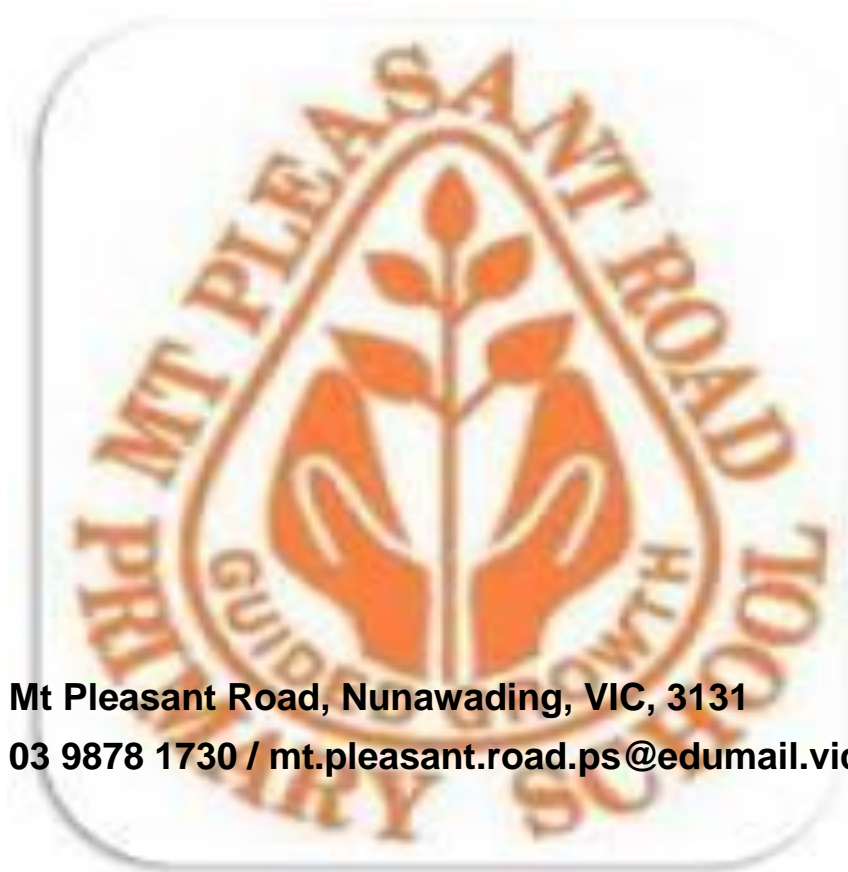# Mount Pleasant Road Nunawading Primary School

Emergency and Critical Incident Management Plan 2019-2020

Mt Pleasant Road, Nunawading, VIC, 3131
03 9878 1730 / mt.pleasant.road.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 2/09/2019

Purpose

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

Context

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

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

Should the principal or school be made aware of an emergency in the local area, the principal or nominated person will consult the following sources for information:
1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or www.emergency.vic.gov.au for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education and Training web site for incident updates.

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Kim Streitberger	MPRPS School Principal	03/09/2019	Streitberger.kim.s@edumail.vic.gov.au
Aidan O'Connor	OHS Nominee	03/09/2019	oconnor.aidan.k@edumail.vic.gov.au
Ally Brown	HSR	03/09/2019	brown.alexandra.m@edumail.vic.gov.au
All School Staff	All Staff	03/09/2019	All Staff

Facility Profile

School Name/Campus Name	**Mount Pleasant Road Nunawading Primary School**
Address	Mt Pleasant Road, Nunawading, VIC, 3131
Phone	03 9878 1730
Email	mt.pleasant.road.ps@edumail.vic.gov.au
Fax	03 9877 5893
DET Region	NORTH-EASTERN VICTORIA
DET Area	Inner Eastern Melbourne Area
LGA	Whitehorse (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	Monday to Friday 8:30am-4:30pm
Number of Students	432
Number of Staff	51
Number of Buildings	5
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Undercover area in front of the Kindergarten
On-site Evacuation Location	School Oval
Off-site Evacuation Location	Behind Mount Pleasant Road Shops, on the pipeline track.

Typical method used for communications to school community	SMS, email, School Newsletter, Sentral
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Before & After School Care (OSH Club)	Cafe Studio	10 - 40 at any given time Holiday Program: max 105	School Term Hours 7:00AM - 09:00AM 3:30AM - 6:00PM Holiday Program Hours 7:00AM - 6:00PM	98781730	0497641103
Mount Pleasant Kindergarten	Kindergarten	5-10 Staff members Approx 45 Students at any given time	8:30AM - earliest start time. 4:15PM - latest finish time.	98781730	0401967252
Happy Valley Culture School	Portables 1 and 3	2-3 (plus up to 30 students)	3:45pm - 5:00pm Monday and Tuesday	Jing Ou	0425616233
Yes to Yoga	Hall	1 (plus up to 30 students)	8:00am - 8:40am	Jacklyn Mahony	0437 257 743
Outer Eastern Young Engineers				Kapil Khanna	0406269163

Building Information Summary

Telephones (landlines)

Location	Number
General Office	98781730
Principal's Office	98781730 Ext:101
Kindergarten	98781730 Ext:116

Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	No Control Panel on Site Alarm Arm/Disarm Locations 1.Inside old building - ramp entry 2.Main entrance- kinder 3.Main entrance of the school 4.Inside cafe studio	DET Managed Security (Wilson's Security)	Main Office/Contact DET Managed Security
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Out the front of the school on Mt Pleasant Rd, next to the electricity box. Close to the path near the southern carpark.	Origin	Turn red coloured valves 90 degrees across the pipework
Water	Behind the Hydrant booster on Mt Pleasant Rd and on Eugenia St. 10 meters down from the Mt Pleasant Rd and Eugenia St corner.	Yarra Valley Water	Both shutoff valves will need to be closed to effect total water isolation.
Electricity	Grey box on Mt Pleasant Rd Primary next to the main gas shut off.	Origin	Throw main power switches to the off position

Sprinkler System

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

Boiler Room

Location	**Inside old building - Decommissioned**

Access	From double doors leading off the corridor (from the ramp)

Emergency Power System

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

Building and Site Hazards

Location	Number
Cleaner Storage Area	Front office opposite toilets. Inside Café Studio adjacent to toilet area, facing the oval. Besides music room, door facing out to junior school playground.
Grounds Keeper Storage Area	Storage accessed from junior school basketball court.

Additional Profile Information

Additional Info	

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
Whistle	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	12/10/2018
Next check date	12/10/2019

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation	Aidan O'Connor	28/02/2019	26/03/2019
Term 2	Lockdown	Aidan O'Connor	22/05/2019	28/05/2019
Term 3	Evacuation (Students at play)	Aidan O'Connor	14/08/2019	
Term 4	Lockdown (Students at play)	Aidan O'Connor	04/11/2019	
Term 1 2020	Lockdown	Aidan O'Connor	17/03/2020	
Term 2 2020	Off Site Evacuation	Aidan O'Connor	20/05/2020	
Term 3 2020	On Site Evacuation	Aidan O'Connor	18/08/2020	
Term 4 2020	Lockdown	Aidan O'Connor	18/11/2020	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Kim Streitberger	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	28/02/2020
Amanda Nelson	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Ally Brown	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Sue Moore	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Andrew Shaw	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Aidan O'Connor	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Erin Dawson	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Emma McCoy	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Chris Rodgers	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Marissa Munday	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma	29/02/2020

	Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	
Alan Milsted	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
All Staff Updated Yearly Term 1	Level 2 First Aide Including CPR, Anaphylaxis Refresher, & Asthma Managment EXP 2021 Full Anaphylaxis 2/2/16 EXP Feb 2019	29/02/2020
Ally Brown	Verifying the Correct Use of Adrenaline Autoinjector Devices	15/08/2019

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Wheelchair	0	2
Haemophilia	0	1
Anaphylaxis	0	8
Palid Breathing Holding spells	0	1
Allergic Reaction (Bee Stings)	0	1
Diabetes	1	0
Austism	0	4
Asthma	1	40
Mobility issues	0	3
Severe behaviour disorder	0	3
Hearing impaired	0	2
Intellectual disability	0	8

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires or grassfires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Ensure there is a business continuity plan in place. Schedule and practise emergency evacuation drills on a regular basis. Regular maintenance of grounds including arborist visits once yearly.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		**Consequence** Moderate **Likelihood** Rare **Risk Level** Low
Building fire	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place. Schedule and practise emergency evacuation drills on a regular basis. Regular maintenance of grounds including arborist visits once yearly.	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Earthquake	Risk of injury. Risk of property damage or property loss.	Ensure EMP is up-to-date. Training to staff and children in emergency response procedures during an earthquake e.g. drop, cover and hold. Ensure there is a business continuity plan in place.	Effective	**Consequence** Minor **Likelihood** Rare **Risk Level** Low		**Consequence** Minor **Likelihood** Rare **Risk Level** Low
Vehicle Incident Staff Driving	Risk of death/injury	Minimize the need for staff to drive, e.g providing other means of transportation where staff won't be needed to drive. All staff must have completed a 'Private Vehicle Application Form' and have this submitted to Sue.	Acceptable	**Consequence** Major **Likelihood** Unlikely		**Consequence** Major **Likelihood** Unlikely

				Risk Level Medium		Risk Level Medium
		Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip. Staff should follow DET's Work-related driving procedure				
School Bus accident	Risk of Death or Injury	Buses and drivers hired through external professional companies with insurances and EMP's in place - student specific. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip. Ensure all drivers have means of communication with School Bus Operators and Bus Coordinating Schools.	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Unlikely **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.	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DET's Work-related driving procedure Staff asses possible risks before, during and after off-site events (Risk Assessment Checklist) Steps within the EMP to respond to specific conditions Consultation with offside providers including keeping copies of their EMP.	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site and wear a red visitor badge when within school grounds. Lockdown drills practised frequently and recorded in EMP.	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available at the office. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Acceptable	**Consequence** Major **Likelihood** Rare **Risk Level** Medium		**Consequence** Major **Likelihood** Rare **Risk Level** Medium

				Consequence Major / Likelihood Unlikely / Risk Level Medium		Consequence Major / Likelihood Unlikely / Risk Level Medium

Severe weather event	This includes the following weather events: - Flood or storms - Severe heat - Severe cold - Smoke haze - Extreme UV All of these events provide a possible risk to facilities, staff, students, visitors and a psychological risk to all.	Floods and Storms: Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. Complete the Flood risk identification assessment.Scheduled tests of communication tools and backup systems. Sever Heat/Cold/Haze/UV: Monitor local weather advice and warnings. Maintain open communication with families and staff about preventative measures to support students and staff (for example, water bottles, clothing). Minimise time staff and students are exposed to weather conditions. Maintain heating and cooling systems as scheduled. If persistent heat/cold/haze/UV,4 or more days, consult with ISOC and local council. For all: Regular building and facilities maintenance.	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)	Follow and enforce departments guidance regarding minimum exclusion of infections diseases (displayed in admin). Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs. Staff are supported by the workplace to receive immunizations yearly.	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	Follow incident response protocols. Ensure school is safe for students and staff, locate other facilities as required. Replace essential services with temporary options and modify the school operations to ensure staff and students are safe. School to consult with ISOC and local council for guidance and possible alternative. Clear, consistant, and open communication with parents. School closure if and when situation becomes unmanagable.	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse;	• Recognise indicators of Child Abuse	Acceptable	**Consequence**		**Consequence**

Risk	Description	Controls	Current Risk Rating		Residual Risk Rating

	Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	• Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator • Lets Talk Program, to support all students throughout the year with all concerns. • Induction training through edupay • Student concerns communicated amongst staff. • School site risk assessment including staff and student welfare. • OHS Nominee and Representative to communicate to staff the supports offered by the workplace.	Severe **Likelihood** Rare **Risk Level** Medium		Severe **Likelihood** Rare **Risk Level** Medium
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	• Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	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 First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DET's First Aid and Infection Control Procedure. Staff are aware of emergency procedures. Regular First Aid Training to a minimum of 10 staff. Regular audit of first aid equipment and procedures. Clear and specific process for responding to medical emergencies.	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium

Risk	Description	Controls	Acceptability	Current Risk Rating		Residual Risk Rating
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness, workload stress, incidents within and external to the school. Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted teaching and learning; decreased school outcomes.	- Student Support Services - Well-being staff in school - SafeMinds - Navigator Program - Student Engagement and Inclusion Guidance - Building Resilience Framework - Victorian Anti-bullying and Mental Heath Initiative - Lets Talk Program - Employee Assistance Program (EAP) for impacted staff	Acceptable	**Consequence** Major **Likelihood** Rare **Risk Level** Medium		**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	- School records attendance - Student engagement policy to promote school attendance and address truancy, which is staged - Recess and lunchtime supervision. - Behaviour Support Plans to address individual truancy. - Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) - List of students to attend camp to be held at school site and by Teacher in Charge on camp. - School excursion/camp risk assessment	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	- Student Support Services - Well-being staff in school - Managing Trauma Guide - Incident Support and Operations Centre referrals - Employee Assistance Program	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	Site based policies and strategies - 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 School pursues specific interventions or referrals as required/appropriate: - Trespass order - Child Protection referral - Family violence referral Specific supports for students with challenging behaviors and interventions: - Referral to Student Support Services (SSS)	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium

		• School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <u>Training</u> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <u>Specific support for teacher/staff in dealing with challenging behaviours</u> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <u>Refer to additional resources for impacted persons</u> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support			

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation/relocation procedure	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. • Call 000 for emergency services and seek and follow advice. • Evacuate students, staff and visitors to the centre of the oval. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. Actions after on-site evacuation/relocation procedure • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-site evacuation procedure	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. • Call 000 for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to the Mount Pleasant shops & 151 Mount Pleasant Rd. • 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. **Actions after off-site evacuation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Lock-down procedure	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. • Call 000 for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after lock-down procedure** • 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.

Lock-out procedure	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.
	• 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:
	    o Lock doors to prevent entry
	    o Check the premises for anyone left inside
	    o Obtain Emergency Kit
	• Go to the designated assembly point/s Mount Pleasant Road shops.
	• 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.
	Actions after lock-out procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
	• Determine whether to activate your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
	• Print and issue pre-prepared parent letters and give these to students to take home.
	• Direct all Media enquiries to DET Media Unit on 8688 7776.
	• Ensure all staff are made aware of Employee Assistance Program contact details.
	• Contact the SSSO Network Coordinator if required.
	• Seek support from your region/regional Manager, Operations and Emergency Management as required.
	• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
	• Complete your Post Emergency Record.

Shelter-in-place procedure	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. - Call 000 for emergency services and seek and follow advice. - Chief Warden activates the Incident Management Team. - Move all students, staff and visitors to the undercover area near the Kindergarten. - Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). - Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. - Check that all students, staff and visitors are accounted for. - Ensure communications with emergency services is maintained. - Wait for emergency services to arrive or provide further information. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. - Maintain a record of actions/decisions undertaken and times. - Contact parents as required. Actions after shelter-in-place procedure - Ensure any students, staff or visitors with medical or other needs are supported. - Advise the Incident Support and Operations Centre that shelter-in- place is over. - Determine whether to activate your parent re-unification process. - Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). - Direct all Media enquiries to DET Media Unit on 8688 7776. - Print and issue pre-prepared parent letters and give these to students to take home. - Ensure all staff are made aware of Employee Assistance Program contact details. - Contact the SSSO Network Coordinator if required. - Seek support from your region/regional Manager, Operations and Emergency Management as required. - Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. - Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfires or grassfires	- Call 000 for emergency services and seek and follow advice. - Activate the fire alarm. - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. - If appropriate, follow the procedure for on-site evacuation, Chief Warden to announce off-site evacuation point as required. - Extinguish the fire (only if safe to do so). - Evacuate to the selected evacuation point, closing all doors and windows. - Check that all areas have been cleared and notify the Chief Warden. - Check that all students, staff, visitors and contractors are accounted for. - Report emergency to the Incident Support Operations Centre, 1800 126 126. - Notify region and seek advice from regional Manager, Operations and Emergency Management if required. - Contact parents as required through Cases 21, phone calls, and/or Sentral. - Direct all Media enquiries to DET Media Unit on 9637 2871.
Building fire	- Call 000 for emergency services and seek and follow advice. - Activate the fire alarm. - If appropriate, follow the procedure for on-site evacuation. - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. - Extinguish the fire (only if safe to do so). - Evacuate to the School Oval, closing all doors and windows. - Check that all areas have been cleared and notify the Chief Warden. - Check that all students, staff, visitors and contractors are accounted for. - Report emergency to the Incident Support Operations Centre, 1800 126 126. - Notify region and seek advice from regional Manager, Operations and Emergency Management if required. - Contact parents as required through Cases 21, phone calls, and/or Sentral. - Direct all Media enquiries to DET Media Unit on 9637 2871.
Earthquake	- Call 000 if emergency services are needed and seek and follow advice. - The Chief Warden will convene the IMT if necessary. - Report emergency to the Incident Support Operations Centre, 1800 126 126. - Notify region and seek advice from regional Manager, Operations and Emergency Management if required. If Outside Instruct staff and students to: - Stay outside and move away from buildings, streetlights and utility wires. - DROP, COVER and HOLD - DROP to the ground

	o Take COVER by covering your head and neck with their arms and hands
	o HOLD on until the shaking stops.
	If Inside
	Instruct staff and students to:
	• Move away from windows, heavy objects, shelves and so on
	• DROP, COVER and HOLD
	    o DROP to the ground
	    o Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
	    o HOLD on until the shaking stops.
	After the earthquake
	• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
	• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
	• Arrange medical assistance where required.
	• Help others if you can.
	• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
	• Contact parents as required.
	• Tune in to ABC radio if you can and follow any emergency instructions.
	• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.

Vehicle Incident Staff Driving	As transport to and from school events, please see Offsite Emergencies. As Vehicle Incident occurring onsite see Major Medical Emergency.
School Bus accident	• Call' 000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student/s • 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
Off-site emergencies	• Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the relevant emergencies services where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Incident Support Operations Centre, 1800 126 126. • Notify region and seek advice from regional Manager, Operations and Emergency Management if required. • Contact parents as required through Cases 21, phone calls, and/or Sentral. • Direct all Media enquiries to DET Media Unit on 9637 2871.

Intruder	- Call 000 for emergency services and seek and follow advice. - Report the emergency immediately to the Chief Warden. - Do not do or say anything to the person to encourage irrational behaviour. - Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. - Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. - Evacuation only should be considered if safe to do so. - Report emergency to the Incident Support Operations Centre, 1800 126 126. - Notify region and seek advice from regional Manager, Operations and Emergency Management if required. - Contact parents as required through Cases 21, phone calls, and/or Sentral. - Direct all Media enquiries to DET Media Unit on 9637 2871.
Bomb/subst ance threat	If a suspicious object is found (or the threat identifies the location of a bomb) *Immediate response* - Immediately clear and cordon off the area in the vicinity of the object. - Call 000 for police and seek and follow advice. - Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. - Report the emergency to the Incident Support Operations Centre, 1800 126 126. - Do not approach, touch, tilt or tamper with the object. *Evacuation* - Evacuate the school and: - Ensure students and staff are not directed past the object - Alert any other services co-located at the school site - Check that all students, staff and visitors are accounted for - Restrict all access to the site and ensure there are no barriers inhibiting access by police *Communication* - Provide police with details of the situation, including actions taken and intended to be taken. Follow advice provided by police. - Contact parents when evacuation is complete and it is safe to do so. - Notify 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. If a bomb/substance threat is received by telephone - DO NOT HANG UP - Keep the person talking for as long as possible and obtain as much information as possible. - Without alerting the caller, signal a co-worker to: - call 000 for police on a separate phone - notify the Chief Warden/principal - report emergency to the Incident Support Operations Centre, 1800 126 126.. - Fill out the *Bomb Threat Checklist* and record the following details while on the phone to the caller (The *Bomb Threat Checklist* is provided in the "Related forms" section of the on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): - gender of caller - age of caller - accents and speech impediments

- background noises
- key phrases used
- whether the threat is automated/taped/recorded.

Ask the caller:
- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
  - DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - 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.

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

If a bomb/substance threat is received electronically e.g. by email
- DO NOT DELETE THE MESSAGE
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not 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 Incident Support Operations Centre, 1800 126 126.

If you are at the site of an explosion
- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating.

	- Help others to leave the area. Use stairs instead of elevators. - Be aware of weakened floors and stairways and watch for falling debris. - Once out of the affected building: - Move students away from windows and glass doors or other potentially hazardous areas - Use caution to avoid debris that could be hot or sharp - Call 000 for emergency services and seek and follow advice - Report the emergency to the Incident Support Operations Centre, 1800 126 126. - Be aware of any potential secondary explosions - Limit use of phones as communications systems may become congested.
Severe weather event	See Severe weather, storms and flooding
Influenza pandemic	**Hygiene Measures** Reinforce basic hygiene measures including: - provide students and staff with information about the importance of hand hygiene (more information is available at betterhealth.vic.gov.au (Better Health) - provide convenient access to water and liquid soap and alcohol-based hand sanitiser - educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs - careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones. **Communication** Follow and distribute information and advice from DET in accordance with instructions, including information about: - the local status - personal hygiene measures - containment measures, including any plans for closure if applicable to staff, parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS. School Nursing Program nurses (or equivalent) may assist with information dissemination as directed. **Containment Strategies**

	The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. Encourage staff who develop flu-like symptoms to: • Leave school immediately and seek medical attention • Stay away from school until completely well. Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. If required, schools may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: • inform teachers of their obligations during school closures • for students at home, provide access to educational materials including online learning. Identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents/carers.
Loss of essential services	When there is a loss of essential services (power, water, communications): • 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 emergency to the Incident Support Operations Centre, 1800 126 126. • Notify region and seek advice from regional Manager, Operations and Emergency Management if required. • Contact parents as required through Cases 21, phone calls, and/or Sentral. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.
Child Abuse	In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* 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.

This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

For suspected student sexual offending, the school will:

- Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* 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.

The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

In the event of an incident, disclosure, or suspicion of child abuse, the school will:

- Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* 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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- 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.
	This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf
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	- Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* 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.
	The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf
Information Security	- 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: - 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	If a medical emergency occurs on a school site or on a camp/excursion - 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
Mental Stress	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: - 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 wrapround support for disengaged learners - Suicide prevention resources from Beyond Blue and/or Headspace - CAT Team – acute mental health triage
Missing person - school or school camp/excursion	If student/child is missing and/or cannot be accounted for: - Search the immediate area - Contact the parent/carer - Contact '000' for police to report child missing - Provide a description, time last seen and location - Report the incident to the Incident Support and Operations Centre on 1800 126 126
Traumatic Death/Injury/ Grief	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff): - 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 *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including: - Develop a Communications Plan – check what information can be released: - 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 - 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

Violence, Aggression and/or harassment	Violence, aggression, harassment, on school site: - Intervene only if safe to do so - Contact '000' if immediate/life threatening and require police/ambulance attendance - Initiate action to confine or isolate the aggressor - Determine whether evacuation, lock-down or Shelter in Place is required. - Administer first aid if required and safe to do so - Contact parent/guardian of student(s) impacted - Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 - Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan - Record evidence (if applicable) - If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place If staff are directly impacted: - 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 If there is an allegation of reportable conduct: - Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Kim Streitberger	98781730	97588450	0401967252
Assistant Principal	Amanda Nelson	98781730		0401605801
SSSO Network Leader	Mark Pierce	98478901	98478901	
Business Manager	Sue Moore	98781730	98701204	0416045547
Junior School Coordinator	Emma McCoy			0403872013
Senior School Coordinator	Andrew Shaw	98781730		0418979302
First Aid Officer	Sue Moore	98781730	98701204	0416045547
Kindergarten	Alan Milsted	98781730	98983428	0417568708
OHS Nominee	Aidan O'Connor	98781730		0415196345
HSR	Ally Brown			0450072768
School Council President	Rebecca Smith			0411872166

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Terry Bennett	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management			0448 284 749
Emergency Management Support Officer	Eloise Martin		0427 374 563
Incident Support and Operations Centre (ISOC)		1800 126 126	

Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Clayton Sturzaker		0418343954
SSSO Team Leader	Mark Pierce	98478901	

Local / Other Organizations

Name	Phone
Police Station	98714111 or 000
Box Hill Hospital	98953333
Origin Energy Gas	132973
Origin Energy Electricity	132973
Water Corporation	132446
Melbourne Water	131722
DHS Box Hill	1300 360 391
Local Government Whitehorse Council	92626333
SES (flood, storm and earthquake)	132 500

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
|Refer to the School Bus Emergency Contacts section of the Guide|			

Incident Management Team

IMT Structure
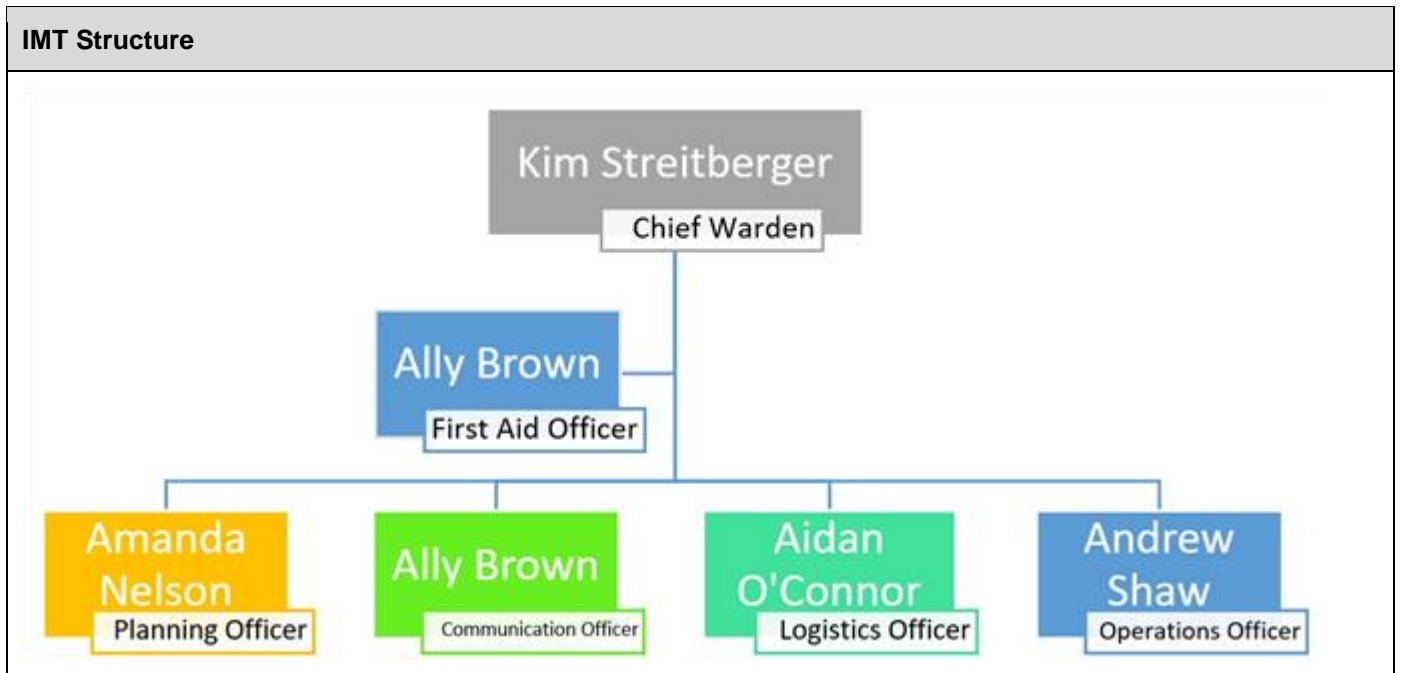
Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Kim Streitberger **Phone/Mobile:** 0407675501	**Name:** Amanda Nelson **Phone/Mobile:** 0401605801
Planning Officer	**Name:** Amanda Nelson **Phone/Mobile:** 0401605801	**Name:** Andrew Shaw **Phone/Mobile:** 0418979302
Operations Officer (Area Warden)	**Name:** Andrew Shaw **Phone/Mobile:** 0418979302	**Name:** Aidan O'Connor **Phone/Mobile:** 0415196345
Communications Officer	**Name:**	**Name:**

	Ally Brown **Phone/Mobile:** 0450072768	Sue Moore **Phone/Mobile:** 0416045547
Logistics Officer (Warden)	**Name:** Aidan O'Connor **Phone/Mobile:** 0415196345	**Name:** Andrew Shaw **Phone/Mobile:** 0418979302
First Aid Officer	**Name:** Ally Brown **Phone/Mobile:** 0450072768	**Name:** Sue Moore **Phone/Mobile:** 0416045547

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • 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. **During Emergency** • 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. **Post- Emergency** • 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	**Pre-Emergency** • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. **During Emergency** • 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. **Post- Emergency** • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Operations Officer (Area Warden)	**Pre-Emergency** • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. **During Emergency** On hearing alarm or becoming aware of an emergency, the Operations Warden will:

	• 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. **Post Emergency** • Compile report of the actions taken during the emergency for the debrief.
Communications Officer	**Pre-Emergency** • 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. **During Emergency** • 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. **Post- Emergency** • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
Logistics Officer (Warden)	**Pre-Emergency** • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practises (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. **During Emergency** 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: • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed. • Close or open other doors in accordance with the emergency response procedures.

	• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. **Post- Emergency** • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	**Pre-Emergency** • ensure the contents of all first-aid kits are replenished and replaced if out of date **During Emergency** • Attend the emergency control point. • Hand out first-aid kits (if applicable)

Communication Tree

Communication Tree
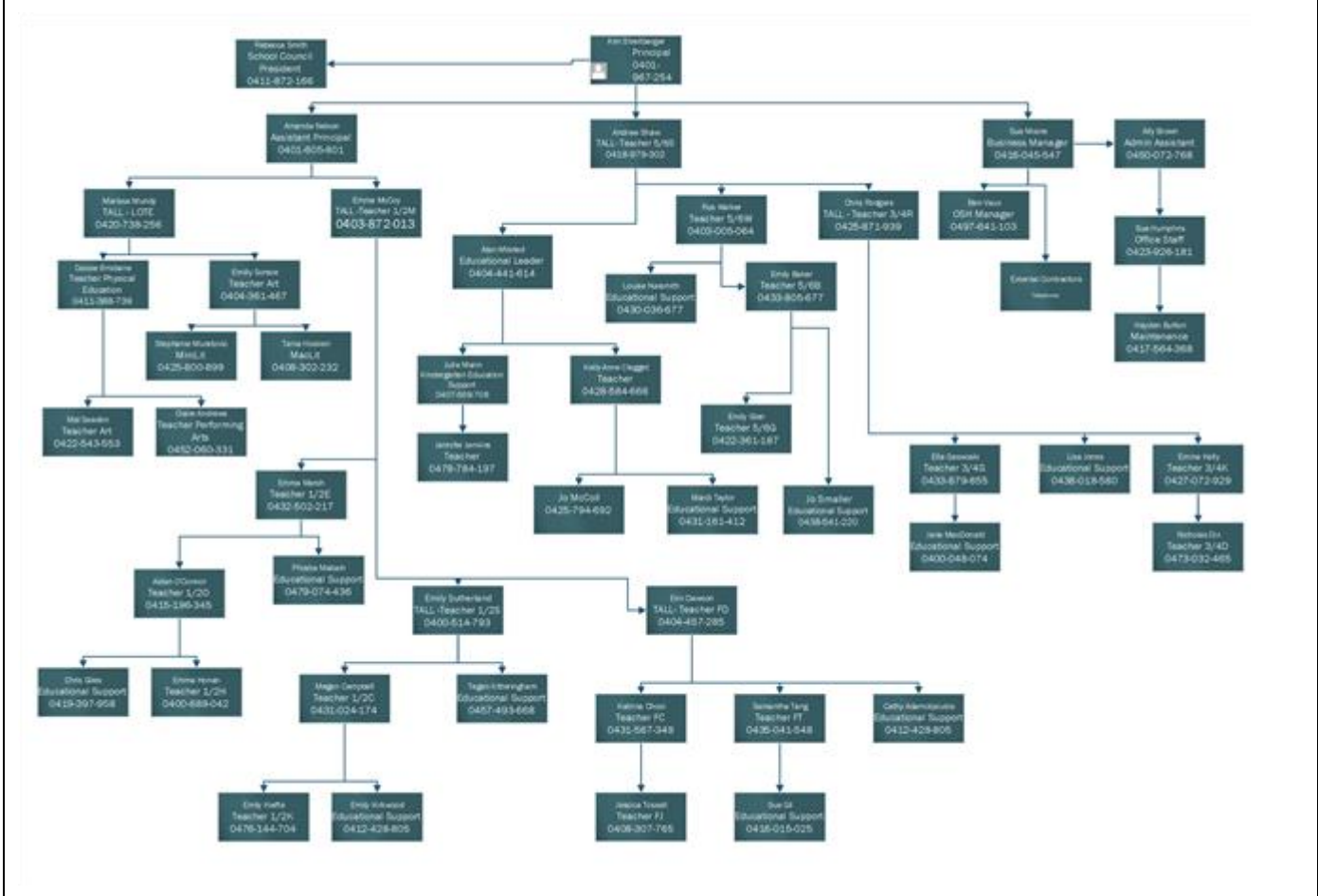
Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	In the event that the school site cannot be accessed the Chief Warden would lead communication with the school community through Cases 21, with follow up calls as required. If access to the school site is prolonged the Chief Warden will work with staff, local schools and the community to provide alternative sites for learning or virtual learning experiences. The Chief Warden will contact the applicable service providers and support as deemed necessary for the situation while liaising with the SEIL for support and advice.

Name	Contact Details	Support Role
Kim Streitberger	0401967252	Principal/Chief Warden

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	In the event that the school loses access to technology, data, and/or power the school will make all reasonable adaptations to the learning environment to continue operations. Flexible learning arrangements to be made in classrooms to adapt to the lack of access to technology and data resources. Student and staff workloads to be adjusted to manage changed working conditions. Paper based systems to be used to complete required administration tasks, such as attendance. School will continue as normal as possible while taking into consideration the lack of access facilities. All reasonable adaptations will be made to cater for the needs of the school population. The Chief Warden will

	contact the applicable service providers and support as deemed necessary for the situation while liaising with the SEIL for support and advice.

Name	Contact Details	Support Role
Kim Streitberger	0401967252	Principal/Chief Warden

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	In the event that the school has a significant loss or shortage of staff or skills the school will seek the most practical solution to address the needs of the school community. As required the school will consider temporary staff arrangements, alternate operational arrangements and suspending non critical activities. If unable to address the shortage of staff or skills within a reasonable time frame the school will seek support from other local school and community organisations as practicable. The Chief Warden will contact the applicable service providers and support as deemed necessary for the situation while liaising with the SEIL for support and advice.

Name	Contact Details	Support Role
Kim Streitberger	0401967252	Principal/Chief Warden

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability	

• Staffing levels • Resources for recovery	
Identify actions to mitigate impact, including: • 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	
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate)	

Area Map

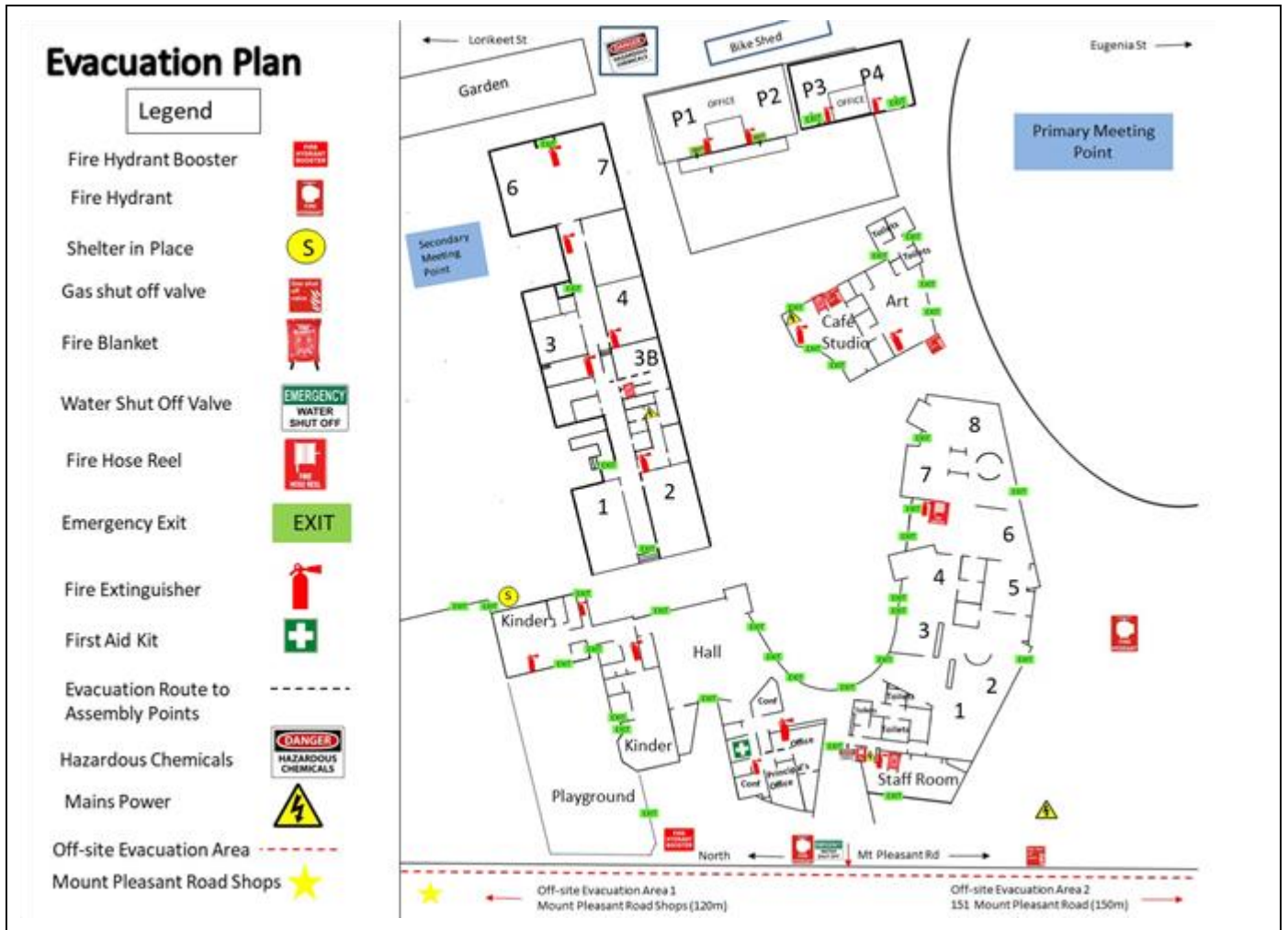| Area Map |
| --- |

Evacuation Plan

Evacuation Map

Building Name	Evacuation Procedures
Mount Pleasant Road Primary School	Evacuation Procedure If it is unsafe for students, staff and visitors to remain inside the building, the school will be evacuated. Incident Controller (Chief Warden) on site will take charge and determines who does what (activate your Incident Management Team).Call 000.Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").Report to Security Services Unit 9589 6266 and seek advice from your regional office.If the decision to evacuate is made, evacuate staff, students and visitors out of the building; to the Cricket pitch on the oval.Take the student's attendance list, staff roster and your Emergency Kit.Once at assembly area, check all students, staff and visitors are accounted for.Wait for emergency services to arrive or provide further information.