) • Check that all students, staff and visitors are accounted for • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information

	<ul style="list-style-type: none"> • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations • Maintain a record of actions/decisions undertaken and times • Check all windows and doors in the Shelter in Place are closed (but doors are not locked). • Turn off Gas • Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers • Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the Shelter in Place . • Any sprinkler system around the school grounds to be turned on (if this does not compromise other water based defence systems). • If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite evacuation location or Offsite evacuation location • Staff to check that students have their shoes on and drink bottles with them • Staff will endeavour to keep students as calm and hydrated as possible • Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require. • A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained. • Consider notifying parents that staff and children are sheltering in place in the Shelter in Place • Should parents arrive at the school, parents remain in the Shelter in Place with their child. Any decision to leave should only occur on advice and with direct support from emergency services • Continually monitor Shelter in Place for its integrity, immediately identify and suppress any building ignitions, where safe to do so. • If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Offsite Evacuation Location via the defined route <p>While sheltering at the Onsite evacuation/ assembly area or the Offsite evacuation location</p> <ul style="list-style-type: none"> • Check that all students, staff, visitors and contractors are accounted for. • Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group. • Staff to check that children have their shoes on and drink bottles with them • Staff will endeavour to keep students as calm and hydrated as possible • Administer first aid if required
--	---

	<ul style="list-style-type: none"> • Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks. • Maintain communication with emergency services and remain in place until emergency services or additional support arrives • Communicate to all parents once the all clear has been given. • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre on 1800 126 126 that the event is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776 • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from Student Support Services if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i></p>
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the Assembly Point A - Main oval, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.

<p>Severe weather , storms and flooding</p>	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i></p>
<p>Intruders / personal threat</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Incident Support and Operations Centre 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776 • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
<p>Bomb Threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object

	<ul style="list-style-type: none"> o Alert any other services co-located at the school site o Check that all students, staff and visitors are accounted for o Restrict all access to the site and ensure there are no barriers inhibiting access by police <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p> <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p> <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> o call 000 for police on a separate phone o notify the Chief Warden/principal o report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> o gender of caller o age of caller o accents and speech impediments o background noises o key phrases used o whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? • Once the call is finished: <ul style="list-style-type: none"> o DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. o Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
--	---

	<ul style="list-style-type: none"> ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p> <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p> <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ 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. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p> <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk a</i></p>
Vehicle Incident	

Pandemics and communicable diseases	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p> <p>COVID Procedures in place</p> <ul style="list-style-type: none"> • Social distancing • Hand sanitiser • Masks for staff and all adults in the school • No more than 2 people in foyer at one time • Isolation room for suspected sickness • Temperature checks if needed • Parents not onsite during Lockdown • Extra COVID cleaning in place where needed
Major Medical Emergency	
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Smoke	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p>Medical</p> <ul style="list-style-type: none"> • Call 000 if anyone is experiencing wheezing, chest tightness and difficulty breathing. • Closely monitor for adverse effects of smoke on students and staff. • Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. • Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. • Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. <p>Activities/Indoors</p> <ul style="list-style-type: none"> • Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.

	<ul style="list-style-type: none"> • Close windows and doors. • Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function) • Limit prolonged or heavy physical activity relative to the conditions. <p>Notification/Information</p> <ul style="list-style-type: none"> • As appropriate: <ul style="list-style-type: none"> • report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126 • notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required • direct all Media enquiries to DET Media Unit on 9637 2871. • For health information about smoke go to: www.betterhealth.vic.gov.au/bushfiresmoke or http://www.betterhealth.vic.gov.au/plannedburns • 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 http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days • 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. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Child Abuse	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at</p>

	<p>https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.
--	---

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

	<ul style="list-style-type: none"> Doctors in Secondary Schools Kids Helpline - 1800 55 1800 Headspace in schools 0458 559 736 Lifeline - 13 11 14 Referral to the Navigator program for wraparound support for disengaged learners Suicide prevention resources from Beyond Blue and/or Headspace CAT Team – acute mental health triage <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> Search the immediate area Contact the parent/carer Contact '000' for police to report child missing <ul style="list-style-type: none"> Provide a description, time last seen and location Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
COVID-19	<p>COVID Procedures in place</p> <ul style="list-style-type: none"> Social distancing Hand sanitiser Masks for staff and all adults in the school No more than 2 people in foyer at one time Isolation room for suspected sickness Temperature checks if needed Parents not onsite during Lockdown Extra COVID cleaning in place where needed <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"> For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of coronavirus (COVID-19) in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools Also see the advice in the Operations Guide regarding Management of an unwell student or staff member Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.

<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the '<i>Managing Trauma</i>' guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ◦ Preserve the evidence ◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ◦ Contact Legal Division on 9637 3146 ◦ Consider a Worksafe Notification 13 23 60 ◦ Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@education.vic.gov.au and follow their advice

	<i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i>
--	--

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Engage with St Leonards Primary School
--------------------------------	--

Name	Contact Details	Support Role
Jenny Cowburn	52571460	Principal

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

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

Details of arrangements	Back up, Use Wi-Fi equipment and teachers to use flexible lessons plans
--------------------------------	---

Name	Contact Details	Support Role
Brendan Beattie	0416155424	School IT

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

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

Details of arrangements	Contact SOS / ANZUK - Casual Replacement Teacher company
--------------------------------	--

Name	Contact Details	Support Role
Renata Rice	52592572	Assitant Principal

Business Continuity Checklist

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

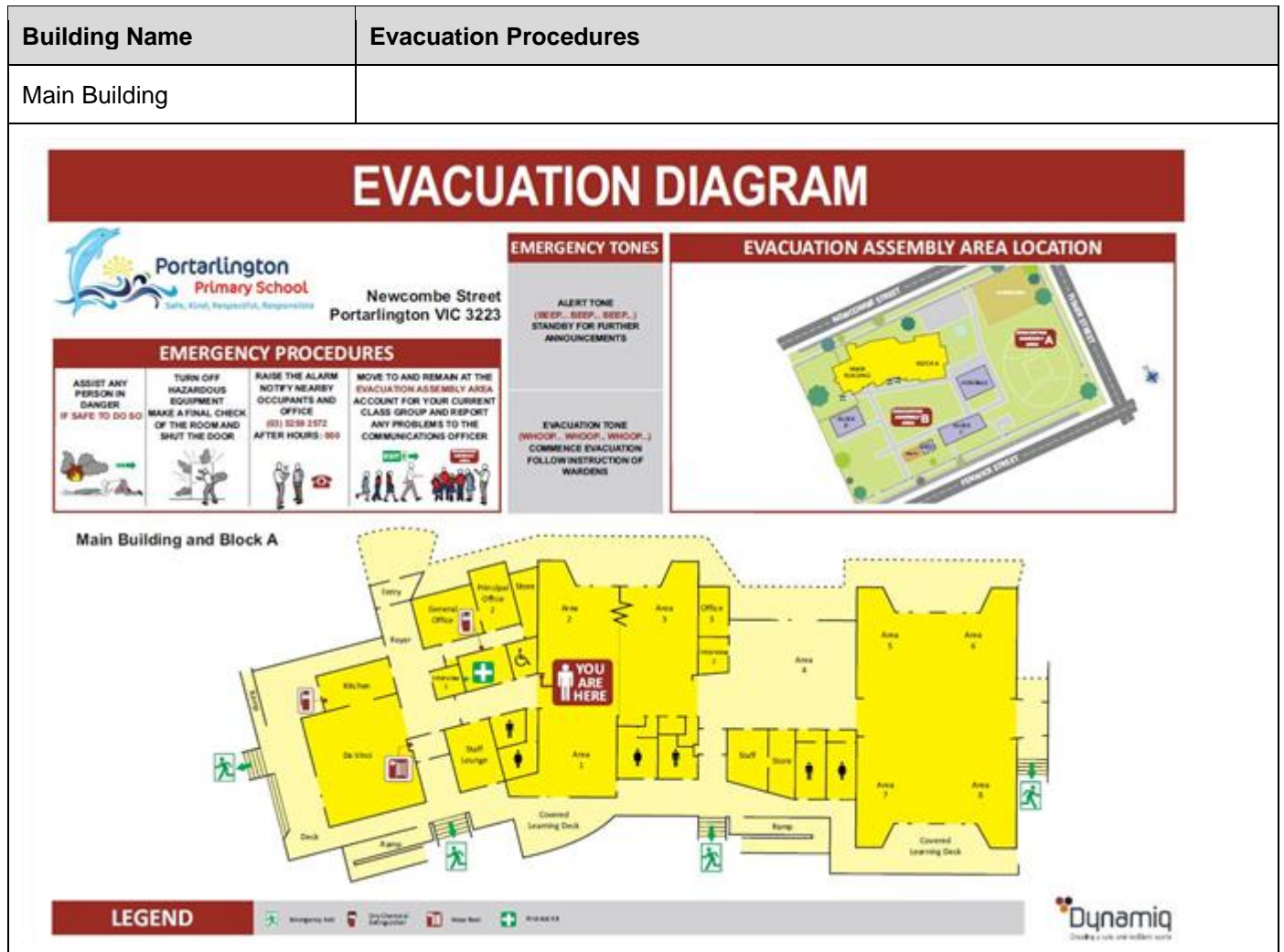
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	Yes
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> • Staff • Parents/Carers • School Council • School bus contractor/bus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

Area Map

Area Map



Evacuation Map



Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All School Staff	Portarlington Primary School	31/08/2022	portarlington.ps@education.vic.gov.au
Angela Cripps	CFA & MFB	31/08/2022	d07.bellarine@cfa.vic.gov.au
Nathan Jones	Portarlington Police	31/08/2022	n.jones@police.vic.gov.au
Andrea Cox	DET	31/08/2022	Andrea.Cox@education.vic.gov.au

