

# Murtoa College

## Emergency and Critical Incident Management Plan 2021-2022



**Webb Street, Murtoa, VIC, 3390**

**03 5385 2381 / [murtoa.co@education.vic.gov.au](mailto:murtoa.co@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 4/08/2021**

## Purpose

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

## Context

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

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

Should the principal or school be made aware of an emergency in the local area, the principal or nominated person will consult the following sources for information:

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or [www.emergency.vic.gov.au](https://www.emergency.vic.gov.au) for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education and Training web site for incident updates.

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Andrea Cox	Manager, Operations & Camp; Emergency Planning	20/08/2021	andrea.cox@education.vic.gov.au
Michael Newell	CFA	20/08/2021	
Brendan Khan	Police	20/08/2021	
Tony Goodwin	Chief Warden Murtoa College	20/08/2021	tony.goodwin@education.vic.gov.au
Andrew Vague	Logistics Officer Murtoa College	20/08/2021	andrew.vague@education.vic.gov.au
Shannon Argall	Communications Officer Murtoa College	20/08/2021	shannon.argall@education.vic.gov.au
Min Keel	Operations Officer Murtoa College	20/08/2021	melinda.keel@education.vic.gov.au
Gary Mason	Planning Officer Murtoa College	20/08/2021	gary.mason@education.vic.gov.au
Jan Dunlop	Well Being Coordinator	20/08/2021	jan.dunlop@education.vic.gov.au
All Staff	Teaching and Learning	20/08/2021	



## Facility Profile

<b>School Name/Campus Name</b>	<b>Murtoa College</b>
<b>Address</b>	Webb Street, Murtoa, VIC, 3390
<b>Phone</b>	03 5385 2381
<b>Email</b>	murtoa.co@education.vic.gov.au
<b>Fax</b>	03 5385 2657
<b>DET Region</b>	SOUTH-WESTERN VICTORIA
<b>DET Area</b>	Wimmera South West Area
<b>LGA</b>	Yarriambiack (S)
<b>BOM/Fire District</b>	Wimmera District
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8am-4.30pm
<b>Number of Students</b>	269
<b>Number of Staff</b>	50
<b>Number of Buildings</b>	10
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	The Stadium
<b>On-site Evacuation Location</b>	Primary Oval
<b>Off-site Evacuation Location</b>	Murtoa Football Oval

<b>Typical method used for communications to school community</b>	School Newsletter, Email, Xuno, Skoolbag, Website, Facebook
<b>Is this school has other services or users of the site?</b>	No

## Other Services/Users of Site

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

## Building Information Summary

### Telephones (landlines)

Location	Number
Office	2 Landline & mobiles
Various	10 Landlines
Buses	5 Mobile Phones

### Alarms

Description	Location	Monitoring Company	Number
Fire	Various	Cec Hooper & Sons	Office
Intrusion	Various	DET security	Requires electronic tag
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions

Gas / Propane	South end of staff room	Elgas	Key required See Attachment 5
Water	North end of Primary oval	GWM Water	North end of primary Oval
Electricity	Outside Rm 5	Red Energy	Main Switch Board

## Sprinkler System

<b>Control Valve Location</b>	In the shed on the old farm at the Northern end of the school. Next to the dam.
<b>Shutoff Instructions Location</b>	Instruction are on the valve.

## Boiler Room

<b>Location</b>	No Applicable
<b>Access</b>	Not Required

## Emergency Power System

<b>Type</b>	None
<b>Location</b>	Not Applicable
<b>Provides power to</b>	Not Applicable
<b>Shutoff Instructions Location</b>	Not Applicable

## Building and Site Hazards

Location	Number

## Additional Profile Information

<b>Additional Info</b>	
------------------------	--





## 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
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	19/11/2021
<b>Next check date</b>	18/11/2022

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
January February	Staff training on emergency procedures Fire Drill (Week 1)	TG/SA	27/01/2021	
February March	Lock down (Week 5)	TG/KL	24/03/2021	
May June	Fire Drill (Week 5)	TG/KL	12/05/2021	
July August	Lock down (Week 5)	TG/KL	14/07/2021	
September October	Fire Drill (Week 5)	TG/KL	11/08/2021	
November December	CFA training/ Emergency procedures training	TG/KL	17/11/2021	
January February	Staff training on emergency procedures Fire Drill (Week 1)	TG/SA	28/01/2022	29/01/2020
February March	Lock down (Week 5)	TG/KL	23/02/2022	26/02/2020
May June	Fire Drill (Week 5)	TG/KL	25/05/2022	
July August	Lock down (Week 5)	TG/KL	17/08/2022	
September October	Fire Drill (Week 5)	TG/KL	26/10/2022	
November December	CFA training/ Emergency procedures training	TG	23/11/2022	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Shannon Argall	Dec 2019	01/12/2022
Joanne Baker	Dec 2019	01/12/2022
Shaun Bray	Dec 2019	01/12/2022
Sharon Crawford	Dec 2019	01/12/2022
Meredith Deahunty	Dec 2019	01/12/2022
Jan Dunlop	Dec 2019	01/12/2022
Tony Goodwin	Dec 2019	01/12/2022
Sheryl Jordan	Mar 2020	01/12/2022
Fiona Kerrins	Dec 2019	01/12/2022
Gary Mason	Dec 2019	01/12/2022
Julie Maxfield	Dec 2019	01/12/2022
Andrew Vague	Dec 2019	01/12/2022
Shaun Williams	Dec 2019	01/12/2022
Sonja Barlow	Dec 2019	01/12/2022
Joel Beggs	Dec 2019	01/12/2022
Grace Coustley	Dec 2019	01/12/2022
Carly Shields	Dec 2019	01/12/2022
Peter Down	Dec 2019	01/12/2022
Jennifer Downer	Dec 2019	01/12/2022
John Gerdtz	Dec 2019	01/12/2022
Linda Kelly	Dec 2019	01/12/2022
Erin Laffan	Dec 2019	01/12/2022
Vincent Liao	Dec 2019	01/12/2022
Nicole Noonan	Dec 2019	01/12/2022

Jennifer Reading	Dec 2019	01/12/2022
Judi Rees	Dec 2019	01/12/2022
Stephanie Searle	Dec 2019	01/12/2022
Caroline Teggerth	Dec 2019	01/12/2022
Melinda Keel	Mar 2020	01/03/2023
Damian Tanner	Dec 2019	01/12/2022

## 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	5
Mobility issues	0	1

# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Ensure grounds are regularly mowed, watered and weeded Employee Assistance Program. Grief counselling services.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>Ring 000 for fire brigade and an ambulance</li> <li>Ring Emergency Management</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Snakes	Risk of injury to staff and students Stress or psychological injury requiring clinical support for multiple individuals	Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. If the snake is located inside a building, consider the need to evacuate the classroom or building. Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>Evacuate the area where the snake is identified.</li> <li>Staff to check and monitor snake movement.</li> <li>Allow snakes to move away to a safe place.</li> <li>Ring Emergency Management if necessary</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Annual fire extinguisher demonstration Level 2 First Aid training for staff	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
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"> <li>Compliance with the School Bus Program Emergency Management Operational Guidelines</li> <li>School's EMP is consistent with bus operators EMP</li> <li>School Bus Program emergency management procedures are socialised with school and bus operators.</li> </ul>	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low	<ul style="list-style-type: none"> <li>Train as many staff as possible to Level 2 First Aid.</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low

		<ul style="list-style-type: none"> <li>• Student supervision during bus arrivals and departures</li> <li>• Log of bus travel risks kept.</li> <li>• School maintains accurate bus rolls to determine who is travelling on a school bus each day.</li> <li>• School maintains emergency contact records for all students travelling on buses.</li> </ul>				
Intruder	<p>Probable Causes: Substance abuse/drug affected; Mental health issues; Custodial/Parent dispute; Political views; Police operation</p> <p>Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>• Visitors must report to reception and sign in using the Visitor Register.</li> <li>• Visitors are required to wear and display visitor pass/badge.</li> <li>• Parents must make an appointment to meet with teachers/principal.</li> <li>• Lockdown/lockout/ evacuation procedures are regularly practiced.</li> <li>• Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.</li> <li>• Encourage engagement of parents in school activities.</li> <li>• In relation to court orders / custody <ul style="list-style-type: none"> <li>○ the school maintains a register of current documents/concerns</li> <li>○ parents are advised of the relevant school processes and duty of care to other students and staff.</li> </ul> </li> <li>• For parent meetings where staff feel a need for support: <ul style="list-style-type: none"> <li>○ two staff attend</li> <li>○ staff use a signal to obtain support from another staff member if required</li> <li>○ an appropriate room for meeting selected e.g. one with two exit points</li> </ul> </li> </ul>	Effective	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>• Lock down procedure in place and regularly put into practise.</li> <li>• Train as many staff as possible to Level 2 First Aid.</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Ensure grounds are regularly mowed, watered and weeded Employee Assistance Program. Grief counselling services.	Effective	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>• Ring 000 for fire brigade and an ambulance</li> <li>• Ring Emergency Management</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>
School Bus accident/Vehicle Incident	Risk of Death or Injury	Ensure drivers are provided with suitable first aid kits and emergency contact numbers for the vehicle. Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip. Ensure drivers have a student list	Effective	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Contact details for all students and families is with the driver and school.</li> <li>• Contact details for the bus drivers is in the main office.</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>

Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DET's First Aid and Infection Control Procedure. Staff are aware of emergency procedures.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Train as many staff as possible to Level 2 First Aid	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DET's Work-related driving procedure.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Likely <b>Risk Level</b> Extreme		<b>Consequence</b> Major <b>Likelihood</b> Likely <b>Risk Level</b> Extreme
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site. Employee Assistance Program. Alert local police to potential threats if known	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low	<ul style="list-style-type: none"> <li>Lock down procedure in place and regularly put into practise.</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>Fire Drill (Bomb Threat) procedure in place and regularly put into practise.</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Ensure roofs/gutters/drains are clear. Maintain drainage and water diversion area on oval Check wetlands drain is clear annually Liaise with SES/local government to identify potential risks. Mezzanine above stadium available for above ground storage Test communications	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	<ul style="list-style-type: none"> <li>regular maintenance of gutters and drains.</li> <li>Clearing of grounds to prevent a major issue.</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Influenza pandemic	Risk of health and possible death (in extreme cases)	Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs.	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b>	<ul style="list-style-type: none"> <li>Train as many staff as possible to Level 2 First Aid.</li> <li>Provide vaccination in the school on an annual basis.</li> </ul>	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b>



				Low		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 impact. Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. Contact the relevant provider/s to report outage and ascertain when restoration will occur. Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. Contact parents as required. Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>• Ring 000 if emergency services are required to respond</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>•</li> <li>•</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
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"> <li>• Recognise indicators of Child Abuse</li> <li>• Child Safe Standards</li> <li>• PROTECT protocol</li> <li>• Student Critical Incident Advisory Line</li> <li>• Student Support Services/Student Welfare Coordinator</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>• Mandatory reporting</li> <li>• Ring the police</li> <li>• Use safe schools guide lines</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> 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"> <li>• Privacy (including DET's Schools' Privacy Policy)</li> <li>• Privacy, Department provided software</li> <li>• Privacy (requests for Information about Students)</li> <li>• Acceptable use of ICT Resources</li> <li>• Staff member manages and reviews school's privacy practices</li> <li>• Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>• Examine data security arrangements</li> <li>• BYOD usage and guidelines</li> <li>• Password protocols for ICT</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>• IT manager to do a risk assessment</li> <li>• IT manager prepare for this possible situation</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> <li>• Staff trained in first aid</li> <li>• First Aid Kit</li> <li>• Staff observant to signs of illness</li> <li>• Medical history – staff/students</li> <li>• First Aid and Infection Control Procedure</li> <li>• Medication Authority Form and authority to administer</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>• Ring an ambulance</li> <li>• ring parent/guardian</li> <li>• provide medical assistance until the authorities arrive.</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High
Mental Stress	Probable causes: Exposure to distressing event;	<ul style="list-style-type: none"> <li>• Student Support Services</li> </ul>	Effective	<b>Consequence</b>		<b>Consequence</b>

	Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> <li>Well-being staff in school</li> <li>SafeMinds</li> <li>Navigator Program</li> <li>Student Engagement and Inclusion Guidance</li> <li>Building Resilience Framework</li> <li>Victorian Anti-bullying and Mental Health Initiative</li> </ul>		<p>Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Identify possible trauma through the wellbeing area.</li> <li>Provide access to trauma councillor.</li> </ul>	<p>Moderate <b>Likelihood</b> Possible <b>Risk Level</b> 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"> <li>School records attendance</li> <li>Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>Recess and lunchtime supervision.</li> <li>Behaviour Support Plans to address individual truancy.</li> <li>Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>School excursion/camp risk assessment</li> </ul>	Effective	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Notify authorities.</li> <li>Get authorities to provide assistance</li> <li>Notify parents/guardians.</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium</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"> <li>Student Support Services</li> <li>Well-being staff in school</li> <li>Managing Trauma Guide</li> <li>Incident Support and Operations Centre referrals</li> <li>Employee Assistance Program</li> </ul>	Effective	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Notify authorities.</li> <li>Get authorities to provide assistance</li> <li>Notify parents/guardians.</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> 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"> <li>Lunchtime and recess supervision</li> <li>School based security measures e.g. duress alarm, CCTV</li> <li>Behavioral Code of Conduct</li> <li>School social media strategies to address online harassment</li> <li>Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>Trespass order</li> <li>Child Protection referral</li> <li>Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> <li>Referral to Student Support Services (SSS)</li> <li>School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>Restraint and Seclusion procedures</li> <li>Respectful Relationships</li> <li>Health and Human Services Behaviour Support Services</li> </ul>	Effective	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Notify authorities.</li> <li>Get authorities to provide assistance</li> <li>Notify parents/guardians.</li> </ul>	<p><b>Consequence</b> Minor <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>

		<ul style="list-style-type: none"> <li>• More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>• School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Diffusion strategies and training for staff</li> <li>• Conflict management training</li> <li>• Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>• Employee Assistance Program (EAP) for impacted staff</li> <li>• Principal Mentor Program</li> <li>• Proactive Wellbeing Supervision</li> <li>• Principal Health Checks</li> <li>• Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>• School breakfast club (where available)</li> <li>• School wide Positive Behaviour Support</li> <li>• Koori inclusive School Wide Positive Behaviour Support</li> </ul>				
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>  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria’s Chief Health Officer  <a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a>).</p>	Acceptable	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> 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><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>

# Core Emergency Response Procedures

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

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

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



the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

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

**Actions after shelter-in-place procedure**

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

## Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
School Bus accident/Vehicle Incident	<p>Use this procedure for an emergency that arises involving a government school bus en route. <b>The Bus Coordinating Principal will:</b></p> <ul style="list-style-type: none"> <li>• Contact emergency services agencies to ascertain local information on status of any notified emergency.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Advise emergency services of the status and location of bus services and seek assistance if required.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm/provide instruction to driver with regard to destination.</li> <li>• Notify client school principals and any other facility with passengers on the affected service.</li> <li>• Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).</li> <li>• Keep an accurate log of all communication in relation to the event.</li> <li>• Receive confirmation of bus's arrival at destination from driver.</li> <li>• Where possible keep an accurate record of the event.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP.</li> </ul>
Major medical emergency	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Secure emergency area.</li> <li>• Provide First Aid where required by a trained First Aid officer.</li> <li>• Provide emergency service with details as required.</li> <li>• If safe to do so, evacuate staff, students, visitors and contractors to the stadium.</li> <li>• Check students, staff and visitors are accounted for.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</li> <li>• Direct all Media enquiries to the DET Media Unit on 8688 7776.</li> <li>• Contact parents as required.</li> </ul>
Off-site emergencies	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the School who will convene the IMT if necessary.</li> <li>• Secure emergency area.</li> <li>• Provide First Aid where required by a trained First Aid officer.</li> <li>• Provide emergency service with details as required.</li> <li>• If safe to do so, evacuate staff and students to a safe place.</li> <li>• Check students and staff are accounted for.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</li> <li>• Direct all Media enquiries to the DET Media Unit on 8688 7776.</li> <li>• Contact parents as required.</li> </ul>
Intruder	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>
Bomb/substance threat	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 9603 7999.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and: <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police.</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> </ul>



	<ul style="list-style-type: none"> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Security Services Unit on 9589 6266.</li> </ul> </li> <li>• 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 "<b>Related forms</b>" 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"> <li>○ gender of caller</li> <li>○ age of caller</li> <li>○ accents and speech impediments</li> <li>○ background noises</li> <li>○ key phrases used</li> <li>○ whether the threat is automated/taped/recorded.</li> </ul> </li> </ul> <p><b>Ask the caller:</b></p> <ul style="list-style-type: none"> <li>• where exactly is the bomb/substance located?</li> <li>• what time will the bomb explode/the substance be released?</li> <li>• what will make the bomb explode/how will the substance be released?</li> <li>• what does the bomb look like?</li> <li>• what kind of device/substance is it?</li> <li>• who put the bomb/substance there? Why was it put there?</li> <li>• what kind of substance is it (gas, powder, liquid)? How much is there?</li> <li>• where are you? Where do you live?</li> <li>• what is your name? What are your contact details?</li> <li>• Once the call is finished:             <ul style="list-style-type: none"> <li>○ <b>DO NOT HANG UP</b> - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.</li> <li>○ Immediately:                 <ul style="list-style-type: none"> <li>▪ inform the Chief Warden/principal if this has not yet been done</li> <li>▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone</li> <li>▪ 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.</li> </ul> </li> <li>○ implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above</li> <li>○ report the emergency to the Security Services Unit on 9589 6266</li> <li>○ ensure all of the caller information has been written down and provided to police on arrival.</li> </ul> </li> </ul> <p><b>If a bomb/substance threat is received by letter</b></p> <ul style="list-style-type: none"> <li>• Place the letter in a clear bag or sleeve and store in a secure place</li> <li>• Avoid any further handling of the letter or envelope</li> <li>• Call 000 for police and seek and follow advice</li> <li>• Notify the Chief Warden/principal</li> <li>• 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.</li> <li>• Implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above.</li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ 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.</li> <li>○ Implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above.</li> <li>○ Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice</li> </ul>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (<a href="https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default">https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default</a>)</p>

	<p>for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p>
<p>Information Security</p>	<ul style="list-style-type: none"> <li>Contact your IT specialist technician for advice and support</li> <li>If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> <li>Phone 1800 641 943</li> <li>Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></li> <li>Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>Phone the privacy help desk on 8688 7967</li> <li>Email <a href="mailto:privacy@edumail.vic.gov.au">privacy@edumail.vic.gov.au</a></li> <li>Consider notifying the Media Unit on 8688 7776</li> <li>If the information security breach is considered malicious contact local police</li> <li>Offer impacted staff option to access EAP (as applicable)</li> <li>Offer Student Support Services support to impacted students (as applicable)</li> </ul>
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>Call '000' if immediate/life threatening</li> <li>Administer first aid</li> <li>Contact parent/guardian of affected student</li> <li>Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>Record evidence (if applicable)</li> <li>Keep other students away from the emergency/incident</li> <li>Provide support for students who may have witnessed early stage of emergency</li> </ul> <p><b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</b></p>
<p>Bushfire/Grassfire</p>	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures. Triggers for Action.</b></p>

The need for action by the school is triggered when there is a bushfire or grassfire that;

- is observable, or
- identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.

**Immediate Actions / Seek Advice .**

- If immediate emergency services assistance is required phone '000'.
- Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.
- Follow Code RED guidelines and close the school.

Name	Role	Mobile number
Andrea Cox	Manager Operations and Emergency Management	0407 861 841
Peter Woodman	Emergency Management Support Officer	0436 678 268

- Report the incident to ISOC (1800 126 126)
- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.

**Other sources of Information**

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

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

VicEmergency Warning	What it means	School Actions
<b>Advice Warning</b>	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then <b>seek advice</b> and monitor conditions as they may change.
<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, <b>seek advice and then decide</b> whether to; <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite bushfire evacuation location.</li> </ul>
<b>Emergency Warning</b>	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then <b>shelter in place and seek advice</b> . Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.
<b>Prepare to Evacuate</b>	<b>Prepare to Evacuate</b> – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b> .
<b>Evacuate Now</b>	<b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your school is in an Evacuation area; <b>comply with evacuation instructions provided and seek advice</b> .

**Sheltering in Place.**

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.

- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
- Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the **Shelter in Place**.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents that the school is sheltering in place and they should not come to pick their children up.
- If parents arrive, encourage them to stay with their children at the school.
- Check all windows and doors in the **Shelter in Place** are closed (but doors are not locked).
- Turn off gas supply
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the **Shelter in Place** and the evacuation path between the **Shelter in Place** and **Onsite Bushfire Evacuation Location** and **Offsite Bushfire Evacuation Location**.
- Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.
- Any decision to leave the Shelter in Place should only occur on advice of emergency services
- Continually monitor **Shelter in Place** for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
- If the building has ignited and is not safe to extinguish – evacuate to the > **Onsite Evacuation Location** or **Offsite Bushfire Evacuation Location**, via the defined route.
- Maintain a record of actions/decisions undertaken and times.

**As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

Snakes

- Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.
- Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.
- If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
- If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
- If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.
- If the snake is located inside a building, consider the need to evacuate the classroom or building.



	<ul style="list-style-type: none"> <li>• Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.</li> <li>• If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here.</li> <li>• Report the incident to SSU on 1800 126 126.</li> </ul>
Mental Stress	<ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul> <p><b><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></b></p>
Building fire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
School Bus Program Emergencies – Client School	<p><b>Forecast Emergencies</b> The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school's Emergency Management Plan</li> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• receive notification of school bus service cancellations from the coordinating principal (or delegate)</li> <li>• notify parents/guardians of affected students of the bus cancellation(s)</li> <li>• notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations</li> <li>• make alternative transport arrangements for students as required</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required.</li> </ul> <p><b>Rapid Onset Emergencies</b> The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school's EMP</li> <li>• call 000 to request emergency assistance if required</li> <li>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> <li>• receive notification of impacts to the school bus service from the coordinating principal</li> <li>• hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal</li> <li>• 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</li> <li>• notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required</li> <li>• keep an accurate log of all actions/decisions in relation to the event.</li> </ul> <p><b>After an Emergency</b> The client school principal will:</p> <ul style="list-style-type: none"> <li>• participate in post-event debriefs led by either DET or PTV as appropriate</li> <li>• document learnings from the event</li> <li>• receive and provide feedback from/to stakeholders as appropriate</li> <li>• update the EMP (as required) with support and advice from DET regional emergency management staff</li> </ul>
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing             <ul style="list-style-type: none"> <li>○ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>

	<p><b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</b></p>
<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Incident Support and Operations Centre 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> <li>• <b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</b></li> </ul>
<p>Traumatic Death/Injury/ Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>◦ Continue to identify those most at risk and triage for support</li> <li>◦ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> <li>◦ Preserve the evidence</li> <li>◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>◦ Contact Legal Division on 9637 3146</li> <li>◦ Consider a Worksafe Notification 13 23 60</li> <li>◦ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul> <p><b>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</b></p>
<p>Smoke</p>	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> if anyone is experiencing wheezing, chest tightness and difficulty breathing.</li> <li>• Closely monitor for adverse effects of smoke on students and staff.</li> <li>• Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.</li> <li>• Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.</li> <li>• Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler.</li> </ul> <p><b>Activities/Indoors</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.</li> <li>• Close windows and doors.</li> <li>• Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function)</li> <li>• Limit prolonged or heavy physical activity relative to the conditions.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>• As appropriate:</li> <li>• report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126</li> <li>• notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required</li> <li>• direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• For health information about smoke go to: <a href="http://www.betterhealth.vic.gov.au/bushfiresmoke">www.betterhealth.vic.gov.au/bushfiresmoke</a> or <a href="http://www.betterhealth.vic.gov.au/plannedburns">http://www.betterhealth.vic.gov.au/plannedburns</a></li> <li>• For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at <a href="http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days">http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</a></li> <li>• Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.</li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul> <p><b>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</b></p>

<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>

# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Tony Goodwin	5385 2381	0425 767 925	0425 767 925
Assistant Principal	Shannon Argall	5385 2381	0438 040 460	0438 040 460
Student Wellbeing	Jan Dunlop	5385 2381	0429 963 413	0429 963 413
Primary	Nicole Noonan	5385 2381	5385 2576	0409 199 998
Year 7	Erin Laffan	5385 2381	0448 238 847	0448 238 847
Year 8	Steph Searle	5385 2381	0447 908 188	0447 908 188
Year 9	Judi Rees	5385 2381	0402 937 801	0402 937 801
Year 10	Nathan Sachse	5385 2381	0458 532 138	0458 532 138
Year 11	Shaun Bray	5385 2381	0437 177 016	0437 177 016
Year 12	Andrew Vague	5385 2381	5384 0322	0491 153 061
OHS Officer	Melinda Keel	5385 2381	0429 194 119	0429 194 119
School Council President	David Goodin	0428 517 790	0428 517 790	0428 517 790
Maintenance	John Gertz	0429 844 320	5385 2536	0429 844 320

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Chris Thompson	03 8468 9202	0409 519 207
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268

Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Chris Walter	5310 5300	0418 354 021
SSSO Team Leader	Catherine Weiser	5310 5300	0447 399 806

## Local / Other Organizations

Name	Phone
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Gas	Gas Emergency Services 132 771 TruEnergy 133 466
Electricity	PowerCor 132 412 Origin 132 463
Water Corporation	GWM Water 1800 188 586
Department of Human Services (Regional Office)	5333 6530
EPA	(03) 9695 2722
DET Regional Office	1300 333 232 or 5337 8444
Emergency Management Services Unit (ESMU)	(03) 9589 6266
Other	

## School Bus Emergency Contacts



Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Horsham Main	Murtoa Horsham	Murtoa College	Driver: Steve Cramer 57 seats UHF Channel No radio 0417 826 327
Banyena/Rupanyup	Murtoa Rupanyup	Murtoa College Rupanyup Primary (5385 5125)	Driver: Jim Ervin 57 seats UHF Channel 7 0400 421 155
Jackson Siding	Murtoa Minyip Rupanyup	Murtoa College Rupanyup Primary (5385 5125)	Driver: AJ Niewand 43 seats UHF Channel 4 VED 736 0428 857 586
Kewell-Jung	Murtoa Kewell Jung	Murtoa College OLHC Catholic Murtoa (5385 2526) Murtoa Kindergarten (5385 2523)	Driver: Harry Merrett 49 seats UHF Channel 19 0431 065 605
Lubeck-Glenorchy	Murtoa Lubeck	Murtoa College OLHC Catholic Murtoa (5385 2526)	Driver: Doug Gardy 25 seats UHF Channel 37 0428 102 420
Minyip	Murtoa Minyip	Murtoa College OLHC Catholic Murtoa (5385 2526)	Driver: Mel Boschen 57 seats UHF Channel No radio 0407 146 279

# Incident Management Team

## IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Tony Goodwin, <b>Phone/Mobile:</b> 5385 2381, 0425 767 925	<b>Name:</b> Shannon Argall <b>Phone/Mobile:</b> 0438 040 460
Communications Officer	<b>Name:</b> Caroline Teggerth <b>Phone/Mobile:</b> 0428 598 281	<b>Name:</b> Joel Beggs <b>Phone/Mobile:</b> 0400 355 915
Operations Officer (Area Warden)	<b>Name:</b> Melinda Keel <b>Phone/Mobile:</b> 0429 194 119	<b>Name:</b> Shaun Williams, <b>Phone/Mobile:</b> 0404 636 191
Logistics Officer (Warden)	<b>Name:</b> Andrew Vague, <b>Phone/Mobile:</b> 0491 153 061	<b>Name:</b> Anne Sudholz, <b>Phone/Mobile:</b> 0428 855 266
Planning Officer	<b>Name:</b> Gary Mason, <b>Phone/Mobile:</b> 0431 009 018	<b>Name:</b> Julie Maxfield, <b>Phone/Mobile:</b> 5385 2656, 0408 590 112

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
Communications Officer	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>

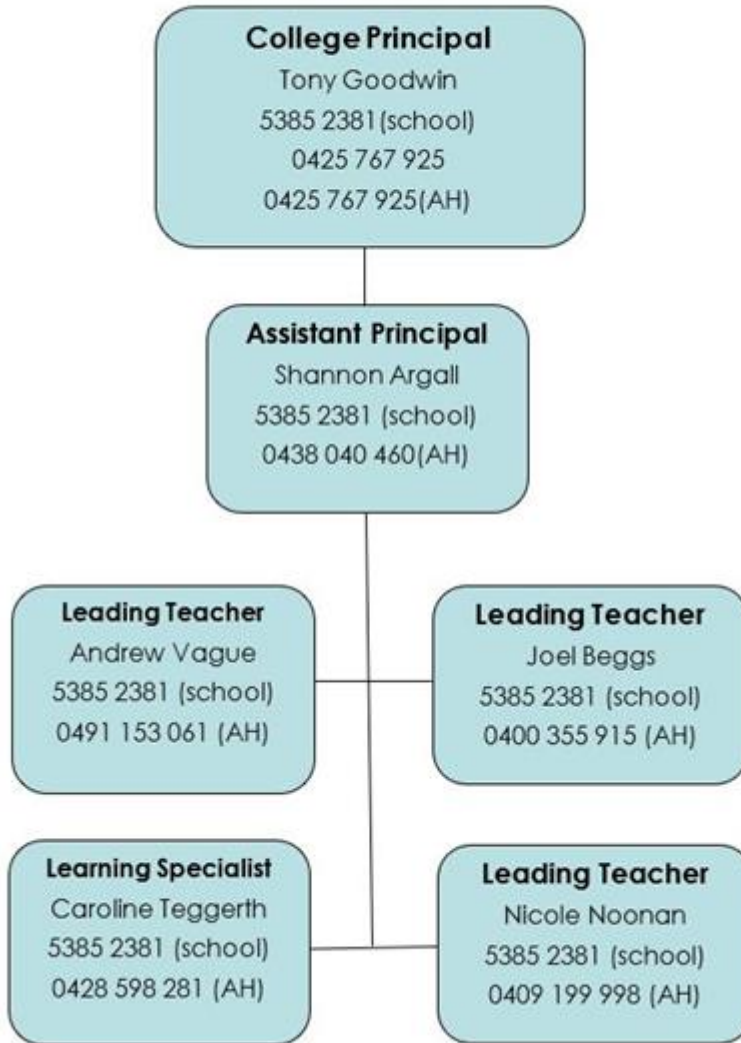
<p>Operations Officer (Area Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Planning Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> </ul>

	<ul style="list-style-type: none"><li>• Identify resources required.</li><li>• Participate in emergency exercises/drills.</li></ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"><li>• Attend the emergency control point.</li><li>• Ascertain the nature and scope of the emergency.</li><li>• Report any changes in the situation to the Chief Warden.</li><li>• Act as directed by the Chief Warden.</li><li>• Plan for contingencies.</li></ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"><li>• Collect and evaluate information relating to the emergency.</li><li>• Identify recovery needs and develop a recovery plan (if required).</li></ul>
--	--

# Communication Tree

## Communication Tree

### Communication Tree



# Business Continuity

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

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

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

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

<b>Details of arrangements</b>	Close the school and communicate with the relevant DET personal to organise alternative ways to cover the teaching and learning.
--------------------------------	--

Name	Contact Details	Support Role

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

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

<b>Details of arrangements</b>	All data is now on One Drive in the clouds and we have 2 servers as backups.
--------------------------------	--

Name	Contact Details	Support Role

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

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

<b>Details of arrangements</b>	Employ replacement staff on short term contract. Where necessary send staff to be professionally developed.
--------------------------------	---

Name	Contact Details	Support Role

## Business Continuity Checklist

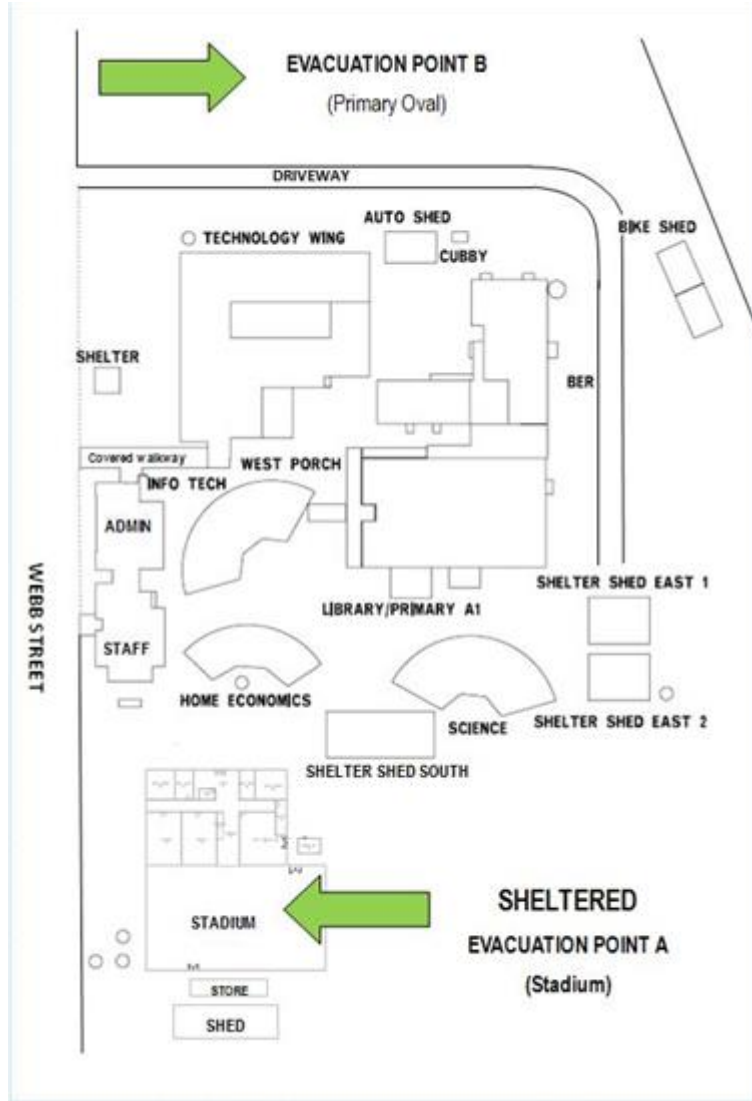
Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• School activities</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	Yes
Identify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




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

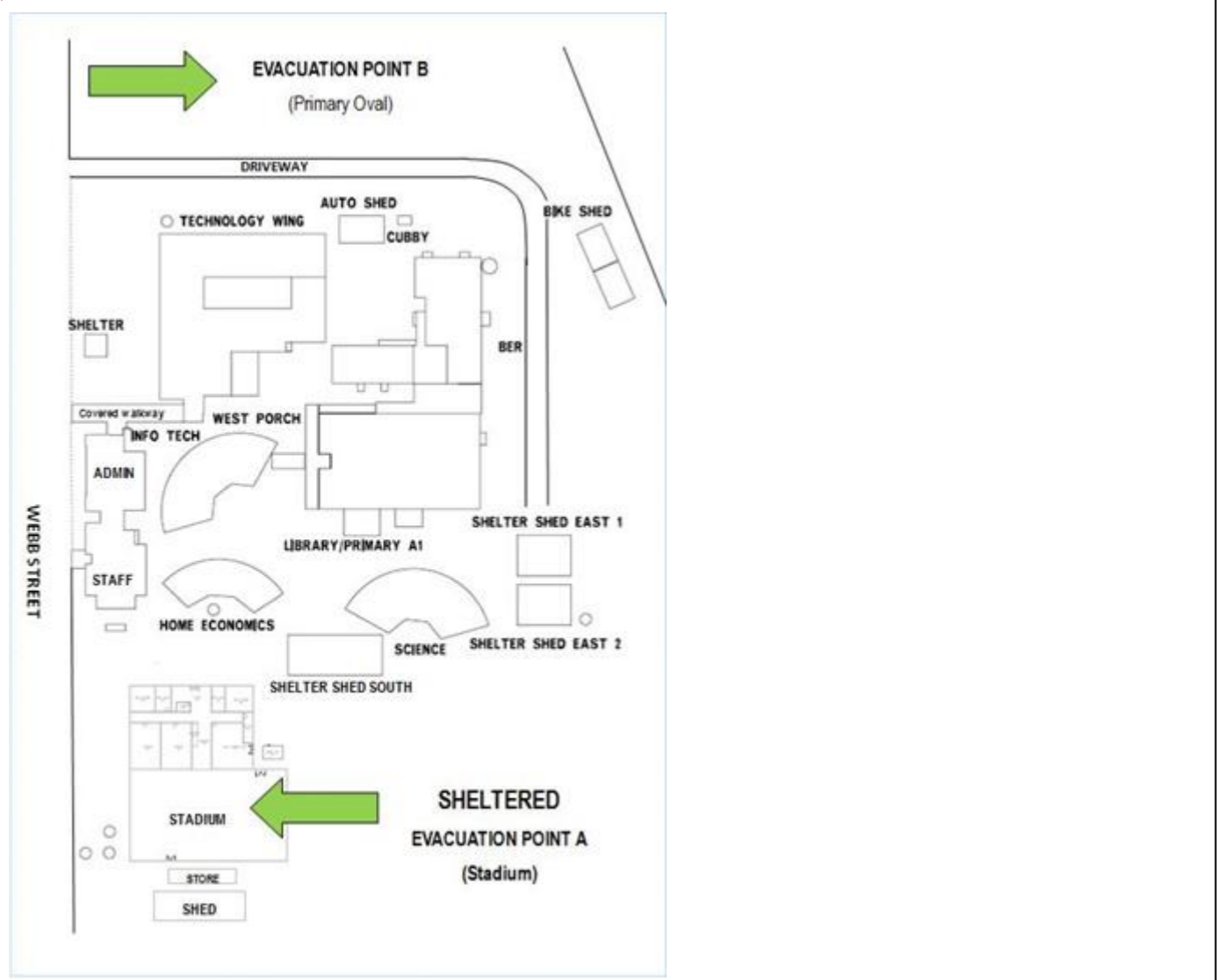
# Area Map

## Area Map



# Evacuation Map

Building Name	Evacuation Procedures
School Map	
 <p><b>Murtoa College Plan</b></p> <p>The map shows the layout of Murtoa College, including various rooms and outdoor areas. Key areas include:         <ul style="list-style-type: none"> <li><b>Classrooms:</b> Art 8, Metal/Plastics 9, Auto 10, GPC 11, GPC 12, GPC 13, GPC 14, GPC 15, GPC 16, GPC 17, GPC 18, GPC 19, GPC 20, GPC 21, GPC 22, GPC 23, GPC 24, GPC 25, GPC 26, GPC 27, GPC 28, GPC 29, GPC 30, GPC 31, GPC 32, GPC 33, GPC 34, GPC 35, GPC 36, GPC 37, GPC 38, GPC 39, GPC 40, GPC 41, GPC 42, GPC 43, GPC 44, GPC 45, GPC 46, GPC 47, GPC 48, GPC 49, GPC 50, GPC 51, GPC 52, GPC 53, GPC 54, GPC 55, GPC 56, GPC 57, GPC 58, GPC 59, GPC 60, GPC 61, GPC 62, GPC 63, GPC 64, GPC 65, GPC 66, GPC 67, GPC 68, GPC 69, GPC 70, GPC 71, GPC 72, GPC 73, GPC 74, GPC 75, GPC 76, GPC 77, GPC 78, GPC 79, GPC 80, GPC 81, GPC 82, GPC 83, GPC 84, GPC 85, GPC 86, GPC 87, GPC 88, GPC 89, GPC 90, GPC 91, GPC 92, GPC 93, GPC 94, GPC 95, GPC 96, GPC 97, GPC 98, GPC 99, GPC 100.</li> <li><b>Administrative:</b> General Office, Principal, Assistant Principal, Staff Meeting Room, Staff Work Room, Computer 116, Library 117, VCE / Library Office &amp; Store, Senior Tutors, VCE / Library Office &amp; Store, Library 118, Library 119, Library 120, Library 121, Library 122, Library 123, Library 124, Library 125, Library 126, Library 127, Library 128, Library 129, Library 130, Library 131, Library 132, Library 133, Library 134, Library 135, Library 136, Library 137, Library 138, Library 139, Library 140, Library 141, Library 142, Library 143, Library 144, Library 145, Library 146, Library 147, Library 148, Library 149, Library 150, Library 151, Library 152, Library 153, Library 154, Library 155, Library 156, Library 157, Library 158, Library 159, Library 160, Library 161, Library 162, Library 163, Library 164, Library 165, Library 166, Library 167, Library 168, Library 169, Library 170, Library 171, Library 172, Library 173, Library 174, Library 175, Library 176, Library 177, Library 178, Library 179, Library 180, Library 181, Library 182, Library 183, Library 184, Library 185, Library 186, Library 187, Library 188, Library 189, Library 190, Library 191, Library 192, Library 193, Library 194, Library 195, Library 196, Library 197, Library 198, Library 199, Library 200.</li> <li><b>Other:</b> Hockey Ground / Junior Play Area, Playground, Sports Area, Basketball Netball, Locker Area, Shed, Hand-on learning Shed, Stadium 26, Multi Purpose 27, Water, Girls Change Room, Boys Change Room, Squash, Squash, Entry, Store, Cricket Nets, School Oval.</li> </ul> </p>	
Evacuation Map	



Offsite evacuation

