**Murrabit Group School**

**Emergency and Critical Incident Management Plan 2022-2023**



 **61 Browning Avenue, Murrabit, VIC, 3579**

 **03 5457 2284 / murrabit.ps@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 26/08/2022**

Purpose

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

Context

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

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

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

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

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Murrabit Group School |
| Address | 61 Browning Avenue, Murrabit, VIC, 3579 |
| Phone | 03 5457 2284 |
| Email | murrabit.ps@education.vic.gov.au |
| Fax | 03 5457 2417 |
| DET Region | NORTH-WESTERN VICTORIA |
| DET Area | Mallee Area |
| LGA | Gannawarra (S) |
| BOM/Fire District | Mallee District |
| Is your school on Bushfire At- Risk Register? | No |
| Bushfire At-Risk Register Category |  |
| Operating Hours | 8:00am - 5:00pm |
| Number of Students | 40 |
| Number of Staff | 9 |
| Number of Buildings | 2 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Shared learning space - rear of building |
| On-site Evacuation Location | School Oval |
| Off-site Evacuation Location | Murrabit Rec Reserve |
| Typical method used for communications to school community | SMS, Newsletter, email, Facebook |
| 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 |
|  |  |  |  |  |  |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| Each classroom  |  5457 2284 |
| Office | 5457 2284 |
| Reception | 5457 2284 |
| Staffroom | 5457 2284 |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring Company | Number |
| Fire |  |  |  |
| Intrusion | All rooms | Swan Hill Security | Security fob passed over sensor inside main entrance doors. |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service Provider | Location of shutoff Instructions |
| Gas / Propane | N/A |  |  |
| Water | Town supply to NE corner of grounds, then north east corner of buildings | Lower Murray Water | Valve under main tank stand, NE corner of buildings |
| Electricity | Entry point at front of school grounds. | Powercor - (AGL) | Entry point at front of school grounds. |

Sprinkler System

|  |  |
| --- | --- |
| Control Valve Location | Control box at rear of toiletblock |
| Shutoff Instructions Location | Pump at pump shed on dam at SE corner of school oval. |

Boiler Room

|  |  |
| --- | --- |
| Location | n/a |
| Access | n/a |

Emergency Power System

|  |  |
| --- | --- |
| Type | n/a |
| Location | n/a |
| Provides power to | n/a |
| Shutoff Instructions Location | n/a |

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| Asbestos | porch ceiling south entrance to old building, cement Pipe flu roof of old building; under side of kitchen sink New building |
| Petrol (Mower Fuel) | Shed |

Additional Profile Information

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

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date  |
| Term 1 2021 | Basic Fire Drill | Principal / IC | 23/02/2021 | 12/03/2021 |
| Term 2 2021 | Lock down | Principal / IC | 29/04/2021 |  |
| Term 1 2022 | Fire Evacuation - Onsite | Principal / IC | 23/03/2022 | 22/03/2022 |
| Term 2 2022 | Lock Down | Principal / IC | 05/05/2022 | 05/08/2022 |
| Term 3 2022 | Emergency Evacuation - Offsite | Principal / IC | 11/08/2022 | 22/07/2022 |
| Term 4 2022 | Shelter In Place | Principal / IC | 13/10/2022 |  |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Judi Ficken | Continuous Learning First Aid HLTAID004 | 29/10/2021 |
| Sue Hird | Continuous Learning First Aid HLTAID004 | 29/10/2021 |
| Greg Adams | Continuous Learning First Aid HLTAID004 | 29/10/2021 |
| Emily Campi | Continuous Learning First Aid HLTAID004 | 29/10/2021 |
| Jeanette Coulter | Continuous Learning First Aid HLTAID004 | 29/10/2021 |
| Angela Jones | Continuous Learning First Aid HLTAID004 | 01/07/2022 |
| Gabriele Hogg | Continuous Learning First Aid HLTAID004 | 20/10/2021 |

Other Training Record

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Type | Date |
| Greg Adams | 22303VIC Verifying Correct Use of Adrenaline Auto Injector Devices | 29/10/2021 |
| Chloe Wren | 22303VIC Verifying Correct Use of Adrenaline Auto Injector Devices | 29/10/2021 |
| Meganne Bath | ASCIA anaphylaxis training | 05/06/2022 |
| Greg Adams | ASCIA anaphylaxis training | 12/10/2022 |
| Meganne Bath | Asthma First Aid | 18/05/2022 |
| Jeanette Coulter | ASCIA anaphylaxis training | 09/10/2022 |
| Sue Hird | ASCIA anaphylaxis training | 07/10/2022 |
| Angela Jones | ASCIA anaphylaxis training | 11/10/2022 |
| Emily Campi | ASCIA anaphylaxis training | 15/10/2021 |
| Meganne Bath | Protecting Children- Mandatory Reporting | 06/06/2022 |
| Angela Jones | Protecting Children- Mandatory Reporting | 15/02/2022 |
| Jeanette Coulter | Protecting Children- Mandatory Reporting | 03/06/2022 |
| Sue Hird | Protecting Children- Mandatory Reporting | 31/08/2022 |
| Sue Hird | Infection Control | 03/03/2021 |
| Sue Hird | OHS Suite | 01/07/2020 |
| Ange Jones | Asthma Training | 29/08/2022 |
| Gabriele Hogg | Asthma Training | 03/08/2022 |
| Gabriele Hogg | OHS Suite and Update | 29/08/2022 |
| Gabriele hogg | Protecting Children- Mandatory Reporting | 31/08/2022 |

Students or Staff with Additional Needs

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

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

|  |  |  |
| --- | --- | --- |
| Category | Number of Staff | Number of Students |
| Anaphylaxis | 0 | 0 |
| Asthma | 0 | 4 |

Emergency Kit Checklist

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

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 17/08/2022 |
| Next check date | 17/08/2023 |

Incident Management Team

|  |
| --- |
| **IMT Structure** |
|  |

|  |  |  |
| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander |

|  |
| --- |
| **Name:** |
| Gabriele Hogg |
| **Phone/Mobile:** |
| 5457 2428 0429336539 |

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|  |
| --- |
| **Name:** |
| Sue Hird |
| **Phone/Mobile:** |
| 0428 160 008 |

 |
| Planning Officer |

|  |
| --- |
| **Name:** |
| Judi Ficken |
| **Phone/Mobile:** |
| 5457 2214 0427 572 214 |

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|  |
| --- |
| **Name:** |
| Gabriele Hogg |
| **Phone/Mobile:** |
| 5457 2428 0429336539 |

 |
| Operations Officer (Area Warden) |

|  |
| --- |
| **Name:** |
| Judi Ficken |
| **Phone/Mobile:** |
| 5457 2214 0427 572 214 |

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|  |
| --- |
| **Name:** |
| Gabriele Hogg |
| **Phone/Mobile:** |
| 5457 2428 0429336539 |

 |
| Communications Officer |

|  |
| --- |
| **Name:** |
| Gabriele Hogg |
| **Phone/Mobile:** |
| 5457 2428 0429336539 |

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|  |
| --- |
| **Name:** |
| Meganne Bath |
| **Phone/Mobile:** |
| 0437 844 443 |

 |
| Logistics Officer (Warden) |

|  |
| --- |
| **Name:** |
| Emily Campi |
| **Phone/Mobile:** |
| 5456 4131 0407 514 490 |

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|  |
| --- |
| **Name:** |
| Gabriele Hogg |
| **Phone/Mobile:** |
| 5457 2428 0429336539 |

 |
| First Aid Officer |

|  |
| --- |
| **Name:** |
| Sue Hird |
| **Phone/Mobile:** |
| 0428 160 008 |

 |

|  |
| --- |
| **Name:** |
| Jeanette Coulter |
| **Phone/Mobile:** |
| 0458 572 331 |

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Incident Management Team Roles & Responsibilities

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

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

**Post- Emergency*** When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.
* Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
* Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
 |
| Planning Officer | **Pre-Emergency*** Assist the Chief Warden.
* Identify resources required.
* Participate in emergency exercises/drills.

**During Emergency*** 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.

**Post- Emergency*** Collect and evaluate information relating to the emergency.
* Identify recovery needs and develop a recovery plan (if required).
 |
| Operations Officer (Area Warden) | **Pre-Emergency*** Regularly check and report on deficiencies of emergency equipment and kits.
* Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
* Participate in emergency exercises/drills.

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

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

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

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

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

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

**Post- Emergency** * Compile report of the actions taken during the emergency for the debrief.
 |
| First Aid Officer | **Pre-Emergency*** Identify resources required.
* Ensure Mobile First Aid kit is well stocked
* Participate in emergency exercises/drills.

**During Emergency*** Collect First Aid Kit including Epipen if safe to do so
* Collect emergency water if safe to do so
* Attend the emergency control point.
* Administer first aid as required
* Report injuries / illnesses to Chief Warden.
* Act as directed by the Chief Warden.
* Plan for contingencies.

**Post- Emergency*** Compile report of the actions taken during the emergency for the debrief.
 |

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal
School Bus Co-Ordinator
OH&S Manager | Gaby Hogg | 03 5457 2284 | 0429 336 539 | 0429 336 539 |
| Business Manager | Judi Ficken | 03 5457 2284 | 0427 572 214 | 03 5457 2214 |
| Year Level Coordinators - PREP/1/2 | Megananne Bath Prep/1/2 | 03 5457 2284 | 0417 530 141 | 0417 530 141 |
| Year Level Coordinators - 2/3/4 | Sue Hird (Tues, Wed, Thurs, Fri) | (03) 5457 2284 | 0428 160 008 | 0428 160 008 |
| Year Level Coordinators - 2/3/4 | Emily Campi (Mon,) | 03 5457 2284 | 0407 514 490 | 0407 514 490 |
| Year Level Coordinators - 5/6 | Gaby Hogg | 03 5457 2284 | 0429 336 539 | 0429 336 539 |
| School Council President | Angela Morton | 0408313257 | 03 5457 2334 | 0408 313 257 |
| Cleaner | Murray Rhodes | 0427 030 338 | 0407 369 348 | 0427 030 338 |
| School Bus Provider | Swan Hill Bus Lines Leigh Makepeace | 03 5032 1068 | 0427 634 180 | 0427 634 180 |
| Bus Driver | Murray Rhodes | 0427 030 338 | 0407 369 348 | 0427 030 338 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Angela Singh | (03) 7022 1849 | 0408 745 216 |
| Regional Office(nwvr@edumail.vic.gov.au) | Bendigo,
Coburg | (03) 1300 338 691 |  |
| Manager, Operations & Emergency Management | Allison Hughes | 4433 7547 | 0477 763 238 |
| Emergency Management Support Officer | David Browne | 9056 5187 | 0436 819 074 |
| 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 | Joe Summerhayes | 0438701463 | 0438701463 |
| SSSO Team Leader | Joe Summerhayes | 5032 3683 | 0438701463 |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Police Station | 5452 1955 (Kerang) |
| Origin 1800 808 526 - Electricity | 1300 136 749 |
| Gannawarra Shire | 54509333 - |
| SES (flood, storm and earthquake) | 132 500 |

School Bus Emergency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Bus Routes | Areas Services | Schools serviced or bus coordinating school | Contact Details |
| Benjeroop-Murrabit | Murrabit | Murrabit | Murray Rhode 0427 030 338 (Driver) AH 0407 369 348 |
| Benjeroop-Murrabit | Murrabit | Murrabit | Swan Hill Bus Lines P/L Leigh Makepeace - 03 5032 1068 |

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 |
| Building fire | Risk of injury from burns or smoke inhalation. Risk of property damage or property loss. | Ensure fire services equipment (fire extinguishers) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place.Ensure that local CFA has access to EMP. Practise evacuation and fire drill procedures. | Effective |

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

 |  |

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

 |
| Flooding | Risk of Riverine Flooding Risk of injury. Risk of property damage. | School has assessed likely flood risk against municipal flood plan.School has developed a contingency for storage of equipment/materials off site or above historical flood levels if necessary.Business continuity plan is in place if forced to relocate off site or if other services are impacted during flood events in local area.Monitoring of VicEmergency and BoM for information regarding rainfall and flooding events that may impact school site, bus routes or wider school community.Communications to families during local flooding events advising school actions and reinforcing advice from emergency servicesBus drivers and staff are not to drive through floodwaters. | Effective |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |  |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |
| Bus/vehicle emergencies during offsite activities | Probable Causes:

Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while bus conveying staff and students for camp excursion or other school activity;

Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience |  * Engage approved Accredited Bus Operators Drivers
* Buses with seat-belts are used for transporting students
* Staff to follow DET’s [work-related driving procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/driverfatigue.aspx).
* Bus driver to maintain log book as required.
* All excursions, camps and off-site activities adhere to the [DET Excursions including camps and adventure activities policy](https://www2.education.vic.gov.au/pal/excursions/policy)
* Students supervised and monitored while participating in off-site school activities, including bus transport.
* Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip.
* Student Activity Locator (SAL) completed.
* Risk assessment planning has occurred for all off-site camps and excursions.
* First aid kit to accompany excursions and first aid qualified staff to attend.
* Traffic management plan to manage school access/egress at drop off/pick up times.
* Supervision to monitor student compliance with school road and bike safety policy.
* All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled.
* Drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle.
* Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle.
* Drivers have a valid driver's licence.
* Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip.
* Ensure student behaviour on buses is appropriate. Ensure parents/carers/students/staff understand and follow bus protocols for pick-up & drop-off times. Provide a safe bus pick-up &drop-off area at the school. Report unsuitable / adverse/deteriorating road conditions to appropriate authority.
 | Effective |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 | All staff to complete Safe Work Related driving module online, via Edupay |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |
| Intruder | Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. | Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site. Employee Assistance Program.Staff are aware of processes for intruder situations. Local police ph. nos. easily accessed. Communication chain in place to inform families quickly of any potential risks. | Effective |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

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|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Rare |
| **Risk Level** |
| Low |

 |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).Communication chain in place to inform families quickly of any potential risks. | Effective |

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

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

 |
| Severe weather event | Risk of roof down flooding Risk of injury Risk of property damage.

Physical injury to staff or students

Stress or psychological injury requiring clinical support for multiple individuals | Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. Complete the Flood risk identification assessment.Keep grounds clear of potential flying debris hazards. Regular check of potentially dangerous trees. Students & staff stay inside buildings on hazardous days. | Effective |

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

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

 |
| Influenza pandemic | Risk of health and possible death (in extreme cases) | Relevant staff are familiar with DET Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template. Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs.Communication chain in place to inform families quickly of any potential risks. Follow all DET and Health Dept directives re: any issues.**COVID19**, staff to wear face masks whilst interacting with each other and whilst outside.  While teaching in class, no mask is required. Follow instructions from Victorian Department of Education and Chief Health Officer. Extra cleaning is to be provided, paying particular attention to high touch surfaces. **During a COVID lockdown situation**, staff are to work from home if they are able. Remote Learning will be put in place at the direction of the Department. School must stay open for students who are unable to be schooled from home. Temperature checks are to be completed daily for students and staff onsite.Exercise appropriate home based exclusion from school among staff and students with flu-like illness. * Sick or unwell students must NOT come to school and should take a COVID19 test asap.  Students will be given a temperature check on arrival at school and sent home to isolate if high temperature is indicated.
* Teachers do NOT come to work if sick or in a vunerable person category. should take a COVID19 test asap.  Staff will be given a temperature check on arrival at school and sent home to isolate if high temperature is indicated.
* Direction from Chief Health Officer and the Department MUST be followed at all times
 | Effective |

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

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Rare |
| **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 | Use paper based or verbal teaching methodsUse of bottled waterTank water bucketed to flush toilets in emergencyLessons held at other schools as per Business Continuity Plan    | Effective |

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

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| --- |
| **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 |  * Recognise indicators of Child Abuse
* Child Safe Standards
* PROTECT protocol
* Student Critical Incident Advisory Line
* Student Support Services/Student Welfare Coordinator

Staff to report any concerns to Principal for further investigation. | Acceptable |

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

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

 |
| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental

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

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

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

 |
| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness

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

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

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

 |
| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness

Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning |  * Student Support Services
* Well-being staff in school
* SafeMinds
* Student Engagement and Inclusion Guidance
* Building Resilience Framework
* Victorian Anti-bullying and Mental Heath Initiative
* Staff Aware of EAP
* Principal Mentoring/ Principal First Aid
* Whole school RR approach- explicit teaching of SEL
* Mental Health Fund activities
 | Acceptable |

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| --- |
| **Consequence** |
| Major |
| **Likelihood** |
| Likely |
| **Risk Level** |
| Extreme |

 | Principal mentoring programPrincipal supportRR whole school Additional service support and workshops, RR, MFC, HeadspaceShare where to get further supportsSSSEAPWhole School Wellbeing supportProactive well beingConsistent behaviour expectations  |

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

 |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress

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

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

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

 |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency

Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support |  * Student Support Services
* Well-being staff in school
* Managing Trauma Guide
* Incident Support and Operations Centre referrals
* Employee Assistance Program
 | Effective |

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

 | Family support through extenal support rvicesSSS referral Staff supported with family cases |

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

 |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors

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

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

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

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

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

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

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

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

 |
| COVID-19 | Probable Causes:
Contagious illness.
Probable consequences:
Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents: *[DET School Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx%22%20%5Cl%20%22/app/content/3336/)**[Safety Management Plan for COVID-19 (COVID-Safe Plan)](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx)**[Health and safety advice for all Victorian schools](https://www.coronavirus.vic.gov.au/health-and-safety-advice-all-victorian-schools)* | Acceptable |

|  |
| --- |
| **Consequence** |
| Severe |
| **Likelihood** |
| Likely |
| **Risk Level** |
| Extreme |

 | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.Staff and student cases will be recorded and tracked |

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

 |
| Bushfire/Grassfire | Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn

Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals |  * Weekly checks of safety equip are conducted during bushfire season.
* School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.
* Evacuation drills are conducted in Terms 1 and 3; conduct Shelter-In-Place drill in Term 4.
* Working bees to clear and clean up school site occur twice per year.
* EMP is reviewed and socialised with staff before fire season.
* School communicates ***closure*** plans for days of elevated fire danger to school community via ***Newsletter*** at the start of the school year and prior to the fire danger period.
* ‘Annual facilities bushfire readiness review checklist’ is implemented in October to prepare for the bushfire season
* A WatchZone of ***50*** kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents.
* Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for *[Excursions including camps and adventure activities](https://www2.education.vic.gov.au/pal/excursions/policy)*, and will be reassessed if the forecast Fire Danger Rating is severe or extreme, or cancelled if in a determined Code Red weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before and during excursions is factored into the risk assessment and emergency management plan for all excursions.
* Pre-determined arrangements implemented as fire danger escalates in accordance with school’s category on the Bushfire at Risk Register and the [Bushfire Preparedness Relocation and Closure Procedures](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources).
* Closure on determined Code Red days
* Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Employee Assistance Program. Grief counselling services. Ensure there is a business continuity plan in place.
* Ensure that school grounds are kept mowed and tidy. Eliminate piles of tree branch cut-offs, etc. Ensure that hoses &; fittings are in good condition and available. Ensure alternate water source in case of pump failure (static water tanks at Sports shed).
 | Effective |

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

 |  * Weekly checks of safety equip are conducted during bushfire season.
* School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.
* Evacuation drills are conducted in Terms 1 and 3; conduct Shelter-In-Place drill in Term 4.
* Working bees to clear and clean up school site occur twice per year.
 |

|  |
| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 |
| 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

Student/ driver ill health

Bus pathway impacted by road works or going off road

Students changing bus stops pick up or drop off |  * Compliance with[School Bus Program Emergency Management Operational Guidelines](https://www.education.vic.gov.au/Documents/school/principals/management/StudentTransportEmergencyManagementOperationalGuidelinesMay2018PDF.pdf)
* 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
* School bus routes travelling through determined Code Red weather districts will be cancelled.
 | Effective |

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

 |  Student/ driver ill healthBus pathway impacted by road works or going off roadStudents changing bus stops pick up or drop offSchool bus monitor.Bus rules agreedBus driver enforces agreement |

|  |
| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 |
| Snakes | Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school

Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals |  * School grounds are cleared of all refuse and grass is cut regularly
* Staff with first aid qualifications are trained in responding to a snake bite
* Staff wear protective footwear on yard duty
* School has a closed shoe policy
* Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin
* Phone number of snake handler is on display in office
 | Acceptable |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

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| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 |
| Mosquitos
Japanese encephalitis virus (JEV) | Water laying around the school in Major building drains
Water laying in farm channels around the school
Mosquito breeding area in trees | Identified high risk area by the local governmentSpraying and fogging in peak season by local governmentDrainage issued reported in OHS andDET  Building Dept. | Needs Improvement |

|  |
| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 | In season mosquito communications continuedMosquito check pointsFollow up with DET about drainage issues a |

|  |
| --- |
| **Consequence** |
| Moderate |
| **Likelihood** |
| Likely |
| **Risk Level** |
| High |

 |
| Farm Chemical and Fertilzer Spraying | Adjoining land spraying or spreading fertilzer when students are outside at sport and break.
Drift to school area
Lack of communication by managers | Contact adjoining landholdersImprove communications Spray outside of school hours. | Needs Improvement |

|  |
| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Possible |
| **Risk Level** |
| Medium |

 | New discussion initiatedAgreement and awareness around spraying during school hours.Drainage issues. |

|  |
| --- |
| **Consequence** |
| Minor |
| **Likelihood** |
| Likely |
| **Risk Level** |
| Medium |

 |
|  | Sports program- Gymnastics
Possibility of children getting hurt if incorrect program followed or equipment faulty | Gymnastic accreditationOHS guides | Acceptable |

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

 | Gave PE teacher latest guidelines 14.10.22 |

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

 |

Core Emergency Response Procedures

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

**Actions after on-site evacuation/relocation procedure*** Ensure any students, staff or visitors with medical or other needs are supported.
* Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
* Determine whether to activate your parent re-unification process.
* Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
* Contact the SSSO Network Coordinator if required.
* Print and issue pre-prepared parent letters and give these to students to take home.
* Ensure all staff are made aware of Employee Assistance Program contact details.
* Seek support from your region/regional Manager, Operations and Emergency Management if required.
* Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
* Complete your Post Emergency Record.
 |
| Off-site evacuation procedure | If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.* Call **000** for emergency services and seek and follow advice.
* Identify which off-site assembly point you will evacuate staff, students and visitors to.
* Evacuate staff, students and visitors to either **Point 1** ***centre of Murrabit Recreation Reserve oval,  or  Point 2 Murrabit Country Market***
* Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
* Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
* Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Confirm with Emergency Service personnel that it is safe to return to normal operations.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

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

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

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

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

Specific Emergency Response Procedures

|  |  |
| --- | --- |
| Specific Procedures | **Procedure Instructions** |
| Building fire |  * **Call 000** for emergency services and seek and follow advice.
* Activate the fire alarm.
* If appropriate, follow the procedure for on-site evacuation.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Extinguish the fire (only if safe to do so).
* Evacuate to the ***cricket pitch at centre of school 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 Incident Support and Operations Centre (ISOC)  on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Contact parents as required.

   |
| Flooding |  * **Call 000** for emergency services and seek and follow advice.
* Activate the emergency evacuation  procedure
* If appropriate, follow the procedure for off-site evacuation.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* It may be necessary to evacuate students by bus to a safe location
* Check that all areas have been cleared and notify the Chief Warden.
* Check that all students, staff, visitors and contractors are accounted for.
* Report emergency to the Incident Support and Operations Centre on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Contact parents as required.

  |
| Bus/vehicle emergencies during offsite activities |  * Call 000 to request emergency assistance, if required
* 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.
* 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 and/or supervising staff
* Direct all Media enquiries to DET Media Unit on 8688 7776.

  |
| Intruder |  * **Call 000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden.
* Do not do or say anything to the person to encourage irrational behaviour.
* Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
* Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
* Evacuation only should be considered if safe to do so.
* Report emergency to the Security Services Unit on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Contact parents as required. As per communications chain
* Direct all Media enquiries to DET Media Unit on 9637 2871.
 |
| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)***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 Incident Support and Operations Centre on 1800 126 126
* 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 8688 7776.
* 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
	+ the Incident Support and Operations Centre on 1800 126 126.
* 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:
	+ **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:
		- 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 Incident Support and Operations Centre on 1800 126 126.
	+ ensure all of the caller information has been written down and provided to police on arrival.

**If a bomb/substance threat is received by letter*** Place the letter in a clear bag or sleeve and store in a secure place
* Avoid any further handling of the letter or envelope
* Call 000 for police and seek and follow advice
* Notify the Chief Warden/principal
* If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
* Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
* Report emergency to the Incident Support and Operations Centre on 1800 126 126.

**If a bomb/substance threat is received electronically e.g. by email*** + **DO NOT DELETE THE MESSAGE**
	+ Call 000 for police and seek and follow advice
	+ Notify the Chief Warden/principal
	+ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
	+ Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
	+ Report emergency to the Incident Support and Operations Centre on 1800 126 126.

**If you are at the site of an explosion*** + 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:
		- Move students away from windows and glass doors or other potentially hazardous areas
		- Use caution to avoid debris that could be hot or sharp
		- Call 000 for emergency services and seek and follow advice
		- Report the emergency to the Incident Support and Operations Centre on 1800 126 126.
		- Be aware of any potential secondary explosions
		- Limit use of phones as communications systems may become congested.
 |
| Severe weather event |  * **Call 000** if emergency services are needed and seek and follow advice.
* Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
* Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
* During a severe storm:
	+ Remain in the building and keep away from windows.
	+ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
* Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
* Disconnect electrical equipment - cover and/or move this equipment away from windows.
* Report emergency to the Security Services Unit on 1800 126 126.
* Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
 |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/\_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)](https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):*** Determine which services are affected and the extent of the impact.
* Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.
* **Call 000** if emergency services are required to respond e.g. power lines down in front of school.
* Contact the relevant provider/s to report outage and ascertain when restoration will occur.
* Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
* Contact 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

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

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

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

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

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* Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

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

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

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

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

  |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the [Safety Management Plan for COVID-19 (COVIDSafe Plan):](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx%20)* For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx%22%20%5Cl%20%22/app/content/3336/) for ‘**Managing a suspected or confirmed case of coronavirus (COVID-19)’**
* For suspected cases in staff, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx%22%20%5Cl%20%22/app/content/3336/) regarding ‘**Required actions for suspected cases of coronavirus (COVID-19) in staff in schools**’ and ‘**Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools’**
* Also see the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx%22%20%5Cl%20%22/app/content/3336/) regarding ‘**Management of an unwell student or staff member’**

Principals are also to implement the actions outlined within the [action checklist for principals PDF](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.pdf) or in a [word accessible version](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.docx).  |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff): * Contact ‘000’ for police/ambulance attendance
* Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
* Seek Student Support Services support
* Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including:
* Develop a Communications Plan – check what information can be released:
	+ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	+ Limit exposure to ongoing trauma, distressing sights, sounds and smells
	+ Continue to identify those most at risk and triage for support
	+ Consider tribute, memorial, ritual
* Monitor the wellbeing of staff
* Actively implement self-care strategies
* If the incident occurs on school premises/camp/excursion
	+ Preserve the evidence
	+ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	+ Contact Legal Division on 9637 3146
	+ Consider a Worksafe Notification 13 23 60
	+ Contact Communications Division/Media Unit on 8688 7776

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

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

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

  |
| Bushfire/Grassfire | **Bushfire/Grassfire Specific Emergency Response Procedures.****Triggers for Action.**The need for action by the school is triggered when there is a bushfire or grassfire that;* is observable, or
* identified via Vic Emergency App within ***50*** km from the school.
* there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.

**Immediate Actions / Seek Advice .*** If immediate emergency services assistance is required phone '000'.
* Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Mobile number** |
| John Brownstein | Manager Operations and Emergency Management0418 509 953 | 0418 509 953 |
| TBA | Emergency Management Support Officer | 0436 819 074 |

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

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

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

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

**Sheltering in Place.**If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.* Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
* Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the SIP - ***Shared learning space in main 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 SIP - ***Shared learning space in main 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 SIP - ***Shared learning space in main building*** and the evacuation path between the SIP - ***Shared learning space in main building*** and ***Onsite - cricket pitch at centre of school oval and* Offsite - Point 1** ***centre of Murrabit Recreation Reserve oval,  or  Point 2 Murrabit Country Market***
* 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 SIP - ***Shared learning space in main building*** 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 - cricket pitch at centre of school oval  or*Offsite - Point 1** ***centre of Murrabit Recreation Reserve oval,  or  Point 2 Murrabit Country Market***, via the defined route.
* Maintain a record of actions/decisions undertaken and times.

 **Pre-emptive Actions:**This school will also close on determined Code Red fire danger days in ***Mallee District***When closing due to elevated fire danger in line with this plan, the school will use the following closure checklist: <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx> |
| School Bus Program Emergencies – Coord Schools | **Forecast Emergencies**The coordinating school principal (or delegate) will: * 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:
	+ 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 Relocation and Closure Procedures 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:
	+ 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)
	+ DET regional emergency management staff
	+ Continue to liaise with DET 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 DET 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)
		- DET Incident Support and Operations Centre (ISOC) on 1800 126 126
		- DET 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 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
 |
| Snakes |  * Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.
* Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.
* If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
* If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
* If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.
* If the snake is located inside a building, consider the need to evacuate the classroom or building.
* 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.
 |
| Mosquitos
Japanese encephalitis virus (JEV) |  |
| Farm Chemical and Fertilzer Spraying |  |
| Other |  |

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 | Workaround
Partial site unavailable:
• Relocate students and staff to other facilities on site
• Relocate admin and staff facilities to other networked space within school. ie Principal's Office, Classroom
• Admin staff may need to work remotely from Home or from Murrabit Group School or Kerang Primary School
• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.
• Confirm possible accommodation availability with local schools Kerang Primary School
• Provide regular updates to the school community via SMS, emails, social media, Newsletter, Website
 Whole site unavailable:
• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.
• Confirm possible accommodation availability with local schools - Kerang Primary School
• Provide regular updates to the school community via SMS, emails, social media
• In event of relocation Principal, Teacher or Parents to transport students to Kerang Primary School
• Notify site users. cleaning contractor
• Redirect suppliers to alternate site.
IT Resources required
• CASES admin network
• Access to wireless network.
• School curriculum network
Considerations
• OH&S issues in relocating school equipment and resources
• Transport arrangements for students to access other schools
• Demands placed on staff due to loss of resources, relocation, etc.
Key Contacts can be found in the Contacts section of the Emergency Management Plan. |

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| --- | --- | --- |
| Name | Contact Details | Support Role |
| Brenton Taylor | 03 5450 3181 | Principal Kerang Primary School |

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 | Workaround
Data/technology:
• Relocate admin and staff facilities to other networked space within school
 Paper based lessons will be conducted, outdoor activities
• Admin staff may need to work remotely from Home or from another local School, eg Murrabit group school or Kerang Primary School to access Cases network
• Utilise laptops where available to provide access to network
 Contact IT Technician for assistance
Telephony:
• Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location.
• Utilise mobile phones to contact staff.
• Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location.
Power:
• Determine the requirement for the operation of the school. ie water pump for toilet operation.
• Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.
• Paper Based lessons, open all blinds to allow light in, if light is low continue with lessons outside.
• Bottled water for drinking
Considerations
• Ensure OH&S issues are considered when using back up power and water pumps
• Review and update staff contact details to include mobile phone numbers.
• Staff Communications Tree to include details of messaging systems
• Staff and student wellbeing.
Key contacts
• Cases 21 support – 1800 641 943
• DET IT helpdesk - (03) 9637 3333
• Telephone provider – Optus |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Anthony OMarra | 0447545268 | Technician |
| Cases 21 Support | 1800 641 943 | Support Desk |
| DET IT Help Desk | 03 9637 3333 | Help Desk |
|  |  |  |

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)

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| --- | --- |
| Details of arrangements | Workaround
• other staff to cover if possible or employ CRT
• Determine the number of Casual Relief Teachers (CRTs) required.
• CRTs to be sourced from:
• School’s own pool of emergency teachers.
• Implement succession plan/back up for key roles within school. i.e. Business Manager
• Inform school community of issues via social media, or note home with students.
Considerations
• Workload of staff and emergency teachers
Key contacts
Usual CRT options: |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Gaby Hogg | 0429336539 | Contact people on CRT List |

Business Continuity Checklist

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

Area Map

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

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| --- | --- |
| **Building Name** | **Evacuation Procedures** |
| BER | Evacuation Procedure Murrabit Group School Evacuation Procedure 1. Evacuation signal is three short loud blasts of a whistle, repeated. 2. Teacher in charge of class collects roll. 3. Teachers walk children in an orderly manner – under direct supervision at all times - out of building via identified route. 4. Principal responsible for checking that Resource room and Administration area (Staff room, Principal’s Office, Interview room, Reception area, Sick Bay, Cleaner’s Storeroom, Toilets) are clear of all persons. 5. Students assemble, under direct teacher supervision, in class groups on the cricket pitch. 6. Roll is called. 7. Principal (or teacher-in-charge) notified as soon as possible as to no. of students present at assembly point. Should situation warrant Evacuation to secondary point (Recreation Reserve): 8. Students will be walked, in an orderly manner and under teacher supervision at all times, to the SE corner of the school oval then across to the Recreation Reserve. 9. Students assemble, under direct teacher supervision, in class groups on the cricket pitch in the centre of the football ground. 10. Roll is called. 11. Principal (or teacher-in-charge) notified as soon as possible as to no. of students present at assembly point. |
|  |
|  | Evacuation Procedure Murrabit Group School Evacuation Procedure 1. Evacuation signal is three short loud blasts of a whistle, repeated. 2. Teacher in charge of class collects roll. 3. Teachers walk children in an orderly manner – under direct supervision at all times - out of building via identified route. 4. Principal responsible for checking that Resource room and Administration area (Staff room, Principal’s Office, Interview room, Reception area, Sick Bay, Cleaner’s Storeroom, Toilets) are clear of all persons. 5. Students assemble, under direct teacher supervision, in class groups on the cricket pitch. 6. Roll is called. 7. Principal (or teacher-in-charge) notified as soon as possible as to no. of students present at assembly point. Should situation warrant Evacuation to secondary point (Recreation Reserve): 8. Students will be walked, in an orderly manner and under teacher supervision at all times, to the SE corner of the school oval then across to the Recreation Reserve. 9. Students assemble, under direct teacher supervision, in class groups on the cricket pitch in the centre of the football ground. 10. Roll is called. 11. Principal (or teacher-in-charge) notified as soon as possible as to no. of students present at assembly point. |
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Distribution List

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| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date  | Email or Postal Address |
| Murrabit CFA | CFA | 17/08/2021 | Gonn Ave, Murrabit, 3579 admin.d20@cfa.vic.gov.au |
| School | Murrabit Group School | 17/08/2021 | murrabit.ps@education.vic.gov.au |
| Angela Morton | School Council President | 17/08/2021 | siangmorton@gmail.com |
| Officer In Charge | Police  | 17/08/2021 | UNI-KERANG@police.vic.gov.au |
| Lisa Clue | Gannawarra Shire | 17/08/2021 | lisa.clue@gannawarra.vic.gov.au |
| John Brownstein | Regional Manager Operations and Emergency Management, North-western Regional Office, DEECD | 17/08/2021 | john.brownstein@education.vic.gov.au |
| Kerang SES | Kerang SES (via Swan Hill) | 17/08/2021 | ust.mallee@ses.vic.gov.au |
| Sue Hird | Teacher | 17/08/2021 | susan.hird@education.vic.gov.au |
| Emily Campi | Teacher | 17/08/2021 | emily.campi@education.vic.gov.au |
| Greg Adams | Principal | 17/08/2021 | greg.adams@education.vic.gov.au |
| Judi Ficken | Business Manager | 17/08/2021 | judi.ficken@education.vic.gov.au |
| Leigh Makepeace | Swan Hill Bus Lines | 17/08/2021 | LeighM@busbiz.net.au |
| Murray Rhode | Cleaner/ maintenance/bus | 11/08/2022 | murray.rhode@education.vic.gov.au |