

Kingsbury Primary School

Emergency and Critical Incident Management Plan 2023-2024



1A Maryborough Avenue, Kingsbury, VIC, 3083
03 9462 2711 / kingsbury.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 29/08/2023

Purpose

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

Context

Schools have the authority to activate their EMPs when an event warrants a response. Schools should know how to access multiple information sources 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 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	Kingsbury Primary School
Address	1A Maryborough Avenue, Kingsbury, VIC, 3083
Phone	03 9462 2711
Email	kingsbury.ps@education.vic.gov.au
Fax	03 9469 4054
DET Region	NORTH-WESTERN VICTORIA
DET Area	North Eastern Melbourne Area
LGA	Darebin (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	7;00 AM - 6;00PM
Number of Students	130
Number of Staff	19
Number of Buildings	5
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Isurava Building
On-site Evacuation Location	School Oval or Basketball court
Off-site Evacuation Location	Our Lady of the Way school

Typical method used for communications to school community	Newsletter, website, email, Communication Tree, Compass
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Their Care	Schools Multi Purpose Room	45	7.00am-8.45am and 3.30pm-6.00pm School Holidays- 8.00am-6.00pm	03 9462 2712	0417333851

Building Information Summary

Telephones (landlines)

Location	Number
Office admin zone Building B	9462 2711
Office M/P Room	9462 2354

Alarms

Description	Location	Monitoring Company	Number
Fire	Office admin zone Building A	ESM	Storage box adjacent
Intrusion	Office admin zone Building A	ESM	Storage box adjacent
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	South east corner of grounds	AGL - 131 626	Hand lever
Water	South east corner of grounds West pedestrian access from Niblick Street Corner of Bradshaw near Basketball court	Yarra Valley Water 131 721	Hand lever
Electricity	Main switchboard Cable Zone Admin foyer Building B	Powerdirect - Biller / Jemena (AGL) 131 626	Hand lever

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	N/A

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	
Provides power to	
Shutoff Instructions Location	

Building and Site Hazards

Location	Number

Bottled LPG BBQ gas x 3	Shelter shed beside canteen.
Mower Fuel x 20 litres	Locked store in main external toilet block.

Additional Profile Information

Additional Info	<p>Solar panels on east end roof of building B Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of of our current ISP Students are living with their parents)</p>

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1 2024	Severe Weather event- ie bushfire	Brett Millott/Wayne Bolton	08/02/2024	08/02/2024
Term 2 2024	School Based emergency - bomb threat -building fire	Brett Millott/Wayne Bolton	17/05/2024	13/05/2024
Term 3 2024	Intruder Lockdown	Brett Millott/Wayne Bolton	13/09/2024	
Term 4 2023	Evacuation	Brett Millott/Wayne Bolton	10/11/2023	11/11/2023

First Aid Training

Staff Member	Training Completed	Date Qualified To
Wayne Bolton	Anaphylaxis, CPR	15/11/2024
Simone Bevan	Anaphylaxis, CPR	15/11/2024
Slivia Murray	Anaphylaxis, CPR	17/11/2024
Matthew McKenzie McHarg	Anaphylaxis, CPR	17/11/2024
Anne Atkinson	, Anaphylaxis, CPR	17/11/2024
Marcelina Jap	Anaphylaxis, CPR	17/11/2024
Jennifer Watson	Anaphylaxis, CPR	17/11/2024
Cathy Valkanis	Anaphylaxis, CPR	17/11/2024
Melissa Brownlee	, Anaphylaxis, CPR	17/11/2024
Zach Brown-Close	Anaphylaxis, CPR	17/11/2024
Brett Millott	Anaphylaxis CPR	17/11/2024
Wayne Bolton	level 2	04/10/2025
Simone Bevan	level 2	04/10/2025
Silvia Murray	level 2	04/10/2025
Matthew McKenzie McHarg	level 2	04/10/2025
Anne Atkinson	level 2	04/10/2025
Marcelina Jap	level 2	04/10/2025
Jennifer Watson	level 2	04/10/2025
Cathy Valkanis	level 2	04/10/2025
Melissa Brownlee	level 2	04/10/2025
Zach Brown-Close	level 2	04/10/2025

Other Training Record

Staff Member	Training Type	Date
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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
Severe behaviour disorder	0	2
Mobility issues	0	0
Hearing impaired	0	1
Intellectual disability	0	1
Diabetes	0	1
International Students	0	13

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	No
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	No
Whistle	Yes
Megaphone	Yes
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	12/08/2023
Next check date	30/01/2024

Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Brett Millott Phone/Mobile: 0475056175	Name: Wayne Bolton Phone/Mobile: +61418333459
Planning Officer	Name: Simone Bevan Phone/Mobile: 0413027001	Name: Wayne Bolton Phone/Mobile: 0418333459
Operations Officer (Area Warden)	Name: Matthew McKenzie-Mcharg Phone/Mobile: 0409 923 028	Name: Simone Bevan Phone/Mobile: 0413027001
Communications Officer	Name: Mikayla Porteous Phone/Mobile: 94622711	Name: Silvia Murray Phone/Mobile: 94622711
Logistics Officer (Warden)	Name: Wayne Bolton Phone/Mobile: 0418333459	Name: Matthew McKenzie-Mcharg Phone/Mobile: 0409 923 028
First Aid Officer	Name: Silvia Murray Phone/Mobile:	Name: Anne Atkinson Phone/Mobile:

	94622711	94622711
International Student Coordinator	Name: Silvia Murray Phone/Mobile: 94622711	Name: Brett Millott Phone/Mobile: +61475056175 94622711

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
<p>Planning Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
<p>Operations Officer (Area Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p>

	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	<p>Pre- Emergency</p> <ul style="list-style-type: none"> • Gather all first aid equipment, both personal to students and generic. • Anaphylaxis Pens. • First Aid records. • Students with medical Alerts and Additional Needs. <p>During Emergency</p> <ul style="list-style-type: none"> • Carry and maintain all First Aid equipment and records. • Monitor students with medical and additional needs. • Act as directed by the Chief Warden. • Ensure all students on the medical list and with additional needs are accounted for. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile a report of any First Aid actions taken during the emergency for the debrief.
International Student Coordinator	

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Leading Teacher	Wayne Bolton	9462 2711	0418333459	0418333459
Teacher	Simone Bevan	9462 2711	0413027001	0413027001
Business Manager	Victoria Cannata	9462 2711	0405129722	0405129722
Leading Teacher	Matthew McKenzie-Mcharg	9462 2711	0409 923 028	0409 923 028
First Aid Officer	Silvia Murray	9462 2711	0408199237	0408199237
First Aid Officer	Anne Atkinson	9462 2711	0412945408	0412945408
OHS Representative	Wayne Bolton	9462 2711	0418333459	0418333459
School Council President	Nigel Procter	9442 2787	9442 2787	0422001808
Principal	Brett Millott	9462 2711	0475056175	0475056175

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	Graham Stevenson	94889488	0407303018
SSSO Team Leader	Lena Galapi	9470 6028	N/A

Local / Other Organizations

Name	Phone
Darebin City 8470 8888 - SES (flood, storm and earthquake)	132 500

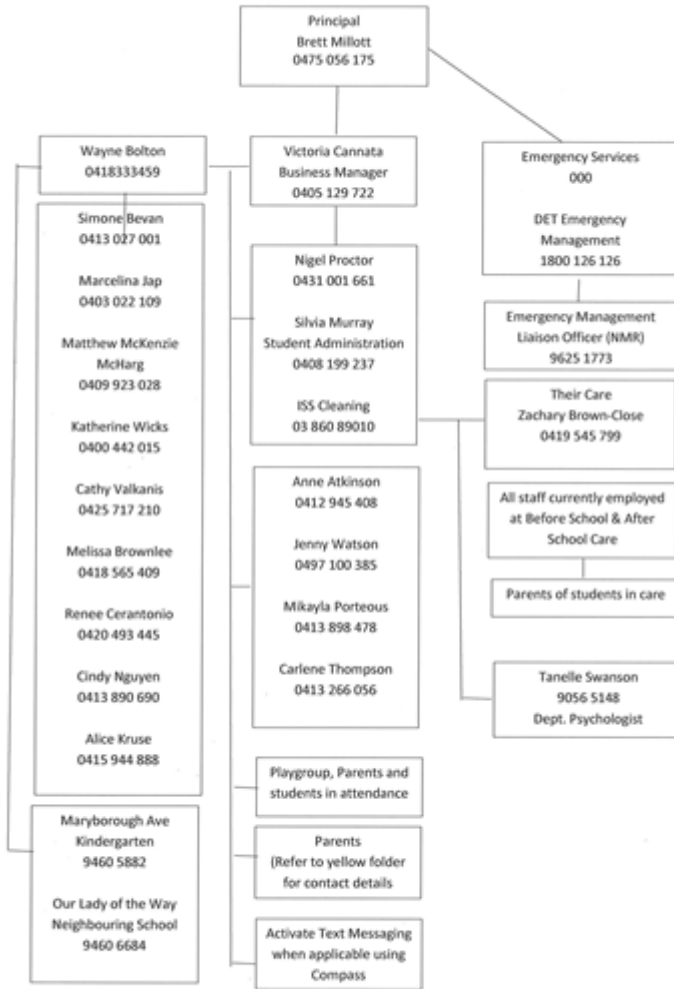
School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Refer to the School Bus Emergency Contacts section of the Guide	Not Applicable		

Communication Tree

Communication Tree

Communication Tree: Kingsbury Primary School



Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	Implement actions for varied fire warnings as per EMP Monitor warnings from EPA. Monitor CFA Website	Acceptable	Consequence Minor Likelihood Possible Risk Level Medium	Prior to bushfire season consult staff regarding their Emergency Plans Implement actions for varied fire warnings as per EMP Minor Injury/ill health requiring first aid. Peer support for stress/trauma event. Consider cancelling scheduled excursions Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of of our current ISP Students are living with their parents)	Consequence Minor Likelihood Unlikely Risk Level Low
Intruder / Personal Threat	Cause: Unknown/known person entering the children's service building or grounds and verbally and/ or physically causing harm due to: Custodial dispute Police operation/ pursuit of an offender Parent dispute with the children's service Drug affected or mentally unstable person Argument between children's parents Consequences: Physical and/or psychological harm to staff and/or children	Visitors must report to service manager/reception and sign in using the Visitor Register Lockdown/lockout/ evacuation procedures are regularly practiced Procedures for responding to Intruder incident are readily accessible to staff in case of emergency Educators carry phone handset Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced eg at parent forums and in the newsletters Encouraging engagement of parents in the service's activities The service maintains a register of current court orders/custody documents In relation to court orders / custody papers: the service maintains a register of current documents parents are advised of the service's relevant processes and duty of care to other children and staff	Acceptable	Consequence Major Likelihood Possible Risk Level High	The children's service will provide training for staff in managing aggressive people/diffusing tense situations Staff will share information on a need to know' basis concerning parent issues The service will develop a process and pre-determined actions to discretely alert others of an intruder The service will increase number of staff in the playground when possible Playground duty staff will be trained to manage intruders on the facility's grounds Where staff feel the need for support in arranged meetings with parent/s: two staff will attend where possible staff will use a signal to obtain support from another staff member an appropriate room will be selected for meetings where possible eg one with two exit points Where necessary, the service will seek legal advice regarding obtaining a trespass order for parents who use threatening behaviour If there is an escalation of Intruder incidents, the service will consider: liaising with local police to arrange a prompt response to any call for assistance issuing playground duty staff with two-way radios linked to an office base station seeking advice from police, service management and DET region, Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the	Consequence Moderate Likelihood Possible Risk Level Medium

					International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents)	
Building fire	Risk of injury from burns or smoke inhalation.	Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Test communication systems (PA system) on a regular basis. A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. A business continuity plan is in place.	Acceptable	Consequence Minor Likelihood Possible Risk Level Medium	<p>Where staff feel the need for support in arranged meetings with parent/s: two staff will attend where possible staff will use a signal to obtain support from another staff member an appropriate room will be selected for meetings where possible eg one with two exit points If there is a fire, the service will: Liaising with local police/MFB to arrange a prompt response to any call for assistance. seeking advice from police, service management and DET region,</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents)</p>	Consequence Minor Likelihood Possible Risk Level Medium
Severe weather and storms	Risk of roof down flooding causing injury.	Roofs/gutters/drains are cleared. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications. A business continuity plan is in place.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	<p>Staff to arrange appropriate support injured person. Call 000 if severe.Contact Emergency Management for support.</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents)</p>	Consequence Minor Likelihood Rare Risk Level Low
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Locate Bomb Threat Checklist next to phones. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response.	Acceptable	Consequence Minor Likelihood Possible Risk Level Medium	<p>Call Region / Emergency management for support.Call 000 and report incident. Arrange for appropriate support for individuals.</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted</p>	Consequence Minor Likelihood Unlikely Risk Level Low

					as required.(Please note that all of our current ISP Students are living with their parents)	
Influenza pandemic	Risk of Health and/or Death (in extreme cases of a pandemic).	Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) There is convenient access to water and liquid soap and/or alcohol-based sanitiser in all bathrooms. Staff and children educated about covering their cough to prevent the spread of germs.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	<p>Advise the school cleaners and ensure correct cleaning and disinfecting of common places occurs. All staff and students advised and reminded of good health practises. DET protocols followed and advice to all is updated regularly.</p> <p>When directed, parents and some all students are excluded from site. skeleton staff and selected students at school. PPE supplied to all teachers.</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents) Ill students/staff sent home form work immediately symptoms are displayed.</p>	Consequence Minor Likelihood Possible Risk Level Medium
School Bus accident/Vehicle Incident	Risk of death/injury	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 required to check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip. All students are required to wear a seatbelt.	Acceptable	Consequence Minor Likelihood Rare Risk Level Low	<p>Appropriate support provided via 000 and contact Emergency Management to provide appropriate support for individuals. IRIS alert/school notified.</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents)</p>	Consequence Minor Likelihood Rare Risk Level Low
Camps	*Risk of injury during camps and excursions *transport incidents Consequences	Risk assessment prior to camp. Accredited camps only. Any injury to staff or students is to reported to Camp, excursion or bus operators. Set Protocols to be followed when on camp. Direct communication with school.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	School contacted and advised to deal with parents and outside organisations. If required 000 called to provide care for personnel. Ensure there are enough staff on camp. Research camp prior to booking.	Consequence Minor Likelihood Possible Risk Level Medium

Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Lockdown. Communicate via phone system. Monitor visually where possible. Notify police and DET emergency management. stay out of sight.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Regular practise. Monitor systems. Ensure phones are working. Lock back gate and ensure all visitors have to enter through front gate for visibility. Sign in system for parents/carers on site. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of of our current ISP Students are living with their parents)	Consequence Minor Likelihood Possible Risk Level Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Contact DET. Lockdown or evacuate depending on circumstance. If on phone, gather as much information as possible and fill out page from EMP. Ensure all school students staff and visitors are safe. Communicate to families if needed.	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	Take further advice from DET and communicate the management of the incident. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of of our current ISP Students are living with their parents)	Consequence Minor Likelihood Rare Risk Level Low
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Contact Cushman and Wakefield. Manage situation as it occurs. Ensure repairs and maintenance are up to date. Bring students in from the playground.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Communicate to students and families if needed- via Compass. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of of our current ISP Students are living with their parents)	Consequence Minor Likelihood Possible Risk Level Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	Inform students. Give parents choice if they want to collect thier child- hygiene reasons. Provide bottled water for drinking. Use water tanks for flushing. Complete physical records if computers cannot be used. Do other tasks. Use other communication systems if possible.	Needs Improvement	Consequence Moderate Likelihood Possible Risk Level	Ensure we are able to use the tank water. Regular checks. Bottled water on stand by. Server back ups are completed. Send students home if it becomes an emergency situation.	Consequence Minor Likelihood Possible Risk Level

				Medium	Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of our current ISP Students are living with their parents)	Medium
Industrial fire/chemical emissions incident	Probable Causes: • Fire/chemical incident at high risk industrial site Probable Consequences: • Poor air quality •Modification to programs keep staff/students indoors • health impacts due to smoke •Traffic access/egress – disruption	Remain indoors Inform students of the reason why they need to stay inside. Use inside toilets. Monitor students with asthma- provide inhalers. Inform parents via Compass.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Use Vic Emergency Website and App to stay informed of alerts. Create Watch zone. Follow directives of police/fire authorities. Contact families and send students home if needed. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of our current ISP Students are living with their parents)	Consequence Minor Likelihood Possible Risk Level Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Acceptable	Consequence Minor Likelihood Possible Risk Level Medium	Principal (Welfare Officer) to be informed of any suspected abuse or concerns. IRIS alert/notify DET/SOCKET and any other services. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of our current ISP Students are living with their parents)	Consequence Minor Likelihood Possible Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices 	Acceptable	Consequence Minor Likelihood Possible Risk Level Medium	Students do not bring USBs from home for use on school computers. Update virus software regularly. Teacher monitors use of computers in ICT lab. Our School is an ISP School	Consequence Minor Likelihood Possible Risk Level Medium

		<ul style="list-style-type: none"> 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 			If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of our current ISP Students are living with their parents)	
Medical Emergency	<p>Probable causes: Accident/misadventure; known/unknown illness</p> <p>Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p>	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Acceptable	<p>Consequence Minor</p> <p>Likelihood Likely</p> <p>Risk Level Medium</p>	<p>Staff practise procedures and protocols regularly. Purchase of Defibrillator. CPR training updated each year. first Aid updated each 3 years. Anaphylaxis briefings. Meet with parent sof new students with Anaphylaxis. Access to SSS service.</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of of our current ISP Students are living with their parents)</p>	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Mental Stress	<p>Probable causes: Exposure to distressing event; Anxiety/depression; illness</p> <p>Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning</p>	<ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Heath Initiative 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<p>Monitor regularly. Discuss with parents and recommend counselling for students if needed. Monitor staff and support confidentially. Refer to EAP. Refer students to SSS service.</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of of our current ISP Students are living with their parents)</p>	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Missing person - school or school camp/excursion	<p>Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress</p> <p>Probable consequences: injury; interrupted</p>	<ul style="list-style-type: none"> School records attendance Student engagement policy to promote school attendance and address truancy, which is staged Recess and lunchtime supervision. 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood</p>	<p>Rolls checked at 10.00am and office staff updated. Parents called if needed. Regular communication to families around absence.</p>	<p>Consequence Moderate</p> <p>Likelihood</p>

	education; psychological trauma/distress	<ul style="list-style-type: none"> 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 		Possible Risk Level Medium	Ensure all students have returned after recess breaks. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents)	Possible 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	<ul style="list-style-type: none"> Student Support Services Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Monitor staff and students. Communicate assistance that is available. Time away if needed. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents)	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	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> Lunchtime and recess supervision School based security measures e.g. duress alarm, CCTV Behavioral Code of Conduct School social media strategies to address online harassment Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> Trespass order Child Protection referral Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> Referral to Student Support Services (SSS) School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) Restraint and Seclusion procedures Respectful Relationships Health and Human Services Behaviour Support Services More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Berry Street Education Model in practice across the school. Respectful Relationships. Students at risk of family violence are to come to the office each day for collection by parent. Staff on duty monitor students when they are picked up and dropped at school. New fence has been installed so there is clear monitoring of the exit and entry point to the school. IRIS alert. Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.(Please note that all of our current ISP Students are living with their parents)	

		<ul style="list-style-type: none"> • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria’s Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	<p>The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.</p> <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of our current ISP Students are living with their parents)</p>	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

Core Emergency Response Procedures

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

	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your Our Lady of the Way Primary School - Green St Kingsbury or Bundoora Park • 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. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record. <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure parents and homestay parents are contacted as required.”</p>
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • 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.

	<ul style="list-style-type: none"> • 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. <p>Our School is an ISP School</p> <p>If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. (Please note that all of our current ISP Students are living with their parents)</p> <ul style="list-style-type: none"> • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record. <p>If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure parents and homestay parents are contacted as required.”</p>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside

	<ul style="list-style-type: none"> ○ Obtain Emergency Kit ● Go to the designated assembly point/s School oval near cricket nets - Green St end of school ● Check that students, staff and visitors are all accounted for. ● Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. ● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ● Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. ● Maintain a record of actions/decisions undertaken and times. ● Contact parents as required. <p>Actions after lock-out procedure</p> <ul style="list-style-type: none"> ● Ensure any students, staff or visitors with medical or other needs are supported. ● Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. ● Determine whether to activate your parent re-unification process. ● Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). ● Print and issue pre-prepared parent letters and give these to students to take home. ● Direct all Media enquiries to DET Media Unit on 8688 7776. ● Ensure all staff are made aware of Employee Assistance Program contact details. ● Contact the SSSO Network Coordinator if required. ● Seek support from your region/regional Manager, Operations and Emergency Management as required. ● Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. ● Complete your Post Emergency Record. <p>Our School is an ISP School If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure parents and homestay parents are contacted as required.”</p>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> ● Call 000 for emergency services and seek and follow advice. ● Chief Warden activates the Incident Management Team. ● Move all students, staff and visitors to the pre-determined shelter-in-place area Isurava Building (BER building) ● Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). ● Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. ● Check that all students, staff and visitors are accounted for. ● Ensure communications with emergency services is maintained. ● Wait for emergency services to arrive or provide further information.

	<ul style="list-style-type: none"> • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in-place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record. <p>If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure parents and homestay parents are contacted as required.”</p>
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Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions																		
Bushfire/Grassfire	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Triggers for Action.</p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> • is observable, or • identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school. • there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> • If immediate emergency services assistance is required phone '000'. • Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you. <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 30%;">Name</th> <th style="width: 40%;">Role</th> <th style="width: 30%;">Mobile number</th> </tr> </thead> <tbody> <tr> <td>Insert name</td> <td>Manager Operations and Emergency Management</td> <td>Insert Number</td> </tr> <tr> <td>Insert name</td> <td>Emergency Management Support Officer</td> <td>Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Report the incident to ISOC (1800 126 126) • Convene your Incident Management Team (IMT) • Continue to monitor conditions such as wind change, size of fire, direction of travel. • Continue to monitor warnings and advice messages through the VicEmergency App or website. • If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary. <p>Other sources of Information</p> <ul style="list-style-type: none"> • Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area. • ABC local radio – use a battery powered radio if necessary due to the possibility of power outages. <p style="text-align: center;">Actions for the School when it is within a VicEmergency warning area</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 20%;">VicEmergency Warning</th> <th style="width: 40%;">What it means</th> <th style="width: 40%;">School Actions</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Advice Warning</td> <td> <p>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.</p> </td> <td> <p>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</p> <p>If your school is in a Watch and Act Warning area, seek advice and then decide whether</p> </td> </tr> <tr> <td style="vertical-align: top;">Watch and Act Warning</td> <td> <p>Issued when an incident/event is to; likely to or is directly impacting the community. They need to take action now.</p> </td> <td> <ul style="list-style-type: none"> • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children • evacuate the school to your offsite bushfire evacuation location. </td> </tr> </tbody> </table>	Name	Role	Mobile number	Insert name	Manager Operations and Emergency Management	Insert Number	Insert name	Emergency Management Support Officer	Insert Number	VicEmergency Warning	What it means	School Actions	Advice Warning	<p>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.</p>	<p>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</p> <p>If your school is in a Watch and Act Warning area, seek advice and then decide whether</p>	Watch and Act Warning	<p>Issued when an incident/event is to; likely to or is directly impacting the community. They need to take action now.</p>	<ul style="list-style-type: none"> • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children • evacuate the school to your offsite bushfire evacuation location.
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	<p>Emergency Warning Issued when the community is in imminent danger of an incident/event and need to take action now.</p> <p>Prepare to Evacuate Prepare to Evacuate – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.</p> <p>Evacuate Now Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>Sheltering in Place. If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> • Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. • Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the Shelter in Place. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services are maintained. • Advise parents that the school is sheltering in place and they should not come to pick their children up. • If parents arrive, encourage them to stay with their children at the school. • Check all windows and doors in the Shelter in Place are closed (but doors are not locked). • Turn off gas supply • Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems). • If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite Bushfire Evacuation location and Offsite Bushfire Evacuation Location. • Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require. • The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. • Wait for emergency services to arrive or provide further information. • Any decision to leave the Shelter in Place should only occur on advice of emergency services • Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions. <p>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p>
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	<ul style="list-style-type: none"> • If the building has ignited and is not safe to extinguish – evacuate to the > Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route. • Maintain a record of actions/decisions undertaken and times. <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>
Intruder / Personal Threat	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • 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 Incident Support and Operations Centre 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776 •
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the Oval near cricket nets or asphalt area as required. if required move all students and personnel to "Our Lady of the Way" Catholic Primary School (Green Ave Kingsbury), closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Severe weather and storms	<ul style="list-style-type: none"> ○ Call 000 if emergency services are needed and seek and follow advice. ○ Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. ○ Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. ○ During a severe storm: <ul style="list-style-type: none"> ▪ Remain in the building and keep away from windows.

	<ul style="list-style-type: none"> ▪ 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.
<p>Bomb Threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments

- background noises
- key phrases used
- whether the threat is automated/taped/recorded.

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
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
 - report the emergency to the Security Services Unit on 9589 6266
 - ensure all of the caller information has been written down and provided to police on arrival.

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

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 Security Services Unit on 9589 6266.

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

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 Security Services Unit on 9589 6266.

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

If you are at the site of an explosion

	<ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>School Bus accident/Vehicle Incident</p>	<p>The Bus Coordinating Principal will:</p> <ul style="list-style-type: none"> ● Contact emergency services agencies to ascertain local information on status of any notified emergency. ● Report emergency to the Security Services Unit on 1800 126 126. ● Advise emergency services of the status and location of bus services and seek assistance if required. ● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ● Confirm/provide instruction to driver with regard to destination. ● Notify client school principals and any other facility with passengers on the affected service. ● Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). ● Keep an accurate log of all communication in relation to the event. ● Receive confirmation of bus's arrival at destination from driver. ● Where possible keep an accurate record of the event. ● Direct all Media enquiries to DET Media Unit on 8688 7776. ● Note: The above summarised procedure relates specifically to Students Affected En Route only. For the detailed procedure, including for Students Affected While at School and Bus Routes Affected Overnight or Before School, refer to the DET School Bus Program Emergency Management Operational Guidelines January 2015 or the Student with Disabilities

	<p>Transport Program Emergency Management Operational Guidelines January 2015 as appropriate</p>
<p>Camps</p>	<p><i>Refer to the School Camp Policy for Planning and procedures- Attached.</i></p>
<p>Intruder</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • 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. • Direct all Media enquiries to DET Media Unit on 9637 2871. •
<p>Bomb/substance threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities.

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- **If a bomb/substance threat is received by telephone**
- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for police on a separate phone
 - notify the Chief Warden/principal
 - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
 - gender of caller
 - age of caller
 - accents and speech impediments
 - background noises
 - key phrases used
 - whether the threat is automated/taped/recorded.

Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
 - **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
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above
 - report the emergency to the Security Services Unit on 9589 6266
 - ensure all of the caller information has been written down and provided to police on arrival.
 - ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

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.

	<ul style="list-style-type: none"> • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i>
<p>Severe weather event</p>	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126.

	<ul style="list-style-type: none"> • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. •
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
<p>Industrial fire/chemical emissions incident</p>	<p>In the event of an industrial fire or chemical emissions incident at a nearby location:</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow any advice from Emergency Services • Report the emergency immediately to the Chief Warden • If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning. • Check staff, students and visitors are accounted for • Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school. • Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 • Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required • Monitor the VicEmergency website at www.emergency.vic.gov.au, or the VicEmergency App on your mobile device, for any warnings and advice • Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day) • Await advice from emergency services or from the Department before resuming normal school activities outdoors • Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

	<ul style="list-style-type: none"> • Follow-up communications with parents as required. <p>Specific actions prior to the start of school:</p> <ul style="list-style-type: none"> • Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider: <ul style="list-style-type: none"> ○ Contacting families and advising them that students are not to come to the school until further notice ○ Follow relevant steps in the School Bus Program Emergency Management Guidelines: <ul style="list-style-type: none"> ▪ For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures and notify client schools ▪ For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted. <p>Specific actions at the end of the day:</p> <ul style="list-style-type: none"> • Await advice from emergency services or further advice before resuming normal end of day procedures • Consider contacting families and advising and not to come to the school for collection until the ‘all clear’ has been given • If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements and follow the relevant steps in the School Bus Program Emergency Management Guidelines: <ul style="list-style-type: none"> ○ For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures for School Bus Coordinating Schools and notify client schools ○ For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted.
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at

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

	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’ • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School’s student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage ○ Edusafe (for staff) EAP for STaff
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact ‘000’ for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Contact the school • Liaise with staff at the camp • Ensure the whereabouts and safety of all other students
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact ‘000’ for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>‘Managing Trauma’</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual • Monitor the wellbeing of staff

	<ul style="list-style-type: none"> • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Contact the police and make a report/seek assistance • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of 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 regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.

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	Contact other network schools or Our Lady of the Way Ensure that staff and parent contact details are available in hard or electronic copy so families can be contacted from home. Staff provided with laptops so they can work from home.
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Name	Contact Details	Support Role

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

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

Details of arrangements	Contact Incident Support and Operations Centre. ensure staff have laptops and devices so they can work from home.
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Name	Contact Details	Support Role

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

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

Details of arrangements	Contact NW regions- SEIL Graham Stevenson 0407303018 Suspend any scheduled activities. Notify parents via Compass. Place signs on the gates.
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Name	Contact Details	Support Role

Business Continuity Checklist

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

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

Area Map

Area Map

Area Map and Evacuation Plan 2019

- Route 1- Evacuate to Our Lady of the Way School via Niblick Avenue and Green Street- 5 minutes walking distance to Our Lady of the Way.
- Route 2- Evacuate to Our Lady of the Way School via Maryborough Avenue and Green Street- 10 minutes walking distance to Our Lady of the Way.

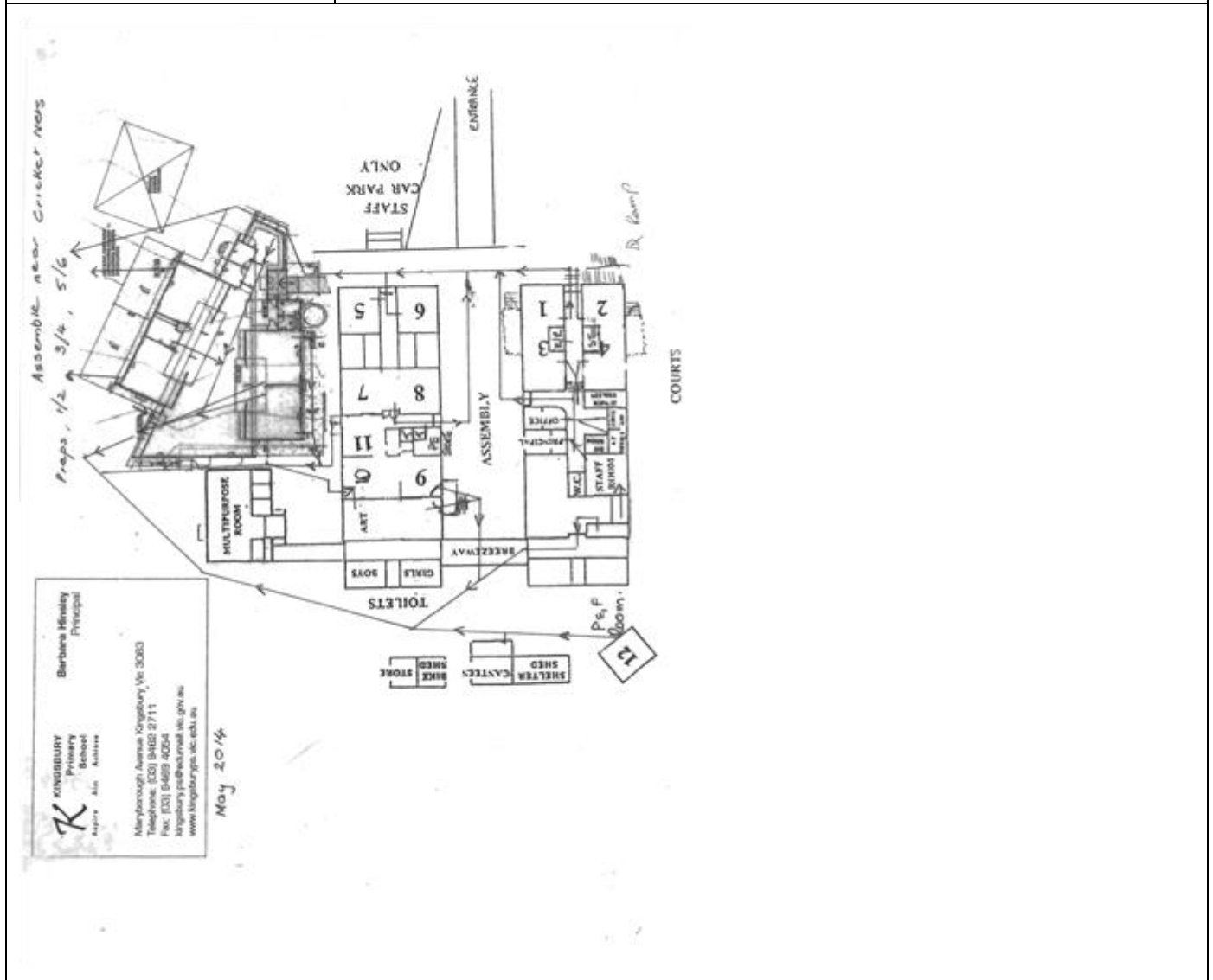


Evacuation Plan- To Our Lady of the Way



Evacuation Map

Building Name	Evacuation Procedures
Kingsbury Primary Evacuation Diagram	All students, teachers and visitors to make their way from the work space via the nearest evacuation exit, as described on the map. They should listen to the announcement to determine if they are going to the oval or basketball court. the oval is the default assembly point. Rooms are checked and locked by the last person- usually a warden and rolls are brought with each class.



Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Symon Kahut	Regional Office	15/09/2023	symon.kahut@education.vic.gov.au
Nigel Procter	School Council President	15/09/2023	nigedotcom@gmail.com
Paul McNally, NWVR	Project Officer on 5440 3154	15/09/2023	mcnally.paul.j@edumail.vic.gov.au
Bruce Corrie	Manager Resources NWV Service Planning Branch 5440 3148	15/09/2023	corrie.bruce.a@edumail.vic.gov.au
All Staff	2023 staff	15/09/2023	School's Staff 2023 DL

