**Rollins Primary School - Batesford Campus**

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



**Old Ballarat Road, Batesford, VIC, 3213**

**03 5276 1290 / rollins.ps.batesford@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 1/09/2021**

Purpose

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

Context

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

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

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

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

Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
| Patrick White | Teacher, Rollins PS Batesford Campus | 01/09/2021 | patrick.white@education.vic.gov.au |
| James Ziekemijjer | Teacher, Rollins PS Batesford Campus | 01/09/2021 | james.ziekemijjer@education.vic.gov.au |
| Jennifer Hassett | Principal, Rollins PS Wolseley Campus | 01/09/2021 | jennifer.hassett@education.vic.gov.au |
| Andrea Ramsey | ES, Rollins PS Batesford Campus | 01/09/2021 | andrea.ramsey@education.vic.gov.au |

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Rollins Primary School |
| Address | Old Ballarat Road, Batesford, VIC, 3213 |
| Phone | 03 5276 1290 |
| Email | rollins.ps.batesford@education.vic.gov.au |
| Fax | 00 0000 0000 |
| DET Region | SOUTH-WESTERN VICTORIA |
| DET Area | Barwon Area |
| LGA | Greater Geelong (C) |
| BOM/Fire District | Central District |
| Is your school on Bushfire At- Risk Register? | No |
| Bushfire At-Risk Register Category |  |
| Operating Hours | 8.30am to 4.00pm |
| Number of Students | 30 |
| Number of Staff | 3 |
| Number of Buildings | 3 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Bluestone Building |
| On-site Evacuation Location | School Oval |
| Off-site Evacuation Location | Cnr Old Ballarat Road and Pennsylvania Avenue |
| Typical method used for communications to school community | Communication Tree |
| Is this school has other services or users of the site? | No |

Other Services/Users of Site

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service/User Name | Location | Number of Student or Visitor | Emergency Contact | Phone | Mobile |
|  |  |  |  |  |  |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| All Classrooms and Offices | 03 5276 1290 |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring  Company | Number |
| Fire | Intrusion (Campus 1) | Entry Foyer Multi Purpose Area | Entry Foyer Multi Purpose Area |
| Intrusion | Intrusion (Campus 2) | Entry Foyer (Bluestone building) Steel garage | Entry Foyer (Bluestone building) Steel garage |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service  Provider | Location of shutoff  Instructions |
| Gas / Propane |  |  |  |
| Water | Old Ballarat Road boundary | Barwon Water | Barwon Water |
| Electricity | Master Power switch (Bluestone Building) | Red Energy | Red Energy |

Sprinkler System

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

Boiler Room

|  |  |
| --- | --- |
| Location | Decommissioned |
| Access | Decommissioned |

Emergency Power System

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

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| Art Storeroom | Grounds |
| Container | Grounds |

Additional Profile Information

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

Emergency Kit Checklist

|  |  |
| --- | --- |
| Checklist | Yes / No |
| Student data and parent contact information (contained in EMP) | Yes |
| Student and staff with additional needs list (contained in EMP) including any student medications | Yes |
| Staff contact information | Yes |
| Student Release Forms/sign out book | Yes |
| 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 |
| Whistle | Yes |
| Copy of facility site plan and EMP including evacuation routes | Yes |
| Water | Yes |
| Sanitary products | Yes |

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 04/08/2021 |
| Next check date | 15/10/2021 |

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
| Term 1 | Evacuation | Jennifer Hassett | 09/02/2022 |  |
| Term 2 | Lockdown | Jennifer Hassett | 14/06/2022 |  |
| Term 3 | Evacuation | Jennifer Hassett | 05/09/2022 |  |
| Term 4 | Lockout | Jennifer Hassett | 08/11/2022 |  |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Patrick White | Level 2 | 11/08/2024 |
| James Ziekemijjer | Level 2 | 11/08/2024 |
| Andrea Ramsey | Level 2 | 18/06/2023 |

Other Training Record

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Type | Date |
|  |  |  |

Students or Staff with Additional Needs

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

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

|  |  |  |
| --- | --- | --- |
| Category | Number of Staff | Number of Students |
| Asthma | 5 | 0 |
| Eczema | 1 | 0 |
| Global Development Delay | 1 | 0 |
| Heart Murmur | 1 | 0 |

Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
| Bushfire/Grassfire | ​Probable Cause: Grassfire rapidly spreading from forest in close proximity to the school. Probable Consequences: Injury from smoke inhalation. | * Weekly checks of safety equipment are conducted during bushfire season. * School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. * WatchZone on VicEmergency App. * Evacuation drills are conducted in Terms 1 & 3 and Shelter in Place drill conducted in Term 4. * Working bees to clear and clean up school site occur twice per year. * EMP is reviewed and socialised with staff before fire season. * Staff and parents are aware of EMP and understand their role within it. * Annual facilities bushfire readiness review checklist is implemented in October to prepare for the bushfire season.   Pre-determined arrangements implemented as fire danger escalates (in accordance with school's category on the Bushfire at Risk Register - (Category 4) | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Likely | | **Risk Level** | | Extreme | | **Medical**   * **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing. * Closely monitor for adverse effects of smoke on students and staff. * Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. * Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. * Notify parents about school conditions and to ensure they cater for their child’s needs e.g. extra inhaler.   ***Activities/Indoors***   * Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. * Close windows and doors. * Switch air conditioners to 're-circulate' or 'reuse air’ (turn it off if it doesn’t have this function) * Limit prolonged or heavy physical activity relative to the conditions.   ***Notification/Information***   * As appropriate: * report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126 * notify your region and seek advice from your SEIL or Regional Manager, Operations and Emergency Management if required * direct all Media enquiries to DET Media Unit on 8688 7776. * For health information about smoke go to: [www.betterhealth.vic.gov.au/bushfiresmoke](http://www.betterhealth.vic.gov.au/bushfiresmoke) or <http://www.betterhealth.vic.gov.au/plannedburns> * For information about planned burns in your area call 1800 226 226, download the VicEmergency app.  Detailed information about the time, location and status of planned burns for the next 10 days can be found at <http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days> * Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.   **Code Red Closure Procedures:**   * A Code Red day is declared in advance. * An IRIS alert is sent to all government schools. * The Region notifies principals of Category 1, 2, 3 & 4 schools in weather districts that have been determined to be Code Red.   **Schools:**   * Complete all actions on the **"School Closure - Principal Checklist"** (refer PAL / Bushfire and Grassfire Preparedness / Resources tab). * Record details of the actions taken on the checklist.   **Notify:**   * the following no later than 3.30p.m. on the day prior to closure: parents/carers through the Compass & Dojo apps, students, staff and volunteers, contractors, visitors, Security Services Unit (SSU) and School Council. * There are templates for letters to send to the school community via email: refer PAL / Bushfre and Grassfire Preparedness / Resources tab.   **Signage:**   * Ensure Closure signs have been displayed prominently in multiple locations around the school (refer PAL / Bushfire and Grassfire Preparedness / Resources tab.   **Camps and Excursions:**   * Make alternate arrangements for camps and excursions that are due to depart or arrive at the school premises on the day of closure (update the Student Activity Locator as required). * Cancel planned excursions (update the Student Activity Locator).   **Other:**   * Confirm receipt of notification by all parents.carers (e.g. SMS read receipts, email read receipt/reply). * Make contingency arrangements for potential next day closure - a separate authorisation to close is required from the Regional Director.   **Watch Zones and the VicEmergency App:**   * VicEmergency App installed to phones. (Forecast Fire Danger Ratings on the VicEmergency App). * A watch zone radious of 15 km has been set up. | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Likely | | **Risk Level** | | Extreme | |
| Intruder | ​Probable Cause: Unknown/known person entering the facility and demonstrating threatening behaviour  due to: Police operation/siege, pursuit of an offender. Drug affected or mentally unstable person Armed intruder. Custodial/Parent dispute. Probable Consequences:Physical and/or psychological harm  to staff and/or students. | * Visitors must report to reception and sign in using the Visitor Register. * Visitors are required to wear and display visitor pass/badge. * Parents must make an appointment to meet with teachers/principal. * Lock-down / lock-out evacuation procedures are regularly practised. * Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. * Encourage engagement of parents in school activities. * The school will run discussion groups at staff meetings in managing aggressive people / diffusing tense situations. * In relation to court orders / custody   + the school maintains a register of current documents/concerns   + parents are advised of the relevant school processes and duty of care to other students and staff. * For parent meetings where staff feel a need for support: * two staff attend * staff use a signal to obtain support from another staff member if required * an appropriate room for meeting selected e.g. one with two exit points * Staff will share information on a 'need to know' basis concerning parent issues. * The school will develop a process and pre-determined actions to discretely alert others of an intruder. * The school will increase number of staff on yard duty as required, develop a roster and monitor attendance of yard duty teachers. * Yard duty staff will be trained to manage intruders on school grounds. * Where necessary, the school will seek legal advice and obtain a trespass order for parents who use threatening behaviour. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden. * Do not do or say anything to the person to encourage irrational behaviour. * Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. * Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. * Evacuation only should be considered if safe to do so. * Report emergency to the Security Services Unit on 1800 126 126. * Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 8688 7776. |  |
| Building fire | ​Probable Cause:A building fire resulting from: •Stored chemicals such as cleaning fluids.•Exploding gas tank.•Faulty electrical wiring.•Faulty electrical equipment.Probable Consequences: •Risk of injury from burns or smoke inhalation. | * Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. * A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. * Communication systems (PA system) are tested on a regular basis. * A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. * All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on are disposed of in an appropriate manner. | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | \* Regular check of buildings to minimise risk.  \* Regular Fire Department checks.  \* Report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126  \* Notify your region and seek advice from your SEIL or Regional Manager, Operations and Emergency Management if required  \* Direct all Media enquiries to DET Media Unit on 8688 7776.  \* Move all students, staff and visitors away from danger to the emergency evacuation site: School Oval (onsite) and Cnr Old Ballarat Road & Pennsylvania Avenue (offsite).  \* Ensure the safety and well being of all students, staff and visitors.  \* Contact parents/guardians if required. | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | As per department guidelines | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Rare | | **Risk Level** | | Medium | | * Immediately clear and cordon off the area in the vicinity of the object. * Call 000 for police and seek and follow any advice provided. * Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. * Report the emergency to the Security Services Unit on 1800 126 126. * Do not approach, touch, tilt or tamper with the object. * Evacuate students, staff and visitors from the school and check that all are accounted for * Restrict all access to the site * Contact parents when evacuation is complete and it is safe to do so. * Notify your regional emergency management contact and seek advice if necessary. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Await "all clear" advice from police before returning to school buildings to resume normal school activities. |  |
| Severe weather event | Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals | * Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. * School liaises with SES/local government to identify potential local risks. * School has a contingency for storage of equipment/materials if necessary. * On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured * All windows and external doors of school are secured during storms. * Communications are tested quarterly. * Utility shut-off instructions/points are known. * Back up communications and contact lists maintained in case power fails. * Condition of large trees regularly checked. * Shade sail structures regularly checked. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | * **Call 000** if emergency services are needed and seek and follow advice. * Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. * Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. * During a severe storm: * Remain in the building and keep away from windows. * Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. * Report any matter concerning the safety and well being of students, staff and visitors to the Chief Warden. * Disconnect electrical equipment - cover and/or move this equipment away from windows. * Report emergency to the Security Services Unit on 1800 126 126. * Notify your region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Listen to local radio or TV on battery-powered sets for weather warnings and advice. |  |
| Influenza pandemic | Risk of health and possible death (in extreme cases) | As per department guidelines | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions](https://edugate.eduweb.vic.gov.au/edrms/collaboration/EM/EM%20Policy%20Tools%20and%20Resources/Pandemic%20Influenza%20Stages%20and%20Key%20Actions%20for%20Schools.docx)for schools to implement at each of the preparedness and response stages of a pandemic influenza event.   * Unwell students will be isolated and sent home as soon as possible. * Parents will be encourage to seek medical advice for their child. * Parents will be requested to keep their child at home until clear of any infection so that the disease doesn't spread to the wider school community. |  |
| 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 | In case of emergency contact SEIL and follow advice. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | **When there is a loss of essential services (power, water, communications):**   * Determine which services are affected and the extent of the impact. * Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. * **Call 000** if emergency services are required to respond e.g. power lines down in front of school. * Contact the relevant provider/s to report outage and ascertain when restoration will occur. * Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. * Contact your Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management for advice and support if necessary. * Report the loss of essential services to the Security Services Unit on 1800 126 126. * Contact parents as required. * Refer to the school’s Business Continuity Management Plan if the essential services are likely extend beyond 24 hours (SEIL advice). |  |
| Heat (Extreme) | Probable causes: Prolonged period of excessively hot weather Probable Consequences: hypothermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (rail); food poisoning due to unrefrigerated school lunch | * Sun and UV protection policy * SunSmart program are implemented * Playground areas are shaded * Sufficient shelter available for students awaiting pick-up by parents * Sufficient unrestricted water available * Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event * Staff are trained in identifying early signs of heat stress/dehydration | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | * Call 000 if medical assistance is required   ***Scheduling/Activities***   * Restrict outdoor time. * Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks. * Use alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area). * Reschedule/move classes from classrooms with direct sunlight/no cooling. * In extreme weather conditions, schools may: * reduce midday recess to no less than thirty minutes * adjust dismissal time accordingly. * Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities. * Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program. * Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents. * ***Hydration*** * Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs. * Drinks containing caffeine such as coffee and tea should be avoided. * Remind parents to provide their child with water and modified uniform * Include information on the school's arrangements for managing hot weather in the school newsletter. * Ensure staff monitor students for early signs of heat stress/dehydration. * ***Indoors*** * Ensure indoor spaces have appropriate ventilation or air conditioning. * Display dealing with heat posters in prominent locations in the school. * Review first aid kits and the need to supplement stock of ice packs and hydrolyte. * ***Notification/Information*** * Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126. * Seek advice from your SEIL or regional emergency management staff if required. * Direct any media enquiries to DET Media Unit on 8688 7776. |  |
| Smoke | Risk of injury from smoke inhalation or burns Risk of property damage or property loss | * Medical treatment plans for children with pre-existing heart or lung conditions are current and accessible i.e. asthma * Medication is kept accessible * Air conditioners allow recirculation of air * Watch Zone on VicEmergency App * [EPA AirWatch](https://www.epa.vic.gov.au/our-work/monitoring-the-environment/epa-airwatch) * Follow precautionary health advice on smoky days – i.e. limit outside activity, limit physical activity, consider rescheduling outdoor events * Students, staff and visitors are monitored for adverse effects of smoke eg wheezing, asthma, difficulty breathing, etc. * Restrict students outdoor time during periods where smoke inhalation is possible. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | | This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.  **Medical**   * **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing. * Closely monitor for adverse effects of smoke on students and staff. * Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. * Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. * Notify parents about school conditions and to ensure they cater for their child’s needs e.g. extra inhaler.   ***Activities/Indoors***   * Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. * Close windows and doors. * Switch air conditioners to 're-circulate' or 'reuse air’ (turn it off if it doesn’t have this function) * Limit prolonged or heavy physical activity relative to the conditions.   ***Notification/Information***   * As appropriate: * report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126 * notify your region and seek advice from your SEIL or Regional Manager, Operations and Emergency Management if required * direct all Media enquiries to DET Media Unit on 8688 7776. * For health information about smoke go to: [www.betterhealth.vic.gov.au/bushfiresmoke](http://www.betterhealth.vic.gov.au/bushfiresmoke) or <http://www.betterhealth.vic.gov.au/plannedburns> * For information about planned burns in your area call 1800 226 226, download the VicEmergency app.  Detailed information about the time, location and status of planned burns for the next 10 days can be found at <http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days> * Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app. |  |
| Gas Leak/Chemical Spill (on-site) | Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning | * School Site Safety policy * Chemical management procedures outlined in: [Managing Chemicals](https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/chemicals.aspx) * OHSMS [Chemical Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/chemicalmgt.aspx#link56) policy, covering dangerous goods and hazardous substances * School seeks and follows advice of nominated OHS representative * All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school * School drills evacuation procedures for gas leak/chemical spill. * VicEmergency App installed on phones and monitored. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. * Move staff and students away from the spill to a safe area and isolate the affected area. * Report emergency to the Security Services Unit on 1800 126 126. * Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Notify the Victorian WorkCover Authority if required. * Report on *eduSafe*. * Direct all Media enquiries DET Media Unit on 8688 7776. |  |
| Snakes | Risk of injury to staff and students Stress or psychological injury requiring clinical support for multiple individuals | * School grounds are cleared of all refuse and grass is cut regularly * Staff with first aid qualifications are trained in responding to a snake bite * Staff wear protective footwear on yard duty * School has a closed shoe policy * Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin * Phone number of snake handler is on display in the general office. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | | * Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. * Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. * If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. * If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. * If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. * If the snake is located inside a building, consider the need to evacuate the classroom or building. * Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. * If the snake remains on school grounds, call the local licensed snake catcher: Elapid Snake Catcher on 0459-632-025. * Report the incident to the Incident Support and Operations Centre on 1800 126 126. |  |
| Major external emissions/spill | Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals | Lockdown & evacuation procedures documented and practised.  Existing legislation for management of Dangerous Goods  WatchZone on VicEmergency App.  Students, staff and visitors moved away from spill to a safe area.  The relevant authorities notified of spill.  Safety of everyone a priority. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. * Turn off gas supply. * If the gas leak is onsite, notify your gas provider. * If safe to do so, evacuate staff, students, visitors and contractors to ***Old Ballarat Road and Pennsylvania Assembly point***. * Check students, staff and visitors are accounted for. * Report the emergency to the Security Services Unit on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Await ‘all clear’ advice from emergency services or further advice before resuming normal school activities. * Direct all Media enquiries to the DET Media Unit on 8688 7776. * Contact parents as required. |  |
| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder | * Recognise indicators of Child Abuse * Child Safe Standards * PROTECT protocol * Student Critical Incident Advisory Line * Student Support Services/Student Welfare Coordinator | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 12 6 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. |  |
| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach | * [Privacy (including DET’s Schools’ Privacy Policy)](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx) * [Privacy, Department provided software](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx) * [Privacy (requests for Information about Students)](https://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx) * [Acceptable use of ICT Resources](https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx) * Staff member manages and reviews school’s privacy practises * 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 | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | | * Contact your IT specialist technician for advice and support * If you require support from IMTD contact the Service Desk through one of the following mechanisms:   + Phone 1800 641 943   + Email servicedesk@education.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@education.vic.gov.au * Consider notifying the Media Unit on 8688 7776 * If the information security breach is considered malicious contact local police * Offer impacted staff option to access EAP (as applicable) * Offer Student Support Services support to impacted students (as applicable) |  |
| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident | * Staff trained in first aid * First Aid Kit * Staff observant to signs of illness * Medical history – staff/students * [First Aid and Infection Control Procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx) * Medication Authority Form and authority to administer | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | If a medical emergency occurs on a school site or on a camp/excursion   * Call’ 000’ if immediate/life threatening * Administer first aid * Contact parent/guardian of affected student * Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 * Record evidence (if applicable) * Keep other students away from the emergency/incident * Provide support for students who may have witnessed early stage of emergency * Follow up to review outcome |  |
| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning | * Student Support Services * Well-being staff in school * SafeMinds * Navigator Program * Student Engagement and Inclusion Guidance * Building Resilience Framework * Victorian Anti-bullying and Mental Heath Initiative | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Likely | | **Risk Level** | | High | | * If there is immediate and/or life threatening concern for an individual’s health or well being contact ‘000’ * Administer first aid (if appropriate) – keep physically and emotionally safe * Report the incident to the Incident Support and Operations Centre on 1800 126 126 * Consider whether the following supports are appropriate: * School’s student well being officers * Student Support Services * Kids Helpline - 1800 55 1800 * Headspace in schools 0458 559 736 * Lifeline - 13 11 14 * Referral to the Navigator program for wrapround support for disengaged learners * Suicide prevention resources from Beyond Blue and/or Headspace * CAT Team – acute mental health triage * Provide ongoing support and review |  |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress | * School records attendance * Student engagement policy to promote school attendance and address truancy, which is staged * Recess and lunchtime supervision. * Behaviour Support Plans to address individual truancy. * Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) * List of students to attend camp to be held at school site and by Teacher in Charge on camp. * School excursion/camp risk assessment | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | | If student/child is missing and/or cannot be accounted for:   * Search the immediate area * Contact the parent/carer * Contact ‘000’ for police to report child missing   + Provide a description, time last seen and location * Report the incident to the Incident Support and Operations Centre on 1800 126 126 * Review procedures and policies to lessen the possibilities of future incidents |  |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support | * Student Support Services * Well-being staff in school * Managing Trauma Guide * Incident Support and Operations Centre referrals * Employee Assistance Program | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):   * Contact ‘000’ for police/ambulance attendance * Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services support * Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including: * Develop a Communications Plan – check what information can be released:   + Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert   + Limit exposure to ongoing trauma, distressing sights, sounds and smells   + Continue to identify those most at risk and triage for support   + Consider tribute, memorial, ritual * Monitor the well being of staff * Actively implement self-care strategies * If the incident occurs on school premises/camp/excursion   + Preserve the evidence   + Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management   + Contact Legal Division on 9637 3146   + Consider a Worksafe Notification 13 23 60   + Contact Communications Division/Media Unit on 8688 7776 |  |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education | Site based policies and strategies   * Lunchtime and recess supervision * School based security measures e.g. duress alarm, CCTV * Behavioral Code of Conduct * School social media strategies to address online harassment * Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student   School pursues specific interventions or referrals as required/appropriate:   * Trespass order * Child Protection referral * Family violence referral   Specific supports for students with challenging behaviors and interventions:   * Referral to Student Support Services (SSS) * School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) * Restraint and Seclusion procedures * Respectful Relationships * Health and Human Services Behaviour Support Services * More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional * School welfare officer/coordinator engaged   Training   * Diffusion strategies and training for staff * Conflict management training * Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism   Specific support for teacher/staff in dealing with challenging behaviours   * Employee Assistance Program (EAP) for impacted staff * Principal Mentor Program * Proactive Wellbeing Supervision * Principal Health Checks * Early Intervention Principal Support Service   Refer to additional resources for impacted persons   * School breakfast club (where available) * School wide Positive Behaviour Support * Koori inclusive School Wide Positive Behaviour Support | Acceptable | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Violence, aggression, harassment, on school site:   * Intervene only if safe to do so * Contact ‘000’ if immediate/life threatening and require police/ambulance attendance * Initiate action to confine or isolate the aggressor * Determine whether evacuation, lock-down or Shelter in Place is required. * Administer first aid if required and safe to do so * Contact parent/guardian of student(s) impacted * Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services or School Well-being Officer support to develop a behaviour management plan * Record evidence (if applicable) * If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place    If staff are directly impacted:   * Consider lodging an eduSafe report * Consider whether a report to WorkSafe is required * Contact Employee Assistance Program for support * Consider liaison with the Principal Early Intervention Program    If there is an allegation of reportable conduct:   * Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@education.vic.gov.au and follow their advice * Review procedures, policies and actions to prevent similar incidents in the future |  |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:    DET *School Operations Guide*  [*https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/)    *Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria’s Chief Health Officer (<https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx>). | Acceptable | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Likely | | **Risk Level** | | Extreme | | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | |
| Bus/vehicle emergencies during offsite activities | Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while bus conveying staff and students for camp excursion or other school activity; Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience | * Engage approved Accredited Bus Operators Drivers * Buses with seat-belts are used for transporting students * Staff to follow DET’s [work-related driving procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/driverfatigue.aspx). * Bus driver to maintain log book as required. * All excursions, camps and off-site activities adhere to the [DET Excursions including camps and adventure activities policy](https://www2.education.vic.gov.au/pal/excursions/policy) * Students supervised and monitored while participating in off-site school activities, including bus transport. * Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip. * Student Activity Locator (SAL) completed. * Risk assessment planning has occurred for all off-site camps and excursions. * First aid kit to accompany excursions and first aid qualified staff to attend. * Traffic management plan to manage school access/egress at drop off/pick up times. * Supervision to monitor student compliance with school road and bike safety policy. * All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled. | Acceptable | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | * Call 000 to request emergency assistance, if required * Contact emergency services agencies to ascertain local information on status of any notified emergency. * Report emergency to the Security Services Unit on 1800 126 126. * Advise emergency services of the status and location of bus services and seek assistance if required. * Notify your region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Confirm/provide instruction to driver with regard to destination. * notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). * Keep an accurate log of all communication in relation to the event. * Receive confirmation of bus’s arrival at destination from driver and/or supervising staff * Direct all Media enquiries to DET Media Unit on 8688 7776. |  |
| Industrial fire/chemical emissions incident | Probable Causes: Fire/chemical incident at high risk industrial site Probable Consequences: Poor air quality; Modification to programs keep staff/students indoors; health impacts due to smoke; Traffic access/egress – disruption | * Lockdown & evacuation procedures documented and practiced * Existing legislation for management of Dangerous Goods * Watch Zone on VicEmergency App | Acceptable | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | In the event of an industrial fire or chemical emissions incident at a nearby location:   * Call 000 for emergency services and seek and follow any advice from Emergency Services * Report the emergency immediately to the Chief Warden * If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning. * Check staff, students and visitors are accounted for * Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school. * Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 * Notify your region and seek further advice from your Regional Manager, Operations and Emergency Management if required * Monitor the VicEmergency website at [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au/), or the VicEmergency App on your mobile device, for any warnings and advice * Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day) * Await advice from emergency services or from the Department before resuming normal school activities outdoors * Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 * Follow-up communications with parents as required.   **Specific actions prior to the start of school:**   * Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider:   + **Specific actions at the end of the day:**   + Contacting families and advising them that students are not to come to the school until further notice   + Follow relevant steps in the School Bus Program Emergency Management Guidelines. * Await advice from emergency services or further advice before resuming normal end of day procedures * Consider contacting families and advising and not to come to the school for collection until the ‘all clear’ has been given * If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements. |  |
| Asbestos | Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos Probable Consequences: Area cordoned off and inaccessible; Potential health risks if fibres disturbed and breathed into lungs | * Asbestos removal program * OHS Advisory Service * Asbestos Management Plan * Asbestos training/information session * Asbestos Register and quarterly inspections * Asbestos Make Safe Hotline 1300 133 468 | Acceptable | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Likely | | **Risk Level** | | Medium | | * Report the incident to the 24/7 ‘Asbestos Make Safe’ line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation * Isolate the area:   + Vacate everyone from the affected area   + Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area * Erect signage at entrances to affected area indicating unauthorised personnel must not enter * Report the incident on eduSafe * Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715. * Seek advice from the VSBA Asbestos Reform Unit on asbestos.reform@education.vic.gov.au |  |

Core Emergency Response Procedures

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| On-Site Evacuation/Relocation Procedure | When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** and inform emergency services of the nature of the emergency. * Evacuate students, staff and visitors out of the building to the evacuation point: ***Cnr Old Ballarat Road and Pennsylvania Ave***. * Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan. * 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. * Maintain a record of actions/decisions undertaken and times. * Confirm with emergency service personnel that it is safe to return to normal operations. * Contact parents as required.   **Actions After On-Site Evacuation/Relocation Procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (Regional Manager, Operations and Emergency Management) that the evacuation is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid). * Contact the SSSO Network Coordinator if required. * 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. * Seek support from your Region/Regional Manager, Operations and Emergency Management if required. * Undertake operational debrief with staff and Incident Management Team to review any on-site evacuation and procedural changes that may be required. * Complete your Post Emergency Record. |
| Off-Site Evacuation Procedure | If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** and inform emergency services of the nature of the emergency. * Identify which off-site assembly point you will evacuate staff, students and visitors to. * Evacuate staff, students and visitors to ***Cnr Old Ballarat Road and Pennsylvania Ave*** * Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Take the students attendance list, staff attendance list, your Emergency Kit/First Aid and this Plan. * 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. * Maintain a record of actions/decisions undertaken and times. * Confirm with Emergency Service personnel that it is safe to return to normal operations. * Contact parents if required.   **Actions After Off-Site Evacuation Procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the Region (Regional Manager, Operations and Emergency Management) that the evacuation is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). * 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 review any off-site and procedural changes that may be required. * Complete your Post Emergency Record. |
| Lock-Down Procedure | When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** and inform emergency services of the nature of the emergency. * Initiate the lock-down and provide instructions to staff e.g. close internal doors and windows, remain in classroom, sit below window level or move into corridors, etc. * Check that all external doors (and windows if appropriate) are locked. * If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. * Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Divert parents and returning groups from the school if required. * Ensure a telephone line is kept free. * Keep public address system free. * Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. * If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. * As appropriate, ascertain that all students, staff and visitors are accounted for. * Notify your region and seek advice from your Regional Manager, Operations and Emergency Management if required. * As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions After Lock-Down Procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). * Advise the Incident Support and Operations Centre and the Region (Regional Manager, Operations and Emergency Management) that the lock-down is over. * Print and issue pre-prepared parent letters and give these to students to take home. * Contact the SSSO Network Coordinator if required. * Direct all Media enquiries to DET Media Unit on 8688 7776. * 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 review any lock-down and procedural changes that may be required. * Complete your Post Emergency Record. |
| Lock-Out Procedure | When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** and inform emergency services of the nature of the emergency. * Announce lock-out with instructions about what is required. Instructions may include nominating staff to:   + Lock doors to prevent entry   + Check the premises for anyone left inside   + Obtain Emergency Kit * Go to the designated assembly point ***Cnr Old Ballarat Road and Pennsylvania Ave*** * Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Check that students, staff and visitors are all accounted for. * Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. * Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.     **Actions After Lock-Out Procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). * Print and issue pre-prepared parent letters and give these to students to take home. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Ensure all staff are made aware of Employee Assistance Program contact details. * Contact the SSSO Network Coordinator if required. * Seek support from your region/regional Manager, Operations and Emergency Management as required. * Undertake operational debrief with staff and Incident Management Team to review any lock-out and procedural changes that may be required. * Complete your Post Emergency Record. |
| Shelter-In-Place Procedure | When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call 000 and inform emergency services of the nature of the emergency. * Chief Warden activates the Incident Management Team. * Move all students, staff and visitors to the pre-determined shelter-in-place location ***Bluestone building***. * Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. * 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. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required. * Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.   **Actions After Shelter-In-Place Procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the Region (Regional Manager, Operations and Emergency Management) that the 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 (e.g. areas of the facility to avoid or parent reunification process). * 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 review any shelter-in-place and procedural changes that may be required. * Complete your Post Emergency Record. |

Specific Emergency Response Procedures

|  |  |
| --- | --- |
| Specific Procedures | **Procedure Instructions** |
| Loss of essential services | **When there is a loss of essential services (power, water, communications:**   * Determine which services are affected and the extent of the impact. * Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. * **Call 000** if emergency services are required to respond e.g. power lines down in front of school. * Contact the relevant provider/s to report outage and ascertain when restoration will occur. * Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. * Contact your Senior Education Improvement Leader or Regional Manager, Operations and Emergency Management for advice and support if necessary. * Report the loss of essential services to the Security Services Unit on 1800 126 126. * Contact parents as required. * Refer to the school’s Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. |
| Mental Stress | * If there is immediate and/or life threatening concern for an individual’s health or well-being contact ‘000’ * Administer first aid (if appropriate) – keep physically and emotionally safe * Report the incident to the Incident Support and Operations Centre on 1800 126 126 * Consider whether the following supports are appropriate:   + School’s student well-being officers   + Student Support Services   + Doctors in Secondary Schools   + Kids Helpline - 1800 55 1800   + Headspace in schools 0458 559 736   + Lifeline - 13 11 14   + Referral to the Navigator program for wrapround support for disengaged learners   + Suicide prevention resources from Beyond Blue and/or Headspace   + CAT Team – acute mental health triage   + Provide ongoing support and review |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:   * Search the immediate area * Contact the parent/carer * Contact ‘000’ for police to report child missing   + Provide a description, time last seen and location * Report the incident to the Incident Support and Operations Centre on 1800 126 126 * Review procedures and policies to lessen the possibilities of future incidents |
| Heat (Extreme) | To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures.  Actions may include the following:   * Call 000 if medical assistance is required   ***Scheduling/Activities***   * Restrict outdoor time. * Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks. * Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area). * Reschedule/move classes from classrooms with direct sunlight/no cooling. * In extreme weather conditions, schools may: * reduce midday recess to no less than thirty minutes * adjust dismissal time accordingly. * Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities. * Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program. * Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.   ***Hydration***   * Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs. * Drinks containing caffeine such as coffee and tea should be avoided. * Remind parents to provide their child with water and modified uniform * Include information on the school's arrangements for managing hot weather in the school newsletter. * Ensure staff monitor students for early signs of heat stress/dehydration.   ***Indoors***   * Ensure indoor spaces have appropriate ventilation or air conditioning. * Display dealing with heat posters in prominent locations in the school. * Review first aid kits and the need to supplement stock of ice packs and hydrolyte.   ***Notification/Information***   * Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126. * Seek advice from your SEIL or Regional Emergency Management staff if required. * Direct any media enquiries to DET Media Unit on 8688 7776. |
| Smoke | This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.  **Medical**   * **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing. * Closely monitor for adverse effects of smoke on students and staff. * Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. * Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. * Notify parents about school conditions and to ensure they cater for their child’s needs e.g. extra inhaler.   ***Activities/Indoors***   * Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. * Close windows and doors. * Switch air conditioners to 're-circulate' or 'reuse air’ (turn it off if it doesn’t have this function) * Limit prolonged or heavy physical activity relative to the conditions.   ***Notification/Information***   * As appropriate: * report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126 * notify your Region and seek advice from your SEIL or Regional Manager, Operations and Emergency Management if required * direct all Media enquiries to DET Media Unit on 8688 7776. * For health information about smoke go to: [www.betterhealth.vic.gov.au/bushfiresmoke](http://www.betterhealth.vic.gov.au/bushfiresmoke) or <http://www.betterhealth.vic.gov.au/plannedburns> * For information about planned burns in your area call 1800 226 226, download the VicEmergency app.  Detailed information about the time, location and status of planned burns for the next 10 days can be found at <http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days> * Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app. |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and well-being of students or staff):   * Contact ‘000’ for police/ambulance attendance * Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services support * Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including: * Develop a Communications Plan – check what information can be released:   + Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert   + Limit exposure to ongoing trauma, distressing sights, sounds and smells   + Continue to identify those most at risk and triage for support   + Consider tribute, memorial, ritual * Monitor the well-being of staff * Actively implement self-care strategies * If the incident occurs on school premises/camp/excursion   + Preserve the evidence   + Contact Region – i.e. Senior Education Improvement Leader, Regional Manager, Operations and Emergency Management   + Contact Legal Division on 9637 3146   + Consider a Worksafe Notification 13 23 60   + Contact Communications Division/Media Unit on 8688 7776 |
| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:   * Intervene only if safe to do so * Contact ‘000’ if immediate/life threatening and require police/ambulance attendance * Initiate action to confine or isolate the aggressor * Determine whether evacuation, lock-down or Shelter in Place is required. * Administer first aid if required and safe to do so * Contact parent/guardian of student(s) impacted * Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services or School Well-being Officer support to develop a behaviour management plan * Record evidence (if applicable) * If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place    If staff are directly impacted:   * Consider lodging an eduSafe report * Consider whether a report to WorkSafe is required * Contact Employee Assistance Program for support * Consider liaison with the Principal Early Intervention Program    If there is an allegation of reportable conduct:   * Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@education.vic.gov.au and follow their advice * Review procedures, policies and actions to prevent similar incidents in the future |
| Gas Leak/Chemical Spill (on-site) | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. * Move staff and students away from the spill to a safe area and isolate the affected area. * Report emergency to the Incident Support and Operations Centre on 1800 126 126. * Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. * Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Contact parents as required * Notify Worksafe if required. * Report on *eduSafe*. * Direct all Media enquiries DET Media Unit on 8688 7776. |
| Snakes | * Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. * Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. * If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. * If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. * If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. * If the snake is located inside a building, consider the need to evacuate the classroom or building. * Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. * If the snake remains on school grounds, call the local licensed snake catcher: Snake Catcher Geelong - Elapid Snake Catcher on 0459-632-025. * Report the incident to SSU on 1800 126 126. |
| Bus/vehicle emergencies during offsite activities | * Call 000 to request emergency assistance, if required * Contact emergency services agencies to ascertain local information on status of any notified emergency. * Report emergency to the Security Services Unit on 1800 126 126. * Advise emergency services of the status and location of bus services and seek assistance if required. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Confirm/provide instruction to driver with regard to destination. * notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). * Keep an accurate log of all communication in relation to the event. * Receive confirmation of bus’s arrival at destination from driver and/or supervising staff * Direct all Media enquiries to DET Media Unit on 8688 7776. |
| Bushfire/Grassfire | **Bushfire/Grassfire Specific Emergency Response Procedures.**  **Triggers for Action.**  The need for action by the school is triggered when there is a bushfire or grassfire that;   * is observable, or * identified via Vic Emergency App within 15 km from the school. * there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.   **Immediate Actions / Seek Advice .**   * If immediate emergency services assistance is required phone '000'. * Seek advice from your Regional Manager, Operations and Emergency Management, Regional Emergency Management Support Officer, or Regional IMT (if activated). They can gain additional information and advice from emergency services for you.  |  |  |  | | --- | --- | --- | | **Name** | **Role** | **Mobile number** | | Andrea Cox | Manager Operations and Emergency Management | 0407-861-841 | | Peter Woodman | Emergency Management Support Officer | 0436-678-268 |  * Report the incident to ISOC (1800 126 126) * Convene your Incident Management Team (IMT) * Continue to monitor conditions such as wind change, size of fire, direction of travel. * Continue to monitor warnings and advice messages through the VicEmergency App or website. * If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.   **Other sources of Information**   * Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area. * ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.   **Actions for the School when it is within a VicEmergency warning area**   |  |  |  | | --- | --- | --- | | **VicEmergency Warning** | **What it means** | **School Actions** | | **Advice Warning** | Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups. | If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change. | | **Watch and Act Warning** | Issued when an incident/event is likely to or is directly impacting the community. They need to take action now. | If your school is in a Watch and Act Warning area, seek advice and then decide whether to;   * remain on site, shelter in place (if required) and monitor the situation * call parents to pick up their children * evacuate the school to your offsite bushfire evacuation location. | | **Emergency Warning** | Issued when the community is in imminent danger of an incident/event and need to take action now. | If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school. | | **Prepare to Evacuate** | **Prepare to Evacuate** – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property. | If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice. | | **Evacuate Now** | **Evacuate Now** – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities. | If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice.. |   **Sheltering in Place.**  If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.   * Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. * Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the *Shelter in Place*. * Check that all students, staff and visitors are accounted for. * Ensure communications with emergency services are maintained. * Advise parents that the school is sheltering in place and they should not come to pick their children up. * If parents arrive, encourage them to stay with their children at the school. * Check all windows and doors in the *Shelter in Place* are closed (but doors are not locked). * Turn off gas supply * Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems). * If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the *Shelter in Place* and the evacuation path between the *Shelter in Place* and *Onsite Bushfire Evacuation location* and *Offsite Bushfire Evacuation Location.* * Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require. * The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. * Wait for emergency services to arrive or provide further information. * Any decision to leave the Shelter in Place should only occur on advice of emergency services * Continually monitor *Shelter in Place* for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions. * If the building has ignited and is not safe to extinguish – evacuate to the >*Onsite Evacuation Location* or *Offsite Bushfire Evacuation Location*, via the defined route. * Maintain a record of actions/decisions undertaken and times. |
| Intruder | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden. * Do not do or say anything to the person to encourage irrational behaviour. * Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. * Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. * Evacuation only should be considered if safe to do so. * Report emergency to the Security Services Unit on 1800 126 126. * Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 8688 7776. |
| Industrial fire/chemical emissions incident | In the event of an industrial fire or chemical emissions incident at a nearby location:   * Call 000 for emergency services and seek and follow any advice from Emergency Services * Report the emergency immediately to the Chief Warden * If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning. * Check staff, students and visitors are accounted for * Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school. * Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 * Notify your Region and seek further advice from your Regional Manager, Operations and Emergency Management if required * Monitor the VicEmergency website at [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au/), or the VicEmergency App on your mobile device, for any warnings and advice * Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day) * Await advice from emergency services or from the Department before resuming normal school activities outdoors * Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 * Follow-up communications with parents as required.   **Specific actions prior to the start of school:**   * Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider:   + Contacting families and advising them that students are not to come to the school until further notice   + Follow relevant steps in the School Bus Program Emergency Management Guidelines:     - For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures and notify client schools     - For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted.   **Specific actions at the end of the day:**   * Await advice from emergency services or further advice before resuming normal end of day procedures * Consider contacting families and advising them not to come to the school for collection until the ‘all clear’ has been given * If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements and follow the relevant steps in the School Bus Program Emergency Management Guidelines:   + For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures for School Bus Coordinating Schools and notify client schools   + For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted. |
| Asbestos | * Report the incident to the 24/7 ‘Asbestos Make Safe’ line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation * Isolate the area:   + Vacate everyone from the affected area   + Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area * Erect signage at entrances to affected area indicating unauthorised personnel must not enter * Report the incident on eduSafe * Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715. * Seek advice from the VSBA Asbestos Reform Unit on asbestos.reform@education.vic.gov.au |
| Building fire | * **Call 000** for emergency services and seek and follow advice. * Activate the fire alarm. * If appropriate, follow the procedure for on-site evacuation. * Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. * Extinguish the fire (only if safe to do so). * Evacuate to the ***School Oval,***, closing all doors and windows. * Check that all areas have been cleared and notify the Chief Warden. * Check that all students, staff, visitors and contractors are accounted for. * Report emergency to the Security Services Unit on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 8688 7776. |
| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)**  *Immediate response*   * Immediately clear and cordon off the area in the vicinity of the object. * Call **000** for police and seek and follow advice. * Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. * Report the emergency to the Security Services Unit on 1800 126 126. * Do not approach, touch, tilt or tamper with the object.   *Evacuation*   * Evacuate the school and:   + Ensure students and staff are not directed past the object   + Alert any other services co-located at the school site   + Check that all students, staff and visitors are accounted for   + Restrict all access to the site and ensure there are no barriers inhibiting access by police   *Communication*   * Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. * Contact parents when evacuation is complete and it is safe to do so. * Notify your regional emergency management contact and seek advice if necessary. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Await "all clear" advice from police before returning to school buildings to resume normal school activities.   **If a bomb/substance threat is received by telephone**   * **DO NOT HANG UP** * Keep the person talking for as long as possible and obtain as much information as possible. * Without alerting the caller, signal a co-worker to:   + call 000 for police on a separate phone   + notify the Chief Warden/principal   + report emergency to the Security Services Unit on 1800 126 126. * Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):   + gender of caller   + age of caller   + accents and speech impediments   + background noises   + key phrases used   + whether the threat is automated/taped/recorded.   **Ask the caller:**   * where exactly is the bomb/substance located? * what time will the bomb explode/the substance be released? * what will make the bomb explode/how will the substance be released? * what does the bomb look like? * what kind of device/substance is it? * who put the bomb/substance there? Why was it put there? * what kind of substance is it (gas, powder, liquid)? How much is there? * where are you? Where do you live? * what is your name? What are your contact details? * Once the call is finished:   + inform the Chief Warden/principal if this has not yet been done   + call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone   + o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.   + **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:   + 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 1800 126 126   + ensure all of the caller information has been written down and provided to police on arrival.   **If a bomb/substance threat is received by letter**   * Place the letter in a clear bag or sleeve and store in a secure place * Avoid any further handling of the letter or envelope * Call 000 for police and seek and follow advice * Notify the Chief Warden/principal * If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. * Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. * Report emergency to the Security Services Unit on 1800 126 126..   **If a bomb/substance threat is received electronically e.g. by email**   * + **DO NOT DELETE THE MESSAGE**   + Call 000 for police and seek and follow advice   + Notify the Chief Warden/principal   + If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.   + Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.   + Report emergency to the Security Services Unit on 1800 126 126.   **If you are at the site of an explosion**   * + Direct staff to shelter students under sturdy tables or desks if objects are falling around you.   + Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.   + Help others to leave the area. Use stairs instead of elevators.   + Be aware of weakened floors and stairways and watch for falling debris.   + Once out of the affected building:     - Move students away from windows and glass doors or other potentially hazardous areas     - Use caution to avoid debris that could be hot or sharp     - Call 000 for emergency services and seek and follow advice     - Report the emergency to the Security Services Unit on 1800 126 126     - Be aware of any potential secondary explosions     - Limit use of phones as communications systems may become congested |
| Child Abuse | In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 12 6 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf>  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf |
| Severe weather event | * **Call 000** if emergency services are needed and seek and follow advice. * Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. * Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. * During a severe storm:   + Remain in the building and keep away from windows.   + Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. * Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. * Disconnect electrical equipment - cover and/or move this equipment away from windows. * Report emergency to the Security Services Unit on 1800 126 126. * Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Listen to local radio or TV on battery-powered sets for weather warnings and advice |
| Information Security | * Contact your IT specialist technician for advice and support * If you require support from IMTD contact the Service Desk through one of the following mechanisms:   + Phone 1800 641 943   + Email servicedesk@education.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@education.vic.gov.au * Consider notifying the Media Unit on 8688 7776 * If the information security breach is considered malicious contact local police * Offer impacted staff option to access EAP (as applicable) * Offer Student Support Services support to impacted students (as applicable) |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion   * Call’ 000’ if immediate/life threatening * Administer first aid * Contact parent/guardian of affected student * Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 * Record evidence (if applicable) * Keep other students away from the emergency/incident * Provide support for students who may have witnessed early stage of emergency |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the [Safety Management Plan for COVID-19 (COVIDSafe Plan):](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx%20)   * For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) for **Managing a suspected or confirmed case of coronavirus (COVID-19)** * For suspected cases in staff, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools** * Also see the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Management of an unwell student or staff member** * Principals are also to implement the actions outlined within the [action checklist for principals PDF](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.pdf) or in a [word accessible version](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.docx). |
| Major external emissions/spill | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. * Turn off gas supply. * If the gas leak is onsite, notify your gas provider. * If safe to do so, evacuate staff, students, visitors and contractors to ***Old Ballarat Road and Pennsylvania Assembly point***. * Check students, staff and visitors are accounted for. * Report the emergency to the Security Services Unit on 1800 126 126. * Notify your Region and seek advice from your Regional Manager, Operations and Emergency Management if required. * Await ‘all clear’ advice from emergency services or further advice before resuming normal school activities. * Direct all Media enquiries to the DET Media Unit on 8688 7776. * Contact parents as required. |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/\_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)](https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)  for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal | Jennifer Hassett | 5278 3022 |  | 0417 149 647 |
| Assistant Principal | Timothy Callaghan | 5278 3022 |  | 0408 577 630 |
| Business Manager | Kim Brown | 5278 3022 |  | 0433 252 700 |
| First Aid Officer | Kim Brown | 5278 3022 |  | 0433 252 700 |
| HSR | Gary Hindle | 5278 3022 |  | 0403 834 681 |
| School Chaplain | Leann Dunt | 5278 3022 |  | 0412 287 855 |
| School Council President | Erin McGill | 5275 1542 |  | 0405 346 365 |
| Batesford Campus Manager | James Ziekemeijjer | 5276 1290 |  | 0418 172 641 |
| Batesford Campus Mobile Phone | James Ziekemeijjer or Patrick White |  |  | 0492 871 958 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Chris Thompson | 03 8468 9202 | 0409 519 207 |
| Regional Office (swvr@edumail.vic.gov.au) | General enquiries, | 1300 333 232, |  |
| Manager, Operations & Emergency Management | Andrea Cox | (03) 4334 0509 | 0407 861 841 |
| Emergency Management Support Officer | Peter Woodman | 03 5215 5220 | 0436 678 268 |
| Incident Support and Operations Centre (ISOC) |  | 1800 126 126 |  |
| Programmed Maintenance Services |  | 1300 133 468 |  |
| OHS Advisory Service |  | 1300 074 715 |  |
| Employee Assistance Program |  | 1300 361 008 |  |
| Media Unit (on call 24/7) |  | (03) 8688 7776 |  |
| SEIL | Robyn Marr | 5215 5199 | 0458 230 533 |
| SSSO Team Leader | Jann Kirkland | 7022 1782 | 0477 749 005 |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Police Station (Corio) | 5273 9555 |
| Hospital/s: Barwon Health & Epworth | 4215 0000 / 5271 7777 |
| COGG & SES (flood, storm and earthquake) | 5272 5272 / 132 500 |
| Fire Brigade (North Geelong) CFA | 5240 2700 |

School Bus Emergency Contacts

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

Incident Management Team

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

|  |  |  |
| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander | |  | | --- | | **Name:** | | Jennifer Hassett | | **Phone/Mobile:** | | 0417 149 647 | | |  | | --- | | **Name:** | | Tim Callaghan | | **Phone/Mobile:** | | 0408 577 630 | |
| Operations Officer (Area Warden) | |  | | --- | | **Name:** | | James Ziekemeijjer | | **Phone/Mobile:** | | 0418 172 641 | |  |
| Communications Officer | |  | | --- | | **Name:** | | Kim Brown | | **Phone/Mobile:** | | 0433 252 700 | |  |
| First Aid Officer | |  | | --- | | **Name:** | | Kim Brown | | **Phone/Mobile:** | | 0433 252 700 | |  |

Incident Management Team Roles & Responsibilities

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| Chief Warden/Education Commander | **Pre-Emergency**   * Maintain current contact details of IMT members. * Conduct regular exercises/drills. * Ensure students/staff with special needs list and staff trained in first aid list are up to date. * Ensure our emergency response procedures are kept up-to-date. * Ensure staff on the IMT are aware of their responsibilities.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests. * Report the emergency to the Security Services Unit on 9589 6266.   **Post- Emergency**   * When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| Operations Officer (Area Warden) | **Pre-Emergency**   * Regularly check and report on deficiencies of emergency equipment and kits. * Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. * Participate in emergency exercises/drills.   **During Emergency**  On hearing alarm or becoming aware of an emergency, the Operations Warden will:   * Attend the emergency control point. * Communicate with the Chief Warden by whatever means available and act on instructions. * Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. * Direct logistics officer (wardens) to check the floor or area for any abnormal situation. * Commence evacuation if the circumstances on their floor or area warrant this. * Control the movement of people. * Co-opt persons as required to assist a logistics officer (wardens) during an emergency. * Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. * Confirm that the logistics officer’s (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.   **Post Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| Communications Officer | **Pre-Emergency**   * Assist the Chief Warden. * Attend training in the use of the school’s communication system. * Maintain records and logbooks and make them available for emergency response. * Ensure emergency and parent contact details are up-to-date. * Participate in emergency exercises/drills.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and location of the emergency. Maintain up to date information. * Confirm that emergency services have been notified. * Notify appropriate IMT members. * At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. * Keep a log of events that occurred during the emergency. * Act as directed by the Chief Warden.   **Post- Emergency**   * Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. * Contact parents as required. |
| First Aid Officer | **Pre-Emergency**   * Regularly check and report on deficiencies of emergency equipment and kits. * Participate in emergency exercises/drills.   **During Emergency**  On hearing alarm or becoming aware of an emergency, the First Aid Officer will:   * Attend the emergency control point. * Take emergency first aid kit, asthma, anaphylaxis and other required medications to the evacuation site. * Communicate with the Chief Warden by whatever means available and act on instructions. * Keep a log of any first aid actions taken during an evacuation/emergency. * Co-opt persons as required to assist with first aid during an emergency. * Act as directed by the Chief Warden.   **Post Emergency**   * Compile report of the actions 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 | Contact Emergency Management Unit / Region and follow suggested protocol, contact parents & suspend school hours temporarily. |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Jennifer Hassett | 0417 149 647 | Principal |

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

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

|  |  |
| --- | --- |
| Details of arrangements | Contact Emergency Management Unit / Region and follow advice. Send a message to parents through Compass notifying them of the schools mobile phone contact number. If parents need to contact the school they may do so using the provided mobile number. |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Jennifer Hassett | 0417 149 647 | Principal |

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 | Contacting CRT agencies, grade split and specialists / leadership to take grades. |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Jennifer Hassett | 0417 149 647 | Principal |

Business Continuity Checklist

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

Area Map

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

Evacuation Map

|  |  |
| --- | --- |
| **Building Name** | **Evacuation Procedures** |
| Rollins Primary School Batesford Campus Validated: 11/08/2021 | - Phone 000 stating nature of the emergency and actions taken so far - Seek advice from Security Services Unit phone: 1800 126 126. - Activate continual siren and announce to staff, students and visitors the decision to evacuate the building - “EMERGENCY NOTICE” placed on front and side doors - Secure/lock all exit doors to Buildings - Follow exit route shown on the evacuation map and leave building in a quiet and orderly manner – never run - Move away from danger at all times, if the shortest route to the evacuation area moves you closer to the danger zone, take a safe alternative route. - Phone 000 to inform them of current location at evacuation area - Focus on safety and wellbeing of everyone during the emergency period - Gauge emergency to see if/when other actions are required - Wait for Emergency Services to arrive or for further information from them - Head count of all staff. students, visitors, etc. - Monitor students and make sure they keep calm and contained. - When safe to do so, everyone to return to classrooms or release students to parent/guardian care - Record the name of student, adult, destination & time of release if/when Principal has authorised the release of any student to their parent/guardian. |
|  | |