

Jacana School for Autism

Emergency and Critical Incident Management Plan 2023-2024



19-39 Landy Road, Jacana, VIC, 3047

03 9309 6258 / jacana.school@education.vic.gov.au

Department of Education

Date Approved: 30/08/2023

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 to support their preparedness for, response to and recovery from emergencies, including the VicEmergency app, <https://www.emergency.vic.gov.au>, emergency services and/or the Department of Education.

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 web site for incident updates.

Facility Profile

School Name/Campus Name	Jacana School for Autism
Address	19-39 Landy Road, Jacana, VIC, 3047
Phone	03 9309 6258
Email	jacana.school@education.vic.gov.au
Fax	
DET Region	NORTH-WESTERN VICTORIA
DET Area	Hume Moreland Area
LGA	Hume (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	7:30 -5:30
Number of Students	224
Number of Staff	128
Number of Buildings	17
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Students individual classrooms.
On-site Evacuation Location	None currently due to Capital Works
Off-site Evacuation Location	Gavin St Park – Broadmeadows Sporting Club 111 Sunset Boulevard Jacana

Typical method used for communications to school community	School newsletter, SMS, Email
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

Building Information Summary

Telephones (landlines)

Location	Number
All offices and classrooms	93096258

Alarms

Description	Location	Monitoring Company	Number
Fire	None		
Intrusion	DET Emergency services monitor		Fob keys deactivate alarms (1) Admin Building & Middle school at main front door right hand side; (2) All relocatable building controlled by pad in therapy entrance left hand side. (3) Hiring entrance (Landy road entry) pad left hand side near doorway to staff

			room (limited entry)
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	NA		
Water	(1) Admin carpark - adjacent to fire hydrant-entry Landy road (2) Parents carpark (Bamburgh St) near exit gate	Yarra Water	Turn off level handle
Electricity	Server Room in main building Revise after new building is completed as this may change	Red Energy	Turn off switch.

Sprinkler System

Control Valve Location	NA
Shutoff Instructions Location	NA

Boiler Room

Location	NA
Access	NA

Emergency Power System

Type	NA
Location	
Provides power to	

Shutoff Instructions Location	
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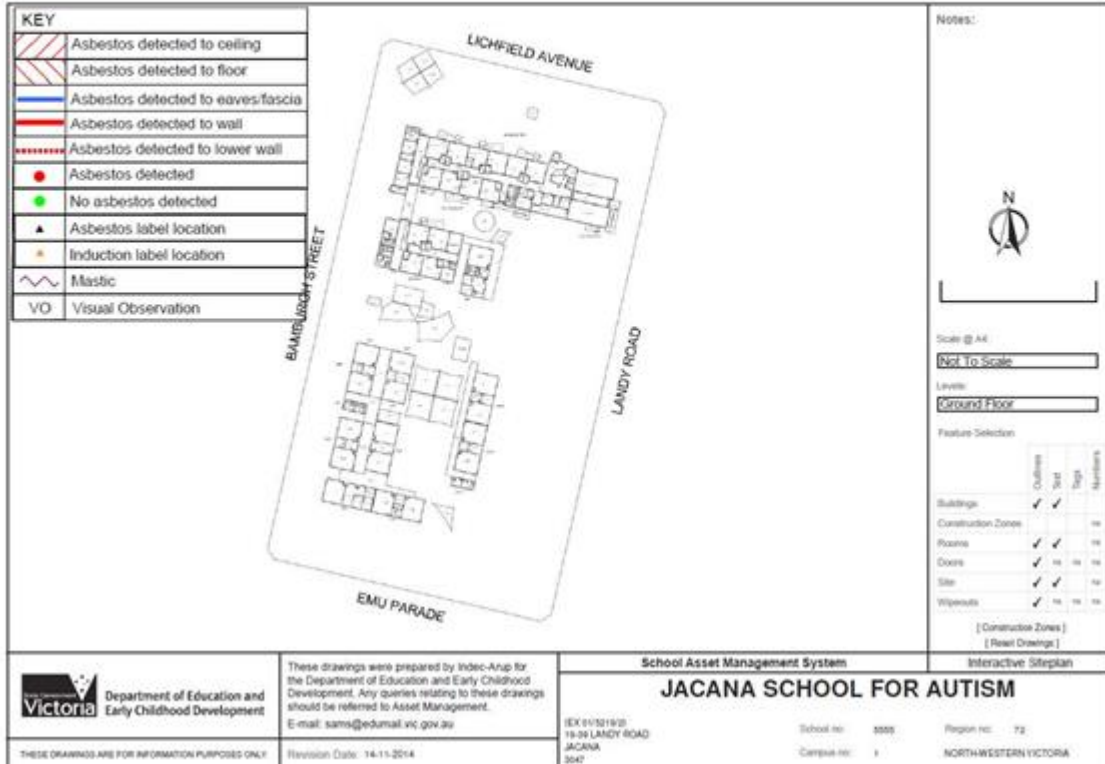
Building and Site Hazards

Location	Number
Asbestos	Asbestor register available in staffroom under the sign-in ipad. see attached maps below
Mastic in Secondary area windows	Mastic has been identified in windows but not included in 2015 audit.

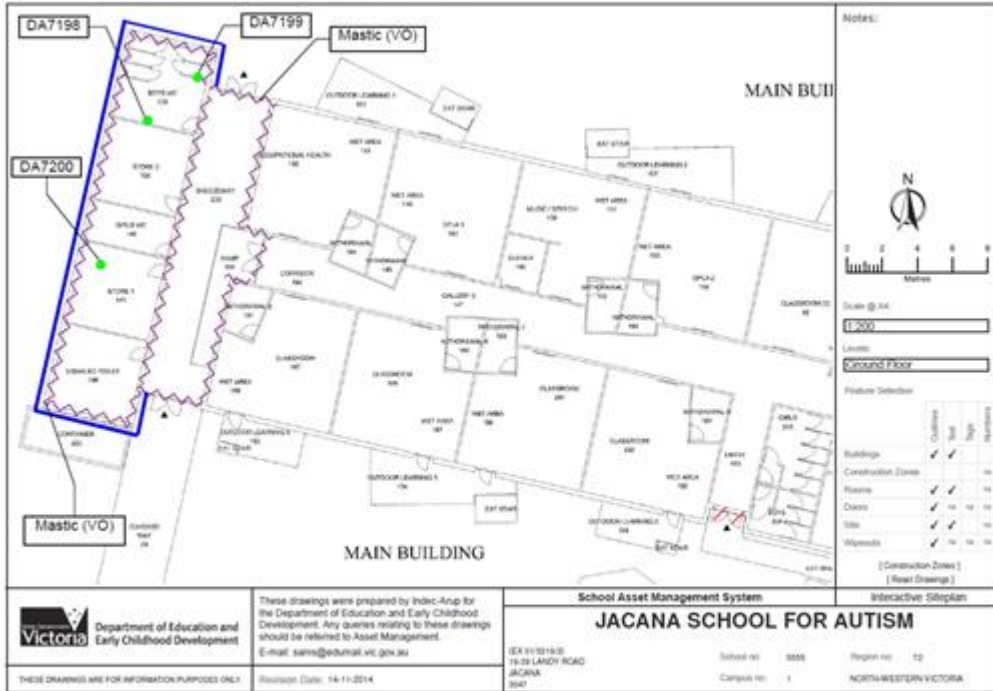
Additional Profile Information

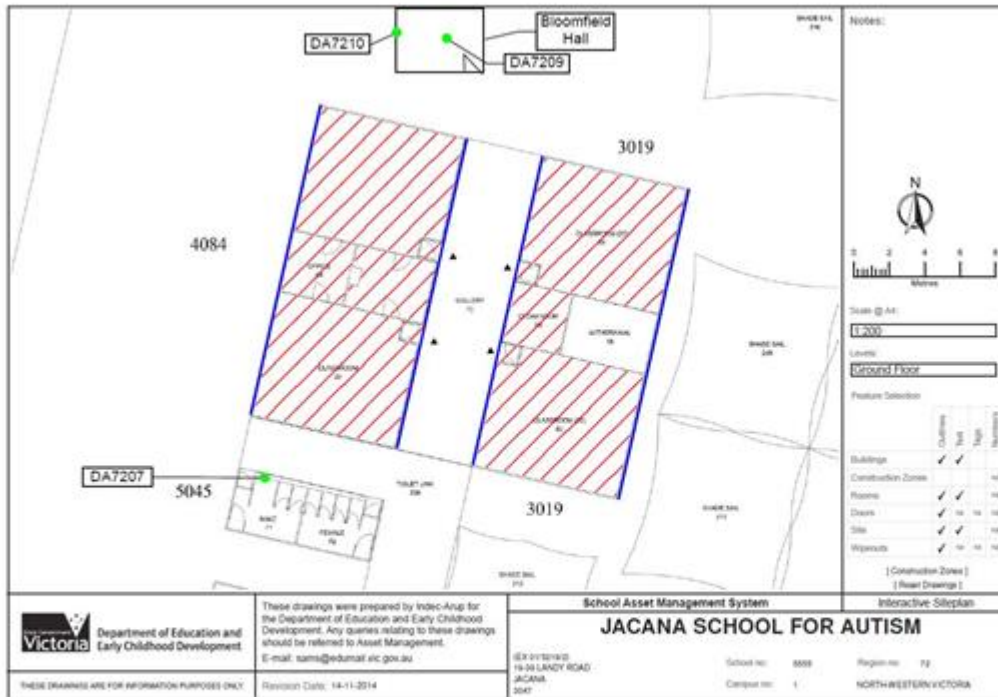
Additional Info	<p>The school is comprised of: * one permanent classroom building containing 9 primary classrooms and a smaller room for meetings; which also contains the school receptions and administrative & leadership offices, a staffroom and a large community meeting room. * one permanent modular building consisting of four classrooms, kitchen, library, laundry and toilet. *10 double relocatable classrooms, two relocatable toilet blocks and one single relocatable. * a purpose built climbing room; OT room and a Secondary level workshop. In addition there are 5 shipping containers used to house: school bikes; gardening equipment; Therapy equipment and administration records. There is a brick store that houses maintenance equipment and PE storage.. A new building is being erected on the SE corner of the school and is due for completion by December 2023</p>
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Block A was demolished in January 2020 and replaced with asbestos free building



Asbestos in eaves was removed in June 2020. Mastic in brick work still.





Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 3, 2023	Missing student	Denise.Clarke	23/08/2023	09/06/2022
Term 4, 2023	Off-site evacuation	Denise Clarke	17/10/2023	10/06/2021
Term 1, 2024	Off-site evacuation	Denise Clarke	13/02/2024	
Term 2 2024	Lockdown	Denise Clarke	04/06/2024	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Anthonee, Synthia	HLTAID003 Provide First Aid	01/04/2024
Ascenzo, Tanya	HLTAID003 Provide First Aid	01/01/2025
Asvestas, Kathy	HLTAID003 Provide First Aid	01/03/2025
Bartolo, Elishia	HLTAID003 Provide First Aid	01/01/2025
Clements, Debra	HLTAID003 Provide First Aid	01/04/2024
Mikola, Lence	HLTAID003 Provide First Aid	01/04/2026
Pupillo, Corinne	HLTAID003 Provide First Aid	01/03/2025
Turhan, Cathie	HLTAID003 Provide First Aid	01/01/2024
Weiler, Erin	HLTAID003 Provide First Aid	01/03/2024
Carmichael, Meagan	HLTAID003 Provide First Aid	20/11/2023
Gacovski, Irene	HLTAID003 Provide First Aid	01/04/2026
Ghanem, Mona	HLTAID003 Provide First Aid	01/03/2024
Gravina, Simone	HLTAID003 Provide First Aid	01/03/2026
Griggs, Debra	HLTAID003 Provide First Aid	01/03/2024
Hayward, Jennifer	HLTAID003 Provide First Aid	01/03/2024
Micelotta, Fiona	HLTAID003 Provide First Aid	01/03/2024
Moloney, Daniel	HLTAID003 Provide First Aid	01/03/2024
Patel, Shraddha	HLTAID003 Provide First Aid	01/03/2024
Unal, Havva	HLTAID003 Provide First Aid	01/04/2025
Waseem, Mumtana	HLTAID003 Provide First Aid	01/04/2026
Younan, Josie	HLTAID003 Provide First Aid	01/03/2024
Brane, Imogen	HLTAID003 Provide First Aid	01/03/2025
Boutros, Mary	HLTAID003 Provide First Aid	13/10/2023
Fatima, Karin	HLTAID003 Provide First Aid	01/04/2026

Hollway, Amanda	HLTAID003 Provide First Aid	01/04/2026
Kaur, Navneet	HLTAID003 Provide First Aid	01/04/2025
Laino, Angela	HLTAID003 Provide First Aid	01/07/2024
Stace, Ashley	HLTAID003 Provide First Aid	01/04/2026
Usman, Sidra	HLTAID003 Provide First Aid	01/04/2026
Jeffer, Gail	HLTAID003 Provide First Aid	01/03/2026

Other Training Record

Staff Member	Training Type	Date
Leadership	Midazolam	01/07/2022
Teachers	Epilepsy	01/02/2022
All staff	Asthma - on line - new training scheduled for 4 September 2023 for all staff.	17/08/2020
All Staff	Anaphylaxis	01/03/2022

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
All student have special needs - many need motivators to exit rooms; head phones for noises	128	224
Asthma	1	35
Anaphylaxis	0	0
Epilepsy	0	6
Diabetes Type 1	0	1
Allergies	1	13
Cerebral palsy	0	1
Eczema	0	1
Food intolerance	0	1
Hayfever	0	13
Pulmonar Valve Stenosis	0	1
Seizures	0	2
Unimmunised	0	2
Heart Condition	0	1

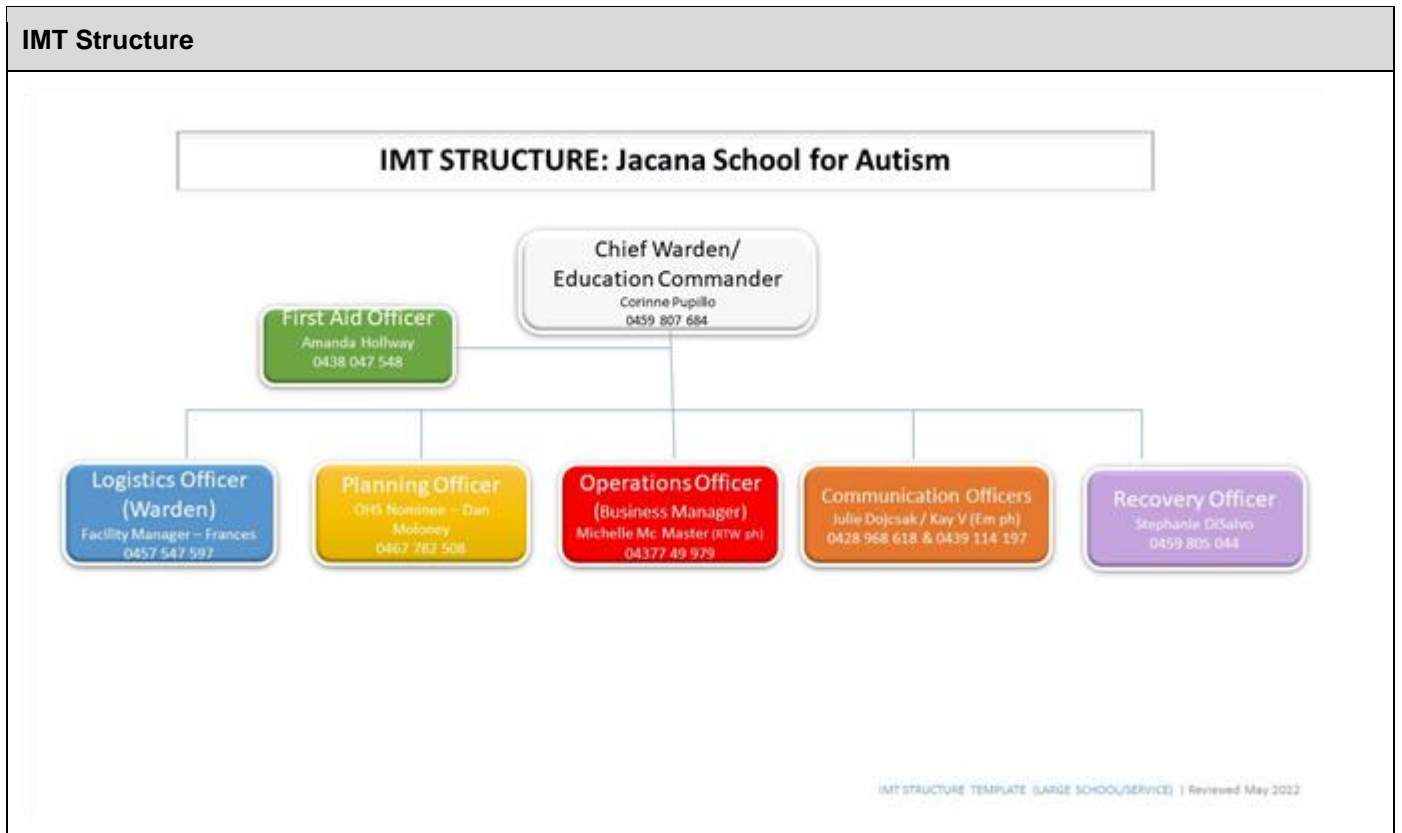
Emergency Kit Checklist

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
Bus lists with parent contact details	Yes

Review Emergency kit checked date

Date emergency kit checked	18/08/2023
Next check date	06/02/2024

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Corinne Pupillo Phone/Mobile: 0459 807 684	Name: Stephanie Di Salvo Phone/Mobile: 0459 805 044
Planning Officer	Name: Dan Moloney Phone/Mobile: 0467783508	Name: Denise Clarke Phone/Mobile: 0437 851 482
Operations Officer (Area Warden)	Name: Michelle McMaster Phone/Mobile:	Name: Kay Vlachopoulos Phone/Mobile:

	0437 749 979 (WorkCover phone)	0421 256 426
Communications Officer	Name: Julie Dojcsak Phone/Mobile: 0416 023 647	Name: Kay Vlachopoulos Phone/Mobile: 0421 256 426
Logistics Officer (Warden)	Name: Frances Hansen Phone/Mobile: 0457 547 597	Name: Jacob McKerchar Phone/Mobile: 0431 713 363
First Aid Officer	Name: Amanda Hollway Phone/Mobile: 0438 047 548	Name: Irene Gacovski Phone/Mobile: 0405 297 717
Recovery Officer	Name: Stephanie DiSalvo Phone/Mobile: 0459 805 044	

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.

	<ul style="list-style-type: none"> • 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 On hearing an 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 a report of the actions taken during the emergency for the debrief.
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety 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 • • 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 the 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 a report of the actions taken during the emergency for the debrief.
<p>First Aid Officer</p>	<p>Ensure first Aid kit is collected from First Aid room Provides first aid at evacuation points or in building as required. Assess if Ambulance is necessary</p>
<p>Recovery Officer</p>	<p>Plan procedures for post incident debriefing and supports Engage School Mental Health and Well being teams to support debriefing and recovery planning and activities. Engage the local SSSO network as required to support recovery</p>

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Corinne Pupillo	9309 6258	0459 807 684	0459 807 684
Assistant Principal/s	Daniel Moloney	9309 6258	0467 783 508	0467 783 508
Assistant Principal	Stephanie Di Salvo	9309 6258	0459 805 044	0459 805 044
Business Manager	Michelle McMaster	9309 6258	0438 789 711	0438 789 711
Secondary Sub School Leader(Rm 19-27)	Linda Walking	9309 6258	0409 212 996	0409 212 996
Primary Sub School Leader(Rm 1-9)	Rachael Macmillan	9309 6258	0467 728 947	0467 728 947
School Bus Coordinator	Kay Vlachopoulos	9309 6258	9309 6258	9309 6258
First Aid Officer	Amanda Hollway	9309 6258	0438047548	0438047548
First Aid Officer	Irene Gacovski	9309 6258	0405297717	0405297717
Health and safety representatives (HSRs)	Frances Hansen	9309 6258	0457 547 597	0457 547 597
Deputy Health and safety representatives (HSRs)	Robert Ball	9309 6258	0401080480	0401080480
Student Tranistion	Amanda Hollway	93096258	0438 047 548	0438 047 548
Facility Manager	Frances Hansen	9309 6258	0457 547 597	0457 547 597
OH&S Manager	Corinne Pupillo	9309 6258	0409534193	0409534193
Middle School Sub School Leader (room 10-18)	Sarah Hill	0409 212 996	0409 212 996	0409 212 996

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Angela Singh	(03) 7022 1849	0408 745 216
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	Allison Hughes	4433 7547	0477 763 238
Emergency Management Support Officer	David Browne	9056 5187	0436 819 074
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Viv Tellefson	94673972	0438899372
SSSO Team Leader	Christine Garnham		0426 913 428

Local / Other Organizations

Name	Phone
Broadmeadows Sporting Club (Evacuation point for long term evacuation). Ask for Manager Toni Furani - arrangement to use facility was re-confirmed on 14/8/2023	9309 6550
Northern Hospital	8405 8000
Royal Childrens Hospital	9345 5522
Red Energy Jemena	131626
Water Corporation Yarra Valley Water	1300 304 688
Hume Council	9205 2200
SES (flood, storm and earthquake)	132 500

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Jacana 6 Contract Number 236	School Transport zone	Jacana School for Autism	Mee's Bus Lines PTY LTD 9459 3000
Jacana 1 Contract Number 237	School Transport zone	Jacana School for Autism	Mee's Bus Lines PTY LTD 9459 3000
Jacana 7 Contract Number 247	School Transport zone	Jacana School for Autism	Mee's Bus Lines PTY LTD 9459 3000
Jacana 4 Contract Number 250	School Transport zone	Jacana School for Autism	Mee's Bus Lines PTY LTD 9459 3000
Jacana 5 Contract Number 261	School Transport zone	Jacana School for Autism	Mee's Bus Lines PTY LTD 9459 3000
Jacana 2 Contract Number 262	School Transport zone	Jacana School for Autism	Mee's Bus Lines PTY LTD 9459 3000
Jacana 3 Contract Number 268	School Transport zone	Jacana School for Autism	Mee's Bus Lines PTY LTD 9459 3000
All MEES Routes	School Transport zone	Jacana School for Autism	All buses have 2 way radios connected to Mee's. This covers changes of drivers on a daily basis

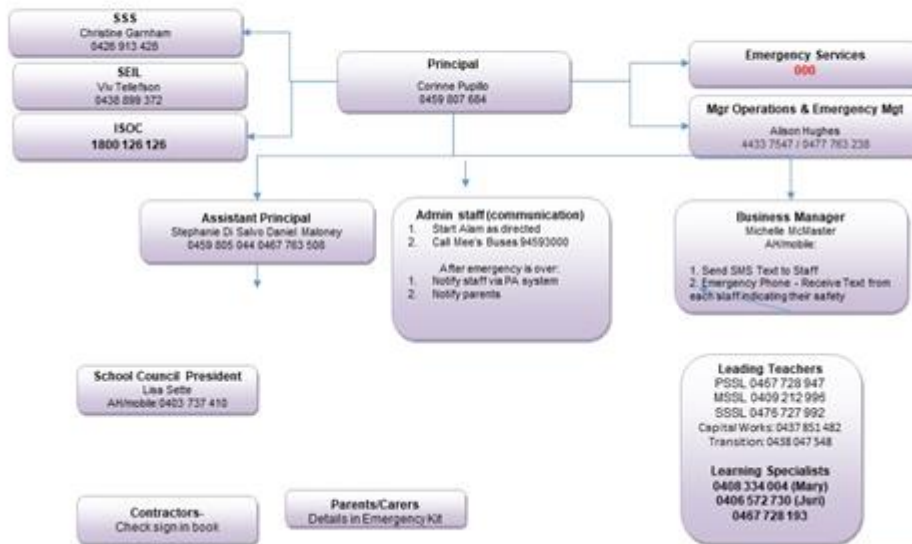
Communication Tree

Communication Tree

Communication:

The school has an SMS message system set up for staff and a separate one for parents. Where ever possible this method will be employed for rapid broadcast of information

COMMUNICATIONS TREE: Jacana School for Autism



COMMUNICATIONS TREE TEMPLATE | Reviewed August 2023

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Risk of injury from burns or smoke inhalation.	<p>Emergency Evacuation diagram developed.</p> <p>Fire services equipment (fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards - twice per year.</p> <p>A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.</p> <p>Communication systems (PA system) tested on a regular basis.</p> <p>A fire blanket is available in all kitchen areas and some other rooms.</p> <p>All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner.</p> <p>All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner'</p>	Effective	<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>	<p>New staff get inducted with the Evacuation process.</p> <p>Regular evacuation drills procedures practised ensuring staff can evacuate safely.</p>	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Severe weather event	<p>Probable Causes: Weather pattern</p> <p>Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications.</p>	<ul style="list-style-type: none"> Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. School liaises with SES/local government to identify potential local risks. School has a contingency for storage of equipment/materials if necessary. On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured Communications are tested quarterly. Utility shut-off instructions/points are known. Back up communications and contact lists maintained in case power fails. Condition of large trees regularly checked. Shade sail structures regularly checked. 	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> Develop a business continuity plan including pick-up by parents Roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Contingency for storage of equipment/materials if necessary. Test communications systems regularly Use New emergency procedures to assess risk and follow appropriate guidelines 	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Flood	<p>Probable causes: Significant rainfall impacting nearby waterways Probable Consequences: Areas/rooms affected/inundated and inaccessible to staff and students; Roads flooded/blocked to cars and buses for several hours preventing parents, students and staff getting to or leaving facility; Physical injury to staff or students; Stress or psychological injury requiring</p>	<ul style="list-style-type: none"> School liaises with SES/local government to identify potential risk. Flood/Storm Emergency line 13 25 00 	Effective	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> School has developed a contingency for storage of equipment/materials off site or above historical flood levels if necessary. Develop Business continuity plan if forced to relocate off site. Pre-planned access to sandbags etc 	<p>Consequence Insignificant</p> <p>Likelihood Possible</p> <p>Risk Level Low</p>

	clinical support for multiple individuals					
Intruder	<p>Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation</p> <p>Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> Visitors must report to reception and sign in using the Visitor Register. Parents must make an appointment to meet with teachers/principal. Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. Encourage engagement of parents in school activities. In relation to court orders / custody <ul style="list-style-type: none"> the school maintains a register of current documents/concerns parents are advised of the relevant school processes and duty of care to other students and staff. For parent meetings where staff feel a need for support: <ul style="list-style-type: none"> two staff attend staff use a signal to obtain support from another staff member if required an appropriate room for meeting selected e.g. one with two exit points 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> Detailed procedures are available and be practised annually to make sure IMT members would be manage the incident. Visitors are required to wear and display visitor pass/badge. Lockdown /lockout/ evacuation procedures are regularly practised. If there is an escalation of Intruder incidents, the school will consider all available data 	<p>Consequence Minor</p> <p>Likelihood Unlikely</p> <p>Risk Level Low</p>
School Bus Program Emergencies – Coord Schools	<p>Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption</p>	<ul style="list-style-type: none"> Compliance with School Bus Program Emergency Management Operational Guidelines Bus operator's EMP is consistent with School's EMP School Bus Program emergency management procedures are socialised with the school, client schools and bus operators Student supervision during bus arrivals and departures Bus coordinator appointed Log of bus travel risks kept School maintains accurate bus rolls to determine who is travelling on a school bus each day School maintains emergency contact records for all students travelling on buses Trained first aider travel on each bus to manage the first aid needs. Bus communication is available to assist /guide the driver by school IMT members. Fire extinguisher and fire blankets are available in buses. 	Effective	<p>Consequence Minor</p> <p>Likelihood Unlikely</p> <p>Risk Level Low</p>	Ensure Mee's Bus company notify school of potential issues on bus routes	<p>Consequence Insignificant</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Influenza pandemic	Risk of health and possible death (in extreme cases).	Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) School provides free influenza vaccination to all staff in term1 each year There is convenient access to water and liquid soap. Staff and students are educated about covering their cough to prevent the spread of germs.	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p>	<ul style="list-style-type: none"> Increase the training for staff and student to follow basic hygiene and covering cough and sneeze in elbow Enhance cleaning due to COVID-19 pandemic 	<p>Consequence Major</p> <p>Likelihood Rare</p>

				Risk Level Medium		Risk Level Medium
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Student Activity Locator is completed. Guidelines for Outdoor Education are adhered to. Staff follow DET's Work-related driving procedure. Staff to refer to emergency cards on staff lanyards for instructions	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Staff Emergency Lanyards had a card detailing off-side Lost Student emergencies	Consequence Minor Likelihood Rare Risk Level Low
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	Technology – staff and students to work without technology. On site technician to restore network as soon as possible Electricity failure – as above- If long term outage expected parents to be notified with option to pick up students. Make appropriate arrangements to ensure students are warm/cool depending on the weather. If water available in parts of school direct students to use alternative facility. Provide access to drinking water to students	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	Develop business continually plan Classrooms provided with emergency water bottles- refreshed on regular basis.	Consequence Insignificant Likelihood Unlikely Risk Level Low
Bushfire/Grassfire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	Keep lawns trimmed Be aware of fires on student bus routes	Effective	Consequence Insignificant Likelihood Rare Risk Level Low		Consequence Insignificant Likelihood Rare Risk Level Low
Bomb/substance threat	Physical or psychological injury could occur to staff, students and others.	<ul style="list-style-type: none"> Evacuate immediately Bomb Threat Checklist located next to reception phones. Emergency evacuation drills scheduled and practised on a regular basis. 	Acceptable	Consequence Major Likelihood Rare Risk Level Medium	Evacuation practice IMT members to manage the incident	Consequence Minor Likelihood Rare Risk Level Low
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate;	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator Staff to undertake "Protect Children - Mandatory reporting on line training to become more conscious and aware of indicators Annual revision of on-line training 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Educate the students to report any abuse Educate parents	Consequence Minor Likelihood Unlikely Risk Level Low

	Emotional/behavioural/learning problems; Eating Disorder					
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 practises Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements Password protocols for ICT 	Needs Improvement	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	Staff to become more aware of maintaining their passwords securely	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
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 Action plan for diagnoses illnesses 	Acceptable	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>		<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning Staff Self-care table in Staff Diaries	<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 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	Refer staff to EAP Provide opportunities for de-briefing after incidents and planning next steps strategies. Provide TESSA training for staff to increase strategies for avoiding physical injury which can reduce stress.	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Missing person - school or school camp/excursion	Person goes missing : 1. within the school - student should still be relatively safe if they are not know to climb fences to abscond 2. outside the school grounds - students who climb fences to abscond are at high risk as this area has major roads. 3. on excursion Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> Consistent supervision, additional supports on excursion with parent helpers. Missing student protocols are in place Search areas defined and documented for searchers Emergency notification Excursions - staff notify venue staff to gain assistance. staff notify school. Emergency services are call by leader of excursion if necessary. 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) 	Acceptable	<p>Consequence Major</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	Vigilance of staff keeps risk to minimum Changing more fencing to "pool fencing" to reduce likelihood for climbing.	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>

		<ul style="list-style-type: none"> List of students to attend camp to be held at school site and by Teacher in Charge on camp. School excursion/camp risk assessment 				
Traumatic Death/Injury/Grief	<p>Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency</p> <p>Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> Student Support Services Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program 	Needs Improvement	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	Refer staff to EAP services Provide on site psychological support	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Violence, Aggression and/or harassment	<p>Students often lose control over their emotions and in doing so can become aggressive towards staff and students and destroy property.</p> <p>Probable causes: underlying abuse or exposure to family violence; developmental factors</p> <p>Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p>Individual behaviour support plans are developed to support student's behaviour management.</p> <p>The school uses School Wide Positive Behaviour Support as the main driver of managing student behaviour.</p> <p>Staff have been given Professional training in teaching students self-regulation programs such as "Zones of regulation".</p> <p>When students are acting in a manner that may injure other students: Staff are advised to bring students inside the school and lock their doors. SMS messages are sent to staff to advise where the incident is taking place and information about movement around the site. As a standard precaution all staff are requested to keep the classroom doors locked at all times.</p> <p>-</p> <p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> Lunchtime and recess supervision School based security measures e.g. duress alarm, CCTV Behavioral Code of Conduct School social media strategies to address online harassment Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> Trespass order Child Protection referral Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> Referral to Student Support Services (SSS) School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) Restraint and Seclusion procedures Respectful Relationships Health and Human Services Behaviour Support Services 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	Staff analyse incidents to determine early triggers and if opportunity exists to defuse the situation before the student loses control. Staff develop Behaviour Response Plan (BRP) and use for a consistent and safe management of situations.	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>

		<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 				
Major external emissions/spill	Probable Causes: Industrial fire; Leak of flammable material – i.e. truck roll-over; service station Probable Consequences: Poor air quality; Modification to programs to keep staff/students indoors; Smoke inhalation; Traffic/access/egress - disruption	<ul style="list-style-type: none"> • Lockdown & evacuation procedures documented and practiced • Existing legislation for management of Dangerous Goods • Watch Zone on VicEmergency App 	Needs Improvement	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> • Vulnerable students identified e.g those with respiratory conditions and parents notified so they can choose to pick up students from school. • Monitor breathing of all students and staff. • Vulnerable staff evacuated • Based on Emergency advice, consider closing the school and requesting all parents to pick up students. 	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Heat (Extreme)	Probable causes: Prolonged period of excessively hot weather Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (rail); food poisoning due to unrefrigerated school lunch	<ul style="list-style-type: none"> • Sun and UV protection policy • SunSmart program is implemented • Playground areas are shaded • Sufficient shelter available for students • Sufficient unrestricted water available • Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event • Cooling splits are available indoor. 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> • Staff are trained in identifying early signs of heat stress/dehydration • Ensure air conditioners are working in classroom on days of high temperature. • School policy prohibits excursions where temperatures expected to be 35 degrees & over. • Ensure students wear appropriate clothing, sun hats & sunscreen in summer. • awaiting pick-up by parents 	<p>Consequence Minor</p> <p>Likelihood Unlikely</p> <p>Risk Level Low</p>
Extreme cold	prolonged exposure to cold temperatures and winds Cold stress power outages due to high use of air-con,	Heating systems are available indoor. Hot drinks are available. Restricted outdoor time during cold days.	Acceptable	<p>Consequence Minor</p> <p>Likelihood Possible</p>	<ul style="list-style-type: none"> • Staff are trained in identifying early signs of cold stress • Ensure students wear appropriate clothing - coats in winter. • awaiting pick-up by parents 	<p>Consequence Minor</p> <p>Likelihood Rare</p>

				Risk Level Medium		Risk Level Low
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> <ul style="list-style-type: none"> • Basic hygiene measures are in place • posters are displayed • convenient access to water /liquid soap. • Staff and students are educated about covering their cough to prevent the spread of germs. • Increase the training for staff and student to follow basic hygiene and covering cough and sneeze in elbow • Enhanced cleaning due to COVID-19 pandemic • Student Temperature check on arrival • PPE provided • PPE training provided • 1 person works per square meters • Remote learning and work from home provided 	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 Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>PLEASE NOTE: During building works all evacuations will be off site. This section to be reviewed when the new building is opened.</p> <p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Evacuate students, staff and visitors to Emu Pde & Landy Rd corner of the school oval - if this is not suitable carpark on Bamburgh St • 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.
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to.

	<ul style="list-style-type: none"> • Evacuate staff, students and visitors to park at corner of Emu Pde and Gavin St, Jacana. Contingency for inclement weather or long period of evacuation: contact Broadmeadows Sporting Club (BSC) 9309 6550, advise of the need for their premises. Proceed to BSC at bottom of Gavin Street. Classes on excursions with buses to drive students to Broadmeadows sporting Club to meet the school. If buses are on-site please take to BSC. Staff returning from excursions to take bus directly to BSC. Contingency for classes on walking excursion off site – walking if coming from Broadmeadows shopping centre Contact Broadmeadows Health Emergency Controller 0418 399 900 – advise of the need for shelter. Proceed to area they designate. Advise Principal once students are settled. • 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. • 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. • Thank external shelter providers – Broadmeadows Sporting Club & Broadmeadows Health for their support as required,
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p>

	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Initiate the lock-down (music and message) and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • 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 staff informed through the SMS emergency system • 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 the lock-down 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-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.
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 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

	<ul style="list-style-type: none"> • Go to the designated assembly point/sEmu Pde & Landy Rd corner of the school oval - if this is not suitable carpark on Bamburgh St. • Use contingency shelters if weather inclement or duration will require shelter - Ring Broadmeadows Sporting Club and seek access to shelter • 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.
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 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 in administration building if classrooms are unsafe • 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.

	<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. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre 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.
<p>Missing Student</p>	<p>MISSING PERSON Immediately notify office if a person goes missing during class time. Principal will make an announcement on the PA system, advising of the persons name and learning area & class number. Admin staff will send a photo of the missing person via SMS</p> <ol style="list-style-type: none"> 1. <u>Classroom Search:</u> Classroom Staff <u>One</u> person to be nominated from each classroom to check; <ul style="list-style-type: none"> • Classroom • Break room. • Storerooms • Kitchen/toilet/office areas • Advise reception rooms which have been checked All classrooms report back to Office All staff on their break or non-face-to-face teaching; Leading Teachers and therapists, if available will report to the Principal's office and be given specific areas of the school buildings, playgrounds to search. <ol style="list-style-type: none"> 2. <u>Search of school buildings & playgrounds</u> School based search cards (located in first aid room) will be distributed to staff out of classrooms - coordinated by Principal Staff to report back to office if student not found in their area. Staff searching classroom will send txt to 0438 789 711 when area is clear. <ol style="list-style-type: none"> 3. <u>Search of neighbourhood</u> Area based Search cards (located in first aid room) will be distributed to staff out of classrooms - coordinated by Principal Principal to notify <ul style="list-style-type: none"> • Emergency Management - 1800 126 126 • Police - 000 • Parents

	<p><u>Staff are to take mobile phones (school or personal) with them while searching for lost child and report back.</u></p> <p>Undertake operational debrief with staff and Incident Management Team to identify any missing student and procedural changes that may be required.</p>
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Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Building fire	<p><u>Chief Warden/ Education Commander</u> (<i>Principal / TIC</i>)</p> <p>Principals Emergency Incident Checklist (on clipboard in first aid room)</p> <p><i>Anyone available from leadership team follow chief wardens instructions</i></p> <p>Planning Officer <i>OHS Manager Capital Works Manager 0437 851 482</i></p> <ul style="list-style-type: none"> • Turn off the main electricity switch in server room if safe to do so and if directed by incident controller. • Report any changes in the situation to the Incident controller • Check the admin area, CLH, Meeting & Assessment Room, all meeting rooms, resource room to make sure every one evacuated. • Act as directed by the Incident controller. • Observe the process- Filming the process if possible, for future planning <p>Communications Officer 1 <i>Facilities Coordinator 0457 547 597 Finance Manager 0437 749 979</i></p> <ul style="list-style-type: none"> • Take Student absence phone to assembly area to send the text message to all staff through SMS-GLOBAL (mxt.msglobal.com/login). • Use the login username & password (if you do not have it ready, get it from the contacts in the emergency phone). <p style="text-align: center;"><u>SMS Global instructions</u></p> <ul style="list-style-type: none"> • Log into SMS Global • Use drop down list • Send message • JSA Staff list • Template button • Choose Emergency Evacuation 2023 template • Send • Use the saved Evacuation template to send the text to everyone. <p style="text-align: center;"><u>Emergency Evacuation text content</u></p> <ul style="list-style-type: none"> • <i>Stay calm!</i> • <i>All staff and students to evacuate the building following the Evacuation diagram if safe to do so; otherwise, evacuate from another nearby exit.</i>

	<ul style="list-style-type: none"> • Teachers to ensure that all students are immediately escorted along Emu Parade to Gavin St Reserve. – assembly point • One staff member from each room to TEXT their SSL's Phone and the Emergency Phone 0428 968 618. Text your room number and all staff/visitor names who are safely with you at the assembly point. • Do not respond to this text message. • Remain in the assembly point until you are notified that the emergency is over. • Evacuate the building. <ul style="list-style-type: none"> • Contact : • Incident Support and Operations Centre on 1800 126 126. and Report the emergency and evacuation • MEES Bus Company (94593000) to advise standoff if it is the Drop-off/pick up times. • Classes off-site to advise of the situation and not to return to school <ul style="list-style-type: none"> • Check text messages and mark safe rooms/people/people on an excursion. • Follow-up on missing rooms/people • Notify staff via the PA and text message when the emergency is over. <p>Communications Officer 2 (Admin/Cases Admin)</p> <ul style="list-style-type: none"> • Start the On-site Evacuation alarm (3 chimes) following the Incident Controller order • Direct visitors from the reception area and staff room to evacuate the building and follow the signs on the school fence to get to the assembly point. • Emergency phone (0428 968 618) to be used to receive text messages • Take Emergency Evacuation trolley as it contains: • Assist business Manager to make sure all visitors/contractors/volunteers are safe. <p>If necessary send a member of leadership to</p> <ul style="list-style-type: none"> • Wait on Landy Road between the Admin & Staff carpark entrances to guide emergency services personnel (if it is safe to do so) • Then follow the signs to the Assembly point. <p>Operations Officer</p> <p>Business Manager 0438 789 711 ---Finance Manager 0437 749 979</p> <ul style="list-style-type: none"> • Take the following and evacuate the building quickly: • Sign-in iPads /sheets to check all people (except student) inside the school are safe. Make sure to check all visitors. • Staff Absence Phone/work cover phone to be used to send individual text messages or call contractors /visitors to check them if they are safe. • Communicate with the incident controller by whatever means available and act on instructions. • Set up a Control centre in Assembly point • Control the movement of people.
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- Get the map and marker from trolley and assist admin staff to check received text messages to Emergency Phone and tick off all staff and students are safe in the assembly point on map.
- Direct logistics officer and SSL (if there is any situation to take under control)
- Co-opt people as required if requested by Logistic Officers during the emergency.
- Advise the Principal/TIC and OHS manager that all rooms are checked, and all staff, student, visitors and contractors are safe in the assembly point.

Logistics Officer

1. *Maintenance 0484 940 091*

- Direct any contractors/visitors to the nearest exit. Instruct them to follow the direction signs to get to the assembly point.
- Search the floor/area (**Climbing Gym, Maintenance shed, Vet shed**) to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure the orderly flow of people into protected area.
- Assist occupants with disabilities to evacuate.
- Text to Operation Officer, the status of required activities on their completion. If somethings urgent call them.
- Act as directed by Operation officer/Chief Warden.

SSL leaders

Take the second Emergency Evacuation trolley/backpack to the assembly point. (if you are not nearby, allocate a staff nearby to do so if it's safe).

1. Evacuate the building and support nearby students and staff to evacuate.
2. Check your sub school to make sure everyone have evacuated. Check all rooms and Bathrooms.
3. Text emergency phone to say that you are safe while checking the area to make sure everyone evacuated.
4. If you have not recorded any excursion on SharePoint contact Communications Officers1

(Facilities Coordinator 0457 547 597 / Finance Manager 0437 749 979) to let them know .

7. Notify off-site classes to avoid getting back to school until emergency over and get the responsible person to text acknowledgment to Emergency phone.

Counting the students in assembly point

Classroom staff to count their students at assembly point and report to SSL leader

All First Aid Officers

- Take your allocated first aid kit.
- Take the First aid helmet and Hi-vis from the second Emergency trolley.
- Provide first aid as required.
- Assess if the Ambulance is necessary and contact operation Officer **0438 789 711**
- Direct and support other first aiders if required.

All teachers

- Take your classroom displan bag (student list name, medication , Epipen, Asthma ,...)
- Take any student special needs.
- Teachers to ensure that all students are immediately evacuated the building following the Evacuation diagram.
- Leave doors and gates unlocked.
- Follow the direction signs to get to the assembly point. Do not lock the gates behind you.

Check with ES staff if all staff, students and visitors are safe with you in assembly point and send a text to emergency phone **0428 968 618** as below:

- Room number
 - Absent student names.
 - Extra staff in room.
 - If someone is missing, call the Emergency phone immediately.
 - Mention the staff name from your room that are not currently with you in the class to get followed up by Incident management team.
1. Remain in the assembly point until you are notified that the emergency is over.

All staff

- Stay calm
- All staff and students to evacuate building from the nearest exit.
- Leave doors and gates unlocked.

If you see any visitors/contractors on-site direct them to evacuate building and follow the direction signs to get to the assembly point.

- ES staff to collaborate with the classroom teacher to text emergency phone 0428 968 618 your room number and mention that all of students, staff and any visitor are safe with you in the assembly point. If someone is missing call the Emergency phone.
- Mention the staff name from your room that are not currently with you in the class to get followed up by Incident management team.
- Remain in the assembly point until you are notified that the emergency is over.

<p>Severe weather event</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. • Notify parents if students become highly distressed
<p>Flood</p>	<p>This is a low risk for the school so there would be warning from the local SES. We would follow SES instructions</p> <p>Mee's Buses would receive warning of flooding on their school bus routes and notify parents if detours or alternative drop-off points are necessary.</p>
<p>Intruder</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 safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <p>All staff to make sure to register their mobile number at the School emergency text system (Global SMS) and follow the messages during the lockdown practice.</p> <p><u>Chief Warden/ Education Commander</u> <i>(Principal/PCT /TIC)</i></p> <ol style="list-style-type: none"> 1. Advise Admin team to start the Lockdown music – 3 chimes then Sounds of Silence. 2. Take your observation form from Injury First-aid Room and fill it out while managing the incident. 3. 4. Allocate a staff member to be the official observer (if Melissa and Fiona were not on-site).

5. Allocate a staff member (Richard/Melissa) to wait at the admin entrance to the school to guide emergency services personnel.
6. Keep the admin entrance as the only entry point. It must be monitored continuously, and no unauthorised people allowed access.
7. Report the emergency to the Security Services Unit on 9589 6266
8. Contact DET Incident support if required 1800 126 126.

Principal Assistant

1. Use a **personal phone** to call 000 for emergency services and follow the advice.
2. Wait and post at the admin entrance to the school to guide emergency services personnel.

Observer

1. Take the checklist from Injury first aid room.
2. Complete the Observation checklist & record times in procedures to make sure everything is done and to provide feedback after the exercise to principal and OHS manager.

Planning Officer

1. Report any changes in the situation to the Incident controller
2. Act as directed by the Incident controller
3. Observe the process- Filming the process if possible, for future planning

Communications Officers1

1. Take the following to the control room:
 - o Emergency phone (**0428 968 618**) to be used to receive text messages
 - o Emergency Evacuation trolley as it contains:
 - Student Absence Phone to be used to send individual text messages
 - Students/parent address List
 - Staff address and mobile list
2. Contact :
 - o MEES Bus Company (94593000) to advise standoff if it is the Drop-off/pick up times.
 - o Classes off-site to advise of the situation and not to return to school
3. Check text messages and mark safe rooms/people/people on an excursion
4. Follow-up on missing rooms/people
5. Notify staff via the PA and text message when the emergency is over.

Communications Officers²

1. start the Lockdown music – 3 chimes then Sounds of Silence.
2. Secure Admin area /reception, CLH & staff room.
3. Direct visitors from the reception area to the Staff Room.
4. Assist Michelle to make sure all visitors/contractors/volunteers are safe.
5. Assist other admin staff

Operations Officer

1. Set up a Control centre in Principals office & Meeting room 1
2. Bring Sign-in iPads /sheets to check all people (except student) inside the school are safe. Make sure to check all visitors.
3. Bring Excursion sign/out books
4. Bring your work phone to send the text message to all staff through SMS-GLOBAL (mxt.smsglobal.com/login). Use the login username & password (if you do not have it ready, get it from the contacts in the emergency phone). Use the saved Lockdown template to send the text to everyone.
5. Communicate with the incident controller by whatever means available and act on instructions.
6. Control the movement of people.
7. Send SMS to staff advising of the situation.
8. Assist admin staff in checking all staff, students and visitors are safe
9. Direct logistics officer and SSL(if there is any situation to take under control)
10. Co-opt persons as required to assist Rob/Jacob during the emergency.
11. Advise the Principal/TIC (teacher-in-charge) and OHS manager that all rooms are checked and who are posting at the doors.

Lockdown text content

1. Stay calm
2. All staff to return to their room if safe to do so; otherwise, visit a nearby room.
3. Teachers to ensure that all students are immediately escorted to the classroom
4. Lock all external doors
5. Check next class is locked (relocatable)
6. Lower all blinds within the classroom and adjoining offices, break rooms etc.
7. Students should not be visible from outside.
8. All staff not currently with students remain indoors or move to the closest room.
9. Text emergency phone **0428 968 618** classroom room number and any other staff/visitor names who are safe in your room.

10. Remain in the classroom until you are notified that the emergency is over.

Logistics Officer

1. Direct any contractors/visitors to the nearest room
2. Assist people with disabilities
3. Report status of required activities to the chief warden on their completion.
4. Act as directed by the chief warden.

SSL leaders

1. Move inside & support nearby students and staff to go inside
2. Check your school to make sure everyone safe. If not, advice Business Manager.
3. Text emergency phone to say that you are safe in your group
4. Notify off-site classes to avoid lockdown and get the responsible person to text acknowledgment to Emergency phone.

Primary SSL (Room 1-9)

0467 728 193

Middle SSL(Room 10-18):

0409 212 996

Secondary SSL

0467 727 992

All First Aid Officers

1. Provide first aid as required.
2. Assess if the Ambulance is necessary and contact Communication Officers
3. Victoria /Sally to direct and support other first aiders if required

All teachers

1. Teachers to ensure that all students are immediately escorted to the classroom
2. Lock all external doors and check next class is locked (relocatable)
3. Lower all blinds within the rooms and adjoining offices, break rooms etc. Students should not be visible from outside.
4. Text emergency phone 0428 968 618 classroom room number and list of students, staff and any visitor names who are safe in your room.
5. Remain in the room until you are notified that the emergency is over.

- Room 8 & 9 are also in charge to lock the nearby doors at the end of the primary building.

Room 8 teachers: Lock end doors to playground & breezeway

Post at locked doors to allow students, staff and visitors to enter if locked out.

Text Emergency phone to say you are safe in your group and where you are posting (0428 968 618) EXT:208

Room 9 teachers: Lock door near the ramp to Middle School

Post at locked doors to allow students, staff and visitors to enter if locked out.

Text Emergency phone to say you are safe in your group and where you are posting (0428 968 618) EXT:209

All staff

- Stay calm
- All staff to remain indoors. All staff who are out of their rooms to return to their room if nearby their room; otherwise, move to the closest room. Lower all blinds.
- Lock all external doors and windows.
- If you see any visitors/contractors on-site direct them to the closest room.
- Text emergency phone 0428 968 618 your room, your name and any other staff/visitor names who are safe in your room. Mention the staff name from your room that are not currently with you in the class to get followed up by the Incident management team.

A scenario for lockdown practices(Drill)

The scenario for lockdown practice includes intruders attempting to enter the school, and Lockdown practice will commence.

We would pretend that Corinne is off-site. So, the secondary contacts should be ready to act.

We would pretend that rooms 19, 21 and 23 are off-site. However, they need to follow the lockdown procedure. Only the admin staff would act differently.

We would pretend that a contractor is on-site.

Staff to act as intruders:

- Lydia: Secondary wing 19 -27
- Tara: Middle school wing – Therapy – 14-18 & Art Room
- Quang: Primary – end doors and doors to Admin & Ramp

Intruders to check all following swiftly to find an entry point and report back (Text) to the Emergency phone that all have been tested.

	<ul style="list-style-type: none"> • Door handles to make sure they are locked • Mark the doors/windows you checked on the google map attached. • Windows to make sure no students or staff are in sight. • Provide report to Leila in writing, attaching your marked map. <p>The responsible person is the number 1 mentioned person. If he/she were not on-site number 2 would be in charge, and if number 2 were not on site, number 3 would be responsible for the tasks. Since in this scenario, Corinne and Denise are off-site so the TIC would be in charge to act as Incident Controller. Corinne will announce who would be TIC on Monday morning. All secondary and third contact people should be prepared for their tasks.</p>
<p>School Bus Program Emergencies – Coord Schools</p>	<p>Forecast Emergencies - Actions for SDTP Principals</p> <p>Emergency Response Procedures from the Guidelines</p> <ul style="list-style-type: none"> • Mail and/or IRIS alert • provide any requested advice/assistance to regional Manager, Operations and Emergency Management • receive email confirmation of predicted cancellations of SDTP school bus services from regional Manager, Operations and Emergency Management • notify parents/guardians and students of any SDTP service cancellations • notify bus drivers of expected and confirmed cancellations of SDTP bus services • notify regional Manager, Operations and Emergency Management of actions taken. <p>Rapid Onset Emergencies</p> <p>In a rapid onset emergency the coordinating principal will initially take the leadership role and be supported by the DET Regional Manager, Operations and Emergency Management.</p> <p>Bus services will be cancelled where a rapid onset emergency affects or has the potential to affect school bus services. No bus routes will be modified unless directed by emergency services in consultation with the regional director and the Regional Manager, Operations and Emergency Management, where required.</p> <p>When students are at school</p> <p>Emergency Response Procedures (ERPs) from Guidelines</p> <ul style="list-style-type: none"> • receive notification of a rapid onset emergency – this could be from a range of sources including emergency services, members of the public, bus drivers or regions • call 000 for assistance if required • enact own school’s EMP • seek further advice and information from emergency services, and the regional Manager, Operations and Emergency

Management and STU if required, to determine bus route closures and the cancellation of services

- instruct all affected students to remain at the school until the all clear is given
- notify parents/guardians of affected students of the situation and if possible advise when and where it is safe for their child to be picked up
- liaise with bus operators and drivers regarding school bus service cancellations and instruct drivers not to leave the school until the all clear is given
- notify the regional Manager, Operations and Emergency Management of the actions taken
- notify the DET Incident Support Operation Centre of the emergency - 1800 126 126
- keep an accurate log of all communication in relation to the event.

Rapid Onset Emergencies when students are en route

Emergency Response Procedures (ERPs) from the Guidelines.

- contact emergency services to ascertain the status of any locally notified emergency
- the principal should advise emergency services of the status and location of bus services and seek assistance if required
- if possible, contact the Manager, Operations and Emergency Management to inform them of the situation.
- consider actions to be taken in line with school's EMP
- confirm or provide the bus driver with the destination
- notify parents/guardians of all affected students of actions taken and other relevant information (such as when and where to collect their children)
- receive confirmation from the driver of bus's arrival at destination
- notify the regional Manager, Operations and Emergency Management of actions taken
- **keep an accurate log of all communication in relation to the event.**

Bus services affected overnight or before school

Emergency Response Procedures (ERPs) from the Guidelines.

- If the operation of a bus service is affected by an emergency occurring overnight or before school hours, the principal assumes responsibility for determining whether the bus service is cancelled or not. The decision is made based on, where possible, advice from the regional office, emergency services and local knowledge.
- Schools should prioritise contacting the families of all affected students to avoid them waiting at stops where services have been cancelled.
- The principal must contact the regional Manager, Operations and Emergency Management as soon as possible to ensure they are aware of the situation and confirm bus route closures.

	<ul style="list-style-type: none"> • Requests for new services, service variations, safety-related issues and continuity of service matters should be forwarded to the STU for consideration. <p>Take photos at the scene if possible. Use this procedure for an emergency that arises involving a government school bus en route.</p> <p>Contractors Buses: The Principal will:</p> <ul style="list-style-type: none"> • Contact emergency services agencies to ascertain local information on status of any notified emergency. • Report emergency to the Security Services Unit on 1800 126 126. • Advise emergency services of the status and location of bus services and seek assistance if required. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm/provide instruction to driver with regard to destination. • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver. • Where possible keep an accurate record of the event. • Direct all Media enquiries to DET Media Unit on 8688 7776. • A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP.
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Off-site emergencies</p>	<p>Contact 000 for immediate police and ambulance support Notify School to gain support</p>
<p>Bushfire/Grassfire</p>	<p>Bushfire/Grassfire Specific Emergency Response Procedures. Triggers for Action. The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> • is observable, or • identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school. • there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p>

- If immediate emergency services assistance is required phone '000'.
- 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.

Name	Role	Mobile number
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Insert name Manager Operations and Emergency Management Insert Number

Insert name Emergency Management Support Officer Insert Number

- Report the incident to ISOC (1800 126 126)
- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- 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.

Other sources of Information

- Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

Actions for the School when it is within a VicEmergency warning area

VicEmergency Warning	What it means	School Actions
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Advice Warning	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.
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Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	<p>If your school is in a Watch and Act Warning area, seek advice and then decide whether to;</p> <ul style="list-style-type: none"> • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children • evacuate the school to your offsite bushfire evacuation location. •
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Emergency Warning	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 place and seek advice . Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then
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	<p style="text-align: right;">advise them to also shelter in place with staff and students at the school.</p> <p>Prepare to Evacuate – 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>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>Sheltering in Place. 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"> • Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. • 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 Shelter in Place. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services are maintained. • Advise parents that the school is sheltering in place and they should not come to pick their children up. • If parents arrive, encourage them to stay with their children at the school. • Check all windows and doors in the Shelter in Place are closed (but doors are not locked). • Turn off gas supply • 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 Bushfire Evacuation location and Offsite Bushfire Evacuation Location. • 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. • The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. • Wait for emergency services to arrive or provide further information. • Any decision to leave the Shelter in Place should only occur on advice of emergency services • Continually monitor Shelter in Place 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.
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	<ul style="list-style-type: none"> • If the building has ignited and is not safe to extinguish – evacuate to the > Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route. • Maintain a record of actions/decisions undertaken and times. <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>
<p>Bomb/substance 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>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police <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>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"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located?

	<ul style="list-style-type: none"> • 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"> ○ 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: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ 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>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>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>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:
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	<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>Loss of essential services</p>	<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
<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"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p>

	<ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>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.
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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@edumail.vic.gov.au ◦ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
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>Mental Stress</p>	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage
<p>Missing person - school or school camp/excursion</p>	<p><u>JSA Missing Student Search Procedure (05/08/2021)</u></p> <p>If student/child is missing and/or cannot be accounted for:</p> <p>The Number 1 Responsible person is the Principal. If he/she were not on-site, the 2nd in line would be in charge, and if 2nd in line were not on site, the 3rd in line would be responsible for the tasks. All secondary and third contact people should be prepared for their tasks.</p> <p><u>Chief Warden/ Education Commander</u> <i>Principal: 0459 807 684 A.P (ETL): 0459 805 044 A.P (CRA): 0467 783 508</i> Primary SSL(Room 1-13): 0467 728 947 Middle & Secondary SSL(Room 14-27): 0409 212 996</p> <p>Learning Specialist Tier III: 0467 728 193 Student Transition Co-ordinator: 0438 047 548 Social Worker/Mental Health Practice: 0484 940 009</p> <ul style="list-style-type: none"> • Advise the admin staff to make an announcement via the PA system confirming the students' name, class number as well as sending a photo of the student via MMS.

	<ul style="list-style-type: none"> • Collect the Missing Student on-site folder from the Injury First-aid Room. • Delegate staff members (either on break/lunch or non-face to face teaching) to check allocated areas. Ask them to carry their mobile phone and register their name and phone number in a copy provided in the Missing Student on-site folder. • Make sure that the Operations Officer has a copy of that or took a photo of those staff name and number. • Allocate an alternate staff member to be the official observer if executive Assistance and Finance Manager are not on-site. • If the student has left the school, take the off-site folder from the Injury First Aid Room and direct the leadership staff to check the neighbourhood. • Allocate a member of leadership an off-site area with the map to check. Get them to carry their mobile phone and register their name and phone number on your laminated form. • Allocate admin staff to use a personal phone to call the Police on 000 if you are informed that the student has left the school. • Allocate staff (APs/Finance Manager/Admin staff) to call the student’s parents/carers. • Advise admin staff to report the emergency to the Security Services Unit on (03) 9589 6266. • Advise admin staff to contact DET Incident support if required 1800 126 126. <p>Principal Assistant (0459 805 044 / 0467 783 508 or Finance Manager: 0437 749 979)</p> <ul style="list-style-type: none"> • Act as directed by the Chief Warden. You may need to check the area. • Carry your phone with you and be ready for an off-site search if the student has left the school. <p>Observer</p>
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Executive Assistance/ Finance Manager (0437 749 979)

- Take the observation checklist from Injury first aid room.
- Complete the Observation checklist & record times in procedures to make sure everything is done and to provide feedback after the exercise to the Principal and OHS Manager.

Planning Officer (OH& S Manager: 0409 534 193/ Capital Works manager: 0437 851 482)

- Carry your mobile phone with you and go to the reception to assist the chief warden
- Report any changes in the situation to the chief warden.
- Act as directed by the chief warden. You may need to check an area.
- Observe the process- Filming the process if possible, for future planning

Communications Officer 1 (Cases Admin/ Facilities Manager) 0457 547 597

- Send a text message and a photo to all staff regarding the missing student. Use the template.
- Emergency phone (0428 968 618) to be used to receive emergency calls.
- Use Student absence phone (0438 789 711) to receive text messages when an area is cleared .You can send text message or call staff using this phone if required.

Communications Officer 2 (Reception/Admin)

- When you are informed a student is missing, let the chief warden know.
- Start the alarm (3 chimes) following the chief warden order.
- Make an announcement via PA regarding the student name and room number. Ask the staff to follow the procedure sent by text message or on their lanyard.
- If the student left the school, use a personal phone to Contact '000' for police to report the child missing. Provide a description, time last seen and location.
- Assist operation officer (Michelle).
- Notify staff via the PA and text message when the missing student has been located.

Facilities Manager: 0457 547 597 | Finance Manager: 0437 749 979

Attend reception to follow directions from the Chief Warden.

Learning Specialist Tier III: 0467 728 193

Student Transition Co-ordinator: 0438 047 548

Social Worker/Mental Health Practice: 0484 940 009

- Attend reception to follow directions from the Chief Warden.

Operations Officer Business Manager: 0438 789 711 Finance Manager: 0437 749 979

Make sure that the admin staff are sent a photo of missing student and Missing Student text message (separately in 2 texts /mms) to all staff through SMS-GLOBAL (mxt.smsglobal.com/login). Use the saved Missing student search template to send the text to everyone.

- Assist chief warden in allocating area to any available staff on a break.
- Provide a copy of the student’s photo to the allocated staff.
- Take **Staff Absence Phone (0438 789 711)** and set up a control centre in reception.
- Check Staff Absence Phone (**0438 789 711**) for reports from staff
 - Check text messages and mark checked area(use the list and map)
 - Follow-up on the allocated staff by contacting them (if they did not report back to you).
 - Advise Chief Warden
- Check emails just in the case staff replied back to SMS Global.
- Direct logistics officer and SSL (if there is any situation to take under control)

Missing Student Search text content

Admin staff need to include a thumbnail photo (saved on **T drive: /2020 School Photos/ Low resolution**)

the ‘Name’ and ‘Room Number’ of the missing student via SMS Global as below:

“Student Name” from room “Room Number” is missing.

One person from each class to check:

- Classroom - including cupboards
 - Break/office space/storerooms
 - Kitchen & toilets
 - Vacant adjoining room/s

Classroom staff are to text to **Staff Absence Phone (0438 789 711)** when the room is confirmed as clear.

Call **Emergency Phone/Office (0428 968 618)** if you have located the student.

	<p>Logistics Officer (Grounds Maintenance: 0484 940 091)</p> <ul style="list-style-type: none"> Attend the reception to follow directions issued by the Chief Warden. Check the allocated area. Text to staff Absence phone. (0438 789 711) Take your phone and move to Reception. In the case Chief Warden needs you to search neighborhoods take the school bus if possible, otherwise, use your car. Call emergency phone/office to report if you find the student. Act as directed by Chief Warden. <p>SSL Leaders</p> <ul style="list-style-type: none"> Report to reception in case the Chief Warden needs you to search in a given area. Check the allocated area and report to the staff absence phone (0438 789 711). Get ready for off-site search if the student has left the school. Follow the directions issued by Chief Warden for off-site search, (or Follow the Lanyard instruction for off site search) Take your mobile phone on you. Take the school bus if possible; otherwise, use your car. Call emergency phone/office to report if you found the student. <p>*Primary SSL (Room 1-13): 0467 728 193 *Middle /Secondary SSL (Room14-27): 0409 212 996</p> <p>All Staff</p> <p>One person from each room/office to check:</p> <ul style="list-style-type: none"> Classroom/room -including cupboards Break, office & storerooms Kitchen & toilets Vacant adjoining room/s Report back to Staff Absence Phone (0438 789 711) when the room is cleared. <ul style="list-style-type: none"> Call Emergency Phone (0428 968 618) if you found the student.
Heat (Extreme)	

	<p>To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures. Actions may include the following:</p> <ul style="list-style-type: none"> • Call 000 if medical assistance is required <p>Scheduling/Activities</p> <ul style="list-style-type: none"> • Restrict outdoor time. • Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks. • Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area). • Reschedule/move classes from classrooms with direct sunlight/no cooling. • In extreme weather conditions, schools may: <ul style="list-style-type: none"> • reduce midday recess to no less than thirty minutes • adjust dismissal time accordingly. • Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities. • Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program. • Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents. <p>Hydration</p> <ul style="list-style-type: none"> • Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs. • Drinks containing caffeine such as coffee and tea should be avoided. • Remind parents to provide their child with water and modified uniform • Include information on the school's arrangements for managing hot weather in the school newsletter. • Ensure staff monitor students for early signs of heat stress/dehydration. <p>Indoors</p> <ul style="list-style-type: none"> • Ensure indoor spaces have appropriate ventilation or air conditioning. • Display dealing with heat posters in prominent locations in the school. • Review first aid kits and the need to supplement stock of ice packs and hydrolyte. <p>Notification/Information</p> <ul style="list-style-type: none"> • Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126. • Seek advice from your SEIL or regional emergency management staff if required. • Direct any media enquiries to DET Media Unit on 8688 7776.
<p>COVID-19</p>	<p>Learning Specialist Tier III: 0467 728 193 Student Transition Co-ordinator: 0438 047 548 Social Worker/Mental Health Practice: 0484 940 009</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"> • 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 the **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.

First Aid Officers to follow these steps for STUDENTS

1. Always keep three surgical masks and a little alcohol-based hand sanitiser in each First Aid bag/box. Wash/sanitise your hand before providing any first aid.
2. If you faced with an unwell student, assist them in putting on a surgical mask. While taking them to the new First Aid Room (west end of Primary corridor), contact the school emergency number (0428 968 618). An admin staff member will bring the Key and thermometer to you, so please wait outdoors if possible, and the weather allows you. Otherwise, stay in front of the First Aid Room until they arrive. Keep both doors at the end of the west and east of the primary corridor completely open until the cleaning process finishes.
3. If the student exhibits any mild symptoms of a cold (**loss or change in the sense of smell or taste, fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, in certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea**), ask the admin staff to contact the student's parent /carer to pick up the student ASAP.
4. PPE must be worn before anything at the First Aid Room, even if you need to stay inside the room for 1 minute. One set of PPE is located in a container on the shelves next to the curriculum cupboard, opposite the medical first aid room, marked as PPE.
5. Ask the student to wash their hands and sit down. Provide some washable toys/book to entertain them if appropriate.
6. Follow the poster /instruction and don Personal Protective Equipment (PPE) in this order:
 7. **Perform hand hygiene**
 8. **Gown**
 9. **Face mask (P2/N-95/KN95)**
 10. **Eyewear/face shield (they must be cleaned and disinfected before reuse)**

11. Gloves

In the event CPR is required, only provide chest compressions and ensure the student remains masked. Do NOT give mouth to mouth.

7. Complete the Illness/Injury Parent Notification Form and provide it to parents collecting the unwell students.
8. On the back of the yellow page, leave a note of what sort of PPE and how many you used for yourselves and the student. Mention any problems you faced.
9. While waiting for the parent/carer to pick up the student, leave the First Aid Room door open and stay out of the room. Keep the external doors open until the final cleaning.
 - If the second unwell student arrived, lead the first one to playground 1 to wait outside to be picked up.

Admin staff will advise you when the parent/carer arrives. Arrange to exit the unwell student from Playground 1 to the parent car park to get picked up by the parent/carer. Instruct parent/carer to get tested and seek advice from their GP. Advise parents that the student should not return to school until symptoms resolved entirely or by providing a clearance certificate. Students with a negative COVID-19 test whose symptoms have completely resolved do not need a medical certificate to return to the school.

- Return to the First Aid Room & remove PPE in the following order and dispose into a plastic bag and seal, leave it in the rubbish bin in the room: (note, please leave the mask on at this stage)

1. **Gown & Gloves**
2. **Perform hand hygiene**
3. **Eyewear/Face shield**
4. **Clean and disinfect eyewear immediately using the Isopropanol spray provided.**
5. Clean and disinfect the First Aid Room (wearing a new pair of gloves)using Isopropanol Alcohol.
6. Clean and disinfect the First Aid Room key and the padlock at the admin car park gate using Isopropanol spray.
7. Remove the face mask and perform hand hygiene immediately.
8. Sanitise the Key and thermometer and return to the Office.
9. Sanitise the PPE container and used PPE such as a face shield and goggles.
10. Refill the hand sanitiser and Isopropyl alcohol spry if required.
11. Refill the PPE container as below. All spare PPE is stored in the chemical's room in the boy's toilet at the west end of the primary corridor.

- **P2 Face mask**

One

	<ul style="list-style-type: none"> • Gloves <p>Two pairs</p> <ul style="list-style-type: none"> • Eyewear/Face shield <p>One</p> <ul style="list-style-type: none"> • Gown <p>One</p> <ul style="list-style-type: none"> • Surgical Face mask <p>Two</p> <p>Please note: You should perform hand hygiene between steps if your hands become contaminated.</p> <p><u>As First Aid Officers, we require you to assess the student for any pre-existing medical conditions in the first instance.</u></p> <p>If a student or staff member has persistent symptoms due to an underlying condition such as hay fever or asthma, the student should still be tested for COVID-19 if they develop different symptoms to or worse than their usual symptoms.</p> <p>Parents/carers and staff should also consider getting a medical certificate from their treating GP to confirm that it is safe for them to attend school with persistent symptoms that may overlap with some of the symptoms of COVID-19, such as cough or runny nose.</p> <p>-</p> <p>First Aid Officers to follow these steps for STAFF</p> <p>Unwell staff to advise their SSL and then leave school immediately from the closest exit gate. Instruct them to seek advice from their GP. SSL to notify Daily Organiser of the unwell staff member.</p>
<p>Major external emissions/spill</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 who will convene the IMT if necessary. • Turn off gas supply. • If the gas leak is onsite, notify your gas provider. • If safe to do so, evacuate staff, students, visitors and contractors to insert the location of your assembly point/s. This may be an off-site location. • Check students, staff and visitors are accounted for.

	<ul style="list-style-type: none"> • Report the emergency to the Incident Support and Operations Centre on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Await 'all clear' advice from emergency services or further advice before resuming normal school activities. • Direct all Media enquiries to the DET Media Unit on 8688 7776. • Contact parents as required. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i></p>
<p>Extreme cold</p>	
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the '<i>Managing Trauma</i>' guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so

	<ul style="list-style-type: none">• Contact parent/guardian of student(s) impacted• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan• Record evidence (if applicable)• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none">• Consider lodging an eduSafe report• Consider whether a report to WorkSafe is required• Contact Employee Assistance Program for support• Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none">• Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
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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

<p>Details of arrangements</p>	<p>Whole site unavailable:</p> <ul style="list-style-type: none"> • Parents notified by SMS / Facebook/ newsletter that school site is not accessible and kept updated • Mee’s Buses would be notified as soon as issue is known. • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local schools Hume Central Secondary School, Hume Valley Specialist School team and student groups • Consider student transport arrangements • Notify site users- cleaning contractors, • Redirect suppliers to alternate site • Determine options for remote learning • Ring Broadmeadows Sporting Club and negotiate evacuation to there if necessary until parents collect students. <p>Partial site unavailable:</p> <ul style="list-style-type: none"> • Revise timetable to relocate students and staff to other facilities on site - MPR (1-2 groups), Music room (2 groups), CLH (1 - 2 groups), Art Room (1 group) • Relocate admin and staff facilities to other networked space within school. ie Library Office • Admin staff may need to work remotely from home or Hume Central Secondary or Hume Valley Specialist Schools • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local schools Hume Central Secondary or Hume Valley Specialist Schools if necessary. • Determine accommodation available at Broadmeadows Sporting Club • Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify site cleaners • IT Resources required • CASES admin network • Access to wireless network. • School curriculum network • Considerations • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools • Separation of family groupings if spread across multiple sites • Demands placed on staff due to loss of resources, relocation
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Name	Contact Details	Support Role
Mee's Bus Company	94593000	Organiser of Mee's Buses
Menzies Cleaning Company (Area Manager -Ash)	0408 636 601	Cleaning

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	<p>Telephone system failure: • Members of leadership team have school mobile phones to be use as required. Most parents have access to these phone numbers of staff most relevant to them. • Student Absence mobile phone number is known to all parents as would be usable. • If internet is available SMS message / Facebook could be sent to parents advising to use absence line. • Admin team to notify staff on excursion of school access numbers to call if support is necessary. • Hard copy of student emergency contact information available</p> <p>Internet /Data/technology failure • Classrooms would be restricted to programs which did not require internet use. • Leadership phones could be tethered to computers to maintain continuity.</p> <p>Power: Ensure that battery backs up for servers is turned on - UPS have one hour capacity Restructure program due to lack of power. All heating & cooling is provided by electricity so depending on the temperature notify parents to collect student from school e.g. 30 degrees plus. Water: • If advance warning given - notify school staff of expected closure so they can make necessary arrangements e.g. take students to toilet before shut off , collect water for period of outage. • No notice - determine cause and potential period of outage. • If outage for a long period (over an hour) consider notifying parents and all them to pick up students. • Notify Emergency Management & Region. Key contacts • DE Service Desk support - 1800 641 943 • Phone provider – Telstra Acct Manager Cristian Gonzalez Cristian.Gonzalez@team.telstra.com Fault reporting 132255</p>
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Name	Contact Details	Support Role
Loc Nguyen	0423887740	ICT Manager
Peter Nunn	0459029275	Area ICT Manager

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	<p>STAFFING SHORTFALLS DAILY: Notify all agencies as soon as absences are known. Ensure each class has a teacher - combine classes if necessary and student numbers are low. Members of leadership will supervise classes if necessary. Re-deploy teacher aides to share support and expertise around the school. Long term shortages Advertise through PASS network advertising position where there are shortages Advertise through Seek for specific skills esp therapy, Support staff to access Special Education Scholarships. During the period of high staff absences, there will be:</p> <ul style="list-style-type: none"> No offsite excursions Evaluation of all planned Incursions prior to enacting No scheduled meetings after school except for staff briefings Maintain constant communication & updates to staff and school community Consideration for additional resources e.g. CRT's (beyond 1:1 replacements) <p>STAFFING SHORTFALLS PANDEMIC: On-site: the school requires a minimum of:</p> <ul style="list-style-type: none"> • 1 member PCT/leadership to be the teacher in charge, • 2 leading teachers to oversee on-site learning • 1 teacher required per group (max 8 students) to support students. • 1 admin person on site • ICT Member on site • Classroom limited to 4 students & two ES staff • Maintenance and supervision of programs developed by class teachers remotely
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Name	Contact Details	Support Role
Corinne Pupillo	0459807684	Principal - delegating advertisements to be place; advertising through professional networkss
Stephanie Di Salvo	0467783508	Assistant Principal - Manage school in Principals Absence

Business Continuity Checklist

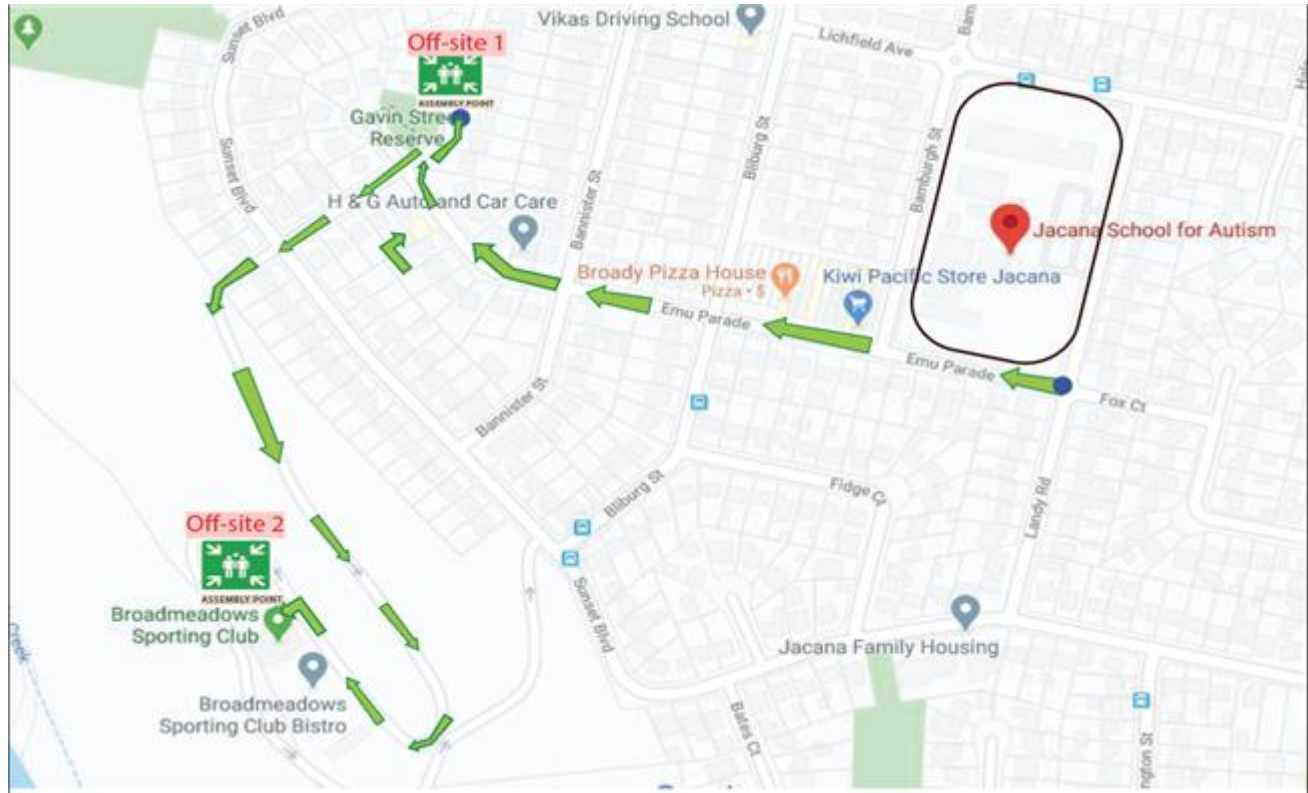
Action	Actioned?
Activate the school's Incident Management Team	No

<p>Evaluate the impact of the incident for:</p> <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
<p>Identify actions to mitigate impact, including:</p> <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 	
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	
<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"> • Staffing • Premises • IT and equipment • Welfare 	
<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 	

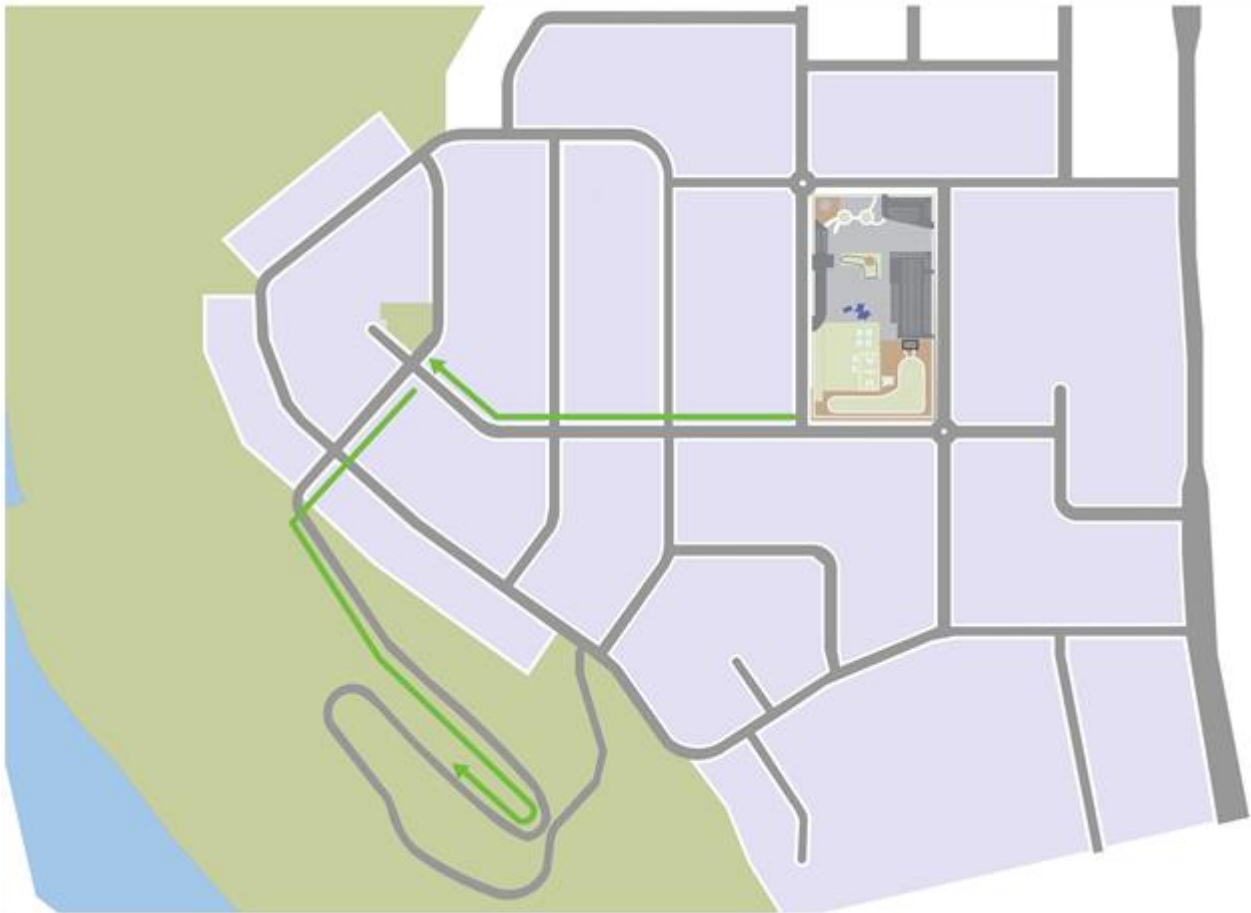
<ul style="list-style-type: none">• Other users of site• Region• Suppliers• Local Shire/Municipality (as appropriate)	
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Area Map

Area Map



Evacuation Map

Building Name	Evacuation Procedures
Summary of whole school	Evacuate the building by the nearest external door, Classes leave school by the closest gate and, Walk around the boundary of the school heading towards Emu Parade and Gavin St Reserve Car parks are for emergency vehicles only Classrooms bring their First aid kit & Displan bags
 <p>The map shows a complex building layout with multiple rooms and corridors. A central room is highlighted with an inset image showing a first aid kit and a fire extinguisher. Green arrows indicate the evacuation routes, starting from various points within the building and leading to the perimeter of the school. The routes generally follow the outer boundary of the building, heading towards the Emu Parade and Gavin St Reserve Car parks. The map also shows the surrounding area, including a road and a body of water.</p>	
Primary School & Admin	Evacuate the building by the nearest external door, Classes leave school by the closest gate and, Walk around the boundary of the school heading towards Emu Parade and Gavin St Reserve Car parks are for emergency vehicles only Classrooms bring their First aid kit & Displan bags

0428 968 618
If Evacuation is required, commence Evacuation Procedure

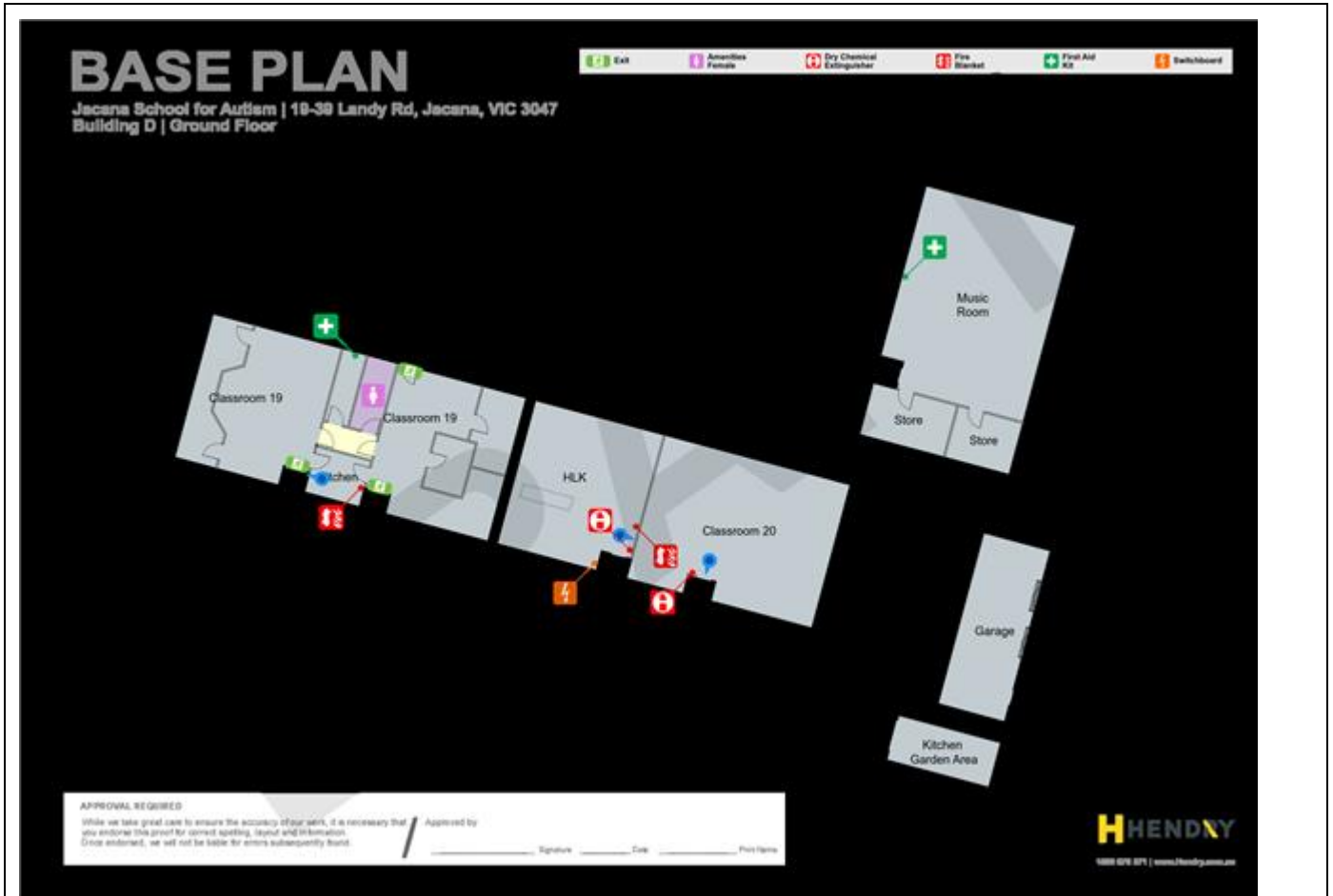
ALERT PROCEDURE

EVACUATION PROCEDURE

EXIT
Assembly Area

0428 968 618

<p>Middle School- Room -10 -18 Art therapy</p>	<p>Evacuate the building by the nearest external door, Classes leave school by the closest gate and, Walk around the boundary of the school heading towards Emu Parade and Gavin St Reserve Car parks are for emergency vehicles only Classrooms bring their First aid kit & Displan bags</p>
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Secondary School-Room 19 & Music Room

Evacuate the building by the nearest external door, Classes leave school by the closest gate and, Walk around the boundary of the school heading towards Emu Parade and Gavin St Reserve Car parks are for emergency vehicles only Classrooms bring their First aid kit & Displan bags

0428 968 618
If Evacuation is required, commence Evacuation Procedure

ALERT PROCEDURE

EVACUATION PROCEDURE

EXIT
Assembly Area

0428 968 618

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Tony Furnari	Manager Broadmeadows Sporting Club	01/09/2022	tfurnari@broadsport.com.au
Travis Mees	Manager Mee's Bus Company	01/09/2022	travis@mees.com.au
All School Staff	JSA Staff	01/09/2022	Jacana School for Autism
School Councilors	JSA School Council	01/09/2022	In School Council October documents

