

Monbulk College

Emergency and Critical Incident Management Plan 2020-2021



146-148 David Hill Road, Monbulk, VIC, 3793
03 9751 9000 / monbulk.co@education.vic.gov.au

Department of Education and Training

Date Approved: 26/08/2020

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.

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
DET - loaded on portal	DET	24/08/2020	emergency.nev@education.vic.gov.au
Scott Crawford	SEIL - NEVR	24/08/2020	scott.crawford@education.vic.gov.au
Simon Schroder 0413 307 483	CFA	24/08/2020	captain@monbulkcfa.org
Officer in Charge	Police	24/08/2020	monbulk.uni@police.vic.gov.au
Shire of Yarra Ranges	Shire of Yarra Ranges	24/08/2020	mail@yarraranges.vic.gov.au
Eloise Martin	Senior Emergency Management Support Officer	24/08/2020	eloise.martin@education.vic.gov.au
All school staff	Monbulk College	24/08/2020	DLS806501@edumail.vic.gov.au

Facility Profile

School Name/Campus Name	Monbulk College
Address	146-148 David Hill Road, Monbulk, VIC, 3793
Phone	03 9751 9000
Email	monbulk.co@education.vic.gov.au
Fax	03 9751 9001
DET Region	NORTH-EASTERN VICTORIA
DET Area	Outer Eastern Melbourne Area
LGA	Yarra Ranges (S)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 2
Operating Hours	8:30am - 4:30pm
Number of Students	582
Number of Staff	49
Number of Buildings	13
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Gymnasium
On-site Evacuation Location	Gymnasium
Off-site Evacuation Location	1) Loch Avenue Reserve; 2) Monbulk Oval

Typical method used for communications to school community	Compass, Email, SMS, Newsletter,
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
Kew Sports	College Gymnasium	50	After school hours and weekends.	0417341685	0417 341 685
Yarra Ranges Council	Sports Oval	50 - 80	After school hours and weekends	1300 368 333	1300 368 333

Building Information Summary

Telephones (landlines)

Location	Number
General Office	9751 9000

Alarms

Description	Location	Monitoring Company	Number
Fire	Deactivated	NA	NA
Intrusion	Building A Air Lock, Building B Southern Entrance, Art (Room 26), LRC, FLC, Senior Science, Old Science, Theatre, Canteen and Gym	DET - fob required Phone monitoring on 9752 1746	
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front right of the college (facing entrance) in a cage Behind the Theatre	AGL	Turn handle off
Water	Mains to right of front bus entry (town side) near David Hill Road	Yarra Valley Water	Turn handle off
Electricity	Mains control box inside boundary fence David Hill Rd, 50 metres from entrance gate 1. (Additional control boxes in Gym, Theatre, LRC?)	Red Energy Australia (pump)	Number 1 Electrical key required. Turn master switch off

Sprinkler System

Control Valve Location	No longer operative
Shutoff Instructions Location	NA

Boiler Room

Location	No longer operative
Access	master key

Emergency Power System

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

Building and Site Hazards

Location	Number
Metal work - gas storage	Room 20 and in cage gas for soldering
Science Lab & Prep Rms (Chemicals)	Rooms 44, 45, 40, 42, R1 and two prep rooms with store areas.
Photo media - chemicals	Rooms 26, 28 - Chemicals in storeroom for developing film and in dark room
Cleaners store - cleaners and solvents	Cleaners and solvents in storeroom in Arts wing
BBQ Gas cylinders	Bus shed
Science Lab & Prep Rooms, Food (Gas)	Rm 34 (Food) 44, 45 (Old Science & Prep), 43, 42 (Senior Science & Prep)

Additional Profile Information

Additional Info	The College has builders on site from mid-2020 as Stage 3 Masterplan is constructed; this is expected to conclude during 2022.

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	27/08/2020
Next check date	25/03/2021

First Aid Training

Staff Member	Training Completed	Date Qualified To
Melinda Albers	HLTAID003 RD	28/10/2021
Kerrie Cotterell	HLTF311A RD	05/08/2022
Rose Carn	HLTAID003 RD	19/02/2019
Shani Vander Young	HLTAID003 Provide First Aid	29/08/2017
Ellen McDonald	HLTAID003 Provide First Aid	23/02/2019
Narelle Gleeson	HLTAID003 Provide First Aid	29/10/2021
Steven Utting	HLTAID003 (Level 2) RD	05/08/2022
Jenny Walter	HLTAID003 RD	21/03/2019
Brock Mason	HLTAID003 RD	28/08/2017
Emma Hyett	HLTAID003 Provide First Aid	18/09/2017
Michael Hyett	HLTAID003 Provide First Aid	01/12/2020
Susan Comello	HLTFA311A RD	29/10/2021
		25/11/2017
Frances Ibbott	HLTAID003 RD	24/08/2019
Fiona McNair	HLTAID003 Provide First Aid	24/08/2019
Patricia Rambaldo	HLTAID0003 RD	16/10/2020
Susan Kremer	HLTAID003 Provide First Aid	29/08/2021
Vera Magila	HLTAID003 Provide First Aid	21/08/2021
Chantal Smith	HLTAID003 Provide First Aid	15/11/2020

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	6
Asthma	0	57
Autism	0	6
Intellectual disability	0	0
Severe behaviour disorder	0	3
Diabetes	1	1
CAH: Congenital Adrenal Hyperplasia	0	1
Aspergers	0	5
Anaphylaxis	0	0
ADHD	0	7
Anxiety	0	6
Hearing impaired	0	1
Migraine	3	9

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Fire in one of the rooms/buildings on college grounds. Consequence Damage to buildings making them unsafe. Burns and smoke inhalation	Fire services equipment located around college and checked regularly as per Australian standards Fire blankets installed in Food preparation areas. Fire drills conducted regularly All electrical equipment is tested and tagged as per Australian Standards and items that fail the test are disposed of in an appropriate manner.	Acceptable	Consequence Major Likelihood Possible Risk Level High	Ensure staff are aware of how to use equipment around the college and procedures to ensure students are evacuated promptly.	Consequence Moderate Likelihood Possible Risk Level Medium
Airborne Hazard	Smoke Gas Chemical spill Consequence Health affected from inhaling airborne hazard	Implemented safe work procedures for handling chemicals Emergency evacuation and lockdown procedures practised regularly Staff report any potential gas issues to Assistant Principal Material Safety Data Sheets (MSDS) available for all dangerous or hazardous substances kept on site	Acceptable	Consequence Major Likelihood Likely Risk Level Extreme	Ensure all staff are aware of the need to close windows Ensure staff are aware of where MSDS sheets are located Ensure first aid staff are aware of MSDS first aid procedures	Consequence Moderate Likelihood Likely Risk Level High
Severe weather event	There is a risk of injury due to Flying debris Falling objects Falling power lines Consequences Physical injuries / stress related injuries Damage to buildings	When a severe weather warning is forecast the Principal or AP determines if a camp or activity will continue to run Bins are secured Students have restricted yard spaces Classrooms are opened as lunchrooms Contract buses rerouted to avoid fallen trees	Effective	Consequence Major Likelihood Likely Risk Level Extreme	Students will be required to remain indoors and away from windows.	Consequence Moderate Likelihood Likely Risk Level High
Storms/Flooding	Risk of water lying on oval/courts Risk of water entering buildings through roof Consequence Physical injuries due to slips and falls Minor stress event	Gutters cleaned regularly Oval and courts closed on wet weather days and when there is pooling of water Leaks found in roofing fixed promptly	Acceptable	Consequence Minor Likelihood Almost Certain Risk Level High	Students will be required to remain indoors at recess / lunchtime. Alternate activities set if students are outdoors or on excursions. Excursions may be cancelled.	Consequence Minor Likelihood Possible Risk Level Medium
Heatwave	Risk of physical illness, stress Consequence Dehydration, ill-health, stress	Students and staff encouraged to have water bottles in class	Acceptable	Consequence Minor Likelihood Likely Risk Level Medium	Reduce physical activity (PE classes), reduce use of equipment that heats rooms (Food, Metal), relocate classes to an airconditioned space.	Consequence Minor Likelihood Possible Risk Level Medium
Earthquake	Risk of injury and damage to property Consequence Stress event Physical injuries	Emergency evacuation drills scheduled and practiced on a regular basis	Acceptable	Consequence Minor	Provide training to staff and students in emergency response procedures	Consequence Minor

				Likelihood Possible Risk Level Medium		Likelihood Possible Risk Level Medium
Power Outage	Risk of power loss to the college leaving some rooms unsafe and loss of communication mediums (no bells/announcements/computers or phones) Consequence Physical injuries due to greater OHS risk Physical discomfort Risk to health and well being of staff and students No lighting or power Loss of means of communication ICT network unavailable	Depending on the time of day and length of the outage the college uses the following procedures During the day, classes continue as normal and manual bell used Known outage, classes moved to other rooms and some cancelled Unexpected outage of over 24 hours, parents notified of issues and given options regarding their students well-being Bus company notified and bus routes rearranged. Outages of longer than two days. Depending on time of year, heating and septic system become an issue to be notified to Region. Parents informed via Compass SMS and email.	Acceptable	Consequence Moderate Likelihood Almost Certain Risk Level Extreme	Depending on the time of day and length of the outage the college uses the following procedures During the day, classes continue as normal and manual bell used Known outage, classes moved to other rooms and some cancelled Unexpected outage of over 24 hours, parents notified of issues and given options regarding their students well-being Bus company notified and bus routes rearranged. Outages of longer than two days. Depending on time of year, heating and septic system become an issue to be notified to Region. Parents informed via Compass SMS and email	Consequence Moderate Likelihood Likely Risk Level High
Transport including contract buses and school bus	Risk of bus in a traffic accident Risk of bus having an engine fire Risk of bus being unable to complete journey due to road closure eg fallen tree Risk of breakdown Consequence Fatality, physical injuries Stress event Students and/or staff stranded Vehicle damaged or in need of towing	Only Accredited Bus Operators supported by PTV are used as Contract Bus Operators Contract bus company contacts the college when they are informed of road closures and where possible arrange alternative routes to take students home. Students notified. Monbulk College is a Registered Bus Operator and owns a 25 seater mini bus. College bus serviced regularly and maintained as required Drivers have a valid licence Drivers collect a first aid kit and emergency contact numbers. Drivers maintain a logbook as required which is located in the sick bay.	Acceptable	Consequence Severe Likelihood Likely Risk Level Extreme	Inform parents of changes to bus routes where there are alternative arrangements made.	Consequence Moderate Likelihood Likely Risk Level High
Camps / Excursions	There is a risk of injury during camps and excursions Consequence Physical injuries from adventure activities Stress event	Implement risk procedures and all safety procedures related to the activities All camps and excursions involving high risk activities are approved by School Council / Principal as per DET policy and procedures All adventure activities follow DET Safety Guidelines for Education Outdoors and are entered into Student Activity Locator (SAL) All excursions are entered on SAL Camps and activities cancelled when conditions are unsuitable	Acceptable	Consequence Severe Likelihood Likely Risk Level Extreme	Adjustments to Camp and/or activities based on insitu risk assessment with teachers and leaders. Alternate activities planned, or cancelled when conditions are unsuitable.	Consequence Major Likelihood Possible Risk Level High
Influenza pandemic	There is a risk of ill health Consequence Risk of ill health which in an extreme case could lead to death. Probable causes: contagious illness; Influenza virus; Vulnerability to infection Probable consequences: Spread of illness; High absenteeism	Basic hygiene measures are in place and posters displayed. Access to soap, water and sanitiser in bathrooms Students reminded to cover their cough (cough into elbow) to prevent the spreading of germs and tissues provided. Following DHHS/DET Health advice and instructions. Sick and ill students and staff discouraged from being at school Flu injections offered to staff annually Regular risk infection procedures outlined at staff meetings by nursing staff Parents/carers informed of school policy regarding sick children in newsletter	Acceptable	Consequence Severe Likelihood Unlikely Risk Level High	Flu shots made available to staff and students; masks, hand sanitiser available to staff and students (incl. classrooms). Ensuring additional cleaning is enacted as appropriate.	Consequence Major Likelihood Possible Risk Level High

Medical Emergency	Serious medical event Consequence Fatality, severe health event Stress event	Reported to First Aid. Ambulance called - advice followed Patient monitored Family contacted	Effective	Consequence Major Likelihood Likely Risk Level Extreme	Apply first aid & provide support to staff assisting incident. Reduce student impact through relocation of classes, student wellbeing support as needed.	Consequence Major Likelihood Possible Risk Level High
Off-site Emergency	Event in the vicinity (neighbourhood) of the college or affecting access into or out of the college Consequence will depend on the event but is expected to be very minor.	Follow advice of emergency services. Emergency evacuation drills scheduled and practiced on a regular basis	Acceptable	Consequence Minor Likelihood Likely Risk Level Medium	Provide training to staff and students in emergency response procedures	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.	Visitors must report and sign in at General Office Lockdown procedures practices annually Visitor badges issued to genuine site visitors Current court orders/ custody arrangements recorded A code for an intruder is used and known by staff at the college College policy is for two staff to be involved in difficult parent interviews Staff on yard duty to report any intruder to office / principal class.	Acceptable	Consequence Major Likelihood Likely Risk Level Extreme	The college will provide training for staff who request it relating to managing aggressive people and diffusing tense situations. The college will develop a parent behaviour policy which it will communicate and regularly reinforce at parent forums and through the newsletter Where necessary the college will seek legal advice regarding obtaining a trespass order for parents who use threatening behaviour	Consequence Moderate Likelihood Likely Risk Level High
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Emergency evacuation drills scheduled and practised on a regular basis Police notified	Acceptable	Consequence Severe Likelihood Unlikely Risk Level High	Bomb Threat Checklist to be located next to office phones	Consequence Moderate Likelihood Unlikely 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	Depending on the time of day and length of the outage the college uses the following procedures During the day, classes continue as normal and manual bell used Known outage, classes moved to other rooms and some cancelled Unexpected outage of over 24 hours, parents notified of issues and given options regarding their students well-being Bus company notified and bus routes rearranged. Outages of longer than two days. Depending on time of year, heating and septic system become an issue to be notified to Region. Parents informed via Compass SMS and email	Acceptable	Consequence Moderate Likelihood Almost Certain Risk Level Extreme	Depending on the time of day and length of the outage the college uses the following procedures During the day, classes continue as normal and manual bell used Known outage, classes moved to other rooms and some cancelled Unexpected outage of over 24 hours, parents notified of issues and given options regarding their students well-being Bus company notified and bus routes rearranged. Outages of longer than two days. Depending on time of year, heating and septic system become an issue to be notified to Region. Parents informed via Compass SMS and email	Consequence Moderate Likelihood Likely Risk Level High

Bushfire/Grassfire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	CFA managing burning of bushland and recommending removal of dangerous trees. CFA website monitored during bushfire season Emergency response drills conducted regularly in bushfire season to shelter in place and off site. Students not permitted in southern area or on southern third of the oval. College is on BARR and so is closed on Code Red days and the College will also close on locally declared extreme days.	Acceptable	<p>Consequence Severe</p> <p>Likelihood Possible</p> <p>Risk Level Extreme</p>	CFA managing burning of bushland and recommending removal of dangerous trees. CFA website monitored during bushfire season Emergency response drills conducted regularly in bushfire season to shelter in place and off site. Students not permitted in southern area or on southern third of the oval. College is on BARR and so is closed on Code Red days and the College will also close on locally declared extreme days.	<p>Consequence Severe</p> <p>Likelihood Possible</p> <p>Risk Level Extreme</p>
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	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	SWC Referral system, with support and programs to manage and monitor students at risk. Reporting systems for staff members who have concern about student wellbeing and safety.	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
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 Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	Staff informed about privacy policies, password management and security over digital information.	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	Staff member to monitor first aid requirements, and receive support if required. Advice will be sought, as needed and ambulance services as required. Inform SSU as needed, and engage SSSO support for students/staff as needed.	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal	<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 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p>	Provide support through SWC; and engage SSSO services as needed. Refer staff to EAP, if required.	<p>Consequence Major</p> <p>Likelihood Rare</p>

	ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> Victorian Anti-bullying and Mental Health Initiative 		Risk Level Medium		Risk Level Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> School records attendance Student engagement policy to promote school attendance and address truancy, which is staged Recess and lunchtime supervision. Behaviour Support Plans to address individual truancy. Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) List of students to attend camp to be held at school site and by Teacher in Charge on camp. School excursion/camp risk assessment 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Monitor attendance regularly, head counts and ensure that students and staff are aware of requirements. Management systems in place to support attendance routines; and risk assessments put in place for those who are unable to meet requirements.	Consequence Moderate Likelihood Rare Risk Level Low
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 Rare Risk Level Low	Well being programs within school to allow for students to explore feelings of grief and loss in a supported environment. Referral processes for students requiring support to engage with SWC and programs.	Consequence Moderate Likelihood Rare Risk Level Low
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	<u>Site based policies and strategies</u> <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 <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> Trespass order Child Protection referral Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> Referral to Student Support Services (SSS) School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) Restraint and Seclusion procedures Respectful Relationships Health and Human Services Behaviour Support Services More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional School welfare officer/coordinator engaged <u>Training</u> <ul style="list-style-type: none"> Diffusion strategies and training for staff 	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Engage in supportive programs that enable students access to support; open communication with parents and supportive environment.	Consequence Moderate Likelihood Rare Risk Level Low

		<ul style="list-style-type: none"> • 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>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<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 GYMNASIUM. • 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>Additional Emergency Evacuation Procedures</p> <ul style="list-style-type: none"> • On hearing the emergency signal (siren) to evacuate: <p>Students should:</p> <ul style="list-style-type: none"> • Stop work. • Listen carefully to instructions. • Leave books in the classroom • Move quickly to the Emergency Evacuation Area (Gym, Oval or Off Site) • DO NOT RUN. LISTEN FOR ANY CHANGES TO INSTRUCTIONS • Sit in your usual Home Group in ROLL ORDER with your Home Group teacher. Remain in your home group. • Await further instruction. <p>Teachers should:</p> <ul style="list-style-type: none"> • Ensure the class knows where to go • Ensure all belongings are left in the classroom • Lock the classroom door • Accompany their class to the evacuation point • Move to their home group and mark the home group roll • If off site remain with home group until the all clear is given and then return to their class group <p>NO PERSON IS TO RETURN TO THE BUILDINGS UNTIL THE WARDEN INDICATES THAT IT IS SAFE TO DO SO.</p> <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).

	<ul style="list-style-type: none"> • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your LOCH AVENUE RESERVE OR MONBULK RESERVE • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • 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>Additional Emergency Evacuation Procedures</p> <p>On hearing the emergency signal (siren) to evacuate:</p> <p>Students should:</p> <ul style="list-style-type: none"> • Stop work. • Listen carefully to instructions. • Leave books in the classroom • Move quickly to the Emergency Evacuation Area (Gym, Oval or Off Site) • DO NOT RUN. LISTEN FOR ANY CHANGES TO INSTRUCTIONS • Sit in your usual Home Group in ROLL ORDER with your Home Group teacher. Remain in your home group. • Await further instruction. <p>Teachers should:</p> <ul style="list-style-type: none"> • Ensure the class knows where to go • Ensure all belongings are left in the classroom • Lock the classroom door • Accompany their class to the evacuation point • Move to their home group and mark the home group roll • If off site remain with home group until the all clear is given and then return to their class group <p>NO PERSON IS TO RETURN TO THE BUILDINGS UNTIL THE EMERGENCY COORDINATOR INDICATES THAT IT IS SAFE TO DO SO.</p>

	<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>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. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Additional Lockdown Procedures</p> <p>On hearing a bell at the wrong time the announcement for a "Lock Down" will be given. Staff should ensure that:</p> <ul style="list-style-type: none"> • students stay in the classroom • that all doors and windows are closed • that everyone is below window height, preferably under tables or behind chairs

	<p>In the event a lock down is called during recess / lunchtimes students should go to the nearest classroom space and proceed with the above listed actions.</p> <p>The Lock Down announcement is "Would teachers please ignore the bell and could Mr Black please contact the office." If the reason for the lock down is one that can be provided then the bell would be rung and the announcement would be "The college has been requested to go into lockdown due to<reason>"</p> <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>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside ○ Obtain Emergency Kit • Go to the designated assembly point/s LOCH AVENUE OR MONBULK RESERVE • Check that students, staff and visitors are all accounted for. • Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <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.

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

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
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 GYMNASIUM 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 / ISOC on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Airborne Hazard	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • If appropriate, follow emergency response for 'Lock Down' procedure. • Report emergency to the Security Services Unit / ISOC on 1800 126 126.
Severe weather event	<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 / ISOC 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>After the severe weather event</p> <ul style="list-style-type: none"> • After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm. • Direct all media enquiries to DET Media Unit on 9637 2871. • Contact parents as required.
Storms/Flooding	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • If appropriate, follow procedures for Severe Weather event. • Report emergency to the Security Services Unit / ISOC on 1800 126 126.
Heatwave	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. <p>Before the Heatwave:</p> <ul style="list-style-type: none"> • monitor Heat Health communications from DET • ensure adequate shade on school grounds from man-made structures (tents, sails and umbrellas) and/or trees; and enable access to shaded areas for students as required • educate and encourage students and school staff to stay hydrated and display heat guidelines and charts in prominent locations in the school for reminders around hydration and symptoms. • have water fountains located around the school premises and encourage students to bring a filled water bottle in to class • minimise physical activities in PE • regularly monitor outdoor weather conditions; and minimise physical activities in classes (such as PE, Food / Metal / Wood - as appropriate) • reschedule/move classes from classrooms with direct sunlight/no cooling. • closing any internal and external blinds; and external doors
Earthquake	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit / ISOC on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on

	<ul style="list-style-type: none"> • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms ○ HOLD on until the shaking stops. <p>After the earthquake</p> <ul style="list-style-type: none"> • Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. • If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. • Arrange medical assistance where required. • Help others if you can. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Contact parents as required. • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Power Outage	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Call SES to support, if required • Report emergency to the Security Services Unit / ISOC on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. <p>If the College remains open:</p> <ul style="list-style-type: none"> • Staff to use paper-based system for roll marking, use of whiteboard for annotating lessons; & where appropriate, using UPS on the servers to aid shutting down safely. • Redirect College phone line to College mobile; use of Emergency Access to Compass through mobile data (as available/required). • In the event of continued outage, communication with families regarding expected interruptions and school continuity plan based on outage.
Transport including contract buses and school bus	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Contact Bus Company and confirm details of buses and routes. • Report emergency to the Security Services Unit / ISOC on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. <p>After the incident:</p> <ul style="list-style-type: none"> • Contact SSSO Service for assistance to students/staff, as needed
Camps / Excursions	<ul style="list-style-type: none"> • Report the emergency immediately to the Chief Warden. • Follow the Emergency Procedures of the Camp / Excursion location. • If on a self-run Camp / Excursion, call Call 000 for emergency services and seek and follow advice. • Contact the Principal and inform of emergency and seek further advice. • Report emergency to the Security Services Unit / ISOC on 1800 126 126.
Influenza pandemic	<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>
Medical Emergency	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Report to DHHS (as required) 1300 651 160 • Report emergency to the Security Services Unit on 9603 7999
Off-site Emergency	<ul style="list-style-type: none"> • Call 000 if emergency services are required • • 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.
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • 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 / ISOC on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • 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 / ISOC on 1800 126 126 • 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. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? • Once the call is finished: <ul style="list-style-type: none"> ○ DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266 <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit / ISOC <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.
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<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>Bushfire/Grassfire</p>	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Triggers for Action. 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" data-bbox="300 1077 1925 1190"> <thead> <tr> <th>Name</th> <th>Role</th> <th>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" data-bbox="300 1492 1925 2190"> <thead> <tr> <th>VicEmergency Warning</th> <th>What it means</th> <th>School Actions</th> </tr> </thead> <tbody> <tr> <td>Advice Warning</td> <td>Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.</td> <td>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</td> </tr> <tr> <td>Watch and Act Warning</td> <td>Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</td> <td>If your school is in a Watch and Act Warning area, seek advice and then decide whether to; <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> <tr> <td>Emergency Warning</td> <td>Issued when the community is in imminent danger of an incident/event and need to take action now.</td> <td>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. 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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. 	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	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.	Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	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	<ul style="list-style-type: none"> Any decision to leave the Shelter in Place should only occur on advice of emergency services Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions. If the building has ignited and is not safe to extinguish – evacuate to the > Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route. Maintain a record of actions/decisions undertaken and times. <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>
<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 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. 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<p>Information Security</p>	<ul style="list-style-type: none"> Contact your IT specialist technician for advice and support If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> Phone 1800 641 943 Email servicedesk@edumail.vic.gov.au Submit an IT Service Request through the Service Gateway If the incident involves sensitive and/or personal information that may identify an individual without their consent Phone the privacy help desk on 8688 7967 Email privacy@edumail.vic.gov.au Consider notifying the Media Unit on 8688 7776 If the information security breach is considered malicious contact local police Offer impacted staff option to access EAP (as applicable) Offer Student Support Services support to impacted students (as applicable)
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> Call '000' if immediate/life threatening Administer first aid Contact parent/guardian of affected student Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 Record evidence (if applicable) Keep other students away from the emergency/incident

	<ul style="list-style-type: none"> • Provide support for students who may have witnessed early stage of emergency
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
Missing person - school or school camp/excursion	<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
Traumatic Death/Injury/Grief	<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 • 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
Violence, Aggression and/or harassment	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
COVID-19	<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.

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Margaret Uren	9751 9000	9879 2203	0418 354 042
Assistant Principal/s	Kevin Osborne Fran Ibbott	9751 9000 9751 9000	9887 9458 0403 284 359	0417 309 210 0477 737 238
Business Manager	Jenny Halkier	9751 9000	5968 9411	0418 372 137
School Bus Coordinator	Melinda Albers	9751 9000	9758 3957	0407 684 684
First Aid Officer	Melinda Albers Kerrie Cotterell	9751 9000	9758 3957 9758 8967	0407 684 684 0419 316 421
School Welfare Officer	Alisha Bassi	9751 9000	NA	NA
OHS Representative	Narelle Gleeson	9751 9000	9754 4457	0407 353 044
School Council President	Melinda Riddell	0408 572 659	9754 1117	0408 572 659

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Terry Bennett	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Cristina Perra	03 7505 3641	0448 284 749
Emergency Management Support Officer	Eloise Martin		0427 374 563
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	Scott Crawford	(03) 8392 9333	0411 095 592
SSSO Team Leader	Julie O'Byrne	0425 255 235 8739 1001	0425 255 235
SSS Key Contact	Maddy Barber	0448 131 290	0448 131 290

Local / Other Organizations

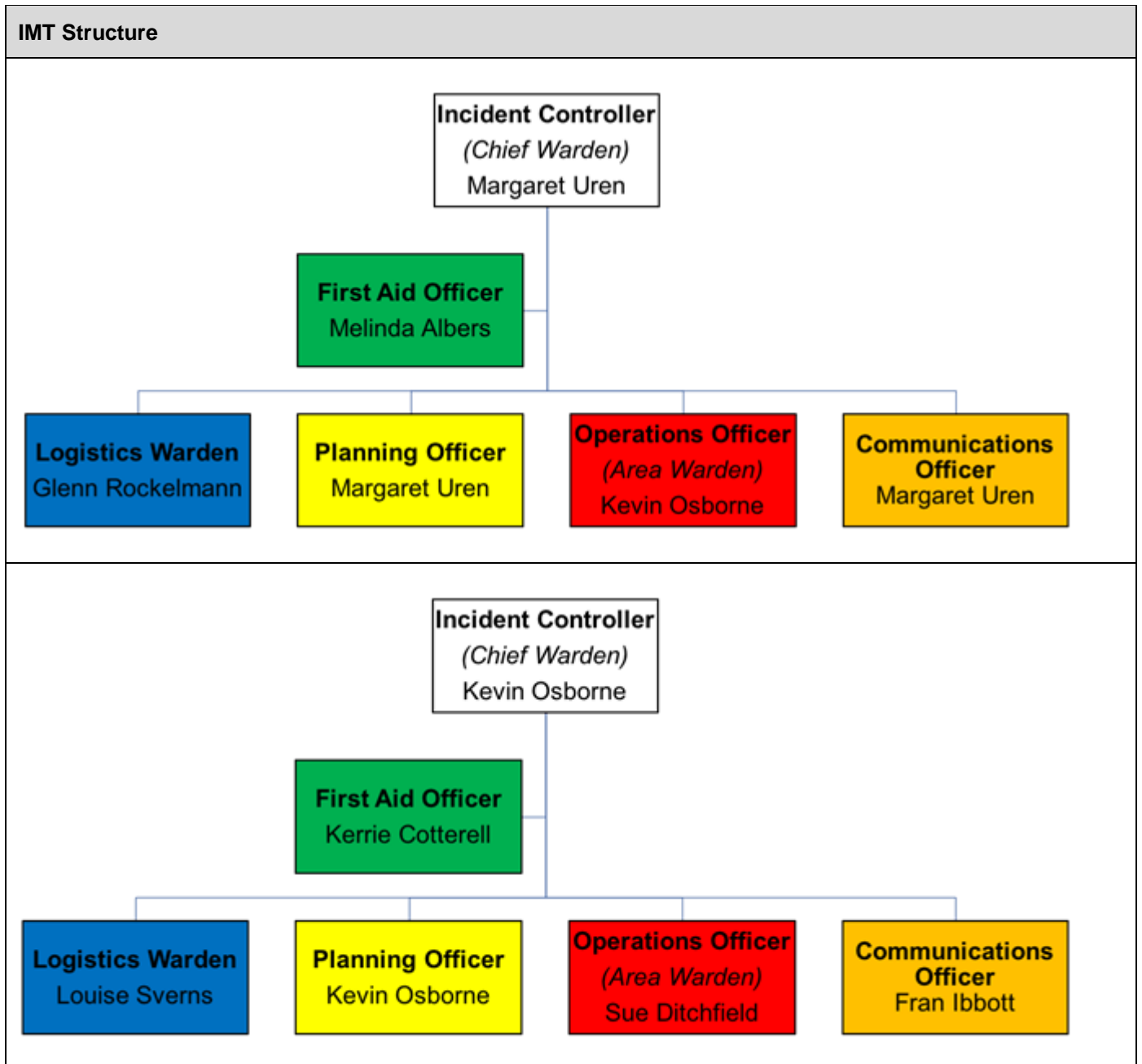
Name	Phone
Shire of Yarra Ranges 1300 368 333 (Monbulk - 9756 7677)	132500

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Belgrave (route bus) Invicta	Belgrave	Monbulk College 9751 9000	Principal - Margaret Uren 0418 354 042
Belgrave (route bus) Ventura	Belgrave	Monbulk College	Principal - Margaret Uren 0418 354 042
Sassafras	Emerald Clematis Menzies Creek	Monbulk College	Principal - Margaret Uren 0418 354 042
Emerald	Emerald	Monbulk College St Pauls Primary School 9756 7201	Principal - Margaret Uren 0418 354 042 Principal - Michael Watt 0417 044 022
Sherbrooke/ The Patch	Sherbrooke The Patch Ferny Creek	Monbulk College	Principal - Margaret Uren 0418 354 042
Mt Dandenong	Mt Dandenong Olinda Kalorama	Monbulk College	Principal - Margaret Uren 0418 354 042

Olinda	Mt Dandenong Kalorama	Monbulk College Monbulk Primary School 9756 6481	Principal - Margaret Uren 0418 354 042 Principal - Estelle Alder 9756 6481
Silvan	Silvan Mt Evelyn	Monbulk College	Principal - Margaret Uren 0418 354 042
Macclesfield	Silvan Macclesfield Seville	Monbulk College Monbulk Primary School	Principal - Margaret Uren 0418 354 042 Principal - Estelle Alder 9756 6481
Emerald	Belgrave Emerald	St Thomas More Primary School 9754 4444 Emerald Secondary College 5968 5388	Principal - Caroline Quinton 0402 111 274, Principal - Eleni Stathatos -

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Margaret Uren Phone/Mobile:	Name: Kevin Osborne Phone/Mobile:

	0418 354 042	0417 309 210
Planning Officer	Name: Margaret Uren Phone/Mobile: 0418 354 042	Name: Kevin Osborne Phone/Mobile: 0417 309 210
Operations Officer (Area Warden)	Name: Kevin Osborne Phone/Mobile: 0417 309 210	Name: Sue Ditchfield Phone/Mobile: 0408 231 767
Communications Officer	Name: Margaret Uren Phone/Mobile: 0418 354 042	Name: Fran Ibbott Phone/Mobile: 0477 737 238
Logistics Officer (Warden)	Name: Glenn Rockelmann Phone/Mobile: 0411 036 685	Name: Louise Sverns Phone/Mobile: 0421 922 831
First Aid Officer	Name: Melinda Albers Phone/Mobile: 0407 684 684	Name: Kerrie Cotterell Phone/Mobile: 0419 316 421

Incident Management Team Roles & Responsibilities

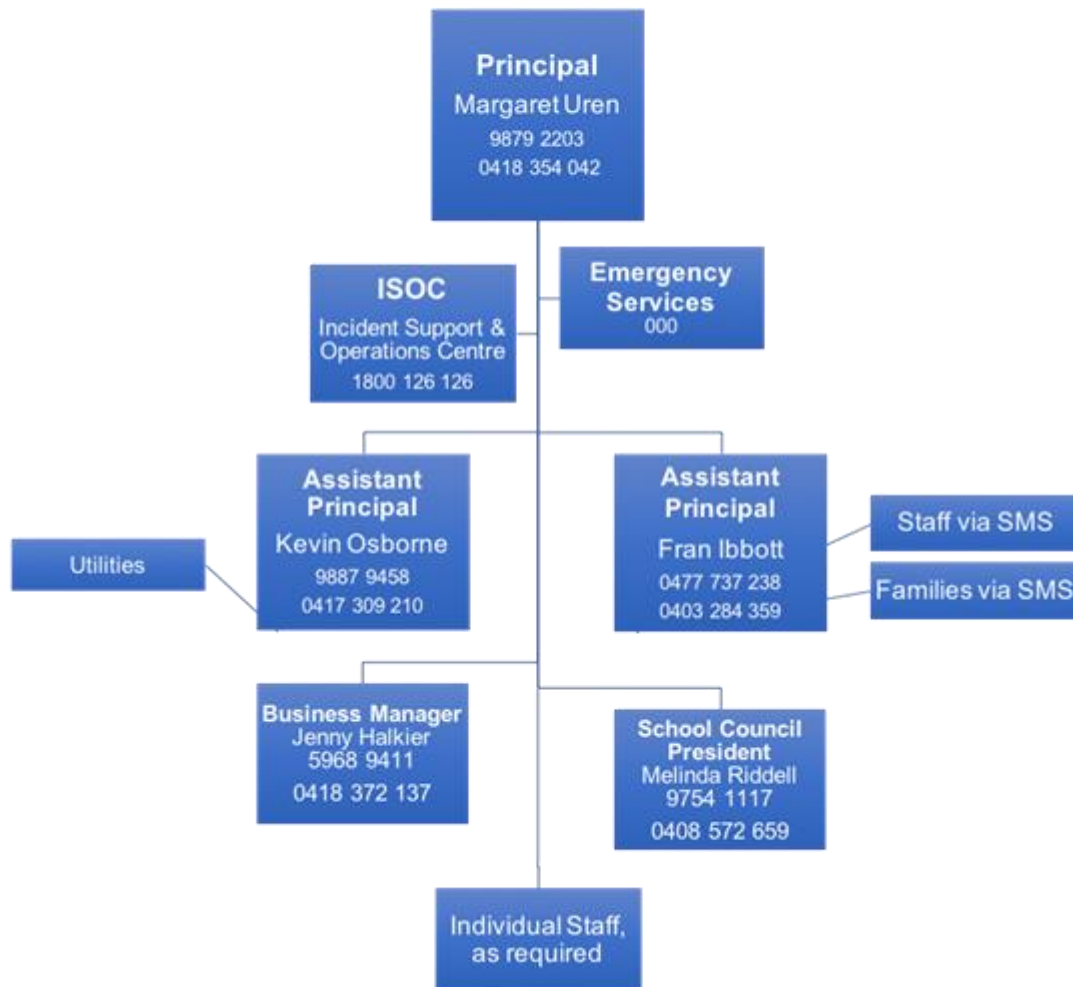
Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are 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.
Planning Officer	<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).
Operations Officer (Area Warden)	<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 • • Close or open other doors in accordance with the emergency response procedures.

	<ul style="list-style-type: none"> • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>First Aid Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure that staff and students with medical conditions have been identified; and maintain to keep information current • Ensure that the First Aid Kit is current, up to date and stocked (and checked following each drill) • Participate in emergency exercises / drills <p>During Emergency</p> <ul style="list-style-type: none"> • Define an area as the First Aid area; and cordon of as appropriate • Provide first aid as required • Keep a log, as required during the emergency • Assist occupants with disabilities • Report status of those requiring First Aid to Operations Officer / Chief Warden • Act as directed by Chief Warden <p>Post-Emergency</p> <ul style="list-style-type: none"> • Compile a report of the actions/requirements taken during the emergency for the debrief

Communication Tree

Communication Tree



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	School Closure, in consultation with Regional Director.
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Name	Contact Details	Support Role
Margaret Uren	0418354042	Margaret to liaise with Region with regards to the program

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	Staff to use paper-based system for roll marking, use of whiteboard for annotating lessons; & where appropriate, using UPS on the servers to aid shutting down safely. Redirect College phone line to College mobile; use of Emergency Access to Compass through mobile data (as available/required). In the event of continued outage, communication with families regarding expected interruptions and school continuity plan based on outage.
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Name	Contact Details	Support Role
Margaret Uren	0418354042	To organise arrangements and communication strategies

Alan Butterley	9751 9000	To support the reinstatement of ICT / safe shut down procedures and back up of data systems
Malcolm Hayse	0410 427 410	Specialist Technician NEV Region Information Technology Division

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	Employment of CRT to cover classes, aligned to subject areas if available. Cancelling/postponing events/excursion as required. Communication / mutual teaching arrangements with neighbouring schools, if needed (e.g. specialist VCE class with teacher illness unable to be replaced). Use of Remote Learning/Teaching tools (Teams/Webex) to facilitate student learning/engagement
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Name	Contact Details	Support Role
Daily Organiser	9751 9090	CRT employment

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 	

<ul style="list-style-type: none"> • Back-up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting 	
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <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) 	

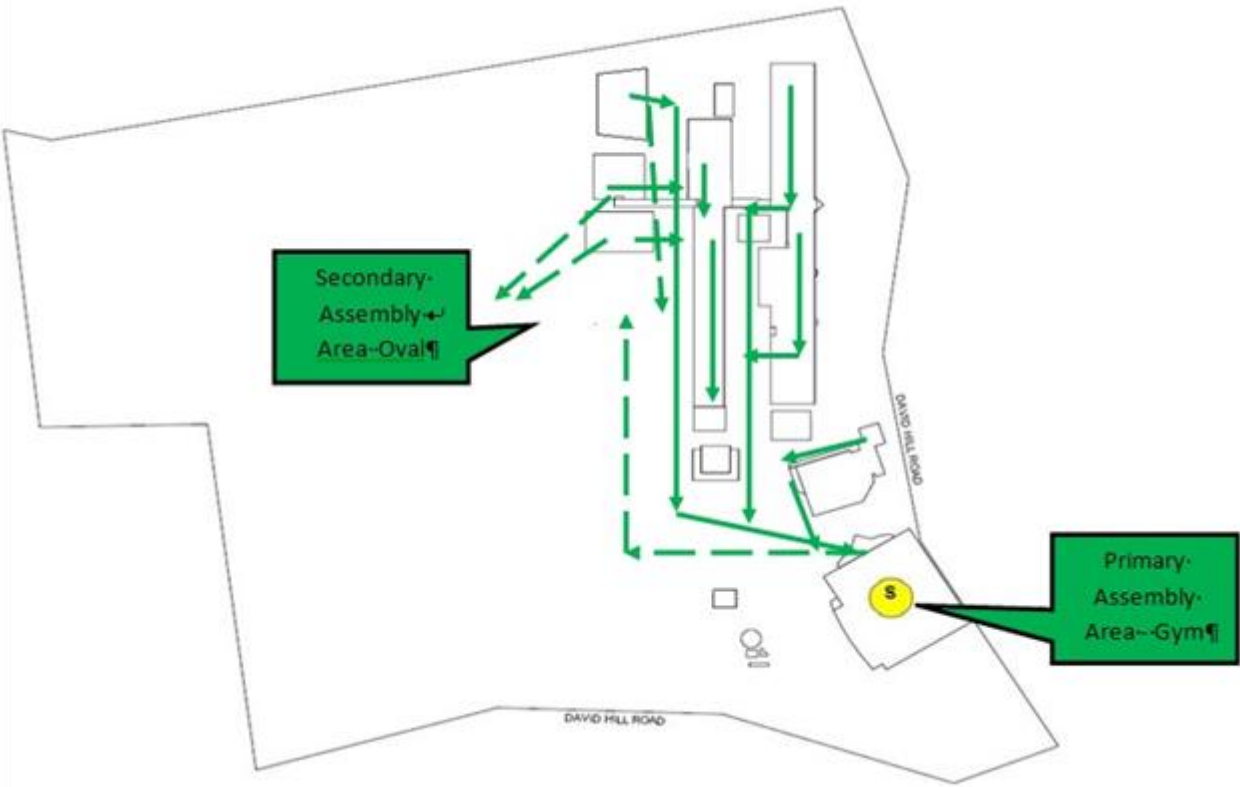
Area Map

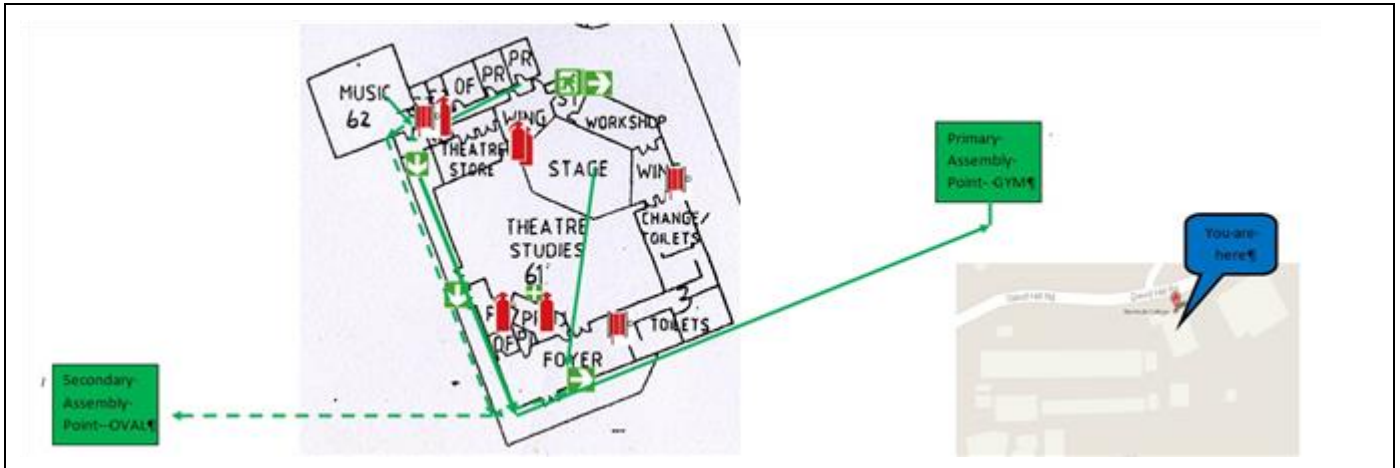
Area Map



Distance to Primary off-site assembly point:	450m
Approx. time to reach Primary off-site assembly point:	10-15 mins
Distance to Secondary off-site assembly point:	1.7kms
Approx. time to reach Secondary off-site assembly point:	20-25 mins
Legend	
Primary off-site assembly point	
Route to Primary off-site assembly point	
Secondary off-site assembly point	
Route to Secondary off-site assembly point	
Emergency services access point	

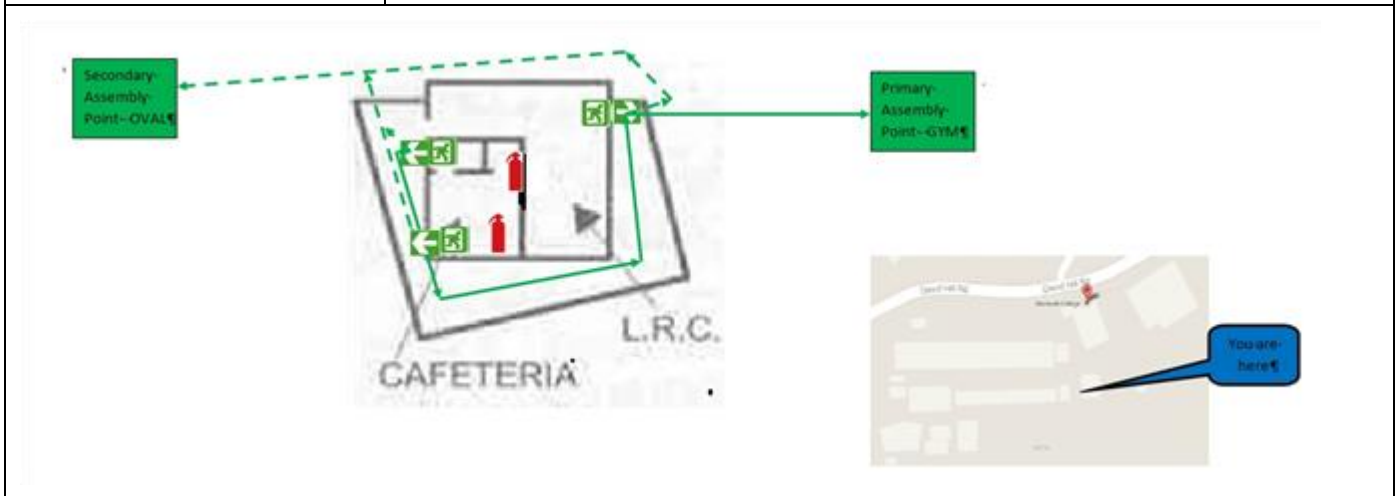
Evacuation Map

Building Name	Evacuation Procedures
Whole College	<p>When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.</p>
 <p>The map shows the layout of the college buildings. A central vertical corridor is marked with a yellow 'S' for the main evacuation route. Green arrows indicate the direction of evacuation from various buildings towards two assembly areas: the 'Secondary Assembly Area - Oval' on the left and the 'Primary Assembly Area - Gym' on the right. A yellow circle with an 'S' is located near the gym area. The map also shows 'DAVID HILL ROAD' at the bottom and 'OVAL' and 'Gym' labels near their respective areas.</p>	
Theatre and Music Centre	<p>When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.</p>



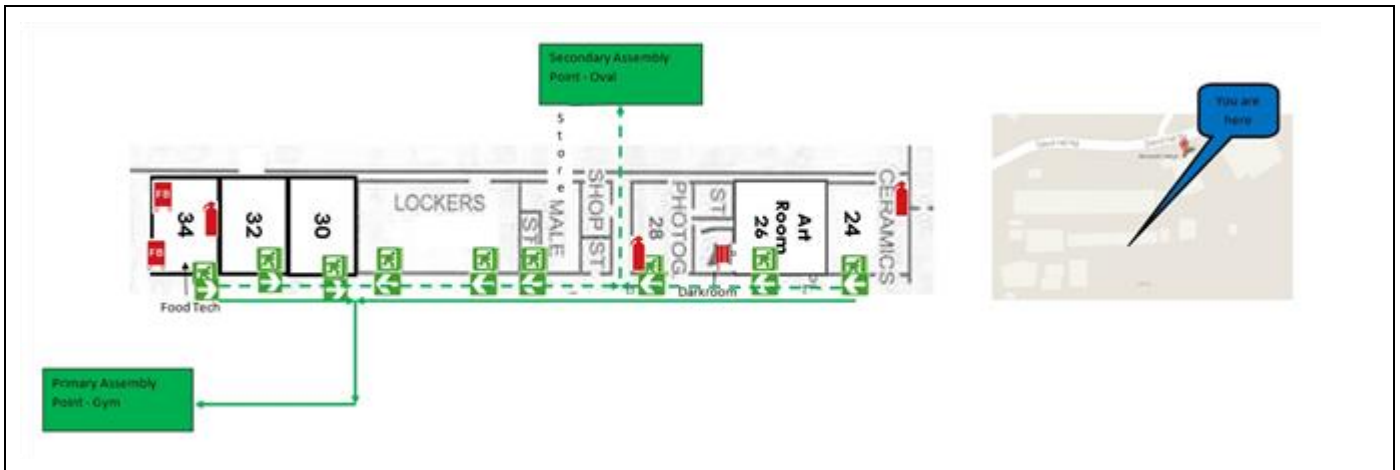
Canteen and LRC

When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.



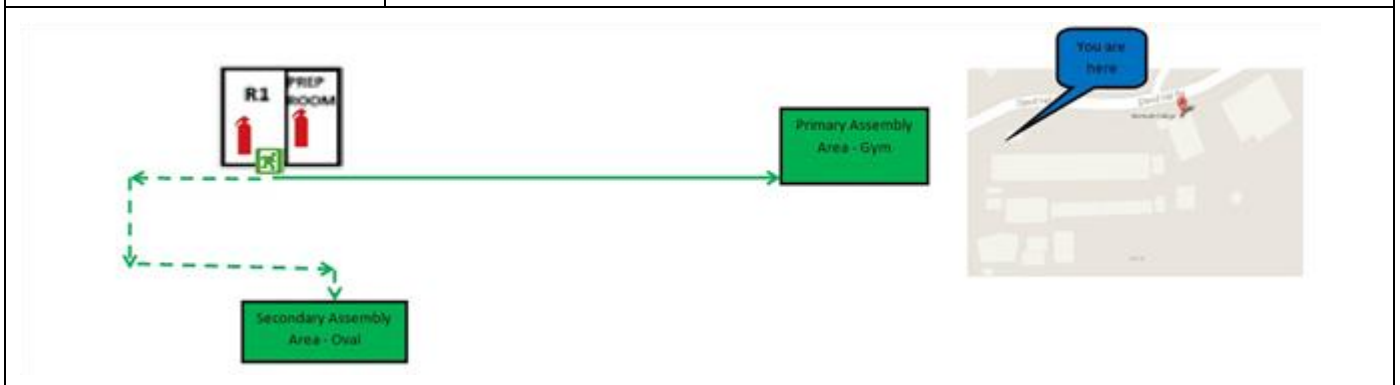
Arts Wing

When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.



R1 - Science portable

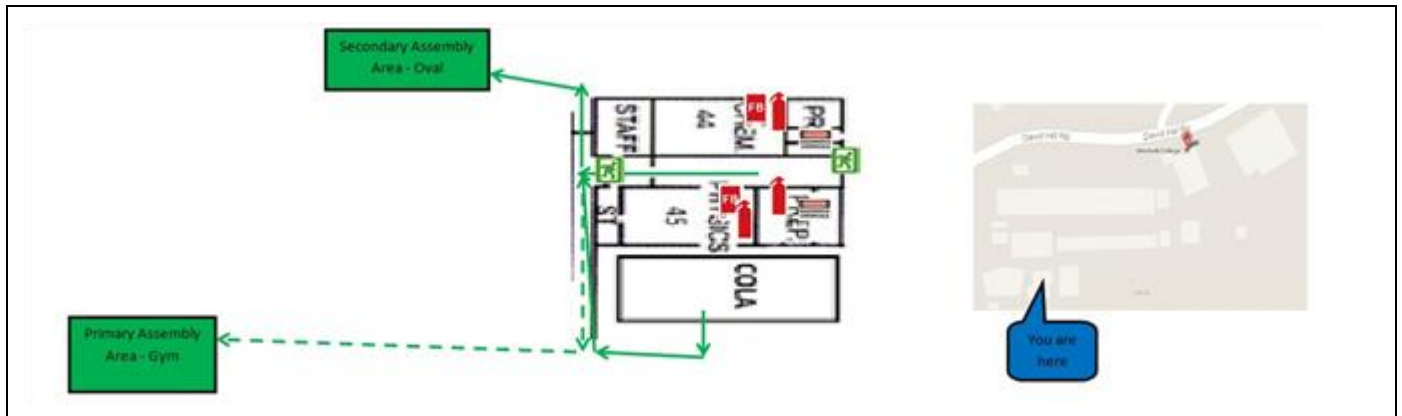
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Technology Wing

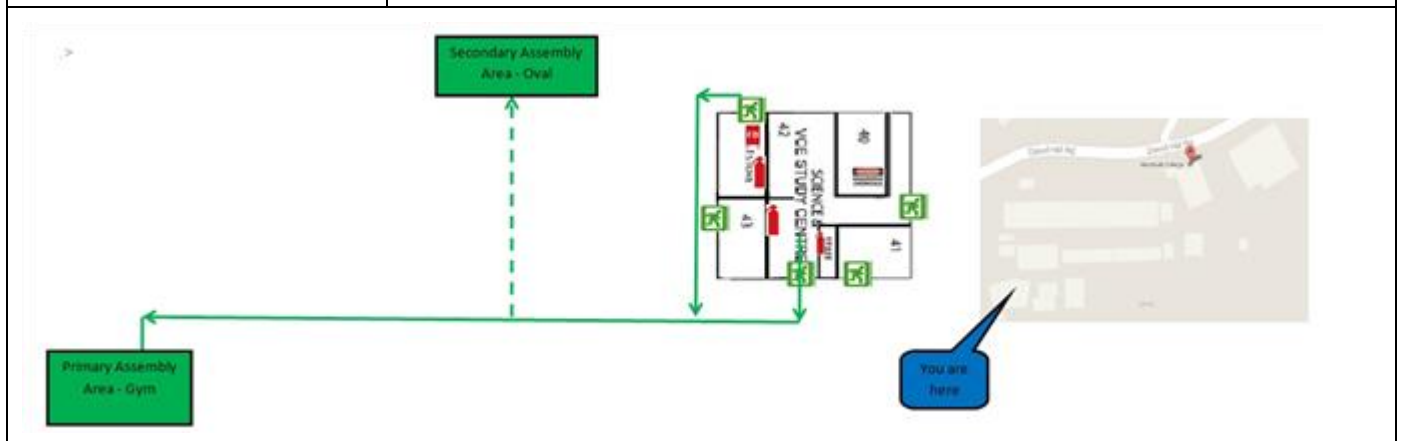
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	<p>FLC</p> <p>When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.</p>
	<p>Old Science Wing</p> <p>When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.</p>



Senior Science Centre

When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.



**Building A: Lower Ground
(Admin, Sick Bay, Uniform Shop)**

When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.

EMERGENCY EVACUATION PLAN – LOWER GROUND



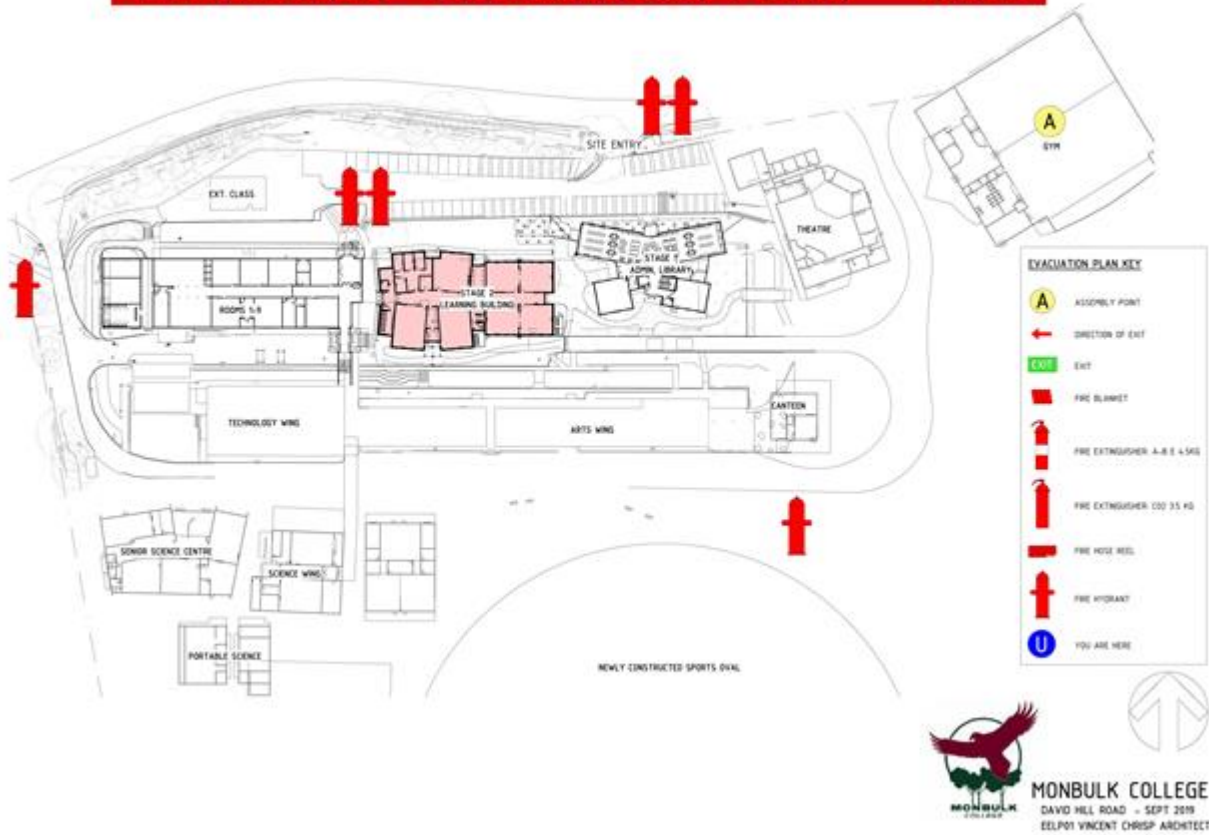
EVACUATION PLAN KEY

- ASSEMBLY POINT
- EXIT
- DIRECTION TO EXIT
- FIRE EXTINGUISHER: A-B E 4.5KG
- FIRE EXTINGUISHER: CO2 35 KG
- FIRE HOSE REEL
- FIRE HYDRANT
- YOU ARE HERE



Site Hydrant Map

EMERGENCY EVACUATION PLAN - SITE



Building B (SWC, ICT, Staff, Y7 Classrooms)

When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.

EMERGENCY EVACUATION PLAN LEARNING AND I.C.T BUILDING



MONBULK COLLEGE
DAVID HILL ROAD - SEPT 2019
EELPOZ VINCENT CHRISP ARCHITECTS

Building A: Ground Floor
(Library, Classrooms,
Workroom)

When Evacuation Alarm is sounded: - listen for evacuation location - leave belongings in classrooms / offices, lock doors and walk calmly to evacuation location On arrival at evacuation location: - students should sit in roll order (start of roll closest to HG label) - HG teacher waits with HG, ready to mark roll - YLTL goes to IMT to collect rolls - available staff report to IMT for assistance - HG teachers mark rolls and return to YLTL - YLTL takes rolls to IMT for checking anomalies - Staff rolls marked by Admin - IMT manages roles throughout drill and delegates tasks to available staff as required - IMT determines when all accounted for; and reports next actions to Warden Warden determines when drill / emergency is complete/clear; students, staff and all other persons on College grounds will be dismissed.

EMERGENCY EVACUATION PLAN - GROUND FLOOR



EVACUATION PLAN KEY

- ASSEMBLY POINT
- EXIT
- DIRECTION TO EXIT
- FIRE EXTINGUISHER: A-B E 4.5KG
- FIRE EXTINGUISHER: CO2 3.5 KG
- FIRE HOSE REEL
- FIRE HYDRANT
- YOU ARE HERE



Whole College - Fire
Equipment

