**Cudgee Primary School**

**Emergency and Critical Incident Management Plan 2021-2022**



 **3 Hallowells Road, Cudgee, VIC, 3265**

 **03 5567 6346 / cudgee.ps@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 2/08/2021**

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](http://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 |
| Wendy Coyle | Business Manager Cudgee Primary School | 26/08/2020 | wendy,coyle@education.vic.gov.au |
| Olivia Morgan | School Council President | 26/08/2020 | by\_liv@outlook.com |
| All school staff | School staff | 26/08/2020 | katherinebird@education.vic.gov.au |
| School Staff | School Staff | 21/05/2021 | Brendan.Clifford@education.vic.gov.au |

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Cudgee Primary School |
| Address | 3 Hallowells Road, Cudgee, VIC, 3265 |
| Phone | 03 5567 6346 |
| Email | cudgee.ps@education.vic.gov.au |
| Fax | 03 5567 6478 |
| DET Region | SOUTH-WESTERN VICTORIA |
| DET Area | Wimmera South West Area |
| LGA | Moyne (S) |
| BOM/Fire District | South West District |
| Is your school on Bushfire At- Risk Register? | No |
| Bushfire At-Risk Register Category |  |
| Operating Hours | 8.00 - 5.00 |
| Number of Students | 34 |
| Number of Staff | 4 |
| Number of Buildings | 2 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Original School building |
| On-site Evacuation Location | Basketball court |
| Off-site Evacuation Location | Under bridge on Dwaroon Rd |
| Typical method used for communications to school community | newsletter |
| Is this school has other services or users of the site? | No |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| classroom | 55676346 |
| kitchen | as above |
| office | as above |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring Company | Number |
| Fire Hydrants | Classrooms and kitchen | CFA | 3 |
| Intrusion | Inside kitchen door mounted on the southern side of the wall. | Emergency Management. | Contact Emergency Management. Shut off cupboard in Principal Office. |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service Provider | Location of shutoff Instructions |
| Gas / Propane | Gas bottles on north of building A | Elgas | Gas bottles |
| Water | Eastern Boundary fence next to playground | Wannon Water | Turn off mains |
| Electricity | Main switch in front door kitchen area, original building | Powercor | Switch off |

Sprinkler System

|  |  |
| --- | --- |
| Control Valve Location | NA |
| Shutoff Instructions Location | NA |

Boiler Room

|  |  |
| --- | --- |
| Location | NA |
| Access | NA |

Emergency Power System

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

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| Cleaners cupboard | Toilet block |

Additional Profile Information

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

Emergency Kit Checklist

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

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 26/08/2021 |
| Next check date | 25/08/2022 |

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date  |
| Term 1 | Fire drill - external | Fiona Selway | 11/02/2021 | 23/02/2021 |
| Term 3 | Lockdown | Fiona Selway | 04/08/2021 |  |
| Term 4 | Fire drill - external | Fiona Selway | 01/12/2021 |  |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Fiona Selway | Level 2 | 29/05/2020 |
| Katherine Bird | Level 2 | 29/05/2020 |

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 |
| Asthma | 2 | 3 |
| Allergies | 0 | 4 |

Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
| Intruder | Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals |  * Visitors must report to reception and sign in using the Visitor Register.
* Visitors are required to wear and display visitor pass/badge.
* Parents must make an appointment to meet with teachers/principal.
* Lockdown/lockout/ evacuation procedures are regularly practiced.
* Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.
* Encourage engagement of parents in school activities.
* In relation to court orders / custody
	+ the school maintains a register of current documents/concerns
	+ parents are advised of the relevant school processes and duty of care to other students and staff.
* For parent meetings where staff feel a need for support:
* two staff attend
* staff use a signal to obtain support from another staff member if required
* an appropriate room for meeting selected e.g. one with two exit points
 | Acceptable |

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| **Consequence** |
| Minor |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Low |

 | Staff to have phone access at all times. |

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| **Consequence** |
| Minor |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Low |

 |
| Building fire | Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals |  * Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.
* A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.
* Communication systems (PA system) are tested on a regular basis.
* A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.
* All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.
 | Acceptable |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | First aid trained staff.Support from network staff. |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |
| Severe weather event | Probable Causes: Weather pattern Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications. |  * Maintenance to roofs/gutters/drains to keep clear is scheduled regularly.
* School liaises with SES/local government to identify potential local risks.
* School has a contingency for storage of equipment/materials if necessary.
* On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured
* Communications are tested quarterly.
* Utility shut-off instructions/points are known.
* Back up communications and contact lists maintained in case power fails.
* Condition of large trees regularly checked.
* Shade sail structures regularly checked.
 | Acceptable |

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| **Consequence** |
| Moderate |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | Regular cleaning of gutters.   |

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| **Consequence** |
| Moderate |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

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| Loss of essential services | Probable Causes: Issue with supply due to storm/accident; Planned outage Probable Consequences: Lack of availability of school resources such as computers; Lack of availability of fresh drinking water and water for flushing toilets |  * The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary
* Alternative communication source such as charged mobile phone/satellite phone are available
* Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit
* A list of emergency phone numbers is located next to all office phones
* Business continuity plan
 | Acceptable |

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| **Consequence** |
| Minor |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Low |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Low |

 |
| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder |  * Recognise indicators of Child Abuse
* Child Safe Standards
* PROTECT protocol
* Student Critical Incident Advisory Line
* Student Support Services/Student Welfare Coordinator
 | Effective |

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| **Consequence** |
| Severe |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| High |

 | All staff trained in trauma informed practises.Social and emotional Learning Plans developed where required.Small schools wellbeing and inclusion plan identifies the policies, training and steps to be undertaken by staff if they are concerend that any of these are taking place.All staff are aware of mandatory reporting. |

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| **Consequence** |
| Severe |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| High |

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| 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)](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx)
* [Privacy, Department provided software](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx)
* [Privacy (requests for Information about Students)](https://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx)
* [Acceptable use of ICT Resources](https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx)
* Staff member manages and reviews school’s privacy practices
* Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.
* Examine data security arrangements
* BYOD usage and guidelines
* Password protocols for ICT
 | Acceptable |

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| **Consequence** |
| Moderate |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 | Regular update of privacy policy alongside Department mandated privacy policy. |

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| **Consequence** |
| Moderate |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |
| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident |  * Staff trained in first aid
* First Aid Kit
* Staff observant to signs of illness
* Medical history – staff/students
* [First Aid and Infection Control Procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx)
* Medication Authority Form and authority to administer
 | Effective |

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| **Consequence** |
| Severe |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 | If required follow up with psychological help from outside agencies. |

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| **Consequence** |
| Severe |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

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| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning |  * Student Support Services
* Well-being staff in school
* Student Engagement and Inclusion Guidance
* Building Resilience Framework
* Victorian Anti-bullying and Mental Heath Initiative
 | Acceptable |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | Community of practice wellbeing and inclusion plan. |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

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| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress |  * School records attendance
* Student engagement policy to promote school attendance and address truancy, which is staged
* Recess and lunchtime supervision.
* Behaviour Support Plans to address individual truancy.
* Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)
* List of students to attend camp to be held at school site and by Teacher in Charge on camp.
* School excursion/camp risk assessment
 | Acceptable |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | Risk assessment on student who deemed to be at risk of this type of behaviour and strategies in place to ensure this does not happen. |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support |  * Student Support Services
* Well-being staff in school
* Managing Trauma Guide
* Incident Support and Operations Centre referrals
* Employee Assistance Program
 | Acceptable |

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| **Consequence** |
| Severe |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Medium |

 | Counselling provided where required. |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education | Site based policies and strategies* Lunchtime and recess supervision
* School based security measures e.g. duress alarm, CCTV
* Behavioral Code of Conduct
* School social media strategies to address online harassment
* Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student

School pursues specific interventions or referrals as required/appropriate:* Trespass order
* Child Protection referral
* Family violence referral

Specific supports for students with challenging behaviors and interventions:* Referral to Student Support Services (SSS)
* School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)
* Restraint and Seclusion procedures
* Respectful Relationships
* Health and Human Services Behaviour Support Services
* More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional
* School welfare officer/coordinator engaged

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
 | Acceptable |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |
| Influenza pandemic | Probable causes: contagious illness; Influenza virus; Vulnerability to infection Probable consequences: Spread of illness; High absenteeism |  * Sick and ill students and staff discouraged from being at school
* Flu injections offered to staff annually
* Regular risk infection procedures outlined at staff meetings
* Parents/carers informed of school policy regarding sick children in newsletter
 | Acceptable |

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| **Consequence** |
| Major |
| **Likelihood** |
| Possible |
| **Risk Level** |
| High |

 | Staff will take the temperature of students who are showing signs of feeling unwell.  Parents will be called to pick up students with a temperauture over 37.5 will be isolated and sent home as soon as possible.Staff will follow the porcedures as set out in the Covid 19 policy booklet. |

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| **Consequence** |
| Major |
| **Likelihood** |
| Possible |
| **Risk Level** |
| High |

 |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents: DET *School Operations Guide*[*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/)*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** |
| Severe |
| **Likelihood** |
| Likely |
| **Risk Level** |
| Extreme |

 | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Possible |
| **Risk Level** |
| High |

 |
| Snakes | Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals |  * School grounds are cleared of all refuse and grass is cut regularly
* Staff with first aid qualifications are trained in responding to a snake bite
* Staff wear protective footwear on yard duty
* School has a closed shoe policy
* Phone number of snake handler is on display in office
 | Effective |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 | Snak Action Plan is displayed in all rooms during summer and spring. |

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| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |
| Bushfire/Grassfire | Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals |  * Weekly checks of safety equip are conducted during bushfire season.
* School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.
* Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.
* Working bees to clear and clean up school site occur twice per year.
* EMP is reviewed and socialised with staff before fire season.
* School communicates closure plans for days of elevated fire danger to school community via newsletterat the start of the school year and prior to the fire danger period.
* ‘Annual facilities bushfire readiness review checklist’ is implemented in October to prepare for the bushfire season
* A WatchZone of 50kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents.
* Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for [*Excursions including camps and adventure activities*](https://www2.education.vic.gov.au/pal/excursions/policy), and will be reassessed if the forecast Fire Danger Rating is severe or extreme, or cancelled if in a determined Code Red weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before and during excursions is factored into the risk assessment and emergency management plan for all excursions.
* Pre-determined arrangements implemented as fire danger escalates in accordance with school’s category on the Bushfire at Risk Register and the [Bushfire Preparedness Relocation and Closure Procedures](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources).
	+ Closure on determined Code Red days
 | Effective |

|  |
| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Possible |
| **Risk Level** |
| High |

 | School ground maintained and watered regularly during fire seasons. |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Unlikely |
| **Risk Level** |
| Medium |

 |

Core Emergency Response Procedures

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| On-site evacuation/relocation procedure | When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.* Call **000** for emergency services and seek and follow advice.
* Evacuate students, staff and visitors to the undercover/basketball court area.
* Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
* Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
* Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

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

**Actions after off-site evacuation procedure*** Ensure any students, staff or visitors with medical or other needs are supported.
* Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
* Determine whether to activate your parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
* Direct all Media enquiries to DET Media Unit on 8688 7776.
* Contact the SSSO Network Coordinator if required.
* Print and issue pre-prepared parent letters and give these to students to take home.
* Ensure all staff are made aware of Employee Assistance Program contact details.
* Seek support from your region/regional Manager, Operations and Emergency Management if required.
* Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
* Complete your Post Emergency Record.
 |
| Lock-down procedure | When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.* Call **000** for emergency services and seek and follow advice.
* Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.
* Check that all external doors (and windows if appropriate) are locked.
* If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
* Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
* Divert parents and returning groups from the school if required.
* Ensure a telephone line is kept free.
* Keep public address system free.
* Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
* If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
* As appropriate, ascertain that all students, staff and visitors are accounted for.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

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

**Actions after lock-out procedure*** Ensure any students, staff or visitors with medical or other needs are supported.
* Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
* Determine whether to activate your parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
* Print and issue pre-prepared parent letters and give these to students to take home.
* Direct all Media enquiries to DET Media Unit on 8688 7776.
* Ensure all staff are made aware of Employee Assistance Program contact details.
* Contact the SSSO Network Coordinator if required.
* Seek support from your region/regional Manager, Operations and Emergency Management as required.
* Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
* Complete your Post Emergency Record.
 |
| Shelter-in-place procedure | When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. * Call **000** for emergency services and seek and follow advice.
* Chief Warden activates the Incident Management Team.
* Move all students, staff and visitors to the pre-determined shelter-in-place area ***the old school building***
* 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** |
| Building fire |  * **Call 000** for emergency services and seek and follow advice.
* Activate the fire alarm.
* If appropriate, follow the procedure for on-site evacuation.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Extinguish the fire (only if safe to do so).
* Evacuate to the basketball court.
* Check that all areas have been cleared and notify the Chief Warden.
* Check that all students, staff, visitors and contractors are accounted for.
* Report emergency to the Security Services Unit on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Contact parents as required.
* Direct all Media enquiries to DET Media Unit on 8688 7776

8688 77768688 7776. |
| Severe weather event |  * **Call 000** if emergency services are needed and seek and follow advice.
* Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
* Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
* During a severe storm:
	+ Remain in the building and keep away from windows.
	+ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
* Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
* Disconnect electrical equipment - cover and/or move this equipment away from windows.
* Report emergency to the Security Services Unit on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
 |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):*** Determine which services are affected and the extent of the impact.
* **Call 000** if emergency services are required to respond e.g. power lines down in front of school.
* Contact the relevant provider/s to report outage and ascertain when restoration will occur.
* Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
* Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.
* Report the loss of essential services to the Security Services Unit on 1800 126 126.
* Contact parents as required.
* Refer to the school’s Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.
* Insert any additional steps, including mitigation steps that you have identified in your risk assessment

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| Intruder |  * Check that all students, staff, visitors and contractors are accounted for.
* Call 000 for emergency services and seek and follow advice.
* Lock down
* Report the emergency to Security Services Unit on 9603 7999
 |
| Child Abuse |  In the event of an incident, disclosure, or suspicion of child abuse, the school will:* Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf>
* Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdfFor suspected student sexual offending, the school will:* Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>.
* Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdfIn the event of an incident, disclosure, or suspicion of child abuse, the school will:* Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf>
* Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdfFor suspected student sexual offending, the school will:* Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>.
* Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf>In the event of an incident, disclosure, or suspicion of child abuse, the school will:* Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf>
* Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

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.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdfFor suspected student sexual offending, the school will:* Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>.
* Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf |
| Information Security |  * Contact your IT specialist technician for advice and support
* If you require support from IMTD contact the Service Desk through one of the following mechanisms:
	+ Phone 1800 641 943
	+ Email servicedesk@edumail.vic.gov.au
	+ Submit an IT Service Request through the Service Gateway
* If the incident involves sensitive and/or personal information that may identify an individual without their consent
* Phone the privacy help desk on 8688 7967
* Email privacy@edumail.vic.gov.au
* Consider notifying the Media Unit on 8688 7776
* If the information security breach is considered malicious contact local police
* Offer impacted staff option to access EAP (as applicable)
* Offer Student Support Services support to impacted students (as applicable)
 |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion* Call’ 000’ if immediate/life threatening
* Administer first aid
* Contact parent/guardian of affected student
* Contact Incident Support and Operations Centre (ISOC) on 1800 126 126
* Record evidence (if applicable)
* Keep other students away from the emergency/incident
* Provide support for students who may have witnessed early stage of emergency

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| Mental Stress |  * If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’
* Administer first aid (if appropriate) – keep physically and emotionally safe
* Report the incident to the Incident Support and Operations Centre on 1800 126 126
* Consider whether the following supports are appropriate:
	+ School’s student wellbeing officers
	+ Student Support Services
	+ Doctors in Secondary Schools
	+ Kids Helpline - 1800 55 1800
	+ Headspace in schools 0458 559 736
	+ Lifeline - 13 11 14
	+ Referral to the Navigator program for wrapround support for disengaged learners
	+ Suicide prevention resources from Beyond Blue and/or Headspace
	+ CAT Team – acute mental health triage

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| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:* Search the immediate area
* Contact the parent/carer
* Contact ‘000’ for police to report child missing
	+ Provide a description, time last seen and location
* Report the incident to the Incident Support and Operations Centre on 1800 126 126

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| 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)](https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| 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):](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx%20)* For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) for **Managing a suspected or confirmed case of coronavirus (COVID-19)**
* For suspected cases in staff, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools**
* Also see the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Management of an unwell student or staff member**
* Principals are also to implement the actions outlined within the [action checklist for principals PDF](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.pdf) or in a [word accessible version](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.docx).
 |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff): * Contact ‘000’ for police/ambulance attendance
* Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
* Seek Student Support Services support
* Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including:
* Develop a Communications Plan – check what information can be released:
	+ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	+ Limit exposure to ongoing trauma, distressing sights, sounds and smells
	+ Continue to identify those most at risk and triage for support
	+ Consider tribute, memorial, ritual
* Monitor the wellbeing of staff
* Actively implement self-care strategies
* If the incident occurs on school premises/camp/excursion
	+ Preserve the evidence
	+ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	+ Contact Legal Division on 9637 3146
	+ Consider a Worksafe Notification 13 23 60
	+ Contact Communications Division/Media Unit on 8688 7776

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| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:* Intervene only if safe to do so
* Contact ‘000’ if immediate/life threatening and require police/ambulance attendance
* Initiate action to confine or isolate the aggressor
* Determine whether evacuation, lock-down or Shelter in Place is required.
* Administer first aid if required and safe to do so
* Contact parent/guardian of student(s) impacted
* Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126
* Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan
* Record evidence (if applicable)
* If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place

 If staff are directly impacted:* Consider lodging an eduSafe report
* Consider whether a report to WorkSafe is required
* Contact Employee Assistance Program for support
* Consider liaison with the Principal Early Intervention Program

 If there is an allegation of reportable conduct:* Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice

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| Snakes |  |
| Bushfire/Grassfire | **Bushfire/Grassfire Specific Emergency Response Procedures.****Triggers for Action.**The need for action by the school is triggered when there is a bushfire or grassfire that;* is observable, or
* identified via Vic Emergency App within 50 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.

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| --- | --- | --- |
| **Name** | **Role** | **Mobile number** |
| Insert name | Manager Operations and Emergency Management | Insert Number |
| Insert name | Emergency Management Support Officer | Insert Number |

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

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

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

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| --- | --- | --- |
| **VicEmergency Warning** | **What it means** | **School Actions** |
| **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; * remain on site, shelter in place (if required) and monitor the situation
* call parents to pick up their children
* evacuate the school to your offsite bushfire evacuation location (if applicable).
 |
| **Emergency Warning** | Issued when the community is in imminent danger of an incident/event and needs 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 to 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** | Issued when it is recommended that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property. | If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice. |
| **Evacuate Now** | Issued when it is recommended that the community leave immediately, or processes are in place to evacuate communities. | If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice. |

**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.

**Pre-emptive Actions:**This school is a Category 4 and will relocate/close FDR days in South Western Victoria***.*** The plan is attached to this EMP.This school will also close on determined Code Red fire danger days in South Western Victoria.When relocating due to elevated fire danger in line with this plan, the school will use the following relocation checklist: <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx>When closing due to elevated fire danger in line with this plan, the school will use the following closure checklist: <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx> |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal | Fiona Selway | 0355676346 | 55 659095 | 0438 659095 |
| Business Manager | Wendy Coyle | 55676346 | 0407886866 | 0407886866 |
| School Council President | Olivia Morgan | 0407833483 | 0407833483 | 0407833483 |
| Teacher | Katherine Bird | 0355676346 | 0355676346 | 0419500551 |

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 | Tony Fowler | 03 8871 2509 | 0475 823 445 |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Police Station | 55601333 |
| Hospital/s | 55631666 |
| Electricity | 132412 |
| Water Corporation | 1300 926 666 |
| Local Government | 55680100 |
| SES (flood, storm and earthquake) | 132 500 |

School Bus Emergency Contacts

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

Incident Management Team

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| **IMT Structure** |
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| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander |

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| --- |
| **Name:** |
| Fiona Selway |
| **Phone/Mobile:** |
| 0438 659095 |

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|  |
| --- |
| **Name:** |
| Katherine Bird |
| **Phone/Mobile:** |
| 0419500551 |

 |
| Operations Officer (Area Warden) |

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| --- |
| **Name:** |
| Katherine Bird |
| **Phone/Mobile:** |
| 0419500551 |

 |  |
| Communications Officer |

|  |
| --- |
| **Name:** |
| Wendy Coyle |
| **Phone/Mobile:** |
| 0407 886 866 |

 |  |
| Logistics Officer (Warden) |

|  |
| --- |
| **Name:** |
| Fiona Selway |
| **Phone/Mobile:** |
| 0438659095 |

 |  |
| First Aid Officer |

|  |
| --- |
| **Name:** |
| As above |

 |  |

Incident Management Team Roles & Responsibilities

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| Chief Warden/Education Commander | **Pre-Emergency*** Maintain current contact details of IMT members.
* Conduct regular exercises/drills.
* Ensure students/staff with special needs list and staff trained in first aid list are up to date.
* Ensure our emergency response procedures are kept up-to-date.
* Ensure staff on the IMT are aware of their responsibilities.

**During Emergency*** Attend the emergency control point.
* Ascertain the nature and scope of the emergency.
* Ensure that the emergency services have been notified.
* Ensure the appropriate response has been actioned.
* Convene our IMT as required.
* Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
* Brief the incoming emergency services and respond to their requests.
* Report the emergency to the Security Services Unit on 9589 6266.

**Post- Emergency*** When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.
* Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
* Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
 |
| Operations Officer (Area Warden) | **Pre-Emergency*** Regularly check and report on deficiencies of emergency equipment and kits.
* Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
* Participate in emergency exercises/drills.

**During Emergency** On hearing alarm or becoming aware of an emergency, the Operations Warden will:* Attend the emergency control point.
* Communicate with the Chief Warden by whatever means available and act on instructions.
* Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
* Direct logistics officer (wardens) to check the floor or area for any abnormal situation.
* Commence evacuation if the circumstances on their floor or area warrant this.
* Control the movement of people.
* Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
* Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
* Confirm that the logistics officer’s (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

**Post Emergency*** Compile report of the actions taken during the emergency for the debrief.
 |
| Communications Officer | **Pre-Emergency*** Assist the Chief Warden.
* Attend training in the use of the school’s communication system.
* Maintain records and logbooks and make them available for emergency response.
* Ensure emergency and parent contact details are up-to-date.
* Participate in emergency exercises/drills.

**During Emergency*** Attend the emergency control point.
* Ascertain the nature and location of the emergency. Maintain up to date information.
* Confirm that emergency services have been notified.
* Notify appropriate IMT members.
* At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
* Keep a log of events that occurred during the emergency.
* Act as directed by the Chief Warden.

**Post- Emergency*** Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
* Contact parents as required.
 |
| Logistics Officer (Warden) | **Pre-Emergency*** Ensure staff and students are aware of the emergency response procedures.
* Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
* Participate in emergency exercises/drills.

**During Emergency**Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:* Attend the emergency control point.
* Operate the communication system in place.
* Check that any fire doors and smoke doors are properly closed

. * Close or open other doors in accordance with the emergency response procedures.
* Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
* Ensure orderly flow of people into protected area.
* Assist occupants with disabilities.
* Act as lead of groups moving to nominated assembly areas.
* Report status of required activities to the operations officer (area warden) on their completion.
* Act as directed by the Chief Warden.

**Post- Emergency** * Compile report of the actions taken during the emergency for the debrief.
 |
| First Aid Officer | Pre-Emergency* Update training.
* Ensure they are aware of first aid equipment on site.

During Emergency* Tend to patients.
 |

Communication Tree

|  |
| --- |
| **Communication Tree** |
| **Fiona Selway****AH/mobile:0438659095****000****Emergency Services****Wendy Coyle****AH/mobile:0407886866****Katherine Bird AH/mobile: 0419500551****DET Regional Office/QARD Area Team****Approved Provider or** **Person with Management or Control Representative****Parents/Person with lawful authority A - E** **Parents/Person with lawful authority F - I** **Parents/Person with lawful authority J - N****Parents/Person with lawful authority O - Z** |

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 | Inability to access school site students and staff relocate to Panmure Primary School until safe to return to Cudgee Primary School. A loss of telephone have phone redirected to the Principals mobile phone. Data consistently backed up. |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Fiona Selway | 55 676346 | 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 | Back up to school data paper based systems flexible lesson planning |

|  |  |  |
| --- | --- | --- |
| 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)

|  |  |
| --- | --- |
| Details of arrangements | Suspend non-critical activities. Team teach where required. Access temporary staff. |

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

Business Continuity Checklist

|  |  |
| --- | --- |
| Action | Actioned? |
| Activate the school’s Incident Management Team |  |
| Evaluate the impact of the incident for:* School activities
* Impact over time
* Manageability
* Staffing levels
* Resources for recovery
 |  |
| Identify actions to mitigate impact, including:* Suspension of non-critical activities
* Mutual support arranged with other schools
* Distance/virtual learning Use of different areas within site
* Off-site activities
* Back–up of key school data
* Using paper based systems
* Flexible lesson plans
* Using generators, portable lighting
 |  |
| Produce an Action Plan for maintaining critical activities that includes:* Priorities
* Communications
* Resource deployment
* Allocation of specific roles
* Monitoring
* Reporting
* Stakeholder engagement
 |  |
| Establish a register to log all decisions and actions |  |
| Establish a register to log all financial expenditure incurred |  |
| Secure resources for continuity/recovery including:* Staffing
* Premises
* IT and equipment
* Welfare
 |  |
| Deliver appropriate communications including to:* Staff
* Parents/Carers
* School Council
* School bus contractor/bus coordinating school (as appropriate)
* Outside School Hours Care provider
* Other users of site
* Region
* Suppliers
* Local Shire/Municipality (as appropriate)
 |  |

Area Map

|  |
| --- |
| **Area Map** |
|  |

Evacuation Map

|  |  |
| --- | --- |
| **Building Name** | **Evacuation Procedures** |
| Cudgee Primary School | In the case of a school fire staff and students are to evacuate to the basketball court. The teacher of the lass at the time will do a roll call to ensure all students are safe. In the case of a grass fire students will be evacuated to the kitchen staff room area. Teachers will do a roll call. The Principal will ensure all staff or other visitors to the school have been evacuated and are safe. If there is a spare adult they will call 000. If not the Principal will call 000. If students or visitors are missing a delegated adult will be sent to look for them while another adult remains with the children. |
|  |