

Bellbrae Primary School

Emergency and Critical Incident Management Plan 2023-2024



50 School Road, Bellbrae, VIC, 3228
03 5261 2660 / bellbrae.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 1/09/2023

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	Bellbrae Primary School
Address	50 School Road, Bellbrae, VIC, 3228
Phone	03 5261 2660
Email	bellbrae.ps@education.vic.gov.au
Fax	03 5261 6177
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Barwon Area
LGA	Surf Coast (S)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 3
Operating Hours	Including OSHC, 7.30AM - 6PM.
Number of Students	467
Number of Staff	46
Number of Buildings	8
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	School buildings
On-site Evacuation Location	School Oval (when available) and outdoor basketball court
Off-site Evacuation Location	Bellbrae Reserve

Typical method used for communications to school community	School Newsletter, Compass online Portal
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Their Care-OHSC	BER building	approx 20	Monday-Friday 7am-8:45 and 3:30-6:30	52612660	0448752111

Building Information Summary

Telephones (landlines)

Location	Number
All classroom offices, administration offices, library and staffroom	Landline plus mobile
Administration Office	52612660

Alarms

Description	Location	Monitoring Company	Number
Fire	Office		Manually operated on bell system
Intrusion	Office		Manually operated by bell system
Other	STEM Learning Centre		Automated Fire System

Utilities

Description	Location	Service	Location of shutoff
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		Provider	Instructions
Gas / Propane			
Water	Room 5 Recessed Room		Turn to Off
Electricity	Office Foyer		Turn off Main Switch

Sprinkler System

Control Valve Location	
Shutoff Instructions Location	

Boiler Room

Location	
Access	

Emergency Power System

Type	Generator for water supply
Location	School Shed
Provides power to	School
Shutoff Instructions Location	School Shed on the machine

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	Some areas are a construction site- see OHS guidelines of Lyons Construction.

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
January February	Fire and evacuation drill On site Off site Lockout / Sheltering in	Kate Rudland	24/02/2023	24/02/2023
March April		Kate Rudland		
May June	Shelter in place- outside danger	Kate Rudland / Adrian Waters	19/05/2023	19/05/2023
July Aug	Lockdown- intruder	Kate Rudland/Adrian Waters	04/08/2023	27/10/2023
September October	BUSHFIRE and evacuation drill On site Off site Lockout / Sheltering in	Kate Rudland/Adrian Waters	27/10/2023	04/08/2023
November December	OVAL Fire and evacuation drill On site Off site Lockout / Sheltering in	Kate Rudland/Adrian Waters	17/11/2023	24/11/2023

First Aid Training

Staff Member	Training Completed	Date Qualified To
Belinda Bassi	Level 2	25/07/2023
Judy Smith	Level 2	25/07/2023
Kate Rudland	CPR/First Aid	05/10/2023
Alison Baeck	CPR/First Aid	05/10/2023
Luke Heard	CPR/First Aid	05/10/2023
Matt Keys	CPR/First Aid	05/10/2023
Luke O'Meara	CPR/First Aid	05/10/2023
Kade Petering	CPR/First Aid	05/10/2023
Dave Semianiw	CPR/First Aid	05/10/2023
Phil Hambrook	First Aid	27/09/2024

Other Training Record

Staff Member	Training Type	Date
Staff First Aid Records	First Aid Records - 2018	30/01/2017
Staff First Aid Records	First Aid Records - 2020	05/10/2020

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	10
Asthma	0	52
Autism	0	4
Hearing impaired	0	0
Vision impaired	0	0
Mobility issues	0	0
Diabetes	1	1
Epilepsy	0	2

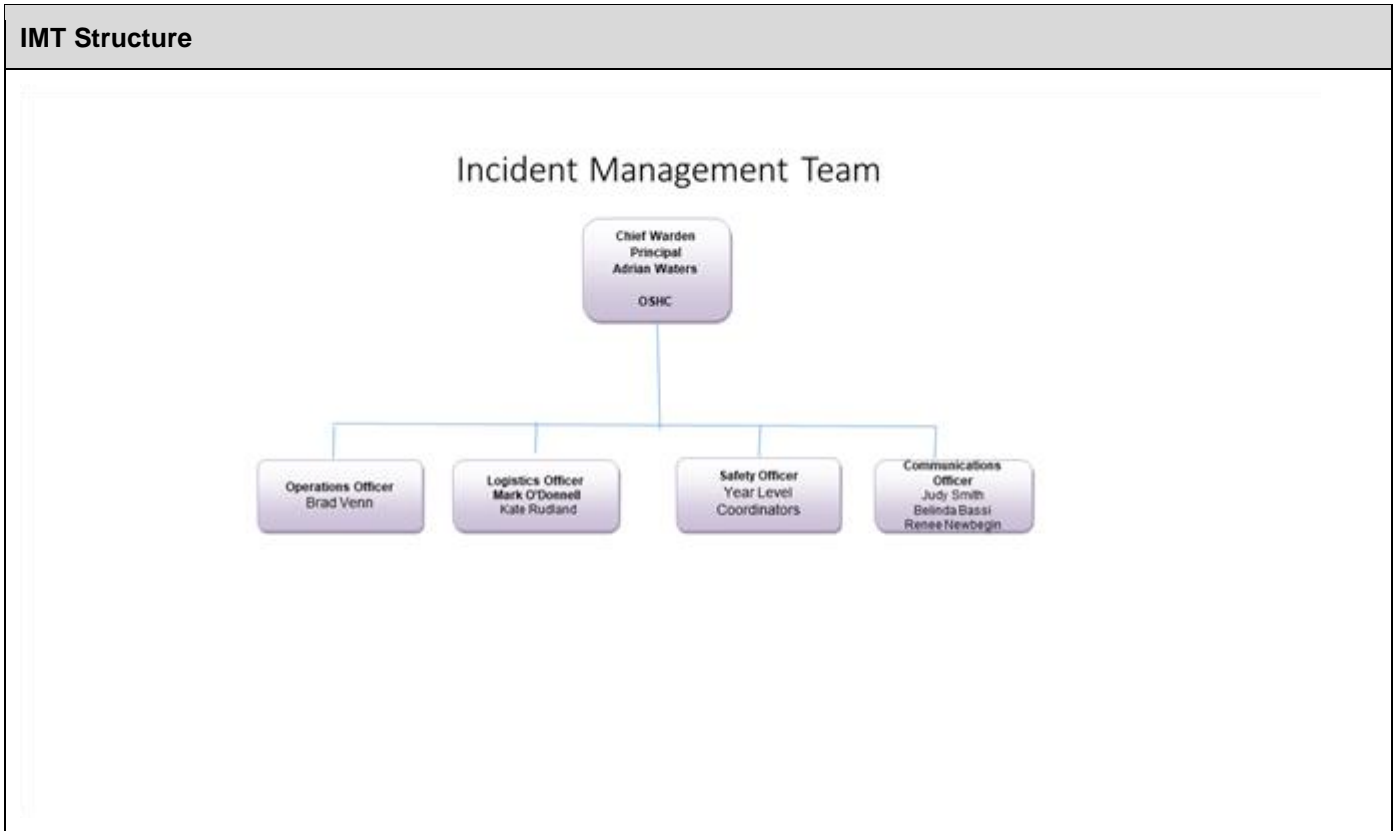
Emergency Kit Checklist

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
Whistle	Yes
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	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	25/03/2022
Next check date	31/08/2022

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander		
Communications Officer		
Operations Officer (Area Warden)		

Logistics Officer (Warden)	
Planning Officer	

Incident Management Team Roles & Responsibilities

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

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

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

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal / Director	Adrian Waters	5261 2660	0415088953	0415088953
Assistant Prin. 1	Brad Venn	5261 2660	0491117615	0491117615
OHSC Coordinator	Lachlan Morrissey	52612660	0448752111	0448752111
Foundation	Kate Rudland	52612660	0438120399	0438120399
Year 1	Tess Barson	5261 2660	0419398145	0419398145
Year 2	Matt Messenger	5261 2660	0406518090	0406518090
Year 3	Emily Leggett	52 61 2660	0411695074	0411695074
Year 4	Mark O'Donnell	5261 2660	0419561775	0419561775
Year 5	Lucas Reid	52612660	0401521448	0401521448
Year 6	Damien Schmidt	5261 2660	0409381781	0409381781
Welfare Officer	Bree Schmidt	5261 2660	0402728760	0402728760
OHS Officer 2	Kate Rudland	5261 2660	0438120399	0438120399
School Council President/ Committee Chair	Leigh Giddings		0412256029	0412256029
Children Services	Annie O'Loughlin	52155427	52155427	
OHS Officer 1	Mark O'Donnell	52612660	0419561775	0419561775

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	Matthew Sahyoune	(03) 4245 9172	0409 061 036
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	Brendan Bush	0438196687	0438196687
SSSO Team Leader	Tracy Banks	52498702	0407886533

Local / Other Organizations

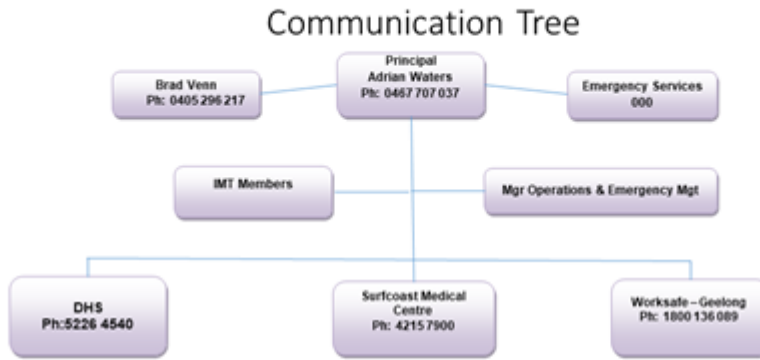
Name	Phone
Local Police Station	52643400
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Hospital(s)	Geelong 52 267 111
Gas (check for local number)	GAS (Origin Energy) 1800 808 526
Electricity (check for local number)	POWERCOR 132412
Water Corporation (check for local number)	Barwon Water 5226 9200
Department of Human Services (Regional Office)	131172
Department of Human Services- Child Protection (Regional Office)	1800 075 599 / 131 278
Local Government	Surfcoast 1300 610 600 / 52610600
EPA	9695 2722
DEECD Regional Office	5225 1000
Emergency Management Services Unit (ESMU)	9589 6266
Other	Poison Information Centre 131126

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
T8	Jan Juc	Public Bus	03 52232111
T9	Jan Juc	Public Bus	03 52232111
Country Bus	Bellbrae/Freshwater Creek/Anglesea	Bellbrae	03 5243 8772

Communication Tree

Communication Tree



Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	Bushfire Students, staff and visitors in danger. Need to be evacuated as soon as possible 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	Bushfire Evacuation Drills throughout the year. Act on advice from all relevant parties.	Effective	Consequence Major Likelihood Possible Risk Level High	Torquay College to act as sister school on extreme fire danger days.	Consequence Major Likelihood Unlikely Risk Level Medium
Bushfire/Grassfire	Grassfire Students, staff and visitors in danger. Need to be evacuated as soon as possible (as per Evacuation Map guidelines).	Evacuation drills, continual maintenance on school properties and surrounding properties. Act on advice from all relevant parties.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Torquay College to act as sister school on extreme fire danger days. Regular maintenance of school grounds and surrounds.	Consequence Moderate Likelihood Rare Risk Level Low
Building fire	Students, staff and visitors in danger. Need to be evacuated as soon as possible (as per evacuation map guidelines).	Evacuation Drills, yearly test and tag procedure, Quarterly risk assessments.	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Evacuate to allocated evacuation area. (see map)	Consequence Major Likelihood Unlikely Risk Level Medium
Intruder	Students, staff and visitors in danger. Need to assess as soon as possible.	Sign-In procedure, WWCC, Contractor's Sign in, Lock-down drills undertaken.	Effective	Consequence Major Likelihood Possible Risk Level High	Activate lock down procedures. New strong room extension phone to be used for office staff.	Consequence Major Likelihood Rare Risk Level Medium
Heatwave	Heat stroke	Education Department guidelines/procedures.	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	Keep students indoors. Severe weather timetable. Ensure adequate drinking water available. Cancellation of school sport.	Consequence Moderate Likelihood Rare Risk Level Low

Severe weather event	Falling Branches	Education Department guidelines/procedures	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	Wet/windy weather timetables Limit play space in severe circumstances	Consequence Moderate Likelihood Rare Risk Level Low
Flood	Drowning, severe injury	Education Department guidelines/procedures	Acceptable	Consequence Major Likelihood Unlikely Risk Level Medium	Escort students to dry area (Shelter-in Place or Offsite assembly area).	Consequence Moderate Likelihood Rare Risk Level Low
School Bus Accident Incident	Severe Injury or death	Bus Sign On documents, contact details, bus routes are outlined.	Effective	Consequence Major Likelihood Possible Risk Level High	Staff Car Park blocked off 3 x staff members on bus duty Follow guidelines of Emergency Management Contact parents of bus travellers.	Consequence Major Likelihood Unlikely Risk Level Medium
Earthquake	Students, staff and visitors in danger. Need to assess as soon as possible.	Department Guidelines	Acceptable	Consequence Major Likelihood Rare Risk Level Medium	Severe weather timetable. Act on advice from all relevant parties.	Consequence Major Likelihood Rare Risk Level Medium
Bomb Threat	Students, staff and visitors in danger. Need to assess/evacuate as soon as possible.	Evacuation drills throughout the year.	Acceptable	Consequence Severe Likelihood Unlikely Risk Level High	Activate lock down procedures.	Consequence Severe Likelihood Rare Risk Level Medium
Snakes	Students, staff and visitors in danger. Need to assess as soon as possible.	Continual Maintenance of school grounds and surrounding properties.	Acceptable	Consequence Moderate Likelihood Possible Risk Level	Adult supervision in edible garden area and yard. Maintenance of school grounds.	Consequence Moderate Likelihood Unlikely Risk Level

				Medium		Medium
Water Contamination	Students, staff and visitors in danger. Need to assess as soon as possible.	Set procedure in place as per Department guidelines.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Provision of bottles drinking water to each classroom. Large containers of fresh water in central areas.	Consequence Minor Likelihood Unlikely Risk Level Low
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Evacuations throughout the year.	Acceptable	Consequence Major Likelihood Rare Risk Level Medium	Activate Lock down procedures and contact authorities where needed.	Consequence Major Likelihood Rare Risk Level Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)	Department Guidelines	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Refer to current COVID 19 Safety Management Plan or other Department guidelines where applicable.	Consequence Moderate Likelihood Possible Risk Level Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	As per Department recommendations and advice.	Acceptable	Consequence Moderate Likelihood Likely Risk Level High	Provision of bottles drinking water to each classroom. Large containers of fresh water in central areas. Manually flush toilets with buckets. Portable toilets and drinking taps brought in where necessary.	Consequence Minor Likelihood Possible 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	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Exercise mandatory reporting procedures and contact police. Annual updates of Child Safe Documentation.	Consequence Major Likelihood Unlikely Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) 	Acceptable	Consequence	Inform relevant authorities.	Consequence

	systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT • E-smart 		<p>Moderate Likelihood Possible Risk Level Medium</p>		<p>Moderate Likelihood Rare Risk Level Low</p>
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer 	Effective	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	Exercise existing controls.	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 	Acceptable	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	Exercise existing controls. Utilise Well being support staff and other agencies where relevant.	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour 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 	Effective	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	Exercise current controls and contact relevant authorities. Use relevant forms and websites such as SAL.	<p>Consequence Moderate Likelihood Rare Risk Level Low</p>
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury,	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	<p>Consequence Major Likelihood Possible Risk Level High</p>	Exercise current controls and involve relevant support staff and agencies.	<p>Consequence Major Likelihood Possible Risk Level High</p>

	impact on well-being requiring support					
Violence, Aggression and/or harassment	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors</p> <p>Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> Lunchtime and recess supervision School based security measures e.g. duress alarm, CCTV 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 <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> Trespass order Child Protection referral Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> Referral to Student Support Services (SSS) School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) Restraint and Seclusion procedures Respectful Relationships Health and Human Services Behaviour Support Services More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> Diffusion strategies and training for staff Conflict management training Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> Employee Assistance Program (EAP) for impacted staff Principal Mentor Program Proactive Wellbeing Supervision Principal Health Checks Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> School breakfast club (where available) School wide Positive Behaviour Support Koori inclusive School Wide Positive Behaviour Support 	Effective	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	Exercise current controls.	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
COVID-19	<p>Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures</p>	<p>Existing controls are detailed within the following documents:</p> <p>DET <i>School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p>	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. Follow procedures as specified in Operational Guidelines.	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level</p>

		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).		Medium		Medium
School Bus Program Emergencies – Client School	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> Compliance with the School Bus Program Emergency Management Operational Guidelines School’s EMP is consistent with bus operators EMP School Bus Program emergency management procedures are socialised with school and bus operators. Students are supervised during bus arrivals and departures Log of bus travel risks maintained. School maintains accurate bus rolls to determine who is travelling on a school bus each day. School maintains emergency contact records for all students travelling on buses. School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled. 	Acceptable	Consequence Major Likelihood Possible Risk Level High	Act on advice from relevant agencies.	Consequence Major Likelihood Possible Risk Level High
School Bus Program Emergencies – Coord Schools	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> Compliance with School Bus Program Emergency Management Operational Guidelines or Students with Disabilities Transport Program Emergency Management Operational Guidelines <i>[select relevant program guidelines and remove other]</i> School EMP contains accurate bus route information, route maps and emergency contact details A copy of the school’s EMP is provided to Bus operators Regular meetings held with Bus operators to support consistency of procedures. School Bus Program emergency management procedures are socialised with the school, client schools Students are supervised during bus arrivals and departures Bus coordinator appointed Log of bus travel risks maintained School maintains accurate bus rolls to determine who is travelling on a school bus each day School maintains emergency contact records for all students travelling on buses 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Act on advice from relevant agencies.	Consequence Moderate Likelihood Possible Risk Level Medium

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

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Evacuate students, staff and visitors to your assembly areas. • 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. <p>Actions after on-site evacuation/relocation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your Bellbrae Hall or Bellbrae Reserve. • 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).

	<ul style="list-style-type: none"> • 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. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre 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. • Use COMPASS to notify parents once it is safe to do so. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • 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. • Chief Warden to Ring Chime and repeat instructions. • 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.

	<ul style="list-style-type: none"> • 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. <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre 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. • Notify parents through Compass online portal • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside ○ Obtain Emergency Kit • Go to the designated assembly point/s - Oval or basketball court/ or off site assembly 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. <p>Actions after lock-out procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. • Determine whether to activate your parent re-unification process.

	<ul style="list-style-type: none"> • 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.
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> ▪ Call 000 for emergency services and seek and follow advice. ▪ Chief Warden activates the Incident Management Team. ▪ Move all students, staff and visitors to the pre-determined shelter-in-place area BER 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. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in-place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management 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																		
Bushfire/Grassfire	<p>Bushfire/Grass fire Specific Emergency Response Procedures.</p> <p>Triggers for Action.</p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> is observable, or identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school. there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> 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. <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 33%;">Name</th> <th style="width: 33%;">Role</th> <th style="width: 33%;">Mobile number</th> </tr> </thead> <tbody> <tr> <td>Adrian Waters</td> <td>Manager Operations and Emergency Management</td> <td>0415088953</td> </tr> <tr> <td>Kate Rudland/Brad Venn/Mark O'Donnell</td> <td>Emergency Management Support Officer</td> <td>0438120399/0491117615/0419561775</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 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. <p>Other sources of Information</p> <ul style="list-style-type: none"> 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. <p style="text-align: center;">Actions for the School when it is within a VicEmergency warning area</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 25%;">VicEmergency Warning</th> <th style="width: 45%;">What it means</th> <th style="width: 30%;">School Actions</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Advice Warning</td> <td>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.</td> <td>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</td> </tr> <tr> <td style="vertical-align: top;">Watch and Act Warning</td> <td>Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</td> <td>If your school is in a Watch and Act Warning area, seek advice and then decide whether to;</td> </tr> </tbody> </table>	Name	Role	Mobile number	Adrian Waters	Manager Operations and Emergency Management	0415088953	Kate Rudland/Brad Venn/Mark O'Donnell	Emergency Management Support Officer	0438120399/0491117615/0419561775	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;
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	<ul style="list-style-type: none"> • 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. • <p>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.</p> <p>Emergency Warning Issued when the community is in imminent danger of an incident/event and need to take action now.</p> <p>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 to prepare their family, gather critical items and protect their property.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>Evacuate Now Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>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.</p> <ul style="list-style-type: none"> • 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 BER Building. • 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 BER Building 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 (BER) and the evacuation path between the Shelter in Place BER and Offsite Bushfire Evacuation Location. (Bellbrae Reserve) • 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.
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	<ul style="list-style-type: none"> • Check all windows and doors in the Shelter in Place (BER) 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. <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>
Building fire	<ul style="list-style-type: none"> • 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 oval, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • 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 9637 2871 • Contact parents as required
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour.

	<ul style="list-style-type: none"> • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 9603 7999. • 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 9637 2871 •
Heatwave	<p>To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures. Actions may include the following:</p> <ul style="list-style-type: none"> • Call 000 if medical assistance is required <p>Scheduling/Activities</p> <ul style="list-style-type: none"> • Restrict outdoor time. • Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks. • Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area). • Reschedule/move classes from classrooms with direct sunlight/no cooling. • In extreme weather conditions, schools may: <ul style="list-style-type: none"> • reduce midday recess to no less than thirty minutes • adjust dismissal time accordingly. • Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities. • Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program. • Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents. <p>Hydration</p> <ul style="list-style-type: none"> • Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs. • Drinks containing caffeine such as coffee and tea should be avoided. • Remind parents to provide their child with water and modified uniform • Include information on the school's arrangements for managing hot weather in the school newsletter. • Ensure staff monitor students for early signs of heat stress/dehydration. <p>Indoors</p> <ul style="list-style-type: none"> • Ensure indoor spaces have appropriate ventilation or air conditioning. • Display dealing with heat posters in prominent locations in the school. • Review first aid kits and the need to supplement stock of ice packs and hydrolyte. <p>Notification/Information</p> <ul style="list-style-type: none"> • Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126. • Seek advice from your SEIL or regional emergency management staff if required. • Direct any media enquiries to DET Media Unit on 8688 7776

<p>Severe weather event</p>	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 9603 7999. • 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. <p>After the severe weather event</p> <ul style="list-style-type: none"> • After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm. • Direct all media enquiries to DET Media Unit on 9637 2871. • Contact parents as required.
<p>Flood</p>	<ul style="list-style-type: none"> • Call 000 if immediate/life threatening • Monitor the VicEmergency website and/or VicEmergency App • Contact the VicEmergency hotline on 1800 226 226 for information • Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice • Report emergency to the Incident Support and Operations Centre 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. • Do not drive, ride or walk through floodwater
<p>School Bus Accident Incident</p>	<p>Use this procedure for an emergency that arises involving a government school bus en route.</p> <p>The Bus Coordinating Principal will:</p> <ul style="list-style-type: none"> • Contact emergency services agencies to ascertain local information on status of any notified emergency. • Report emergency to the Security Services Unit on 1800 126 126. • Advise emergency services of the status and location of bus services and seek assistance if required. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm/provide instruction to driver with regard to destination.

	<ul style="list-style-type: none"> • Notify client school principals and any other facility with passengers on the affected service. • Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver. • Where possible keep an accurate record of the event. • Direct all Media enquiries to DET Media Unit on 8688 7776. • A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP.
<p>Earthquake</p>	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ 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 ○ HOLD on until the shaking stops. <p>After the earthquake</p> <ul style="list-style-type: none"> • Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. • If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. • Arrange medical assistance where required. • Help others if you can. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Contact parents as required. • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.

Bomb Threat

If a suspicious object is found (or the threat identifies the location of a bomb)

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Report the emergency to the Security Services Unit on 9603 7999.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

- Evacuate the school and:
 - Ensure students and staff are not directed past the object
 - Alert any other services co-located at the school site
 - Check that all students, staff and visitors are accounted for
 - Restrict all access to the site and ensure there are no barriers inhibiting access by police

Communication

- Provide police with details of the situation, including actions 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:
 - call 000 for police on a separate phone
 - notify the Chief Warden/principal
 - 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):
 - gender of caller
 - age of caller
 - accents and speech impediments
 - background noises
 - key phrases used
 - whether the threat is automated/taped/recorded.

Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:

	<ul style="list-style-type: none"> ○ DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
Snakes	

	<ul style="list-style-type: none"> • Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. • Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. • If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. • If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. • If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. • If the snake is located inside a building, consider the need to evacuate the classroom or building. • Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. • If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. • Report the incident to the Incident Support and Operations Centre on 1800 126 126.
<p>Water Contamination</p>	<ul style="list-style-type: none"> • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Notify staff, students and visitors of restricted water supply to staff, students and visitors of restricted water supply. • Source alternative drinking water where possible • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Seek advice in regards to clean up requirements. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required • Notify Worksafe if required. • Report on <i>eduSafe</i>. • Direct all Media enquiries DET Media Unit on 8688 7776. • Call 000 for emergency services and seek and follow advice. (If required).
<p>Bomb/substance threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site

	<ul style="list-style-type: none"> ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police <p><i>Communication</i></p> <ul style="list-style-type: none"> ● Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. ● Contact parents when evacuation is complete and it is safe to do so. ● Notify your regional emergency management contact and seek advice if necessary. ● Direct all Media enquiries to DET Media Unit on 9637 2871. ● Await "all clear" advice from police before returning to school buildings to resume normal school activities. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> ● DO NOT HANG UP ● Keep the person talking for as long as possible and obtain as much information as possible. ● Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. ● Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> ● where exactly is the bomb/substance located? ● what time will the bomb explode/the substance be released? ● what will make the bomb explode/how will the substance be released? ● what does the bomb look like? ● what kind of device/substance is it? ● who put the bomb/substance there? Why was it put there? ● what kind of substance is it (gas, powder, liquid)? How much is there? ● where are you? Where do you live? ● what is your name? What are your contact details? ● Once the call is finished: <ul style="list-style-type: none"> ○ DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival.
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	<p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at</p>

https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

For suspected student sexual offending, the school will:

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

The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at

https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

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

- Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf
- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

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.

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https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

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- 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

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

<p>Mental Stress</p>	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’ • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School’s student wellbeing 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 wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact ‘000’ for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact ‘000’ for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>‘Managing Trauma’</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual

	<ul style="list-style-type: none"> • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, 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
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.

	<ul style="list-style-type: none"> • 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
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of corona virus (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 regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
<p>School Bus Program Emergencies – Client School</p>	<p>Forecast Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's Emergency Management Plan • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • receive notification of school bus service cancellations from the coordinating principal (or delegate) • notify parents/guardians of affected students of the bus cancellation(s) • notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations • make alternative transport arrangements for students as required • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. <p>Rapid Onset Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's EMP

	<ul style="list-style-type: none"> • call 000 to request emergency assistance if required • use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings • receive notification of impacts to the school bus service from the coordinating principal • hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal • notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up • notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. <p>After an Emergency The client school principal will:</p> <ul style="list-style-type: none"> • participate in post-event debriefs led by either DET or DOT as appropriate • document learnings from the event • receive and provide feedback from/to stakeholders as appropriate • update the EMP (as required) with support and advice from DET regional emergency management staff
<p>School Bus Program Emergencies – Coord Schools</p>	<p>Forecast Emergencies The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • enact the school’s Emergency Management Plan • complete the following by 3.30pm the day prior to the forecast emergency event: <ul style="list-style-type: none"> ○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Procedures for Education Facilities for Fire Danger Rating (FDR) forecasts) ○ seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast) • notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ○ school bus operators ○ client school principals ○ early childhood services (if applicable) ○ parents/guardians of affected students from the coordinating school ○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ○ DE regional emergency management staff ○ Continue to liaise with DE regional emergency management staff to advise of the situation and actions taken.

Rapid Onset Emergencies

The Coordinating Principal (or delegate) will:

- enact the school's Emergency Management Plan
- call 000 to request emergency assistance, if required
- use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings
- convene an Incident Management Team (IMT) as required
- notify and seek advice from the SEIL and/or DET regional emergency management staff as required
- report emergency to the Incident Support and Operations Centre on 1800 126 126
- direct all media enquiries directly to the DE Media Unit
- conduct the following actions as relevant to the situation:
 - make a decision whether to cancel an affected or potentially affected bus route in full
 - hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.
 - liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given
 - Notify parents/carers and client schools of bus route service cancellations

when students are en route:

- advise emergency services of the status and location of bus services and seek assistance if required
- confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so
- ensure confirmation of bus's arrival at destination is received from the bus driver

when overnight or before school:

- determine whether the bus service is to be cancelled or not

when students are at school:

- notify the following stakeholders of the status of the school bus service:
 - school bus operators
 - client school principals (government and non-government)
 - early childhood services (if applicable)
 - parents/guardians of affected students from the coordinating school
 - other approved travellers (which could include teachers, general public, tertiary students and pre-school students)
 - DE Incident Support and Operations Centre (ISOC) on 1800 126 126
 - DE regional emergency management staff
- keep an accurate log of all actions/decisions in relation to the event.

No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.

After an Emergency

The coordinating principal will:

- participate in post-event debriefs led by either DE or DOT as appropriate
- document learnings from the event
- receive and provide feedback from/to stakeholders as appropriate
- update the EMP (as required) with support and advice from DE regional emergency management staff

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	Torquay College, Torquay to share their learning space with our staff and students in the unlikely situation that our school site was not safe to access.
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Name	Contact Details	Support Role

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

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

Details of arrangements	Use of generator for water supply. Update current phone service- see Tech Support Extend Mobile Phone Facility.
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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	CRTs Split classes Relocate to Torquay College if necessary.
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Name	Contact Details	Support Role

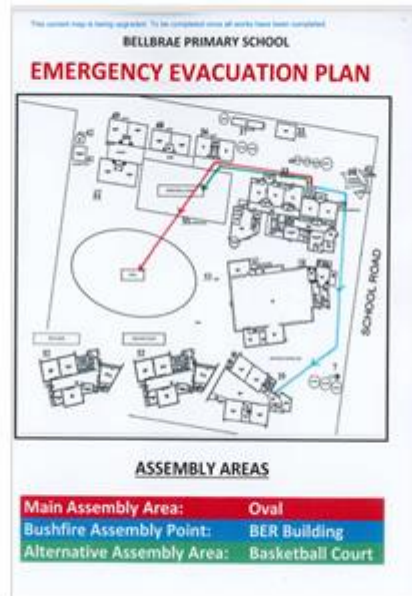
Business Continuity Checklist

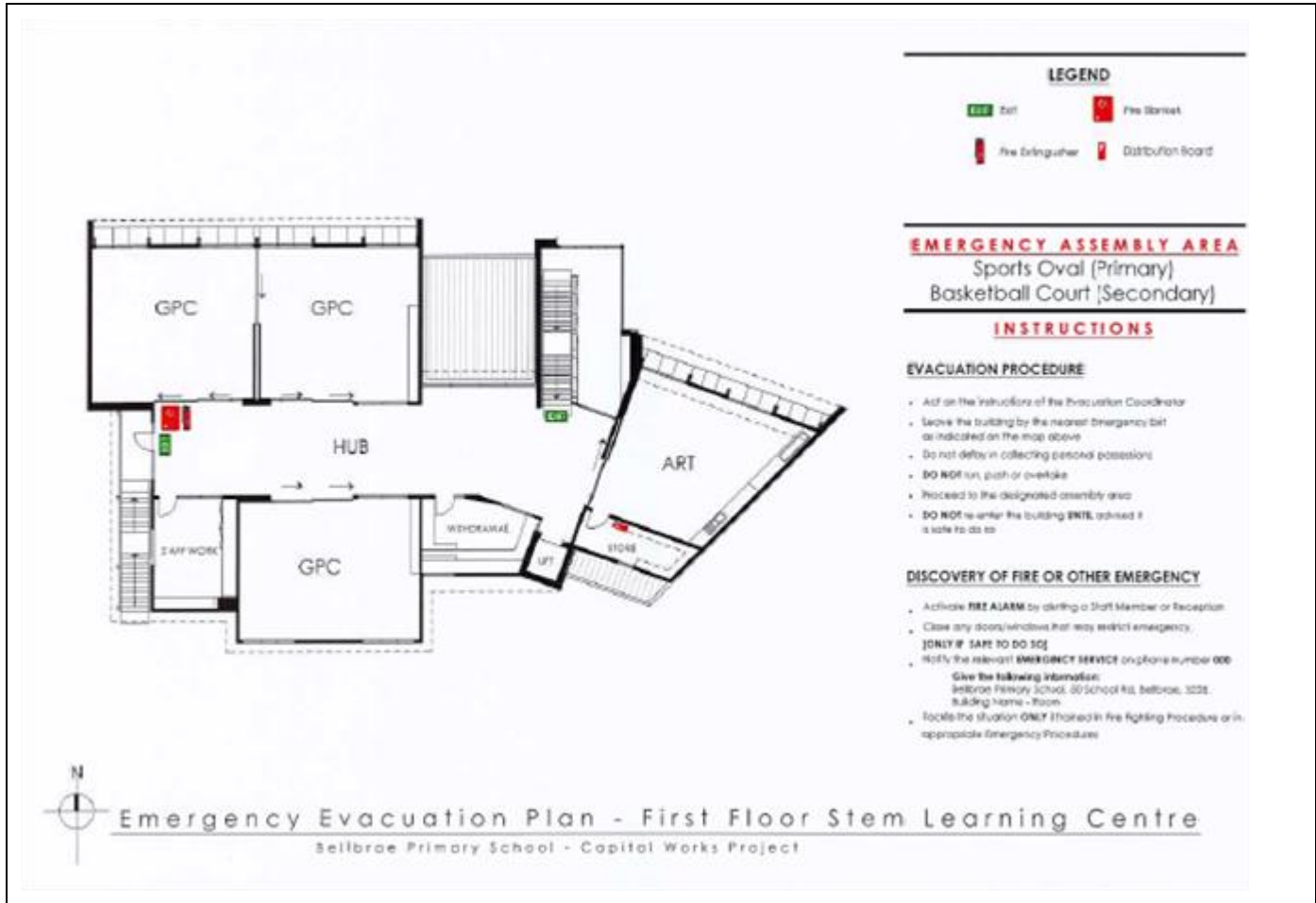
Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including: <ul style="list-style-type: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

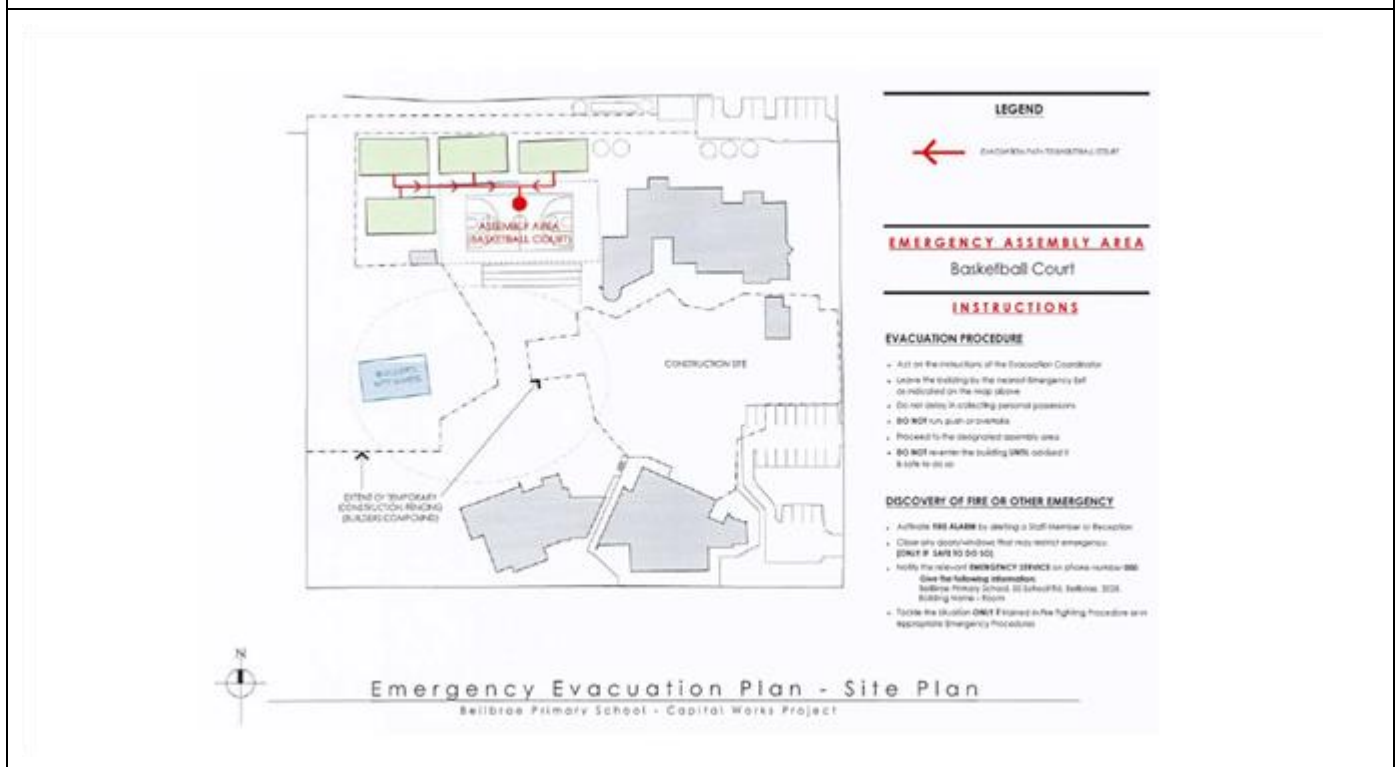
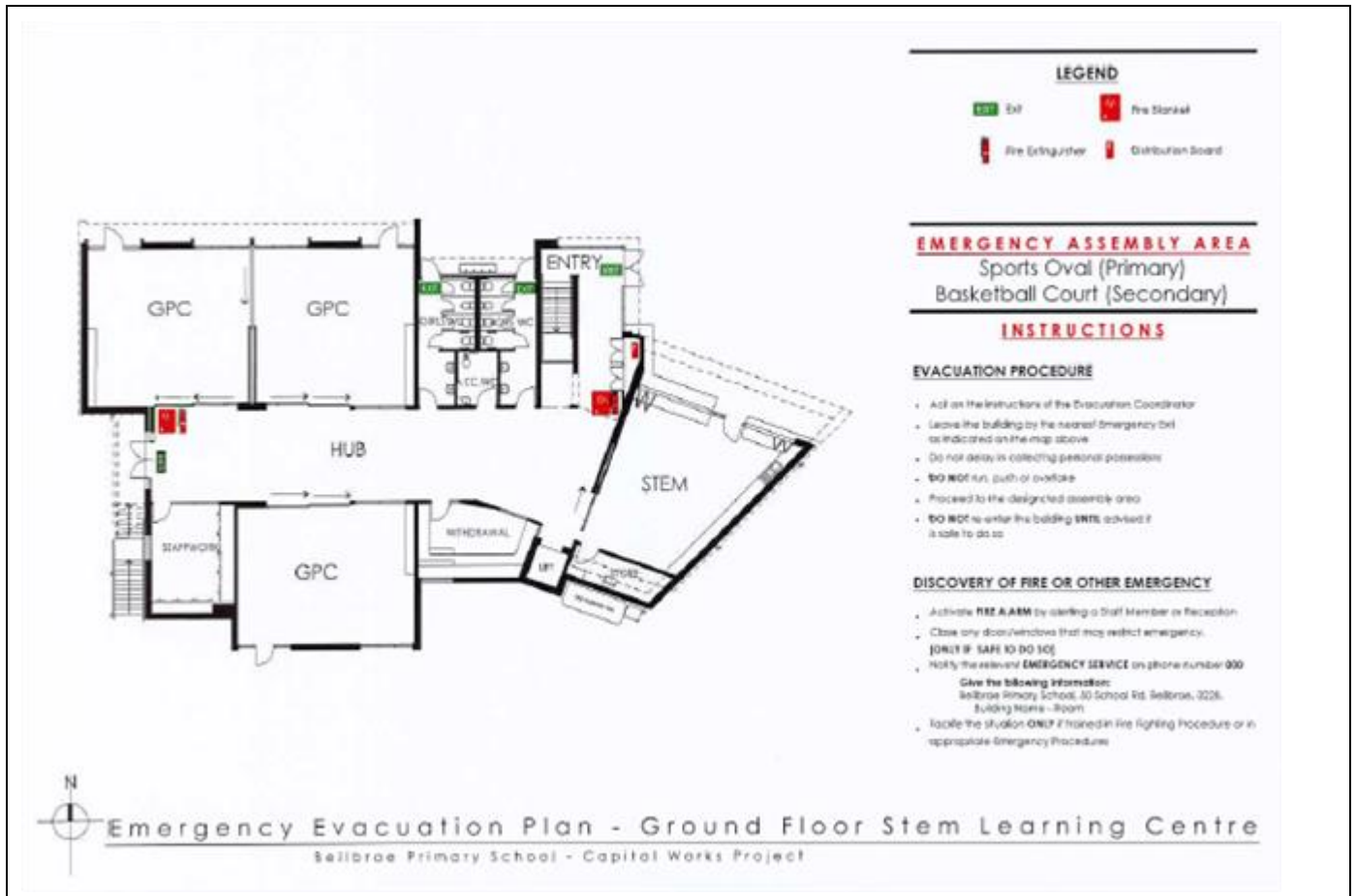
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> • 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) 	

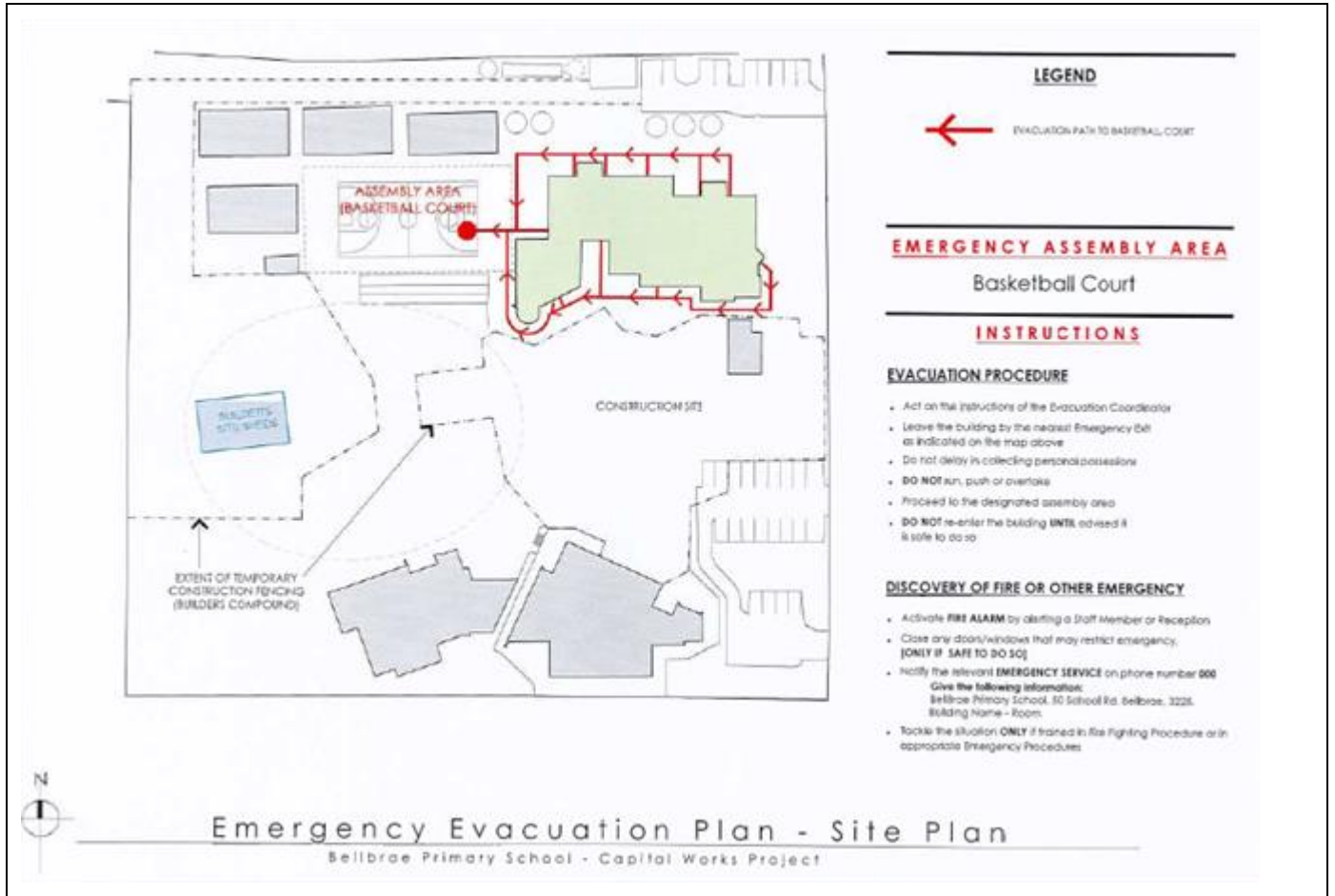
Area Map

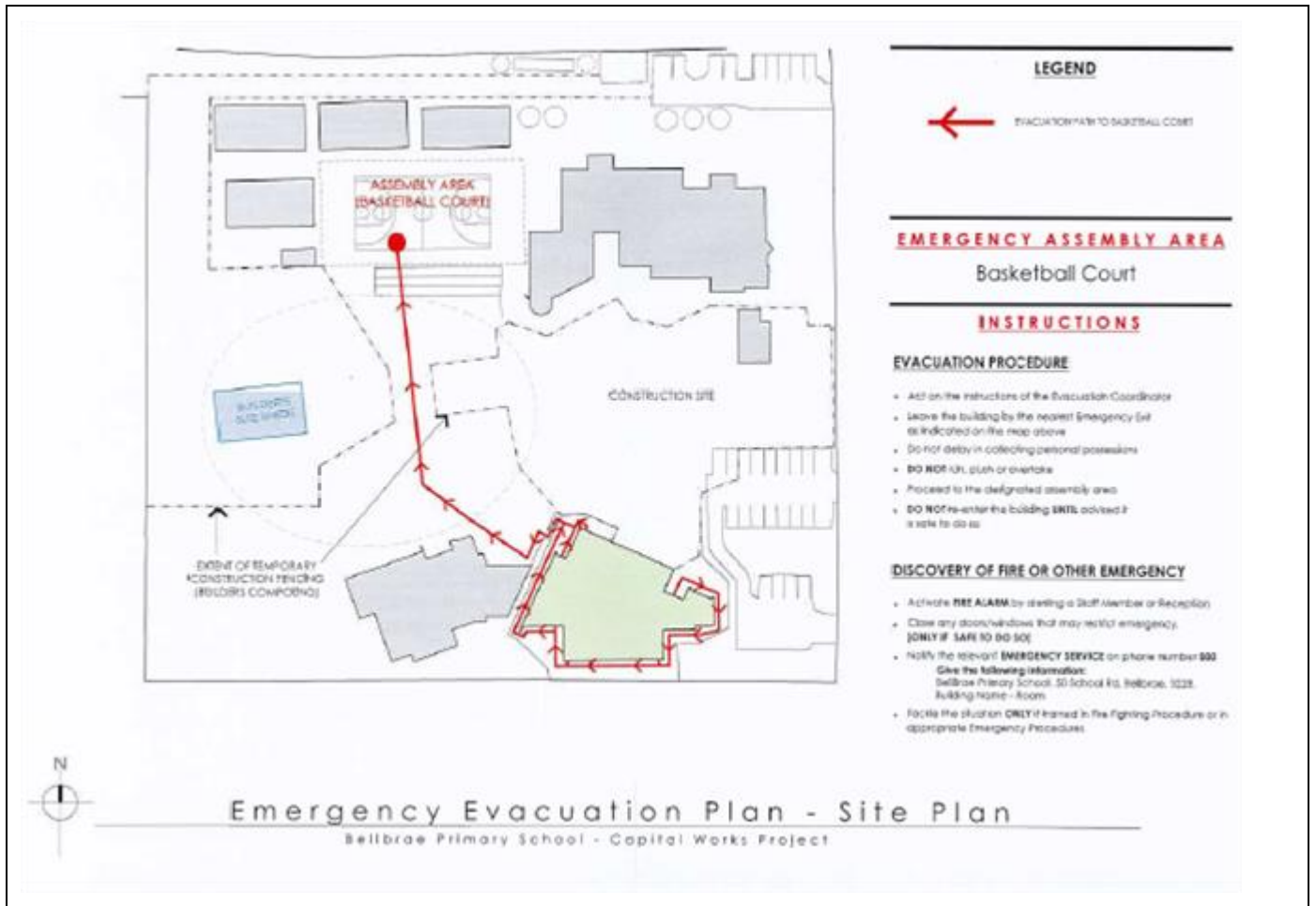
Area Map

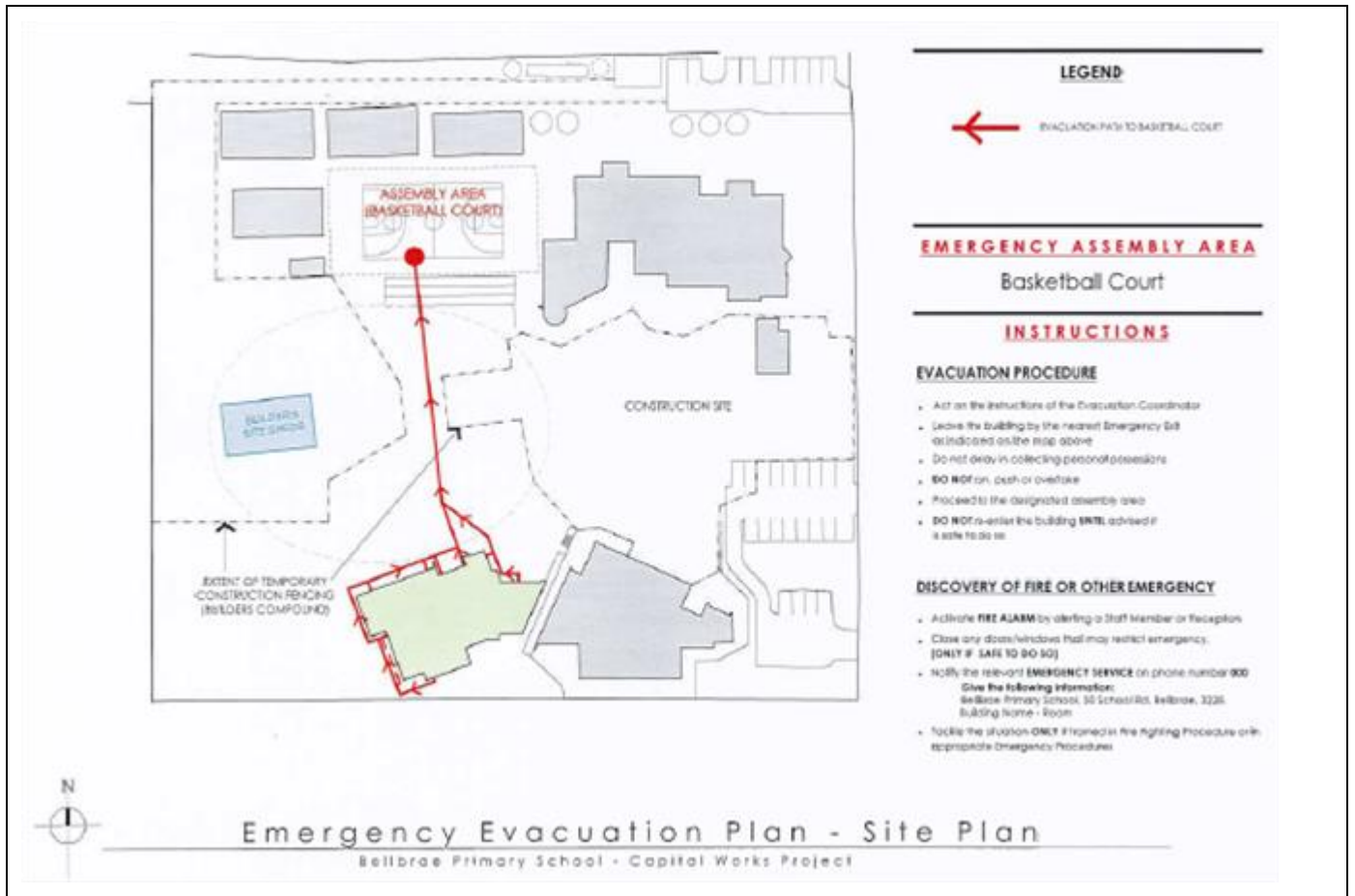






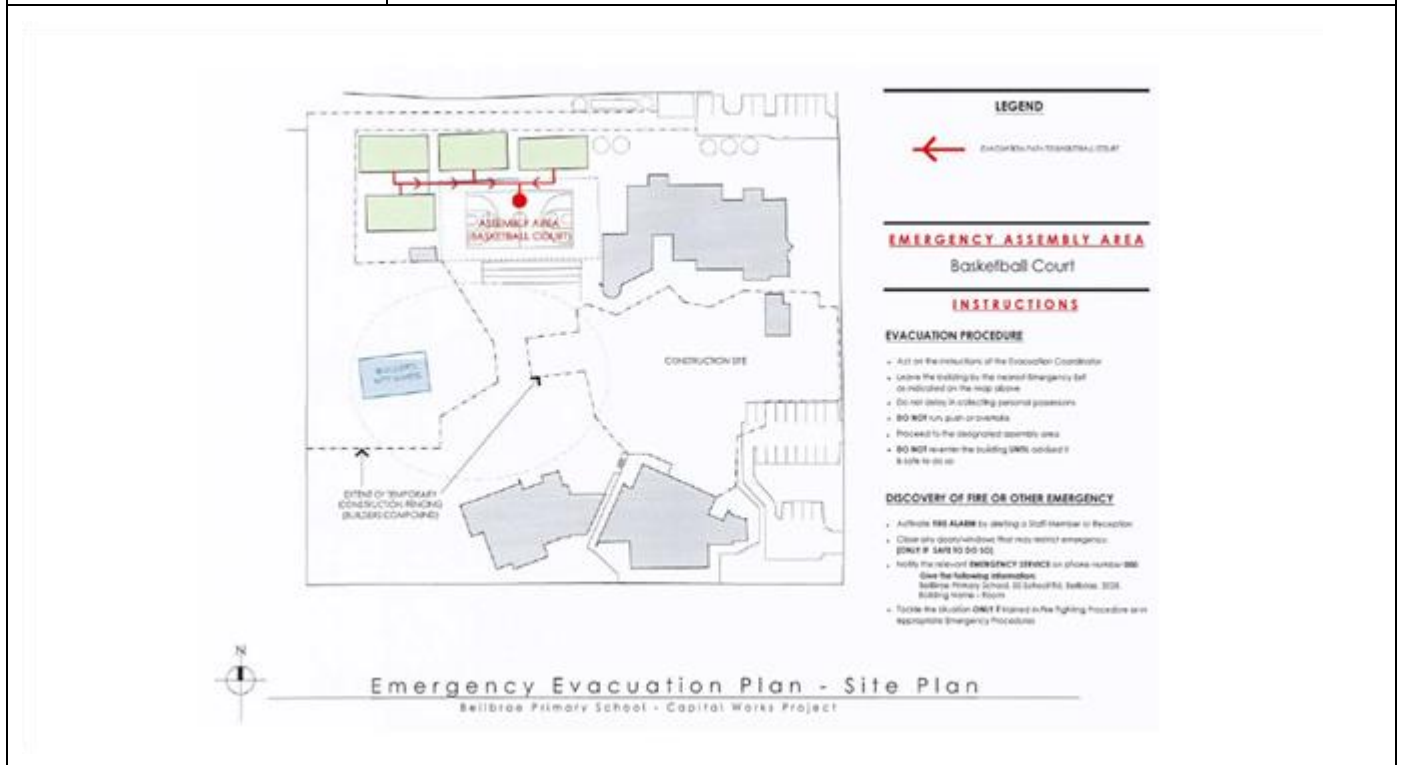






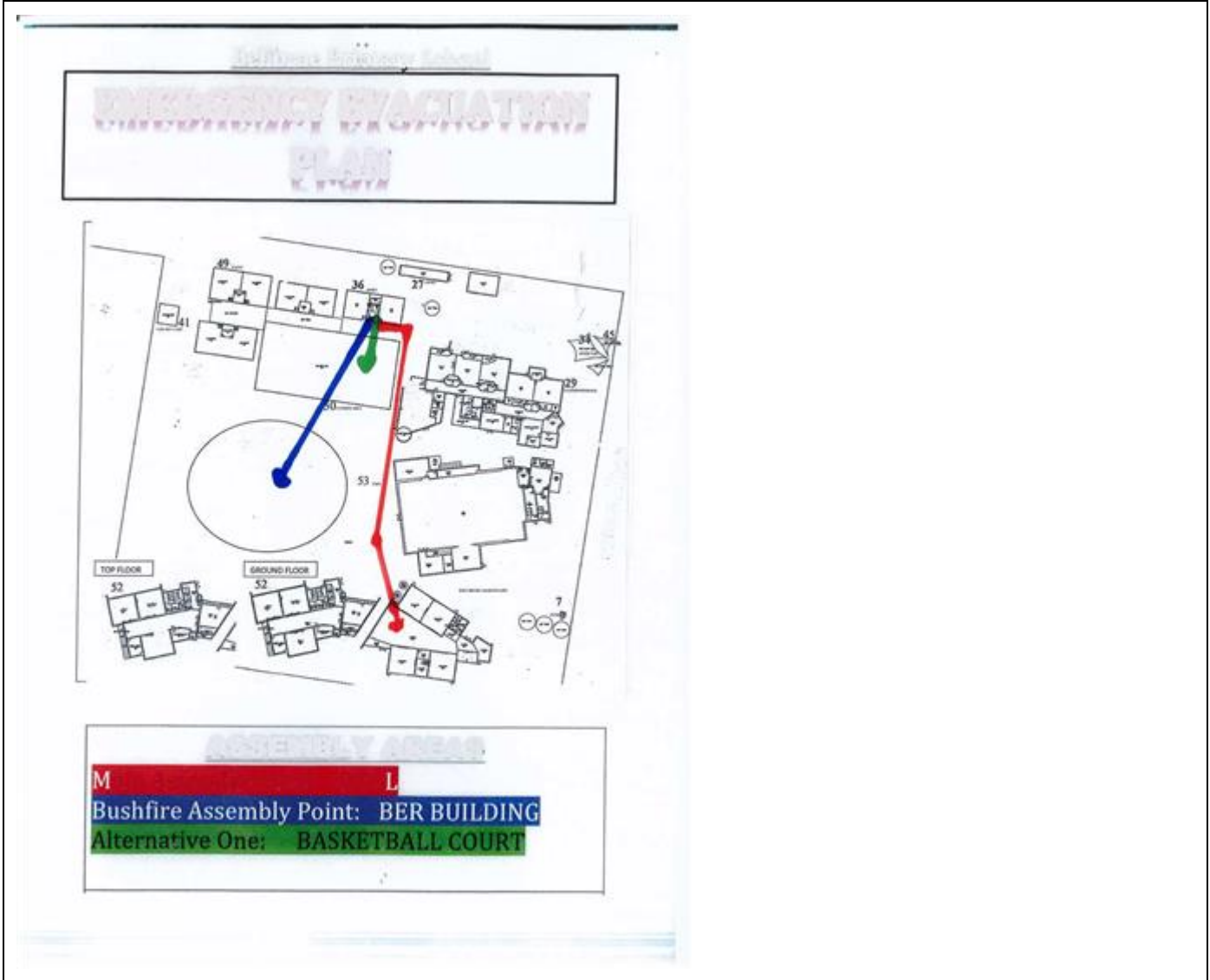
Evacuation Map

Building Name	Evacuation Procedures
<p>School Oval (when available) Otherwise, outside basketball court</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. Call 000 for emergency services and seek and follow advice. Evacuate students, staff and visitors to your assembly areas. Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. 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 Security Services Unit 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</p>



<p>School Buildings - Lockdown</p>	<p>Teachers in charge of children should: 1. Escort students to the closest room. 2. Lock all doors and windows 3. Instruct students and staff in your care to stay down low to the floor and out of view from windows and doors (where possible). 4. Call the roll to ensure all students are accounted for and record all the names of additional students in your care. 5. Notify (via internal phone system) relevant teacher/s if additional student/s are in your classroom/care during the Lockdown. 6. Notify (via internal phone system) your block warden once all students in your classroom are accounted for. 7. Report to the Child Monitor officer (Assistant Principal) if any student/s are not accounted for. 8. Block Wardens to report their block is Locked Down or otherwise to the Assistant Principal as allocated. 9. Remain in Lockdown until instructed to by Principal (or delegate), or Senior Officer from Emergency Service. 10. If Block Warden is not present the next most centrally located classroom takes responsibility for confirming a lockdown.</p>						
<p>BELLBRAE PRIMARY SCHOOL EMERGENCY EVACUATION PLAN</p> <p>ASSEMBLY AREAS</p> <table border="1"> <tr> <td>Main Assembly Area:</td> <td>Oval</td> </tr> <tr> <td>Bushfire Assembly Point:</td> <td>BER Building</td> </tr> <tr> <td>Alternative Assembly Area:</td> <td>Basketball Court</td> </tr> </table>		Main Assembly Area:	Oval	Bushfire Assembly Point:	BER Building	Alternative Assembly Area:	Basketball Court
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Bushfire Assembly Point:	BER Building						
Alternative Assembly Area:	Basketball Court						
<p>Bushfire BER building</p>	<p>If unsafe for students, staff and visitors to remain outside or inside the regular 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 your assembly areas. Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. 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 Emerg. Man. 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 students, staff or visitors with medical or other needs are supported. Advise the Security Services Unit 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</p>						

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Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Brendan Bush	Senior Education Improvement Leader	01/09/2022	c/o DET Little Ryrie St, Geelong
Lachlan Morrissey	Their Care - Coordinator OHSC	01/09/2022	50 School Rd, Bellbrae- email
Leigh Giddings	School Council President	01/09/2022	c/o 50 School Rd, Bellbrae- email
Andrea Cox	South West Region - Emergency contact	01/09/2022	via email
All school staff	staff	06/09/2022	via email

