# Somers School Camp - Woorabinda Campus

# Emergency and Critical Incident Management Plan 2023-2024

**166 North Shore Road, Yallourn North, VIC, 3825**

**03 5167 1458 / somers.camp.woorabinda@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: September 2023**

# Purpose

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

# Context

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

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

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

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

# Facility Profile

| | |
|---|---|
| **School Name/Campus Name** | **Somers School Camp** |
| **Address** | North Shore Road, Yallourn North, VIC, 3825 |
| **Phone** | 03 5167 1458 |
| **Email** | somers.camp.woorabinda@education.vic.gov.au |
| **Fax** | 03 5167 1002 |
| **DET Region** | SOUTH-EASTERN VICTORIA |
| **DET Area** | Inner Gippsland Area |
| **LGA** | Latrobe (C) |
| **BOM/Fire District** | West & South Gippsland District |
| **Is your school on Bushfire At- Risk Register?** | Yes |
| **Bushfire At-Risk Register Category** | Category 2 |
| **Operating Hours** | Mon - Fri        24 hour operation during school terms and varied hours during weekends and school holidays. |
| **Number of Students** | 96 |
| **Number of Staff** | 16 |
| **Number of Buildings** | 9 |
| **Is the School a designated Neighborhood Safer Place?** | No |
| **Shelter-In-Place Location** | Shelter In Place is first building on right on entrance driveway. |
| **On-site Evacuation Location** | Shelter In Place |
| **Off-site Evacuation Location** | Jetty on Lake Narracan    (Secondary)   Monash Hall,  Yallourn North |

| | |
|---|---|
| **Typical method used for communications to school community** | Mobile Telephone |
| **Is this school has other services or users of the site?** | No |

## Other Services/Users of Site

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

# Building Information Summary

## Telephones (landlines)

| Location | Number |
|---|---|
| Main Office | 5167 1458  Ext 1 |
| Sick Bay / Kitchen | 5167 1458 Ext 5 |
| Campus Principal | 5167 1458 Ext 2 |

## Alarms

| Description | Location | Monitoring Company | Number |
|---|---|---|---|
| Fire | Main Office | ADT | Main Office Alarm Cabinet |
| Intrusion | External | Chubb - ISOC (1800 126 126) | |
| Other | | | |

# Utilities

| Description | Location | Service Provider | Location of shutoff Instructions |
|---|---|---|---|
| Gas / Propane | External kitchen wall.  6 Gas bottles | SupaGas Traralgon | External Kitchen Wall |
| Water | Howletts Track near security gate. | Gippsland Water | Near uphill end of Boys Dorm |
| Electricity | Boys Dorm storage room | SP OzNet (infrastructure and supply) Red Energy (retailer - 1300 322 067) | Boys Dorm Storage Room |

# Sprinkler System

| Control Valve Location | Nil |
|---|---|
| Shutoff Instructions Location | |

# Boiler Room

| Location | Nil |
|---|---|
| Access | |

# Emergency Power System

| Type | Nil |
|---|---|
| Location | |
| Provides power to | |
| Shutoff Instructions Location | |

# Building and Site Hazards

| Location | Number |
|---|---|

| Fuel Storage | Maintenance workshop ventilated cabinet |
|---|---|
| Chemical Storage | Cleaning chemicals stored in laundry |

## Additional Profile Information

| Additional Info | |
|---|---|
| | |

# Drill Schedule

| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
|---|---|---|---|---|
| Each Camp Arrival | Site Orientation and Emergency Procedures | Senior Camp Staff on site | 04/09/2023 | |
| Term 1 | Bushfire Evacuation Drill - On Site | Bruce Milkins | 14/02/2024 | |
| Term 2 | Major Medical Incident | Bruce Milkins | 15/05/2024 | |
| Term 3 | EMP Familiarisation & Lock Down | Bruce Milkins | 11/09/2023 | |
| Term 4 | Bushfire Evacuation Drill - Off Site | Bruce Milkins | 11/10/2023 | |

# First Aid Training

| Staff Member | Training Completed | Date Qualified To |
|---|---|---|
| Bruce Milkins | Level 2 First Aid | 02/02/2025 |
| Alex McLean | Level 2 First Aid | 02/02/2025 |
| Phillip Vogt | Level 2 First Aid | 02/02/2025 |
| Julie Graham | Level 2 First Aid | 02/02/2025 |
| Nicole Knowles | Level 2 First Aid | 02/02/2025 |
| Teresa Ruddell | Level 2 First Aid | 02/02/2025 |
| Elizabeth Milkins | Level 2 First Aid | 02/02/2025 |
| Dave Alldridge | Level 2 First Aid | 02/02/2025 |
| Simon Prokopiwskyi | Level 2 First Aid | 02/02/2025 |
| Jenny Goode | Level 2 First Aid | 02/02/2025 |
| Lisa Tullett | Level 2 First Aid | 02/02/2025 |
| Alanna Besley | Level 2 First Aid | 02/02/2025 |
| Felicity Weight | Level 2 First Aid | 05/12/2025 |
| Pete Dulton | Level 2 First Aid | 18/05/2023 |
| Beth Taylor | Level 2 First Aid | 24/11/2024 |

# Other Training Record

| Staff Member | Training Type | Date |
|---|---|---|
| All relevant staff | Anaphylaxis Training | 16/05/2022 |

# Students or Staff with Additional Needs

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

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

| Category | Number of Staff | Number of Students |
|---|---|---|
| Anaphylaxis | 1 | 0 |

# Emergency Kit Checklist

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

# Review Emergency kit checked date

| Date emergency kit checked | 11/09/2023 |
|---|---|
| Next check date | 07/02/2024 |

# Incident Management Team
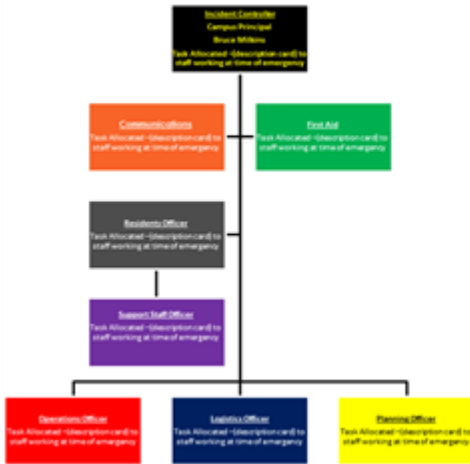
| IMT Structure |
|---|
|  |

| Roles | Primary Contact | Secondary Contact |
|---|---|---|
| Chief Warden/Education Commander | **Name:**<br>Bruce Milkins<br>**Phone/Mobile:**<br>0427348078 | **Name:**<br>Mark Warner<br>**Phone/Mobile:**<br>0408983656 |
| Planning Officer | **Name:**<br>Task Allocated -to staff working at time of emergency | **Name:**<br>Task Allocated -to staff working at time of emergency |
| Operations Officer (Area Warden) | | |

| | Name:<br>Task Allocated - to staff working at time of emergency | Name:<br>Task Allocated -to staff working at time of emergency |
|---|---|---|
| Communications Officer | Name:<br>Task Allocated -to staff working at time of emergency | Name:<br>Task Allocated -to staff working at time of emergency |
| Logistics Officer (Warden) | Name:<br>Task Allocated -to staff working at time of emergency | Name:<br>Task Allocated -to staff working at time of emergency |
| First Aid Officer | Name:<br>Elizabeth Milkins<br>**Phone/Mobile:**<br>0447 835 333 | Name:<br>Task Allocated -to staff working at time of emergency |

# Incident Management Team Roles & Responsibilities

| Core Procedures | Procedure Instructions |
|---|---|
| Chief Warden/Education Commander | **Pre-Emergency**<br>• Maintain current contact details of IMT members.<br>• Conduct regular exercises/drills.<br>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.<br>• Ensure our emergency response procedures are kept up-to-date.<br>• Ensure staff on the IMT are aware of their responsibilities.<br>**During Emergency**<br>• Attend the emergency control point.<br>• Ascertain the nature and scope of the emergency.<br>• Ensure that the emergency services have been notified.<br>• Ensure the appropriate response has been actioned.<br>• Convene our IMT as required.<br>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.<br>• Brief the incoming emergency services and respond to their requests.<br>• Report the emergency to the Security Services Unit on 9589 6266.<br>**Post- Emergency**<br>• 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.<br>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.<br>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| Planning Officer | **Pre-Emergency**<br>• Assist the Chief Warden.<br>• Identify resources required.<br>• Participate in emergency exercises/drills.<br>**During Emergency**<br>• Attend the emergency control point.<br>• Ascertain the nature and scope of the emergency.<br>• Report any changes in the situation to the Chief Warden.<br>• Act as directed by the Chief Warden.<br>• Plan for contingencies.<br>**Post- Emergency**<br>• Collect and evaluate information relating to the emergency.<br>• Identify recovery needs and develop a recovery plan (if required). |
| Operations Officer (Area Warden) | **Pre-Emergency**<br>• Regularly check and report on deficiencies of emergency equipment and kits. |

| | |
|---|---|
| | • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.<br>• Participate in emergency exercises/drills.<br>**During Emergency**<br>On hearing alarm or becoming aware of an emergency, the Operations Warden will:<br>• Attend the emergency control point.<br>• Communicate with the Chief Warden by whatever means available and act on instructions.<br>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.<br>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.<br>• Commence evacuation if the circumstances on their floor or area warrant this.<br>• Control the movement of people.<br>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.<br>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.<br>• 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.<br>**Post Emergency**<br>• Compile report of the actions taken during the emergency for the debrief. |
| Communications Officer | **Pre-Emergency**<br>• Assist the Chief Warden.<br>• Attend training in the use of the school's communication system.<br>• Maintain records and logbooks and make them available for emergency response.<br>• Ensure emergency and parent contact details are up-to-date.<br>• Participate in emergency exercises/drills.<br>**During Emergency**<br>• Attend the emergency control point.<br>• Ascertain the nature and location of the emergency. Maintain up to date information.<br>• Confirm that emergency services have been notified.<br>• Notify appropriate IMT members.<br>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.<br>• Keep a log of events that occurred during the emergency.<br>• Act as directed by the Chief Warden.<br>**Post- Emergency**<br>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.<br>• Contact parents as required. |
| Logistics Officer (Warden) | **Pre-Emergency**<br>• Ensure staff and students are aware of the emergency response procedures.<br>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).<br>• Participate in emergency exercises/drills.<br>**During Emergency** |

| | Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following: <br><br> • Attend the emergency control point. <br> • Operate the communication system in place. <br> • Check that any fire doors and smoke doors are properly closed . <br> • Close or open other doors in accordance with the emergency response procedures. <br> • 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. <br> • Ensure orderly flow of people into protected area. <br> • Assist occupants with disabilities. <br> • Act as lead of groups moving to nominated assembly areas. <br> • Report status of required activities to the operations officer (area warden) on their completion. <br> • Act as directed by the Chief Warden. <br><br> **Post- Emergency** <br> • Compile report of the actions taken during the emergency for the debrief. |
|---|---|
| First Aid Officer | |

# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
|---|---|---|---|---|
| Campus Principal | Bruce Milkins | | | 0427 348 078 |
| Principal | Mark Warner | | | 0408 983 656 |
| School Bus Coordinator | Bruce Milkins | | | 0427 348 078 |
| First Aid Officer | Elizabeth Milkins | | | 0447 835 333 |
| OH&S Representative | Alex McLean | | | 0439 619 535 |
| School Council President | Melanie Wyatt | | | 0434 820 464 |

## DET Contacts

| Roles | Name | Phone | Mobile |
|---|---|---|---|
| Regional Director | Ian Burrage | (03) 8904 2437   0407 361 504 | 03 8904 2444 |
| Regional Office (sevr@edumail.vic.gov.au) | Dandenong, Moe, Sale, & Frankston 1300 338 738 | emergency.sev@education.vic.gov.au | 03 8904 2444 |
| Manager, Operations & Emergency Management | Haruka Ito | 03 8904 2698 | 03 8904 2444 |
| Emergency Management Support Officer | Glen Tarrant | 03 8904 2444 | 0438 018 269 or (03) 8904 2406 |
| 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 | Angela Pollard | | 0419 317 032 |
| SSSO Team Leader | Richard Wright | | 03 8766 5767 |

## Local / Other Organizations

| Name | Phone |
|---|---|
| Moe Police Station | 51272222 |
| West Gippsland Hospital - Warragul | 5623 0611 |
| Latrobe Regional Hospital - Traralgon | 5173 8000 |
| Morwell Police Station | 51315000 |
| Red Energy | 1300 322 067 |
| Gippsland Water | 5177 4600 |
| Plug-a-Long Plumbing | 51261636 |
| Contracting Kings – Kevin King | 1300 240 636 |
| Local Government Latrobe City - Lance King | 0428 637 117 |
| Moe SES  Duty Officer | 0427 761 800 |
| CFA - Yallourn North | 000 |
| Latrobe Valley Bus Lines | 5135 4700      A/H  0408 745 557 |
| Medical Centre - Tanjil Place Moe | 5126 1344 |

## School Bus Emergency Contacts

| Bus Routes | Areas Services | Schools serviced or bus coordinating school | Contact Details |
|---|---|---|---|
| Latrobe Valley Bus Lines | Gippsland/Latrobe Valley | | 4-10 Ryan Street, Morwell Victoria 3840 03 5135 4700 |

# Communication Tree

| Communication Tree |
| --- |



Teacher On Duty
Reporting Emergency Situation
(Becomes Designated 2 IC) → Designated 2 IC → Woorabinda Staff

Bruce Milkins
Campus Principal
0458835266

Principal
Mark Warner
0408 983 656

School Council Pres
Melanie Wyatt
0434 820 464

Emergency Services 000 / 112
Emergency and Security Management Unit

Emergency management CoOrdinator South Easten Victoria
Kevin O'Rourke
0447 019 887

Visiting School Principal

Family

# Risk Assessment

| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
|---|---|---|---|---|---|---|
| Building fire | Risk of injury/death 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. - Ensure communication systems are up to date and active . - 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 | **Consequence** <br> Severe <br> **Likelihood** <br> Rare <br> **Risk Level** <br> Medium | Staff drill managing a building fire. Students and visiting teachers are briefed each week on evacuation procedures. The assembly point is well marked and pointed out in the orientation process. | **Consequence** <br> Moderate <br> **Likelihood** <br> Rare <br> **Risk Level** <br> Low |
| Flooding | Risk of Riverine Flooding  Risk of injury.  Risk of property damage. | Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if possible. <br> Lake Levels are monitored by the catchment's authority and water is released as required by Spillway. | Effective | **Consequence** <br> Moderate <br> **Likelihood** <br> Rare <br> **Risk Level** <br> Low | | **Consequence** <br> Moderate <br> **Likelihood** <br> Rare <br> **Risk Level** <br> Low |
| Earthquake | Risk of death/injury. | o  Training provided to staff and students in emergency response procedures during an earthquake. <br> o  All staff and students aware of exit and evacuation procedures. | Effective | **Consequence** <br> Moderate <br> **Likelihood** <br> Rare <br> **Risk Level** <br> Low | | **Consequence** <br> Minor <br> **Likelihood** <br> Unlikely <br> **Risk Level** <br> Low |
| Influenza pandemic | Risk of health and possible death (in extreme cases). | Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April). There is convenient access to water and liquid soap and/or sanitiser Staff and students are educated about covering their cough to prevent the spread of germs. Ensure relevant staff are familiar with DETs Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template. | Effective | **Consequence** <br> Major <br> **Likelihood** <br> Possible <br> **Risk Level** <br> High | Staff and students are either off site or isolated on site when managing illness. Hygienic cleaning practices enable the site to be maintained safe and prevent the spreading of disease. | **Consequence** <br> Major <br> **Likelihood** <br> Unlikely <br> **Risk Level** <br> Medium |
| Intruder | Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. | • Ensure reception is a secure area and no-one can enter the office area unless they have a pass/key. <br> • Ensure visitors/contractors sign in through the office area when they first arrive on site. <br> • Ensure all visitors wear Visitor tags | Acceptable | **Consequence** <br> Major <br> **Likelihood** <br> Rare <br> **Risk Level** | All sleeping areas have full external locking facilities. All windows are only able to be opened a small way | **Consequence** <br> Moderate <br> **Likelihood** <br> Rare <br> **Risk Level** |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | • Be aware of all vehicular and pedestrian traffic entering the site | | Medium | | Low |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | Bomb Threat Checklist located next to each phone. Emergency evacuation drills scheduled and practised on a regular basis. the remoteness of the site also provides mitigation | Acceptable | **Consequence** Moderate **Likelihood** Rare **Risk Level** Low | | |
| 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. Liaise with SES/local government to identify potential risks. Monitor weather information via apps and web. Develop contingency for storage of equipment/materials if necessary. Test communications | Acceptable | **Consequence** Moderate **Likelihood** Rare **Risk Level** Low | | |
| Loss of essential services | Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets | • rainwater tanks on site<br>• bottled drinking water stored on site<br>• Solar panels and batteries installed | Effective | **Consequence** Minor **Likelihood** Possible **Risk Level** Medium | | |
| Bushfire/Grassfire | Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals | • Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.<br>• Ensure Emergency Management Plan is up-to-date including identification of evacuation points.<br>• Check CFA website, alerts during the bushfire season.<br>• Schedule and practise emergency evacuation drills on a regular basis.<br>• Tune in to ABC Local radio for threat warnings and updates<br>• Pre-determined arrangements implemented as Fire Danger Rating increases according to the site catergorisation in the Bushfire at Risk Registry and associated PAL<br> o Site is a Cat 2 BARR site; camp will be relocated, re-scheduled or cancelled on days that the fire danger is EXTREME and Code RED as per BARR Policy | Needs Improvement | **Consequence** Major **Likelihood** Possible **Risk Level** High | • Maintain fire breaks and maintain ground fuel loads around the residential area of Woorabinda.<br>• Regularly monitor re-growth during the peak fire season. Programs are confined to particular areas on days of increased likelihood.<br>• Use on site SIP in case of Bushfire threat | **Consequence** Moderate **Likelihood** Possible **Risk Level** Medium |

| Hazard | Probable causes/consequences | Controls | Risk Rating | Risk Assessment | Additional Controls | Residual Risk |
|---|---|---|---|---|---|---|
| Snakes | Risk of injury to staff and students Stress or psychological injury requiring clinical support for multiple individuals | o All staff aware of Snake awareness protocols and procedures.<br>o All areas visited by students during Snake season pre visited by staff to check for snakes<br>o All staff trained in snake bite management procedures.<br>o All staff carry pressure bandages and permanent markers designated for use in the event of snake bite | Acceptable | **Consequence** Major<br>**Likelihood** Possible<br>**Risk Level** High | o Known snake habitats avoided<br>o Children briefed around snake awareness and protocols<br>o Children instructed not to put hands into places they cannot see<br>o All bush learning spaces checked for snakes prior to activities commencing<br>o Removal of materials from the ground to reduce snake habitation from learning spaces<br>o Snake Watch implemented to advise staff and students of sites where snakes have been sighted. | **Consequence** Major<br>**Likelihood** Rare<br>**Risk Level** Medium |
| 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 | • Recognise indicators of Child Abuse<br>• Child Safe Standards<br>• PROTECT protocol<br>• Student Critical Incident Advisory Line<br>• Student Support Services/Student Welfare Coordinator | Acceptable | **Consequence** Minor<br>**Likelihood** Possible<br>**Risk Level** Medium | | |
| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach | • Privacy (including DET's Schools' Privacy Policy)<br>• Privacy, Department provided software<br>• Privacy (requests for Information about Students)<br>• Acceptable use of ICT Resources<br>• Staff member manages and reviews school's privacy practices<br>• Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.<br>• Examine data security arrangements<br>• BYOD usage and guidelines<br>• Password protocols for ICT | Acceptable | **Consequence** Insignificant<br>**Likelihood** Unlikely<br>**Risk Level** Low | | |
| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness  Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident | • Staff trained in first aid<br>• First Aid Kit<br>• Staff observant to signs of illness<br>• Medical history – staff/students<br>• First Aid and Infection Control Procedure<br>• Medication Authority Form and authority to administer | Acceptable | **Consequence** Moderate<br>**Likelihood** Possible<br>**Risk Level** Medium | | |
| Mental Stress | Probable causes: Exposure to distressing event; | • Student Support Services | Acceptable | **Consequence** | | |

| | | | | | |
|---|---|---|---|---|---|
| | Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning | • Well-being staff in school<br>• SafeMinds<br>• Navigator Program<br>• Student Engagement and Inclusion Guidance<br>• Building Resilience Framework<br>• Victorian Anti-bullying and Mental Heath Initiative | | Moderate<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Medium | |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress  Probable consequences: injury; interrupted education; psychological trauma/distress | • School records attendance<br>• Student engagement policy to promote school attendance and address truancy, which is staged<br>• Recess and lunchtime supervision.<br>• Behaviour Support Plans to address individual truancy.<br>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)<br>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.<br>• School excursion/camp risk assessment | Acceptable | **Consequence**<br>Moderate<br>**Likelihood**<br>Possible<br>**Risk Level**<br>Medium | |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency  Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support | • Student Support Services<br>• Well-being staff in school<br>• Managing Trauma Guide<br>• Incident Support and Operations Centre referrals<br>• Employee Assistance Program | Acceptable | **Consequence**<br>Major<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Medium | |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors  Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education | Site based policies and strategies<br>• Lunchtime and recess supervision<br>• School based security measures e.g. duress alarm, CCTV<br>• Behavioral Code of Conduct<br>• School social media strategies to address online harassment<br>• Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student<br>School pursues specific interventions or referrals as required/appropriate:<br>• Trespass order<br>• Child Protection referral<br>• Family violence referral<br>Specific supports for students with challenging behaviors and interventions:<br>• Referral to Student Support Services (SSS)<br>• School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)<br>• Restraint and Seclusion procedures<br>• Respectful Relationships<br>• Health and Human Services Behaviour Support Services | Acceptable | **Consequence**<br>Moderate<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Medium | |

- More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional
- School welfare officer/coordinator engaged

Training
- Diffusion strategies and training for staff
- Conflict management training
- Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism

Specific support for teacher/staff in dealing with challenging behaviours
- Employee Assistance Program (EAP) for impacted staff
- Principal Mentor Program
- Proactive Wellbeing Supervision
- Principal Health Checks
- Early Intervention Principal Support Service

Refer to additional resources for impacted persons
- School breakfast club (where available)
- School wide Positive Behaviour Support
- Koori inclusive School Wide Positive Behaviour Support

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| COVID-19 | Probable Causes:  Contagious illness.  Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:<br><br>DET *School Operations Guide* *https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*<br><br>*Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx). | Acceptable | **Consequence**<br>Severe<br>**Likelihood**<br>Likely<br>**Risk Level**<br>Extreme | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High |

# Core Emergency Response Procedures

| Core Procedures | Procedure Instructions |
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| On-site evacuation/relocation procedure | When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<br>• Call **000** for emergency services and seek and follow advice.<br>• Evacuate students, staff and visitors to your ***Shelter In Place***<br>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.<br>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).<br>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.<br>• Ensure communications with emergency services is maintained.<br>• Wait for emergency services to arrive or provide further information.<br>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>• Confirm with emergency service personnel that it is safe to return to normal operations.<br>• Maintain a record of actions/decisions undertaken and times.<br>• Contact parents as required.<br>**Actions after on-site evacuation/relocation procedure**<br>• Ensure any students, staff or visitors with medical or other needs are supported.<br>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.<br>• Determine whether to activate your parent re-unification process.<br>• 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).<br>• Contact the SSSO Network Coordinator if required.<br>• Print and issue pre-prepared parent letters and give these to students to take home.<br>• Ensure all staff are made aware of Employee Assistance Program contact details.<br>• Seek support from your region/regional Manager, Operations and Emergency Management if required.<br>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.<br>• Complete your Post Emergency Record. |
| Off-site evacuation procedure | If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<br>• Call **000** for emergency services and seek and follow advice.<br>• Identify which off-site assembly point you will evacuate staff, students and visitors to.<br>• Evacuate staff, students and visitors to your ***Jetty on Lake Narracan (due to the remoteness of the camp the Jetty provides the closest and safest assembly point)***<br>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.<br>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). |

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| | <ul><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><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>**Actions after off-site evacuation procedure**<ul><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> |
| Lock-down procedure | When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<ul><li>Call **000** 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></ul> |

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| | • Maintain a record of actions/decisions undertaken and times.<br>• Contact parents as required.<br>**Actions after lock-down procedure**<br>• Ensure any students, staff or visitors with medical or other needs are supported.<br>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.<br>• Determine whether to activate your parent re-unification process.<br>• 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).<br>• Direct all Media enquiries to DET Media Unit on 8688 7776.<br>• Print and issue pre-prepared parent letters and give these to students to take home.<br>• Contact the SSSO Network Coordinator if required.<br>• Ensure all staff are made aware of Employee Assistance Program contact details.<br>• Seek support from your region/regional Manager, Operations and Emergency Management if required.<br>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.<br>• Complete your Post Emergency Record. |
| Lock-out procedure | When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<br>• Call **000** for emergency services and seek and follow advice.<br>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:<br>    ○ Lock doors to prevent entry<br>    ○ Check the premises for anyone left inside<br>    ○ Obtain Emergency Kit<br>• Go to the designated assembly point/s ***Foreshore Jetty***.<br>• Check that students, staff and visitors are all accounted for.<br>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.<br>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.<br>• Maintain a record of actions/decisions undertaken and times.<br>• Contact parents as required.<br>**Actions after lock-out procedure**<br>• Ensure any students, staff or visitors with medical or other needs are supported.<br>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.<br>• Determine whether to activate your parent re-unification process.<br>• 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).<br>• Print and issue pre-prepared parent letters and give these to students to take home.<br>• Direct all Media enquiries to DET Media Unit on 8688 7776.<br>• Ensure all staff are made aware of Employee Assistance Program contact details.<br>• Contact the SSSO Network Coordinator if required.<br>• Seek support from your region/regional Manager, Operations and Emergency Management as required. |

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

# Specific Emergency Response Procedures

| Specific Procedures | Procedure Instructions |
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| Building fire | <ul><li>**Call 000** 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 ***Shelter In Place***, 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 9603 7999.</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> |
| Flooding | <ul><li>**Call 000** 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><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> |
| Earthquake | <ul><li>Call **000** if emergency services are needed and seek and follow advice.</li><li>The Chief Warden will convene the IMT if necessary.</li><li>Report emergency to the Security Services Unit on 9603 7999.</li><li>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li><li></li></ul>**If Outside**<br>Instruct staff and students to:<ul><li>Stay outside and move away from buildings, streetlights and utility wires.</li></ul> |

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| | • DROP, COVER and HOLD<br>    o DROP to the ground<br>    o Take COVER by covering your head and neck with their arms and hands<br>    o HOLD on until the shaking stops.<br>**If Inside**<br>Instruct staff and students to:<br>• Move away from windows, heavy objects, shelves and so on<br>• DROP, COVER and HOLD<br>    o DROP to the ground<br>    o Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms<br>    o HOLD on until the shaking stops.<br>**After the earthquake**<br>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.<br>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.<br>• Arrange medical assistance where required.<br>• Help others if you can.<br>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.<br>• Contact parents as required.<br>• Tune in to ABC radio if you can and follow any emergency instructions.<br>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.<br>• Direct all Media enquiries to DET Media Unit on 9637 2871. |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)<br>for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| Intruder | • **Call 000** for emergency services and seek and follow advice.<br>• Report the emergency immediately to the Chief Warden.<br>• Do not do or say anything to the person to encourage irrational behaviour.<br>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.<br>• Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.<br>• Evacuation only should be considered if safe to do so.<br>• Report emergency to the Security Services Unit on 1800 126 126.<br>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>• Contact parents as required.<br>• Direct all Media enquiries to DET Media Unit on 9637 2871. |

| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)** |
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| | *Immediate response* |
| | - Immediately clear and cordon off the area in the vicinity of the object. |
| | - Call **000** for police and seek and follow advice. |
| | - Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. |
| | - Report the emergency to the Security Services Unit on 9603 7999. |
| | - Do not approach, touch, tilt or tamper with the object. |
| | *Evacuation* |
| | - Evacuate the school and: |
| |  o Ensure students and staff are not directed past the object |
| |  o Alert any other services co-located at the school site |
| |  o Check that all students, staff and visitors are accounted for |
| |  o Restrict all access to the site and ensure there are no barriers inhibiting access by police |
| | *Communication* |
| | - Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. |
| | - Contact parents when evacuation is complete and it is safe to do so. |
| | - Notify your regional emergency management contact and seek advice if necessary. |
| | - Direct all Media enquiries to DET Media Unit on 9637 2871. |
| | - Await "all clear" advice from police before returning to school buildings to resume normal school activities. |
| | **If a bomb/substance threat is received by telephone** |
| | - **DO NOT HANG UP** |
| | - Keep the person talking for as long as possible and obtain as much information as possible. |
| | - Without alerting the caller, signal a co-worker to: |
| |  o call 000 for police on a separate phone |
| |  o notify the Chief Warden/principal |
| |  o report emergency to the Security Services Unit on 9589 6266. |
| | - Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): |
| |  o gender of caller |
| |  o age of caller |
| |  o accents and speech impediments |
| |  o background noises |
| |  o key phrases used |
| |  o whether the threat is automated/taped/recorded. |
| | **Ask the caller:** |
| | - where exactly is the bomb/substance located? |
| | - what time will the bomb explode/the substance be released? |
| | - what will make the bomb explode/how will the substance be released? |
| | - what does the bomb look like? |
| | - what kind of device/substance is it? |
| | - who put the bomb/substance there? Why was it put there? |
| | - what kind of substance is it (gas, powder, liquid)? How much is there? |
| | - where are you? Where do you live? |
| | - what is your name? What are your contact details? |
| | - Once the call is finished: |

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|  | <ul><li>○ **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.</li><li>○ Immediately:<ul><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>▪ o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.</li></ul></li><li>○ implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** 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>**If a bomb/substance threat is received by letter**<ul><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 **"If a suspicious object is found"** above.</li><li>• Report emergency to the Security Services Unit on 9589 6266.</li></ul>**If a bomb/substance threat is received electronically e.g. by email**<ul><li>○ **DO NOT DELETE THE MESSAGE**</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 **"If a suspicious object is found"** above.</li><li>○ Report emergency to the Security Services Unit on 9589 6266</li></ul>**If you are at the site of an explosion**<ul><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 **"If a suspicious object is found"** 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><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> |
| Severe weather event | • **Call 000** if emergency services are needed and seek and follow advice. |

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| | <ul><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><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> |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):**<ul><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>**Call 000** 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> |
| Bushfire/Grassfire | **Bushfire/Grassfire Specific Emergency Response Procedures.**<br>**Triggers for Action.**<br>The need for action by the school is triggered when there is a bushfire or grassfire that;<ul><li>is observable, or</li><li>identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.</li><li>there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li></ul>**Immediate Actions / Seek Advice .**<ul><li>If immediate emergency services assistance is required phone '000'.</li></ul> |

- Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.

| Name | Role | Mobile number |
|------|------|---------------|
| Glen Tarrant | Manager Operations and Emergency Management | 0438 018 269 |
| Tony Moon | Emergency Management Support Officer | 03 8904 2444 |

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

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

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

| VicEmergency Warning | What it means | School Actions |
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| **Advice Warning** | Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups. | If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change. |
| **Watch and Act Warning** | 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, seek advice and then decide whether to;<br>• remain on site, shelter in place (if required) and monitor the situation<br>• call parents to pick up their children<br>• evacuate the school to your offsite bushfire evacuation location.<br>• |
| **Emergency Warning** | Issued when the community is in imminent danger of an incident/event and need to take action now. | If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school. |
| **Prepare to Evacuate** | **Prepare to Evacuate** – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions | If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice. |

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| | **Evacuate Now** | to prepare their family, gather critical items and protect their property. |
| | | **Evacuate Now** – 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; <mark>comply with evacuation instructions provided and seek advice.</mark>. |

**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.

*If Unable to leave early Camp Staff will direct and support Camp Attendees to the Shelter in Place*

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| Snakes | | |

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| | <ul><li>Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.</li><li>Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.</li><li>If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.</li><li>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.</li><li>If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.</li><li>If the snake is located inside a building, consider the need to evacuate the classroom or building.</li><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> |
| Child Abuse | In the event of an incident, disclosure, or suspicion of child abuse, the school will:<ul><li>Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</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>This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf<br>For suspected student sexual offending, the school will:<ul><li>Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.</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>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf<br>In the event of an incident, disclosure, or suspicion of child abuse, the school will:<ul><li>Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at</li></ul> |

|  | https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf |
|---|---|
|  | • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. |
|  | This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at |
|  | https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf |
|  | For suspected student sexual offending, the school will: |
|  | • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. |
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|  | • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. |
|  | This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at |
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|  | • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. |
|  | The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at |

| | https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf |
|---|---|
| Information Security | <ul><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><li>Phone 1800 641 943</li><li>Email servicedesk@edumail.vic.gov.au</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 privacy@edumail.vic.gov.au</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> |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion<ul><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> |
| Mental Stress | <ul><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><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 wrapround support for disengaged learners</li></ul></li></ul> |

| | |
|---|---|
| | <ul><li>Suicide prevention resources from Beyond Blue and/or Headspace</li><li>CAT Team – acute mental health triage</li></ul> |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:<br><br><ul><li>Search the immediate area</li><li>Contact the parent/carer</li><li>Contact '000' for police to report child missing<ul><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> |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):<br><ul><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 *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including:</li><li>Develop a Communications Plan – check what information can be released:<ul><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><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> |
| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:<br><ul><li>Intervene only if safe to do so</li><li>Contact '000' if immediate/life threatening and require police/ambulance attendance</li></ul> |

| | |
|---|---|
| | • Initiate action to confine or isolate the aggressor<br>• Determine whether evacuation, lock-down or Shelter in Place is required.<br>• Administer first aid if required and safe to do so<br>• Contact parent/guardian of student(s) impacted<br>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126<br>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan<br>• Record evidence (if applicable)<br>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place<br>If staff are directly impacted:<br>• Consider lodging an eduSafe report<br>• Consider whether a report to WorkSafe is required<br>• Contact Employee Assistance Program for support<br>• Consider liaison with the Principal Early Intervention Program<br>If there is an allegation of reportable conduct:<br>• Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):<br>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for **Managing a suspected or confirmed case of coronavirus (COVID-19)**<br>• For suspected cases in staff, refer to the advice in the Operations Guide regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools**<br>• Also see the advice in the Operations Guide regarding **Management of an unwell student or staff member**<br>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version. |

# Business Continuity

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

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

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

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

| Details of arrangements | Transfer to Somers Campus |
|---|---|

| Name | Contact Details | Support Role |
|---|---|---|
| Mark Warner | 0408 983 656 | School Principal |

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

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

| Details of arrangements | IT System Back Up |
|---|---|

| Name | Contact Details | Support Role |
|---|---|---|
| Andrew Malycha | | IT Support |

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

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

| Details of arrangements | |
|---|---|
| | |

| Name | Contact Details | Support Role |
|---|---|---|
| | | |

# Business Continuity Checklist

| Action | Actioned? |
|---|---|
| Activate the school's Incident Management Team | |
| Evaluate the impact of the incident for:<br>• School activities<br>• Impact over time<br>• Manageability<br>• Staffing levels<br>• Resources for recovery | |
| Identify actions to mitigate impact, including:<br>• Suspension of non-critical activities<br>• Mutual support arranged with other schools<br>• Distance/virtual learning Use of different areas within site<br>• Off-site activities<br>• Back–up of key school data<br>• Using paper based systems<br>• Flexible lesson plans<br>• Using generators, portable lighting | |
| Produce an Action Plan for maintaining critical activities that includes:<br>• Priorities<br>• Communications<br>• Resource deployment<br>• Allocation of specific roles<br>• Monitoring<br>• Reporting<br>• Stakeholder engagement | |
| Establish a register to log all decisions and actions | |

| | |
|---|---|
| Establish a register to log all financial expenditure incurred | |
| Secure resources for continuity/recovery including:<br>• Staffing<br>• Premises<br>• IT and equipment<br>• Welfare | |
| Deliver appropriate communications including to:<br>• Staff<br>• Parents/Carers<br>• School Council<br>• School bus contractor/bus coordinating school (as appropriate)<br>• Outside School Hours Care provider<br>• Other users of site<br>• Region<br>• Suppliers<br>• Local Shire/Municipality (as appropriate) | |

# Area Map

| Area Map |
| --- |

Distance to Primary Offsite Assembly Area: 100 metres

Estimated time to reach Offsite Assembly Area: 30 seconds – 1 minute

**LEGEND**
Off-Site
Relocation
route
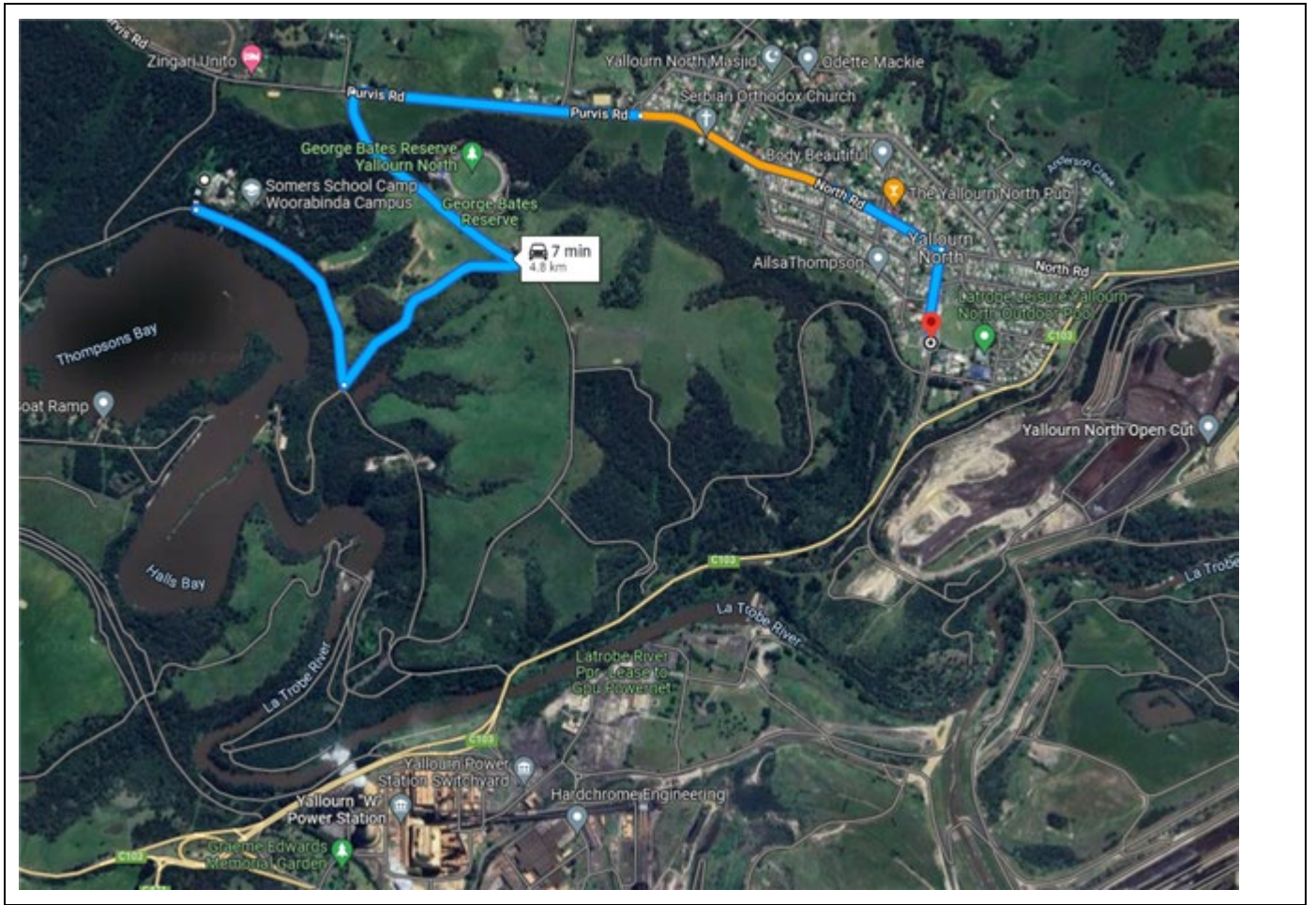
# Evacuation Map

| Building Name | Evacuation Procedures |
|---|---|
| Site Evacuation Routes | |
|  | |
| Girl's Accommodation | |

**Evacuation Diagram**

Date Issued: 07/06/2021
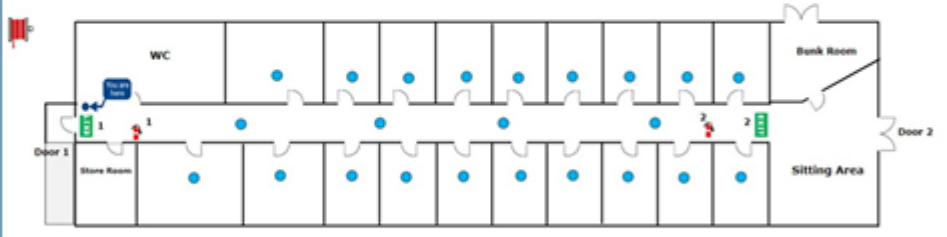Building Reference: Girl's Accommodation

YOU ARE HERE

**Onsite Evacuation Assembly Points**

Primary:
SIP Building in Driveway
Secondary:
The Jetty

**000 EMERGENCY**

**IN CASE OF FIRE**

R REMOVE people from immediate danger

A ALERT others, call emergency services 000

C CLOSE windows and doors, contain the spread of fire if safe to do so

E EVACUATE to the designated evacuation assembly location

Bungalow

**Evacuation Diagram**

Date Issued: 07/06/2021
Building Reference: Bungalow

**Onsite Evacuation Assembly Points**

Primary:
SIP Building in Driveway

Secondary:
The Jetty

**000 EMERGENCY**

**IN CASE OF FIRE**

**R** REMOVE people from immediate danger

**A** ALERT others, call emergency services 000

**C** CLOSE windows and doors, contain the spread of fire if safe to do so

**E** EVACUATE to the designated evacuation assembly location

Boy's Accommodation

# Evacuation Diagram

**Date Issued:** 07/06/2021
**Building Reference:** Boy's Accommodation

Woorabinda

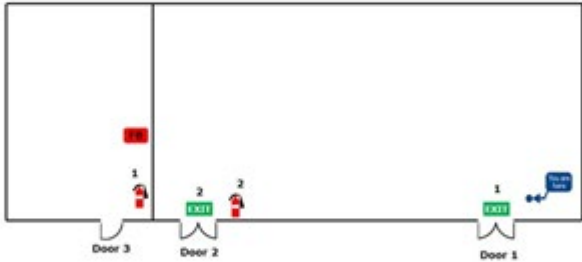YOU ARE HERE

**Onsite Evacuation Assembly Points**

**Primary:**
SIP Building in Driveway
**Secondary:**
The Jetty

**000 EMERGENCY**

**IN CASE OF FIRE**

**R** REMOVE people from immediate danger

**A** ALERT others, call emergency services 000

**C** CLOSE windows and doors, contain the spread of fire if safe to do so

**E** EVACUATE to the designated evacuation assembly location

WC

Bunk Room

Door 1

Store Room

Sitting Area

Door 2

**Legend:** Emergency Exit | Fire Hose Reel | Primary Assembly Point | Evacuation Route to Primary Assembly Point | You are here | CO2 Extinguisher | Water Extinguisher | Dry Powder Extinguisher | EWIS Emergency Warning & Intercom system | First Aid Kit | Shelter-in-place | FIP Fire Indicator Panel | Smoke Detector | Fire Blanket | Secondary Assembly Point | Evacuation Route to Secondary Assembly Point | Emergency Phone | Emergency Call Point | Manual Call Point | Spill Kit | Fire Hydrant | External Defibrillator | FW Fire Main Water Isolation Point | Specialized evacuation device

| Art Room and Hall | |
|---|---|

**Evacuation Diagram**

Date Issued: 07/06/2021
Building Reference: Art Room and Hall

**Onsite Evacuation Assembly Points**
Primary:
SIP Building in Driveway
Secondary:
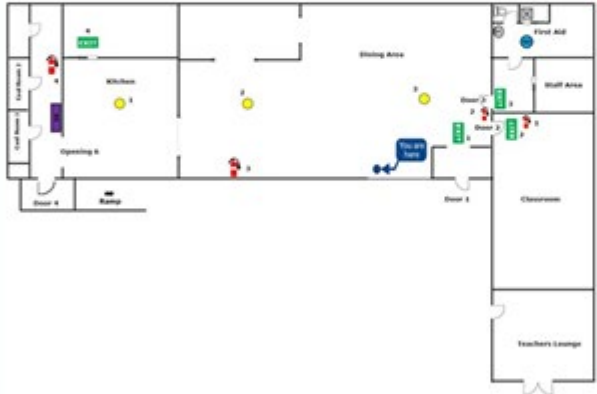The Jetty

**000 EMERGENCY**

**IN CASE OF FIRE**

**R** REMOVE people from immediate danger

**A** ALERT others, call emergency services 000

**C** CLOSE windows and doors, contain the spread of fire if safe to do so

**E** EVACUATE to the designated evacuation assembly location

Door 3    Door 2    Door 1

Dining Room

# Evacuation Diagram

Date Issued: 07/06/2021
Building Reference: Kitchen and Dinning Area

# Distribution List

| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
|---|---|---|---|
| Glen Tarrant | Manager Operations and Emergency Management, South Eastern Regional Office, DEET. | 03/09/2021 | glen.tarrant@education.vic.gov.au |
| John Crane | Latrobe City Emergency Management | 30/09/2021 | John.Crane@latrobe.vic.gov.au |
| Inspector Robert Wallace | Regional Emergency Response Coordinator Vic Pol | 03/09/2021 | robert.wallace@police.vic.gov.au |
| Mark Warner | Principal | 03/09/2021 | warner.mark.m@edumail.vic.gov.au |
| Melanie Wyatt | School Council President | 03/09/2021 | Melanie.Wyatt@mornpen.vic.gov.au |
| Mark King | Captain Yallourn North CFA | 30/09/2021 | |
| Woorabinda Staff | | 10/09/2021 | Various |