

Patterson Lakes Primary School

Emergency and Critical Incident Management Plan 2023-2024



**130-148 Gladesville Boulevard, Patterson Lakes, VIC, 3197
03 9772 4011 / patterson.lakes.ps@education.vic.gov.au**

Department of Education and Training

Date Approved: 31/08/2023

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	Patterson Lakes Primary School
Address	130-148 Gladesville Boulevard, Patterson Lakes, VIC, 3197
Phone	03 9772 4011
Email	patterson.lakes.ps@education.vic.gov.au
Fax	
DET Region	SOUTH-EASTERN VICTORIA
DET Area	Bayside Peninsula Area
LGA	Kingston (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	7:30am - 9pm Monday to Friday
Number of Students	522
Number of Staff	46
Number of Buildings	14
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Multipurpose Hall (BER Building)
On-site Evacuation Location	A = Basketball Courts B = School Oval C = Hall Gymnasium
Off-site Evacuation Location	A = Community Centre B = Illawong Residential Centre

Typical method used for communications to school community	School Newsletter & Compass
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
Lion Bushido Karate	Multipurpose Hall	15-20	Wednesday 6:15-8:15pm		
Edithvale Pelicans Basketball	Multipurpose Hall	10-15	Monday 6:15-7:15pm		
Raptors Basketball	Multipurpose Hall	10-15	Tuesday 6:15-7:15pm		
Edithvale Pelicans Basketball	Multipurpose Hall	10-15	Monday 7:30-8:30pm		

Building Information Summary

Telephones (landlines)

Location	Number
General Office	97724011

Alarms

Description	Location	Monitoring Company	Number
Fire	Fire Alarm Cupboard beside the Boiler (Plant) Room	Multiphase	On the panel inside the door

Intrusion	1.Entrance to General Office 2.Foyer of BER Multipurpose Hall	Emergency Management (Wilson)	1.On the right hand side as you enter the building 2.On the right hand side of the entrance double doors leading in from the basketball courts
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	McLeod Rd side of school behind Room 32	AGL	Shut off mains inside fenced area. Key in main office for gate padlock
Water	Gladesville Boulevard near main gate entrance	South East Water	Shut off mains [clockwise] near Gladesville Boulevard school entrance and next to the Fire Hydrant.
Electricity	1.Main switchboard for School & Multipurpose Hall – outside Meeting Rm2 and beside water tank area 2.Substation in the walkway beside Senior Girls’ toilet and at the rear of Rm11 3.Substation beside Plant Room at the end of the Junior Building & outside Rm7 4.Substation switchboard in the Hall - entrance to the kitchen 5.Substations between portable classrooms 6. Substation in the Main Office storeroom 7.Substation in water tank area beside the Admin Building 8.Substation in the Library store	Red Energy	Main switchboard located outside Meeting Rm 2. The switchboard will shut down a.Substation next to the walkway beside Senior Girls’ toilet and at rear of Rm 11. b.Substation next to the Boiler Room & at the end of the Junior Building & outside Rm 7. c.Substation in the Hall - entrance to the kitchen. d.All substations in portable classrooms e.Substation in the Main Office. f.Substation for the heating/cooling units in

			the water tank area beside Admin Building g.Substation in the Library store
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Sprinkler System

Control Valve Location	Fire Alarm Cupboard
Shutoff Instructions Location	In the Fire Alarm Cupboard beside the Boiler (Plant Room)

Boiler Room

Location	1. Junior Building 2. Storeroom beside Administration Water Tanks and Staff Room
Access	1. via the internal door in the hallway near the Art Room and beside the Fire Hose Reel cupboard and from the external door next to the Fire Alarm door. 2. via the external door between the rear of the Staff Room and the water tanks .

Emergency Power System

Type	Not available
Location	
Provides power to	
Shutoff Instructions Location	

Building and Site Hazards

Location	Number
Domestic cleaning chemicals	Locked in the Cleaner's Storeroom
Paints	Locked in the Garage/Shed

Kitchen cleaning chemicals	Staff and Science Rooms, and Hall Kitchen
Garden chemicals	Locked in the Vegetable Garden Shed

Additional Profile Information

Additional Info	

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
January	Staff training on emergency response	Paul Clohesy, Carole Mayes and Julie Shaw	30/01/2023	30/01/2023
February March	Evacuation drills/children & staff Internal, External, Off campus	Paul Clohesy and Emergency Management Planning team	15/03/2023	15/03/2023
March	Complete a desk top exercise with the CFA to train members of the Incident Management Team.	Carole Mayes	17/03/2023	17/03/2023
May June	Internal - Shelter In	Paul Clohesy and Emergency Management Planning team	31/05/2023	31/05/2023
July Aug	Review of Bushfire Safety Checklist	Paul Clohesy and Emergency Management Planning team	28/08/2023	28/08/2023
September October	Internal - Aggressive Parent	Paul Clohesy and Emergency Management Planning team	04/09/2023	
November December	External - off campus	Paul Clohesy and Emergency Management Planning team	20/11/2023	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Rachael Grady	Level 2	30/07/2024
Mark Koppens	Level 2	30/07/2024
Poppy Morris	Level 2	30/07/2024
Adrian Patane	Level 2	30/07/2024
Clara Mangone	Level 2	30/07/2024
Jason Zarb	Level 2	30/07/2024
Katrina Bound	Level 2	30/07/2024
Carole Mayes	Level 2	30/07/2024
Stephanie Bensted	Level 2	31/08/2022
Luke Milgate	Level 2	30/07/2024
Megan Sinclair	Level 2	30/07/2024
Celia Morgan	Level 2	30/07/2024
Chloe Delaney	Level 2	30/07/2024
Deidre Carmona	Level 2	30/07/2024
Kristin Dyer	Level 2	30/07/2024
Shaun Lakeland	Level 2	30/07/2024
Kim Morgan	Level 2	30/07/2024
Kelly Roberts	Level 2	30/07/2024
Alicia Sonn	Level 2	10/06/2025
Monique Hunt	Level 2	10/06/2025
Belinda Luckham	Level 2	10/06/2025
Emma Munnikhuis	Level 2	10/06/2025
Cassie Caine	Level 2	10/06/2025

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
Anaphylaxis	0	11
Severe behaviour disorder	0	1
Intellectual disability	0	3
Autism	0	11
Hearing impaired	0	1
Asthma	0	39
Vision impaired	0	1
Diabetes	0	3

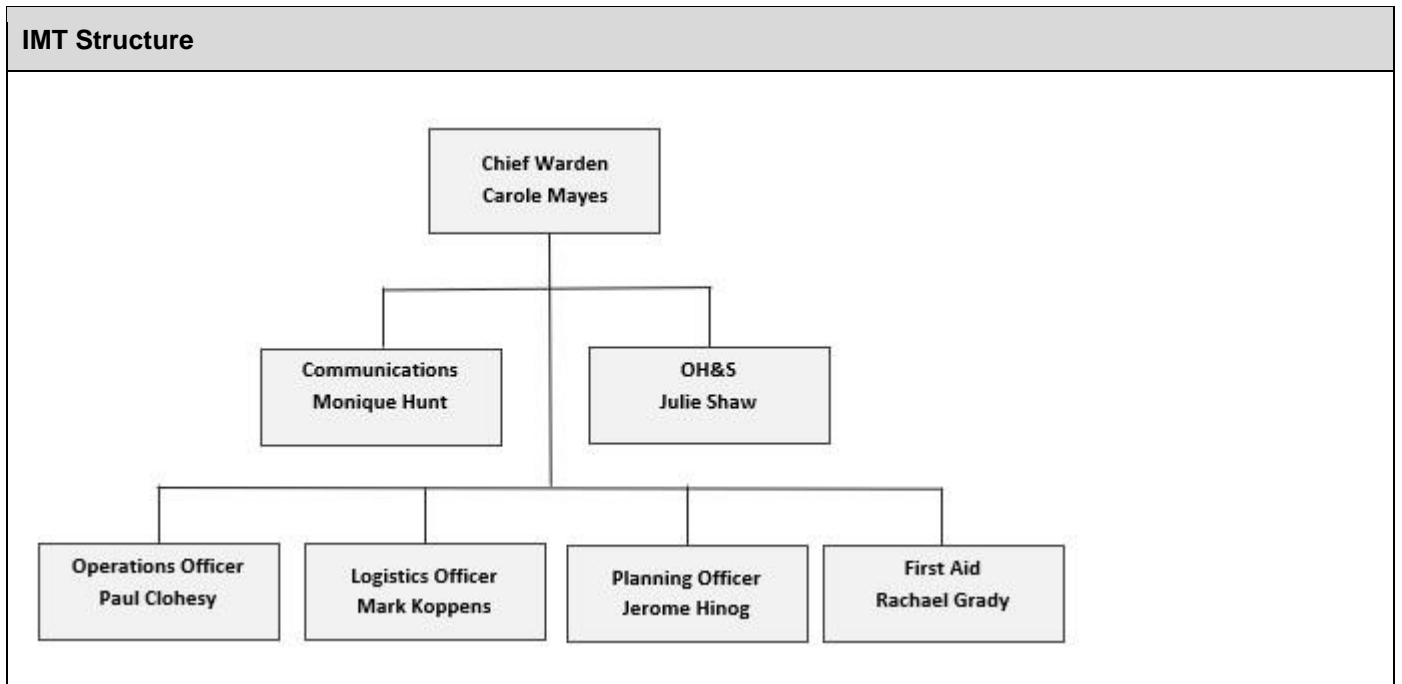
Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	28/08/2023
Next check date	31/01/2024

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Carole Mayes	Name: Paul Clohesy
Communications Officer	Name: Monique Hunt	Name: Paul Clohesy
Operations Officer (Area Warden)	Name: Paul Clohesy	Name: Mark Koppens
Logistics Officer (Warden)	Name:	Name:

	Mark Koppens	Paul Clohesy
Planning Officer	Name: Jerome Hinog	Name: Monique Hunt
First Aid Officer	Name: Rachael Grady	Name: Monique Hunt
Occupational Health & Safety will be performed by:	Name: Julie Shaw	Name: Luke Milgate

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<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.
<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>Operations Officer (Area Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<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 orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p>

	<ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
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).
First Aid Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Identify resources required. • Ensure that first aid emergency kits 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 scope of the emergency. • Report any first aid situations to the Chief Warden. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Contact parents as required. • Complete incident reports.
Occupational Health & Safety will be performed by:	Julie Shaw - Occupational Health and Safety Officer

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone
Principal	Carole Mayes	97724011
Assistant Principal	Paul Clohesy	9772 4011
Acting Leading Teacher	Mark Koppens	9772 4011
OH&S Officer	Julie Shaw	9772 4011
Business Manager	Jerome Hinog	9772 4011
First Aid	Rachael Grady	9772 4011
School Council President	Mandy O'Toole	0408 992 436
OSHC Coordinator (Their Care)	Amanda Haig	0447 752 950
Business Manager	Monique Hunt	97724011
Learning Specialist	Clinton Hodge	97724011

DET Contacts

Roles	Name	Phone
Regional Director	Ian Burrage	(03) 89042437
Regional Office (sevr@edumail.vic.gov.au)	Dandenong, Moe, Sale, & Frankston 1300 338 738	emergency.sev@education.vic.gov.au
Manager, Operations & Emergency Management	Nick Dobroff	03 7022 0341
Emergency Management Support Officer	Glen Tarrant	03 8904 2444
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	Tim Wilson	
SSSO Team Leader	Indi Prior	

Local / Other Organizations

Name	Phone
Local Police Station	Chelsea: 9772 1344
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Gas (check for local number)	AGL: 0386336000
Electricity (check for local number)	Red Energy: 131 806
Water Corporation Water and Sewerage emergencies	South East Water: 132 812
Local Government	City of Kingston 1300 653 356
Municipal Emergency Response Coordinator - City of Kingston	1300 653 356
Municipal Emergency Coordination Centre - City of Kingston Brindisi Room Ground Floor 34 Brindisi Street, Mentone 3194	1300 653 356
EPA	(03) 9695 2722
DE&T Regional Office	(03) 9794 3555
Incident Support & Operations Centre	1800 126 126
Victorian Poisons Information Centre	13 11 26
Snake Catcher - Barry Goldsmith, Mornington	0408 067 062
Bee Keeper - Mario Molino Gardening Services	5962 7031 and 0411 563 442
Patterson Lakes Community Centre	9772 8588

School Bus Emergency Contacts

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

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Some gas heating. Numerous electrical connections involving computers and other communication technologies, kitchen and canteen appliances, heating and air conditioning. Vandalism - buildings being set alight Impact of local house fire could include smoke, debris, and pollution.	Service gas heating and air conditioning regularly. Comply with electrical guidelines & laws. Annual testing and tagging of electrical leads and appliances. Lighting and fencing. Grass kept low and garden beds neat.	Effective	Consequence Moderate Likelihood Likely Risk Level High	Service gas heating and air conditioning regularly. Comply with electrical guidelines & laws. Annual testing and tagging of electrical leads and appliances. Lighting and fencing. Grass kept low and garden beds neat.	Consequence Moderate Likelihood Likely Risk Level High
Camps and Excursions	Camps program held at locations which are a considerable distance from the school. Camps and excursions usually involve bus travel. Camps involve outdoor activities including bushwalks, flying foxes, archery, camp cooking, campfires, canoeing, swimming and sleeping in student groups in cabins or dormitories. Excursions involve travel by bus or train. Excursions involve visits to the city centre, parklands, museums, historic, tourist and community attractions. Excursions often involve students with strangers and large groups of people. Excursions often involve small groups of students in care of parent assistant.	Research camps and excursion venues before selecting. Use buses with seat belts. Ensure staffing ratios are appropriate and within DET guidelines. Ensure camp and excursion activities appropriately selected and supervised. Careful allocation of students to camp and excursion groups. Complete all relevant DET, and school medical, emergency and travel forms. Check hazards and complete camp safety procedures upon arrival.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Research camps and excursion venues before selecting. Use buses with seat belts. Ensure staffing ratios are appropriate and within DET guidelines. Ensure camp and excursion activities appropriately selected and supervised. Careful allocation of students to camp and excursion groups. Complete all relevant DET, and school medical, emergency and travel forms. Check hazards and complete camp safety procedures upon arrival.	Consequence Moderate Likelihood Possible Risk Level Medium
Severe weather event	Lightning strikes to people, buildings or electrical appliances. Severe wind causing flying debris, rubbish bins. Interruption to electric power supply. Water damage through leaks in roofing and incapacity for spouting to deal with heavy rain. Water damage affecting electrical fittings. Branches breaking from trees.	Students to be indoors during storm activity. Turn off appliances in severe storms. Keep spouts and roof in good order. Observation of all light fittings during storms and faults addressed as soon as possible. Remove dangerous or damaged branches.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Students to be indoors during storm activity. Turn off appliances in severe storms. Keep spouts and roof in good order. Observation of all light fittings during storms and faults addressed as soon as possible. Remove dangerous or damaged branches.	Consequence Moderate Likelihood Possible Risk Level Medium
Sexual Assault or Physical Assault	Student toilet blocks are not internal to buildings. Student aggressive behaviour.	Students move around the school in pairs during class time. Yard and classroom supervision diligent.	Effective	Consequence Major	Students move around the school in pairs during class time. Yard and classroom supervision diligent.	Consequence Major

		Four staff members patrolling school grounds in designated areas during Yard Supervision Minimise student use of toilets during class time by encouraging students to visit toilet prior to the bell time Staff PD in student behaviour management Student Behaviour Policy & Behaviour Management Plan Use of appropriate sanctions as consequences for aggressive student behaviour		Likelihood Unlikely Risk Level Medium	Four staff members patrolling school grounds in designated areas during Yard Supervision Minimise student use of toilets during class time by encouraging students to visit toilet prior to the bell time Staff PD in student behaviour management Student Behaviour Policy & Behaviour Management Plan Use of appropriate sanctions as consequences for aggressive student behaviour	Likelihood Unlikely Risk Level Medium
Aeroplane or airport hazard	Moorabbin Airport located within 10km	EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school	Effective	Consequence Severe Likelihood Rare Risk Level Medium	EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school	Consequence Severe Likelihood Rare Risk Level Medium
Terrorism	World political/religious situations make terrorism possible Australia is part of the American alliance against terrorism	EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school Keep staff up to date with relevant world and Australian news and warnings	Effective	Consequence Severe Likelihood Rare Risk Level Medium	EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school Keep staff up to date with relevant world and Australian news and warnings	Consequence Severe Likelihood Rare Risk Level Medium
Natural Disaster	School not located in designated earthquake, volcanic eruption or bushfire zone. However, the school borders canals fed by the Patterson River system.	EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school	Effective	Consequence Severe Likelihood Rare Risk Level Medium	EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school	Consequence Severe Likelihood Rare Risk Level Medium
Hazardous Chemicals	Nearby Shopping Centre Vehicles travelling along Gladesville Boulevard. Local households and businesses with varying amounts of chemicals on site. Cleaning and other chemicals on school site.	Gas cylinder fenced off, locked and in an out of bounds area EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school. Ensure school chemicals stored in locked storerooms - MS05 data sheets kept for all chemicals Teachers ensure all cleaning materials or chemicals kept out of reach of students No use of dangerous cleaning chemicals by students	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	Gas cylinder fenced off, locked and in an out of bounds area EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school. Ensure school chemicals stored in locked storerooms - MS05 data sheets kept for all chemicals Teachers ensure all cleaning materials or chemicals kept out of reach of students No use of dangerous cleaning chemicals by students	Consequence Minor Likelihood Unlikely Risk Level Low

Buildings and Walkways	Some buildings are relocatables. Metal poles support walkways and coverings. Some windows are unable to be opened.	Buildings kept in good condition. Windows to be labelled Fixed Shut. Ensure no running or ball games near buildings, walkways & covered areas	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	Buildings kept in good condition. Windows to be labelled Fixed Shut. Ensure no running or ball games near buildings, walkways & covered areas	Consequence Minor Likelihood Unlikely Risk Level Low
Water Pollution	Pollution of water supply possible but unlikely	Respond according to DET or State guidelines	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Respond according to DET or State guidelines	Consequence Moderate Likelihood Rare Risk Level Low
Motor Vehicle Accident	Large proportion of students arrive and depart school via cars Some students unsupervised by adults walking and riding to and from school Some drivers ignore school signs to not drive into school grounds to drop off and pick up students except during designated times. Some drivers doing U-Turns on Gladesville Boulevard Bus use for excursions, camps, swimming	Procedure of cars entering school grounds to drop off students Communication of school procedures re drop off and pick up Regular reminders in school newsletter Instruction in classrooms regarding road safety Communicate with drivers who regularly ignore school safety rules Teacher supervision before and after school Use buses with seat belts where possible Contact with Police Traffic Management Unit to monitor situation	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Procedure of cars entering school grounds to drop off students Communication of school procedures re drop off and pick up Regular reminders in school newsletter Instruction in classrooms regarding road safety Communicate with drivers who regularly ignore school safety rules Teacher supervision before and after school Use buses with seat belts where possible Contact with Police Traffic Management Unit to monitor situation	Consequence Moderate Likelihood Rare Risk Level Low
Air Pollution, Smog Alert	Local fire or state bushfire Emissions from local industry possible Drought or weather conditions	Provision of indoor access during recess and lunch breaks during smog or pollution alert days EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Provision of indoor access during recess and lunch breaks during smog or pollution alert days EMERGENCY MANAGEMENT PLANNING training each term for evacuation and emergency relocation within the school	Consequence Moderate Likelihood Rare Risk Level Low
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.	EMERGENCY MANAGEMENT PLANNING training each term for evacuation, lockdown and emergency relocation within the school and off-site. Ensure that any visitors/contractors sign in at the office. Students move around the school in pairs during class time Yard and classroom supervision diligent Three staff members patrolling school grounds in designated areas during Yard Supervision Minimise student use of toilets during class time by encouraging students to visit toilet prior to the bell time	Effective	Consequence Minor Likelihood Possible Risk Level Medium	EMERGENCY MANAGEMENT PLANNING training each term for evacuation, lockdown and emergency relocation within the school. Visitors/contractors to sign in. Students move around the school in pairs during class time Yard and classroom supervision diligent Three staff members patrolling school grounds in designated areas during Yard Supervision	Consequence Minor Likelihood Possible Risk Level Medium

					Minimise student use of toilets during class time by encouraging students to visit toilet prior to the bell time	
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure that each phone with an outside line has a Bomb Threat Checklist available. Schedule and practise off-site evacuations on a regular basis.	Acceptable	Consequence Insignificant Likelihood Rare Risk Level Low	Bomb Threat Checklist available and off-site emergency evacuation drill undertaken.	Consequence Insignificant Likelihood Rare Risk Level Low
Influenza pandemic	Risk of health and possible death (in extreme cases)	Promote basic hygiene measures within the school by: providing students and staff with information about the importance of hand hygiene providing convenient access to water and liquid soap, and alcohol based sanitiser educating students and staff about covering their cough with a tissue or their inner elbow to prevent the spread of germs ensuring the careful disposal of used tissues exercising appropriate home based exclusion from school amongst students and staff with flu-like illness encouraging staff to take advantage of free annual immunisation for influenza	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Check basic hygiene measures	Consequence Moderate 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	Determine which services are affected and the extent of the feedback. 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 at the front of the 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 the 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 Incident Support and Operations Centre on 1800 126 126. Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. Contact parents as required.	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Test the existing controls.	Consequence Moderate Likelihood Rare Risk Level Low

Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	Ensure that fire services equipment, i.e. fire hose reels, fire extinguishers, fire blankets and fire hydrants are tested and tagged as per Australian standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working properly. Test communications systems (PA) on a regular basis.	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Fire services equipment tested Workplace inspections undertaken PA system tested Fire blankets inspected Electrical equipment tested and tagged	Consequence Moderate 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; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Consequence Moderate Likelihood Possible 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	<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 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 for Years 3-6 Password protocols for ICT 	Effective	Consequence Moderate Likelihood Rare Risk Level Low	<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 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 for Years 3-6 Password protocols for ICT 	Consequence Moderate Likelihood Rare Risk Level Low
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Effective	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Consequence Major Likelihood Possible Risk Level High

Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative • Employees Assistance Program 	Effective	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative • Employees Assistance Program 	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Management Plans. • 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 	Effective	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Management Plans. • 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 	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</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 	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
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	<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 • Code of Conduct • Digital Learning policy 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) 	Effective	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</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 • Code of Conduct • Digital Learning policy 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>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>

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

		<ul style="list-style-type: none">• 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.• School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.				
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Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Evacuate students, staff and visitors to the Basketball Courts. • Report the emergency and evacuation to Incident Support and Operations Centre on 1800 126 126 (24 hour, 7 days). • 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 on 1800 126 126 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. • Evacuate staff, students and visitors to the Community Centre Car Park, Thompsons Rd, Patterson Lakes - enter through the two gates at the rear of the school oval. • Report the emergency and evacuation to the Incident Support and Operations Centre on 1800 126 126 (24 hour, 7 days).

	<ul style="list-style-type: none"> • 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 and 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 on 1800 126 126 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.
<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"> • Administration staff to call 000 for emergency services and seek and follow advice. • Initiate the lock-down via announcement, 'CODE BLACK' 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 any staff member or classes are outdoors when the announcement is made they should proceed to the nearest classroom or indoor space. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • The closest staff member to the external doors for the main building is to check that they are locked. • If a room or classroom is vacant, a staff member in the room closest is to check that windows and doors are locked. • Administration staff to report the emergency and lock-down to the Incident Support and Operations Centre on 1800 126 126 (24 hour, 7 days). • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free.

	<ul style="list-style-type: none"> • 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. • Principal, Assistant Principal or nominee to notify the region and seek advice from the 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 via Compass . <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre on 1800 126 126 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 • Go to the designated assembly point at the Community Centre Car Park, Thompsons Rd, Patterson Lakes - enter through the two gates at the rear of the school oval. • Check that students, staff and visitors are all accounted for. • Report the emergency and lock-out to the Incident Support and Operations Centre on 1800 126 126 (24 hour, 7 days). • 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 on 1800 126 126 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, if 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. This is the Gym of the Multipurpose Hall • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre on 1800 126 126 (24 hour, 7 days). • 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. <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, if required.

	<ul style="list-style-type: none">• 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.
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Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Traumatic Death/Injury/Grief	<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 (Tim Wilson 0474 184 723), 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	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an EduSafe report

	<ul style="list-style-type: none"> • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
<p>Building fire</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Enact the Emergency Management Plan. • Activate the fire alarm. • If appropriate, follow the procedure for on-site or off-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 most appropriate assembly 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 and Operations Centre on 1800 126 126. • Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
<p>Camps and Excursions</p>	<ul style="list-style-type: none"> • Ensure that camps and excursions are planned, approved and conducted in accordance with Department policy and requirements. • Ensure that an online notification of school activity form is completed at least three weeks prior to the activity using the Student Activity Locator (SAL) • Ensure compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions requiring school council approval. • Call 000 for emergency services and seek and follow advice. • If appropriate, follow the procedure for on-site or off-site evacuation. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. <ul style="list-style-type: none"> • Important: Principals, teachers, school councillors and others involved in school excursions, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.
<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.

	<ul style="list-style-type: none"> 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 Incident Support and Operations Centre on 1800 126 126. Notify your region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management if required. Listen to local radio or TV on battery-powered sets for weather warnings and advice. <p>After the severe weather event</p> <ul style="list-style-type: none"> After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm. Direct all media enquiries to DET Media Unit on 9637 2871. Contact parents as required.
<p>Sexual Assault or Physical Assault</p>	<ul style="list-style-type: none"> Call 000 for emergency services and seek and follow advice. Respond to immediate health or safety concerns Enact the Emergency Management Plan. Activate your school Incident Management Team to implement the school's response as appropriate to advice from DET. Do not do or say anything to the person to encourage irrational behaviour. Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. Evacuation only should be considered if safe to do so. Report emergency to the Incident Support and Operations Centre on 1800 126 126. Notify your region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management if required. Contact parents as required. Direct all Media enquiries to DET Media Unit on 9637 2871.
<p>Aeroplane or airport hazard</p>	<ul style="list-style-type: none"> Call 000 for emergency services and seek and follow advice. Enact the Emergency Management Plan. Activate your school Incident Management Team to implement the school's response as appropriate. If appropriate, follow the procedure for on-site or off-site evacuation. Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. 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 and Operations Centre on 1800 126 126. Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required.

	<ul style="list-style-type: none"> • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Terrorism	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Enact the Emergency Management Plan. • Activate your school Incident Management Team to implement the school's response as appropriate to advice from DET. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Notify your region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Natural Disaster	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Enact the Emergency Management Plan. • Activate your school Incident Management Team to implement the school's response as appropriate to advice from DET. • If appropriate, follow the procedure for on-site or off-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Evacuate to the most appropriate assembly point. • 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 and Operations Centre on 1800 126 126. • Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Hazardous Chemicals	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • If appropriate, follow the procedure for on-site or off-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Evacuate to the most appropriate assembly point. • 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 and Operations Centre on 1800 126 126.

	<ul style="list-style-type: none"> • Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Buildings and Walkways	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • If appropriate, follow the procedure for an evacuation. • Evacuate to the most appropriate assembly point. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Check that all areas have been cleared and notify the Chief Warden. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required. • Contact parents, if required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Water Pollution	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Contact water authority, i.e. South East Water. • If appropriate, follow the procedure for an off-site evacuation. • Evacuate to the most appropriate assembly point. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Check that all areas have been cleared and notify the Chief Warden. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Motor Vehicle Accident	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • If appropriate, follow the procedure for an evacuation. • Evacuate to the most appropriate assembly point. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Check that all areas have been cleared and notify the Chief Warden. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Notify the region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management, if required. • Contact parents, if required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Air Pollution, Smog Alert	<ul style="list-style-type: none"> • Call 000 if anyone is experiencing wheezing, chest tightness and difficulty breathing. • Closely monitor for adverse effects of smoke on students and staff.

	<ul style="list-style-type: none"> • Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. • Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. • If possible, notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. • Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. • Close windows and doors. • Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function) • Limit prolonged or heavy physical activity relative to the conditions. • As appropriate: <ul style="list-style-type: none"> • report the incident to the Incident Support and Operations Centre on 1800 126 126 (24 hour, 7 days) • notify your region and seek advice from your SEIL or Regional Manager, Operations and Emergency Management, if required • direct all Media enquiries to DET Media Unit on 8688 7776. • For health information go to: www.betterhealth.vic.gov.au/bushfiresmoke or http://www.betterhealth.vic.gov.au/plannedburns • Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.
<p>Intruder</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Notify your region and seek advice from the Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
<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 Incident Support and Operations Centre on 1800 126 126 • 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 Incident Support and Operations Centre on 1800 126 126 • 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? • 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 ▪ 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
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	<ul style="list-style-type: none"> ○ report the emergency to the Incident Support and Operations Centre on 1800 126 126. ○ 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 Incident Support and Operations Centre on 1800 126 126. <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 Incident Support and Operations Centre on 1800 126 126. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Incident Support and Operations Centre on 1800 126 126 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions 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>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 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 Incident Support and Operations Centre 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>Smoke</p>	<ul style="list-style-type: none"> • Call 000 if anyone is experiencing wheezing, chest tightness and difficulty breathing. • Closely monitor for adverse effects of smoke on students and staff. • Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. • Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. • Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. • Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. • Close windows and doors. • Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function) • Limit prolonged or heavy physical activity relative to the conditions. • As appropriate: <ul style="list-style-type: none"> • report the incident to the Incident Support and Operations Centre on 1800 126 126 (24 hour, 7 days) • notify your region and seek advice from your SEIL or Regional Manager, Operations and Emergency Management, if required • direct all Media enquiries to DET Media Unit on 8688 7776. • For health information about smoke go to: www.betterhealth.vic.gov.au/bushfiresmoke or http://www.betterhealth.vic.gov.au/plannedburns • For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of

	<p>planned burns for the next 10 days can be found at http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</p> <ul style="list-style-type: none"> • Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.
<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. <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>
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

	<ul style="list-style-type: none"> • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
<p>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 officer ○ 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>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • 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)

	<p>in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</p> <ul style="list-style-type: none"> • Also see the advice in the Operations Guide regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing • Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
<p>School Bus Program Emergencies – Client School</p>	<p>Forecast Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's Emergency Management Plan • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • receive notification of school bus service cancellations from the coordinating principal (or delegate) • notify parents/guardians of affected students of the bus cancellation(s) • notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations • make alternative transport arrangements for students as required • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. <p>Rapid Onset Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's EMP • call 000 to request emergency assistance if required • use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings • receive notification of impacts to the school bus service from the coordinating principal • hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal • notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up • notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information

	<ul style="list-style-type: none">• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. <p>After an Emergency</p> <p>The client school principal will:</p> <ul style="list-style-type: none">• participate in post-event debriefs led by either DET or DOT as appropriate• document learnings from the event• receive and provide feedback from/to stakeholders as appropriate• update the EMP (as required) with support and advice from DET regional emergency management staff
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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

Details of arrangements	In case of an inability to access part of our school site we would relocate within the existing school site or increase class sizes. If it required us to vacate the school site we would temporarily relocate to the Patterson Lakes Community Centre and make arrangements with our nearest local schools: Carrum Primary and Patterson River Secondary College. We would also have the option of Remote Learning with our school community.
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Name	Contact Details	Support Role
Carole Mayes	97724011 carole.mayes@education.vic.gov.au	Principal - Patterson Lakes Primary
Clem Langford	0432 965 522 clements.langford@education.vic.gov.au	Principal - Carrum Primary
Daniel Dew	8770 6700 daniel.dew@education.vic.gov.au	Principal - Patterson River Secondary College
Laura Boyd	9772 8588 / 9581 4422 (Kingston Council)	Manager - Patterson Lakes Community Centre

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	If we experienced a loss of technology/telephony/data/power, we would resort to a paper based system within the school. The phone
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	<p>system would be diverted to the school's mobile phone to take incoming calls. The Principal, Assistant Principal, Student Wellbeing Coordinator, Business Managers and Office Staff would use their mobile phones for making outgoing calls. A charged laptop could be used to gain access to CASES 21 and Compass by hot spotting to a mobile phone and using a remote connection. For loss of power and data our electrician and phone system contractors would be contacted.</p>
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Name	Contact Details	Support Role
Telstra	132255	Landline faults
Paul Ewert	paul.ewert@education.vic.gov.au	DE ICT Technician
Chris Whitford - Sparx	0418 311 036	Electrician - Power & Data
Adrian Templeton - Liaise Communications	0401 070 450	Phone system and data

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>In the event of a shortage of staff the school would temporarily increase class sizes. If this was insufficient then local schools would be contacted to seek the short term support of any excess staff. If this was not possible, we would then employ casual replacement teachers.</p>
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Name	Contact Details	Support Role
Free Agency	0473 664 845	CRT Agency

Business Continuity Checklist

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

<ul style="list-style-type: none">• 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)	
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Area Map

Area Map

PATTERSON LAKES PRIMARY SCHOOL Area Map

Version: 1.1 Date: 31/8/2020



Legend:

- ☆ School
- ★ Primary off-site assembly point
- ★ Secondary off-site assembly point
- Route to Primary off-site assembly point
- Route to Secondary off-site assembly point
- ⇨ Emergency services access point

Distance to Primary off-site assembly point:
150-200m

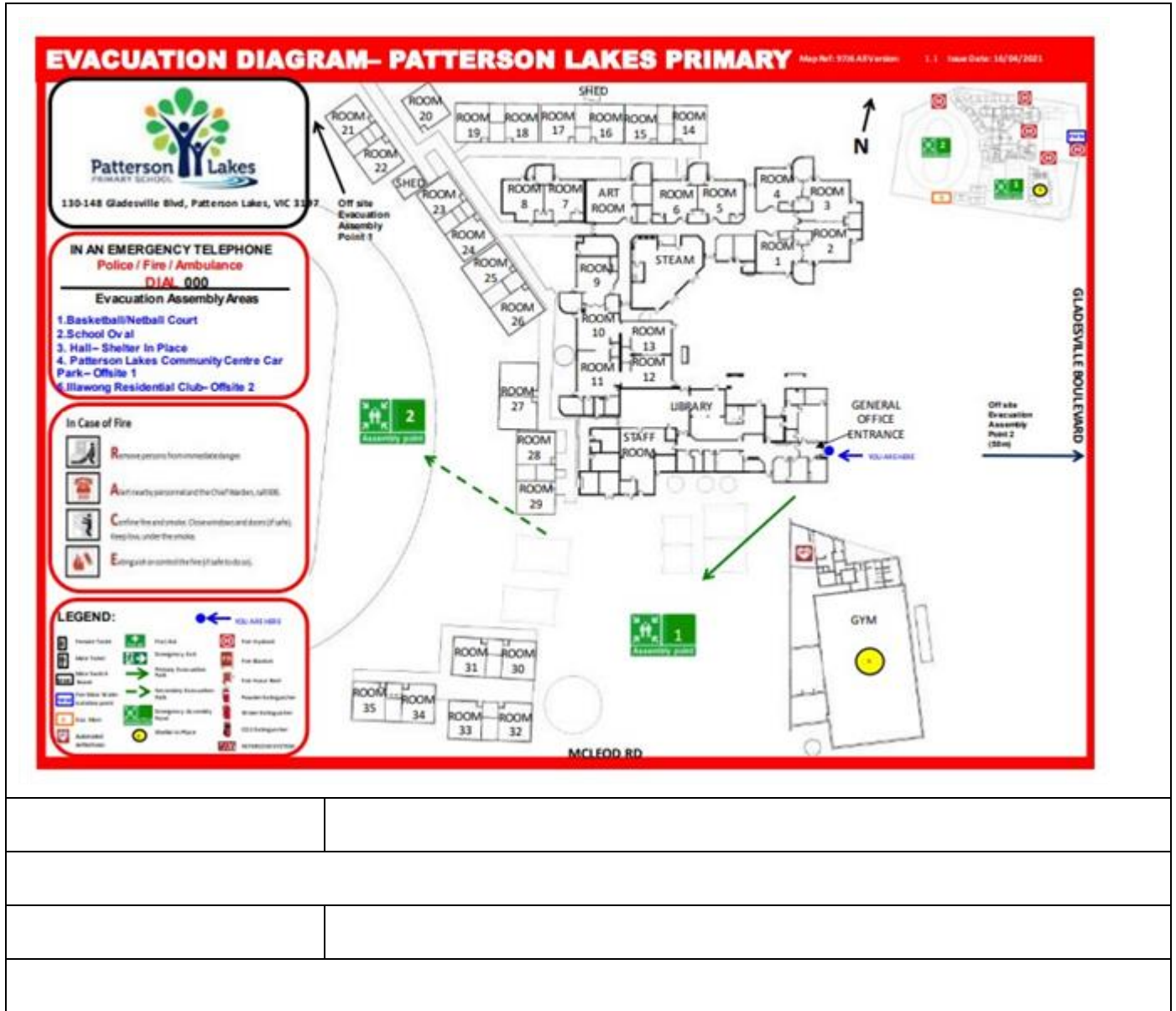
Approx. time to reach Primary off-site assembly point: 3-5min

Distance to Secondary off-site assembly point: 150-200m

Approx. time to reach Secondary off-site assembly point: 3-5min

Evacuation Map

Building Name	Evacuation Procedures
Onsite Evacuation School Map	<p>Continuous siren with a possible announcement. If power fails a continuous series of whistle blasts or use of siren from megaphone. If possible close windows and doors when leaving classrooms. Switch off lights and heaters. Ensure storerooms are vacated. Take the class roll and check that all students are accounted for. Report any discrepancies to the Emergency Management Coordinator (Chief Warden). Walk children in an orderly manner along the route shown on the plan to the designated assembly area (Basketball/Netball Court). Avoid panic. Keep access paths clear. Assemble at Room Number allocation at designated assembly area (Basketball/Netball Court). When rolls have been checked, one student from each class to stand up at the front of the class, holding the roll up high, to signal that all students are accounted for. Remain outside until directed to do otherwise by the Principal or Emergency Management Coordinator. School Business Manager is to be the central information officer and with the Administration Assistant(s) are responsible for checking the Visitors, Helpers, Late and Early Leave Pass Books, collecting first aid bag, staff room, sick bay and staff toilets. Administration Staff (Principal, A.P and Leading Teacher) to turn off heaters, collect megaphone/whistle from storage area, check student toilets, Cleaner's Store, Hall and Library. Specialist teachers to take their group to meet class teacher at the designated assembly area. The alternative onsite assembly areas are the School Oval and the School Hall (wet weather). Offsite: Patterson Lakes Community Centre Car Park and the Illawong Residential Club Common Area. If an evacuation procedure is required at recess or other times outside of normal classroom hours then students will be required to walk to the designated assembly area (Basketball/Netball Court) to meet their teachers, unless otherwise directed to another area of the school. Teachers to note location of fire hoses and extinguishers. Ea</p>



Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All school staff	Principal Patterson Lakes Primary School	31/08/2023	carole.mayes@education.vic.gov.au