

# Romsey Primary School

## Emergency and Critical Incident Management Plan 2024-2025



**2-56 Station Street, Romsey, VIC, 3434**  
**03 5429 5099 / romsey.ps@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 28/08/2024**

## Purpose

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

## Context

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

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

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

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or [www.emergency.vic.gov.au](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 web site for incident updates.

## Facility Profile

<b>School Name/Campus Name</b>	<b>Romsey Primary School</b>
<b>Address</b>	2-56 Station Street, Romsey, VIC, 3434
<b>Phone</b>	03 5429 5099
<b>Email</b>	romsey.ps@education.vic.gov.au
<b>Fax</b>	03 5429 5099
<b>DE Region</b>	NORTH-WESTERN VICTORIA
<b>DE Area</b>	Loddon Campaspe
<b>LGA</b>	Macedon Ranges (S)
<b>BOM/Fire District</b>	Central
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Operating Hours</b>	8:30am - 4.45pm
<b>Number of Students</b>	333
<b>Number of Staff</b>	39
<b>Number of Buildings</b>	5
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	MPB Hall (Multifunction Space) and STEAM Centre
<b>On-site Evacuation Location</b>	Main (South) Oval
<b>Off-site Evacuation Location</b>	Romsey Little Athletics Oval
<b>Typical method used for communications to school community</b>	Facebook, Sentral, Romsey Rag and school newsletter

<b>Is this school has other services or users of the site?</b>	No
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## Building Information Summary

### Telephones (landlines)

Location	Number
Administration - 4 lines	54295099

### Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	Admin building, PAC; classrooms 1-10 Gym Learning Neighbourhood	Wilson Security	Sick bay - keysafe no. 2369
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane		Direct Gas Town gas	Tank on west side of tennis courts, key to padlock in office Far left hand side of school front near station st
Water	Station Street,	Western Water	Just before first double gates
Electricity	Main switchboard	Energy Australia	Main switchboard, key

### Sprinkler System

<b>Control Valve Location</b>	NA
<b>Shutoff Instructions Location</b>	NA

## Boiler Room

<b>Location</b>	NA
<b>Access</b>	NA

## Emergency Power System

<b>Type</b>	NA
<b>Location</b>	NA
<b>Provides power to</b>	NA
<b>Shutoff Instructions Location</b>	NA

## Building and Site Hazards

<b>Location</b>	<b>Number</b>

## Additional Profile Information

<b>Additional Info</b>	Emergency water pump station added to front of school Dec 2021 as a part of capital works.

# Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Lockdown drill	Principal/AP	27/03/2024	27/03/2024
Term 2	Shelter in place	Principal/AP	15/05/2024	29/05/2024
Term 3	Offsite evacuation	Principal/AP	14/08/2024	14/08/2024
Term 4	Evacuation Assembly Area	Principal/AP	20/11/2024	
Term 1	Lockdown drill	Principal/AP	21/03/2024	
Term 2	Shelter in place	Principal/AP	21/05/2025	
Term 3	Offsite evacuation	Principal /AP	20/08/2025	
Term 4	Evacuation Assembly Area	Principal/AP	19/11/2025	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Nerrida Ellard	Level 2 First Aid	08/02/2026
Robyn Moore	Level 2 First Aid	08/02/2026
Kimberley Anderson	Level 2 First Aid	08/02/2026
Sam Aitken	Level 2 First Aid	08/02/2026
Jarrold Milsom	Level 2 First Aid	08/02/2026
Jessica Gidman	Level 2 First Aid	08/02/2026
Melanie Stewart	Level 2 First Aid	08/02/2026
Sally Davies	Level 2 First Aid	08/02/2026

## Other Training Record

Staff Member	Training Type	Date

## Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	5
Asthma	0	38
Intellectual disability	0	8
Mobility issues	0	1
Severe behaviour disorder	0	2
Autism	0	14
Diabetes	0	1



## Emergency Kit Checklist

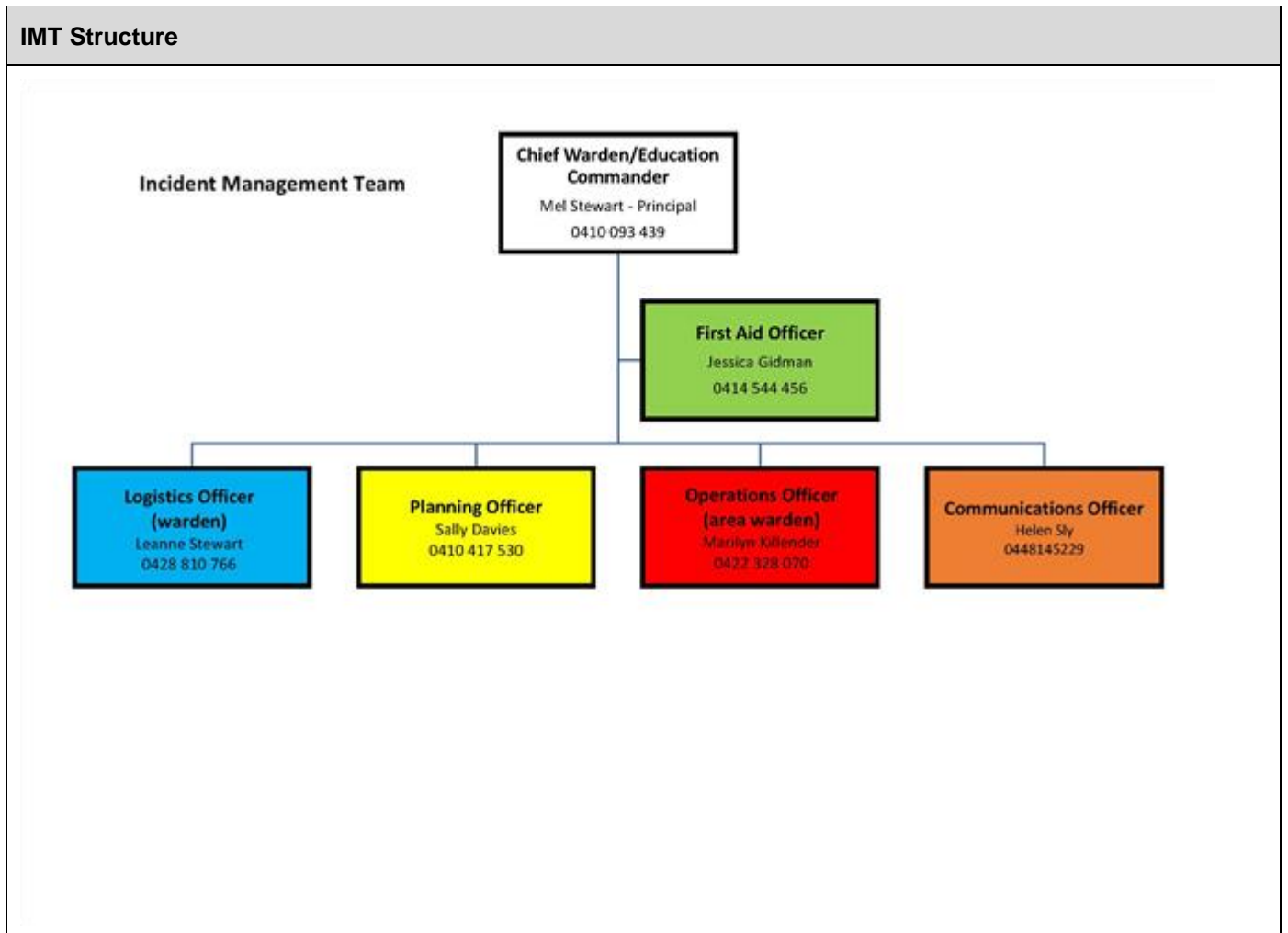
Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency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

### Review Emergency kit checked date

<b>Date emergency kit checked</b>	13/05/2024
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<b>Next check date</b>	31/10/2024
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# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Melanie Stewart <b>Phone/Mobile:</b> 0410 093 439	<b>Name:</b> Sally Davies <b>Phone/Mobile:</b> 0410 416 530
Planning Officer	<b>Name:</b> Sally Davies <b>Phone/Mobile:</b> 0410 417 530	<b>Name:</b> Marilyn Killender <b>Phone/Mobile:</b> 0422 328070

<p>Operations Officer (Area Warden)</p>	<p><b>Name:</b> Marilyn Killender <b>Phone/Mobile:</b> 0422 328 070</p>	<p><b>Name:</b> Leanne Stewart <b>Phone/Mobile:</b> 0428810766</p>
<p>Communications Officer</p>	<p><b>Name:</b> Helen Sly <b>Phone/Mobile:</b> 0448 145 229</p>	<p><b>Name:</b> Robyn Moore <b>Phone/Mobile:</b> 0412 275 152</p>
<p>Logistics Officer (Warden)</p>	<p><b>Name:</b> Leanne Stewart <b>Phone/Mobile:</b> 0428810766</p>	<p><b>Name:</b> Sharon Hoxcor - Turner <b>Phone/Mobile:</b> 0412 034 448</p>
<p>First Aid Officer</p>	<p><b>Name:</b> Jessica Gidman <b>Phone/Mobile:</b> 0414 544 456</p>	<p><b>Name:</b> Nerrida Ellard <b>Phone/Mobile:</b> 0410 454 238</p>

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Incident Support and Operations Centre (24 hour, 7 days) and the region.</li> </ul>
Planning Officer	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
Operations Officer (Area Warden)	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• 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.</li> <li>• Participate in emergency exercises/drills.</li> </ul>

	<p><b>During Emergency</b> On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• 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.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b> Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> </ul>

	<ul style="list-style-type: none"> <li>• Check that any fire doors and smoke doors are properly closed</li> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Complete an annual First Aid Risk Assessment to ensure the workplace medical needs are met</li> <li>• Ensure First Aid Kits are easily accessible</li> <li>• Conduct regular/quarterly First Aid Kit Contents Checklist to ensure supplies are kept current and within date</li> <li>• Ensure staff are aware of First Aid supplies available in Shelter in Place building and conduct regular/quarterly checks of the supplies to ensure they are within date</li> <li>• Ensure Asthma plans are current and all students with asthma are known</li> <li>• Ensure student medications and medical plans are within expiry dates and forms completed by parents</li> <li>• Ensure First Aid Officers are trained and maintain training requirements</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Ascertain whether there are any First Aid situations requiring attention and monitor staff and students for any that may arise throughout</li> <li>• Attend the emergency control/assembly/evacuation point.</li> <li>• Ensure first aid kit is transported to emergency control/assembly/evacuation point as well as student medication as and if required</li> <li>• Staff to respond to medical issues according to their level of first aid training</li> <li>• Wear a hi vis vest</li> <li>• Wear appropriate PPE when treating people</li> <li>• Act as directed by the Chief Warden</li> <li>• Record treatment provided to students</li> <li>• Cater for a temporary First Aid Station</li> </ul>

**Post- Emergency**

- Compile report of any First Aid situations that arose and actions taken during the emergency for the debrief
- Complete First Aid Kit Contents Checklist
- Restock all first aid kits
  
- Return student medication and first aid kits to storage location
- Log relevant student related incidents on CASES21
- Log relevant employee/contractor/visitor related incidents on EduSafe
- Report notifiable incidents to WorkSafe



# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Melanie Stewart	5429 5099	0410 093 439	0410 093 439
Assistant Principal	Sally Davies	5429 5099	0410 417 530	0410 417 530
Business Manager	Helen Sly	5429 5099	n/a	0448 145 229
Wellbeing Teacher	Leanne Stewart	5429 5099	5429 6172	0428 810 766
Lead Teacher	Sharon Hoctor-Turner	5429 5099	n/a	0412 034 448
School Bus Coordinator	Principal - Mel Stewart	5429 5099	n/a	0410 093 439
First Aid Officer	Nerrida Ellard	5429 5099	0401 798 548	0401 798 548
First Aid Officer	Jess Gidman	54 295 099	0414 544 456	0414 544 456
Disability Inclusion Leader	Jessica Kile	5429 5099	0499 401 076	0499 401 076
OH&S Representative	Marilyn Killender	5429 5099	5429 6445	0422 328 070
School Council President	Danielle Gillham	0438 525 312	5784 1532	0438 525 312

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Anastasia Gabriel	03 9084 9098	0400 495 564
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	Allison Hughes	4433 7547	0477 763 238
Emergency Management Support Officer	David Browne	9056 5187	0436 819 074
Incident Support and Operations Centre (ISOC)		1800 126 126	
MakeSafe Program(VSBA)		1300 133 468	

OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 291 071	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Stephen Brain	0419 487 127	NA
SSSO Team Leader	Stephen Cummins	0419881792	N/A

## Local / Other Organizations

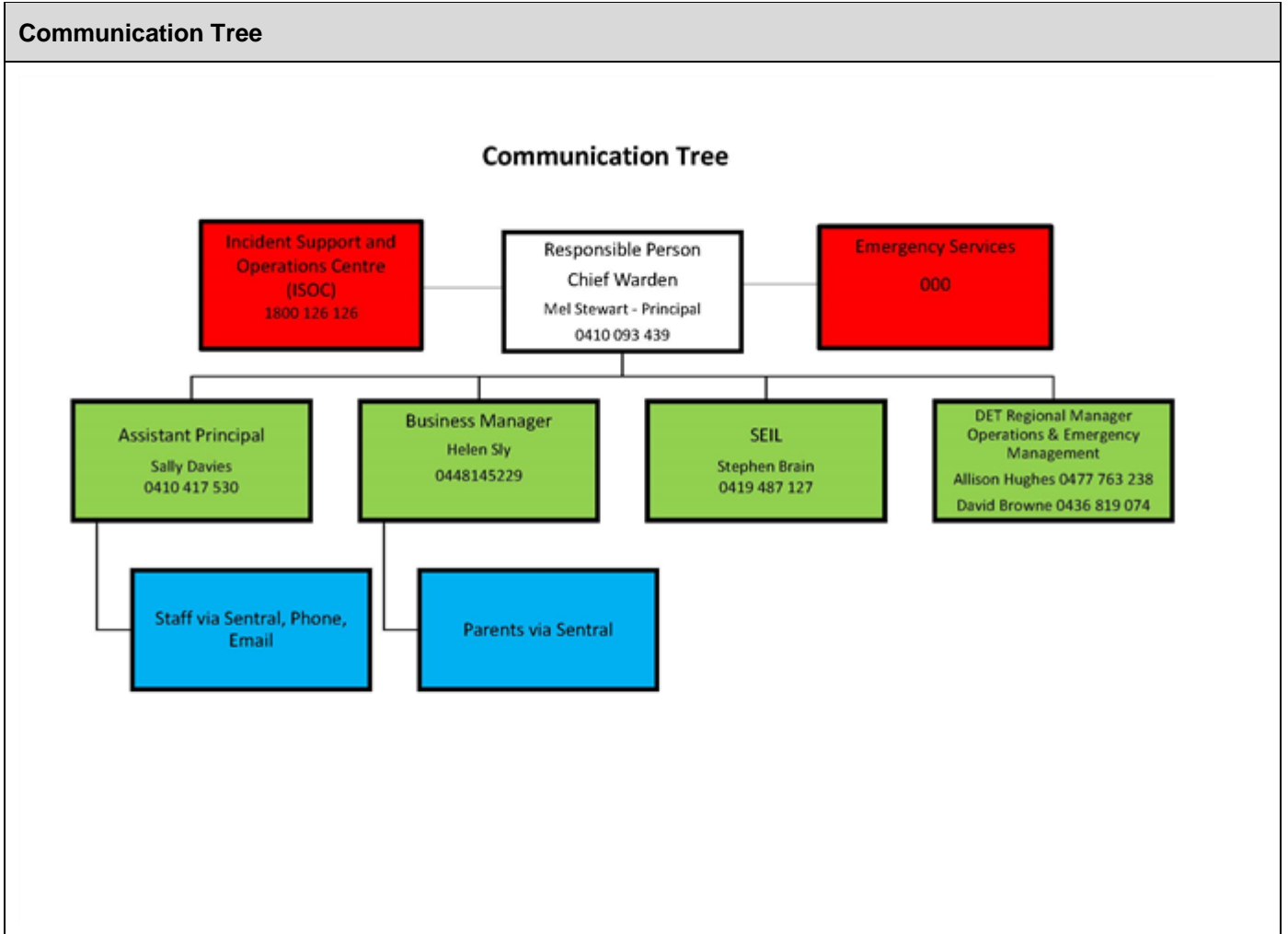
Name	Phone
Police Station	5429 5461
Hospital/s	5422 9900
Gas - Direct Gas (LPG)	1300 655 784
Gas - Energy Australia (Natural)	136 707
Electricity	132 412
Water Corporation - Western Water	9254 001
Facility Plumber - Steve Dremel	0408 554 284
Facility Electrician - Paul Spry	0411 263 149
Local Government Macedon Ranges	5422 0333
SES (flood, storm and earthquake)	132 500

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Romsey Lancefield	Monegetta, Romsey and Lancefield	Romsey Primary, coordinating school (54 295 099) / St Marys Lancefield,	Bus Company number( 54 221 634,

		Client School (5429 1359/Julie McDougall 0411 027 099)	0428 367 494) Driver N Provided
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# Communication Tree



## Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Fire within one of the buildings Risk of property damage or property loss. Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. Ensure there is a continuity plan in place.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.</li> <li>Communication systems (PA system) are tested on a regular basis.</li> <li>A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment are disposed of in an appropriate manner.</li> </ul>	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low
Earthquake	Probable causes: Not in geographical area for earthquakes. Probable consequences: However risk of injury, property damage or property loss.	Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. Ensure there is a business continuity plan in place.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Complete all requirements Ensure staff have emergency numbers and are informed All phone numbers and information are up to date. Practise emergency drills. Staff regularly trained in response to critical incidents.	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
School Bus Program Emergencies – Coord Schools	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> <li>Compliance with School Bus Program Emergency Management Operational Guidelines</li> <li>School EMP contains accurate bus route information, route maps and emergency contact details</li> <li>A copy of the school's EMP is provided to Bus operators</li> <li>Regular meetings held with Bus operators to support consistency of procedures.</li> <li>School Bus Program emergency management procedures are socialised with the school, client schools</li> <li>Students are supervised during bus arrivals and departures</li> <li>Bus coordinator appointed</li> <li>Log of bus travel risks maintained</li> <li>School maintains accurate bus rolls to determine who is travelling on a school bus each day</li> <li>School maintains emergency contact records for all students travelling on buses</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>Communication at the beginning of the year to ensure contact details are correct</li> <li>Regular updating of students details and parent contact details</li> <li>Ensure bus roll is current</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

		<ul style="list-style-type: none"> <li>School bus routes travelling through determined Code Red weather districts will be cancelled.</li> </ul>				
Major medical emergency	Accident involving students or staff member. Probable cause: General movement around the school grounds, taking part in school based activities/lessons Probable consequences: There is a risk to health and possibly death for student/staff involved	<ul style="list-style-type: none"> <li>Sick bay with all first aid requirements</li> <li>Wheel chair available</li> <li>8 trained first aid staff</li> <li>Procedures and required training for asthma management and anaphylaxis</li> <li>Easy access for ambulance</li> <li>OHS measures in place</li> <li>Staff are aware of emergency procedures</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Staff first aid current</li> <li>Induction conducted at the beginning of the year for all staff re first aid procedures</li> <li>Anaphylaxis and Asthma training held as required</li> <li>All OHS measures acted on when informed</li> </ul>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Off-site emergencies	Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity. eg. Tanker crash on Main Road	<ul style="list-style-type: none"> <li>Complete Student Activity Locator (SAL)</li> <li>Follow the DET guidelines for outdoor education activities</li> <li>Staff should follow DET's work related driving procedure</li> <li>Follow emergency measures as indicated by emergency service workers</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Complete all requirements</li> <li>Ensure staff have emergency numbers and are informed of all phone numbers and information</li> <li>Staff have updated first aid training</li> <li>Continue to follow emergency measures as indicated by police.</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
Intruder	Intruder or personal threat from a parent. Probable cause: drug affected, mental health issues, custodial parent dispute, political views, police operation. Probable consequence: Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> <li>Visitors must report to reception and sign in on arrival</li> <li>Visitors are required to wear/display a visitor badge</li> <li>Parents should make an appointment to see teachers/principal</li> <li>Lockdown/lockout procedures are practiced annually</li> <li>Telephone contact available in all office spaces, in easy access to staff</li> <li>Cooperative relationship with local police.</li> <li>Photos of adults who have AVOs in relation to students or families in office in view for staff.</li> <li>Staff informed by email of AVOs.</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Ensuring signage to office area is labelled and clear</li> <li>Call 000</li> <li>Continue to have telephone contact available in all office spaces, in easy access to staff</li> <li>Cooperative relationship with local police.</li> <li>Photos of adults who have AVOs in relation to students or families in office in view for staff. Staff informed by email of AVOs.</li> <li>Ensure staff are aware of the Employee Assistance program for mental health supports</li> <li>Seek support and advice from Student Support Services</li> </ul>	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>
Bomb/substance threat	Probable causes: Known/unknown person places a bomb or unknown substances in the school buildings/grounds. Phone call received notifying school of a bomb/unknown substance in the school buildings/grounds. Probable consequences: Physical or psychological injury could occur	<ul style="list-style-type: none"> <li>Remain calm</li> <li>Ensure all phones have a Bomb threat checklist available</li> <li>Schedule and practice emergency evacuation drills on a regular basis</li> <li>Implement and follow DET recommended bomb threat response procedure</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>Ensure all staff have emergency numbers for students</li> <li>Practice drills</li> <li>Staff trained in responding to bomb threat calls using the provided script</li> <li>SSS, EAP and counselling services to support staff, visitors, children and contractors who may be psychologically impacted by event.</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>

	to staff, students ,visitors or contractors.	<ul style="list-style-type: none"> <li>• Work with emergency services to support and protect staff, students ,visitors or contractors physically.</li> </ul>				
Severe weather event	<p>Probable causes: * Significant rainfall impacting nearby waterways * Freak thunderstorms, heavy rain, lightning, slight flooding in school grounds</p> <p>Probable Consequences: * Areas/rooms affected/inundated and inaccessible to staff and students. * Roads flooded/blocked to cars and buses for several hours preventing parents, students and staff getting to or leaving facility. * Physical injury to staff or students * Stress or psychological injury requiring clinical support for multiple individuals * School liaises with SES/local government to identify potential risk. * School has developed a contingency for storage of equipment/materials off site or above historical flood levels if necessary. * Business continuity plan is in place if forced to relocate off site. * Flood/Storm Emergency line 13 25 00 * Preplanned access to sandbags etc</p>	<ul style="list-style-type: none"> <li>• Ensure roofs/gutters/drains are clear.</li> <li>• Liaise with SES/CFA and local government to identify potential risks.</li> <li>• Develop contingency for storage of equipment/materials if necessary.</li> <li>• Ensure there is a continuity plan in place.</li> <li>• Complete the Flood risk identification assessment.</li> <li>• Parents informed through Sentral email that they are required to pick their children up from their classrooms.</li> <li>• Students to go indoors during thunderstorm</li> <li>• SMS to parents re picking up from classrooms</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Practising drills and discussing what to do and how to act.</li> <li>• Ensuring records and information is up to date</li> <li>• All staff have proper instructions and induction to emergency plans and procedures</li> <li>• All new staff receive induction to emergency plans and procedures</li> <li>• Basket of information/water/battery operated radio and mobile phone are ready and have easy access</li> <li>• First-aid bag and medication - easily accessible</li> <li>• Informing school community of processes and procedures.</li> <li>• Maintaining exits and property is neat and free of obstacles.</li> <li>• Ensuring all information is regularly checked and up to date.</li> <li>• Continue to inform parents of procedures when thunderstorm occurs at dismissal time</li> <li>• Continue to regularly clean drainage pits, spouts etc</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
Influenza pandemic	Possible consequences: Risk of health and possible death (in extreme cases) Spreading of disease through school contact.	<ul style="list-style-type: none"> <li>• Ensure relevant staff are familiar with DET's Pandemic Incident Response procedures</li> <li>• Ensure basic hygiene measures are in place eg. Regular hand washing with soap and water appropriate/ hand sanitisation home-based</li> <li>• exclusion from school among children with flu-like illness and their non-school-aged carers and siblings.</li> <li>• Educate students and staff about covering their cough or sneeze.</li> <li>• Careful disposal of used tissues</li> <li>• Regular articles in the newsletter re infectious diseases and other health concerns</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Continue to encourage regular hand washing with soap and water / hand sanitisation with alcohol based sanitiser</li> <li>• Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings</li> <li>• Continue to educate students and staff about covering their mouth with a tissue when coughing or sneezing</li> <li>• Encourage careful disposal of used tissues</li> <li>• Regular articles in the newsletter re infectious diseases and other health concerns</li> </ul>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Loss of essential services	Lack of availability of school resources such as computers	<ul style="list-style-type: none"> <li>• Access to toilets and water in the local park opposite the school and in the adjoining</li> </ul>	Effective	<b>Consequence</b>		<b>Consequence</b>

	Lack of availability of fresh drinking water and water for flushing toilets	<p>sporting facility ( Athletics field) which is used as our off site evacuation point. Staff to escort children to facilities.</p> <ul style="list-style-type: none"> <li>Utilise tanks which service the flushing of toilets.</li> <li>If drinking water is required it will be purchased from the local supermarket at which we have an account.</li> <li>Computer access in classrooms is not required. Leadership and Business Manager have remote access to the server and parent communication app ( Updated) if server is down for a lengthy period of time.</li> <li>Leaders mobile phones have remote access to parent details on Sentral if school systems are down.</li> </ul>		<p>Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>	<ul style="list-style-type: none"> <li>Ensure staff are able to access Sentral on mobile devices if they need contact details of families</li> <li>Ensure all student contact information is up to date</li> <li>provide bottled water</li> <li>Keep staff and families informed of ongoing situation via available communication methods</li> </ul>	<p>Insignificant <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
Snakes	<p>Probable cause: Long grass on school ovals, environmental nature of the area surrounding the school Probable Consequence: Risk of injury to staff and students and other adults onsite</p>	<ul style="list-style-type: none"> <li>Grass kept short through ongoing mowing and whipper snipping.</li> <li>Newsletter articles and assembly messages informing families of risks.</li> <li>Staff conduct snake safety briefings with students.</li> <li>Snake safety signs created by students in upper grades each year to display during snake risk times.</li> <li>Evacuation of areas via PA message if a snake is sighted.</li> <li>Teachers review safety message, if you see a snake</li> </ul> <ol style="list-style-type: none"> <li>Stop immediately</li> <li>Back away.</li> <li>Do not throw items at snake.</li> <li>Inform an adult immediately. <ul style="list-style-type: none"> <li>Once staff have been notified of a snake sighting , leadership investigate the area with care. If a snake is seen and can be monitored safely snake catcher is then contacted with mobile phone as staff member keeps the snake in sight. ( if possible).</li> <li>Cubby play and playpod shut down during is suspended during high snake season times.</li> </ul> </li> </ol>	Effective	<p><b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High</p>	<ul style="list-style-type: none"> <li>Continue to keep grass short through ongoing mowing and whipper snipping.</li> <li>Newsletter articles and assembly messages informing families of risks.</li> <li>Staff conduct snake safety briefings with students.</li> <li>Snake safety signs created by students in upper grades each year to display during snake risk times.</li> <li>Evacuation of areas via PA message if a snake is sighted.</li> <li>Teachers review safety message, if you see a snake</li> </ul> <ol style="list-style-type: none"> <li>Stop immediately</li> <li>Back away.</li> <li>Do not throw items at snake.</li> <li>Inform an adult immediately. <ul style="list-style-type: none"> <li>Once staff have been notified of a snake sighting , leadership investigate the area with care. If a snake is seen and can be monitored safely snake catcher is then contacted with mobile phone as staff member keeps the snake in sight. ( if possible).</li> <li>Cubby play and playpod shut down during is suspended during high snake season times.</li> </ul> </li> </ol>	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>
Bushfire/Grassfire	<p>Probable causes: lightning strike; arson; spark ignited by machinery; power line failure; escaped planned burn Probable consequences: Fatality and or permanent disability from burns. Serious injury from smoke</p>	<ul style="list-style-type: none"> <li>Regular checks of safety equipment are conducted during bushfire season</li> <li>Fire Ready Ap on mobile phone, with watch zone being monitored by school staff;</li> <li>listen to 774</li> </ul>	Effective	<p><b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b></p>	<ul style="list-style-type: none"> <li>Battery available for radio</li> <li>Annual contact with local CFA</li> <li>Communicate to parents Emergency Management Plan for various situations</li> <li>Practise fire/evacuation drills</li> </ul>	<p><b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b></p>



	inhalation. Stress or psychological requiring extensive clinical support for multiple individuals Grassfire from the South, or from the east	<ul style="list-style-type: none"> <li>• Liaise with local CFA to ensure preparedness prior to start of Fire Danger period</li> <li>• evacuation drills are conducted in Term 1 and Term 4; Shelter in place drill in Term 2</li> <li>• school grounds kept free of fallen timber and trees trimmed</li> <li>• parent email addresses in a distribution list</li> <li>• parents informed that they are required to sign out students from office or to pick up from classrooms if after 3:30pm</li> <li>• 'Updated' app for parent communication</li> <li>• EMP reviewed annually and shared with staff</li> <li>• Annual facilities bushfire readiness review checklist is implemented in October to prepare for bushfire season</li> <li>• Camps/excursions in bushfire prone areas will reassessed if the forecast Fire Danger is 'Extreme' or cancelled if 'Catastrophic'. Factor this into risk assessments completed for all camps/excursions</li> <li>• Emergency Bushfire Management procedures communicated to families, published on school website.</li> </ul>		Extreme	<ul style="list-style-type: none"> <li>• Continue to remind parents to download Sentral app</li> <li>• Information in newsletter re emergencies</li> </ul>	Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> <li>• Recognise indicators of Child Abuse</li> <li>• Annual staff training in Child Safe Standards</li> <li>• Child safe an agenda item for staff meeting, wellbeing team and school council</li> <li>• Staff complete mandatory reporting eLearning annually</li> <li>• PROTECT protocol</li> <li>• Student Critical Incident Advisory Line</li> <li>• Student Support Services/Student Welfare Coordinator</li> </ul>	Acceptable	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>	<ul style="list-style-type: none"> <li>• Train staff in responding to disclosures using the PROTECT resources</li> <li>• Make disclosures to necessary agencies and get support from SSS staff</li> <li>• Make IRIS alert</li> <li>• Follow DET critical incident procedures</li> </ul>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> <li>• Privacy (including DET's Schools' Privacy Policy)</li> <li>• Privacy, Department provided software</li> <li>• Privacy (requests for Information about Students)</li> <li>• Acceptable use of ICT Resources</li> <li>• Staff member manages and reviews school's privacy practices</li> <li>• Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>• Examine data security arrangements</li> <li>• BYOD usage and guidelines</li> <li>• Password protocols for ICT</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Privacy (including DET's Schools' Privacy Policy)</li> <li>• Privacy, Department provided software</li> <li>• Privacy (requests for Information about Students)</li> <li>• Acceptable use of ICT Resources</li> <li>• Staff member manages and reviews school's privacy practices</li> <li>• Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>• Examine data security arrangements</li> <li>• BYOD usage and guidelines</li> <li>• Password protocols for ICT</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>

Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> <li>• Staff trained in first aid</li> <li>• First Aid Kit and First Aid Room with appropriate supplies to support emergency</li> <li>• Staff observant to signs of illness</li> <li>• Medical history – staff/students</li> <li>• First Aid and Infection Control Procedure</li> <li>• Medication Authority Form and authority to administer</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>	<ul style="list-style-type: none"> <li>• Staff trained in first aid</li> <li>• First Aid Kit and First Aid Room with appropriate supplies to support emergency</li> <li>• Staff observant to signs of illness</li> <li>• Medical history – staff/students</li> <li>• First Aid and Infection Control Procedure</li> <li>• Medication Authority Form and authority to administer</li> </ul>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• SafeMinds</li> <li>• Navigator Program</li> <li>• Student Engagement and Inclusion Guidance</li> <li>• Building Resilience Framework</li> <li>• Victorian Anti-bullying and Mental Health Initiative</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• SafeMinds</li> <li>• Navigator Program</li> <li>• Student Engagement and Inclusion Guidance</li> <li>• Building Resilience Framework</li> <li>• Victorian Anti-bullying and Mental Health Initiative</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> <li>• School records attendance</li> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision.</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>• School excursion/camp risk assessment</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• School records attendance</li> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision.</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>• School excursion/camp risk assessment</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• Managing Trauma Guide</li> <li>• Incident Support and Operations Centre referrals</li> <li>• Employee Assistance Program</li> </ul>	Acceptable	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> High</p>	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• Managing Trauma Guide</li> <li>• Incident Support and Operations Centre referrals</li> <li>• Employee Assistance Program</li> </ul>	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>

<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>• Lunchtime and recess supervision</li> <li>• School based security measures e.g. duress alarm, CCTV</li> <li>• Behavioral Code of Conduct</li> <li>• School social media strategies to address online harassment</li> <li>• Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>• Trespass order</li> <li>• Child Protection referral</li> <li>• Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Student Support Services (SSS)</li> <li>• School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>• Restraint and Seclusion procedures</li> <li>• Respectful Relationships</li> <li>• Health and Human Services Behaviour Support Services</li> <li>• More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>• School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Diffusion strategies and training for staff</li> <li>• Conflict management training</li> <li>• Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>• Employee Assistance Program (EAP) for impacted staff</li> <li>• Principal Mentor Program</li> <li>• Proactive Wellbeing Supervision</li> <li>• Principal Health Checks</li> <li>• Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>• School breakfast club (where available)</li> <li>• School wide Positive Behaviour Support</li> <li>• Koori inclusive School Wide Positive Behaviour Support</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>• Lunchtime and recess supervision</li> <li>• School based security measures e.g. duress alarm, CCTV</li> <li>• Behavioral Code of Conduct</li> <li>• School social media strategies to address online harassment</li> <li>• Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>• Trespass order</li> <li>• Child Protection referral</li> <li>• Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Student Support Services (SSS)</li> <li>• School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>• Restraint and Seclusion procedures</li> <li>• Respectful Relationships</li> <li>• Health and Human Services Behaviour Support Services</li> <li>• More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>• School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Diffusion strategies and training for staff</li> <li>• Conflict management training</li> <li>• Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>• Employee Assistance Program (EAP) for impacted staff</li> <li>• Principal Mentor Program</li> <li>• Proactive Wellbeing Supervision</li> <li>• Principal Health Checks</li> <li>• Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>• School breakfast club (where available)</li> <li>• School wide Positive Behaviour Support</li> <li>• Koori inclusive School Wide Positive Behaviour Support</li> </ul>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
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<p>COVID-19</p>	<p>Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures</p>	<p>Existing controls are detailed within the following document:</p> <p><i>DET School Operations Guide</i> DET COVID School Operations Guide</p>	<p>Acceptable</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High</p>	<p>The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>
<p>Bus/vehicle emergencies during offsite activities</p>	<p>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</p>	<ul style="list-style-type: none"> <li>• Engage approved Accredited Bus Operators Drivers</li> <li>• Buses with seat-belts are used for transporting students</li> <li>• Staff to follow DET's work-related driving procedure.</li> <li>• Bus driver to maintain log book as required.</li> <li>• All excursions, camps and off-site activities adhere to the DET Excursions including camps and adventure activities policy</li> <li>• Students supervised and monitored while participating in off-site school activities, including bus transport.</li> <li>• 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.</li> <li>• Student Activity Locator (SAL) completed.</li> <li>• Risk assessment planning has occurred for all off-site camps and excursions.</li> <li>• First aid kit to accompany excursions and first aid qualified staff to attend.</li> <li>• Traffic management plan to manage school access/egress at drop off/pick up times.</li> <li>• Supervision to monitor student compliance with school road and bike safety policy.</li> <li>• All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled.</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High</p>	<ul style="list-style-type: none"> <li>• Engage approved Accredited Bus Operators Drivers</li> <li>• Buses with seat-belts are used for transporting students</li> <li>• Staff to follow DET's work-related driving procedure.</li> <li>• Bus driver to maintain log book as required.</li> <li>• All excursions, camps and off-site activities adhere to the DET Excursions including camps and adventure activities policy</li> <li>• Students supervised and monitored while participating in off-site school activities, including bus transport.</li> <li>• 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.</li> <li>• Student Activity Locator (SAL) completed.</li> <li>• Risk assessment planning has occurred for all off-site camps and excursions.</li> <li>• First aid kit to accompany excursions and first aid qualified staff to attend.</li> <li>• Traffic management plan to manage school access/egress at drop off/pick up times.</li> <li>• Supervision to monitor student compliance with school road and bike safety policy.</li> <li>• All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled.</li> </ul>	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the <b>chief warden</b> on-site will take charge and activate the <b>emergency response team</b> if necessary.</p> <p>Notify General Office on Ext. 100 if you become aware of a threat or hazard that is unsafe for students, staff and visitors.</p> <p>The Chief Warden will:</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126 .</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Announce emergency using school communication system. Repeat message twice. <ul style="list-style-type: none"> <li>“Code <b>ORANGE</b>, code <b>ORANGE</b>, all staff evacuate students to EMERGENCY ASSEMBLY POINT A (Main - South Oval). All members of the incident management team enact your emergency procedures.”</li> </ul> </li> <li>• Collect the student attendance list, staff attendance list, your Emergency Kit / First Aid Kit and this Plan.</li> <li>• Evacuate students, staff and visitors out of the building to the EMERGENCY ASSEMBLY POINT</li> <li>• Once at emergency assembly point, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions and times undertaken.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Normalise situation using school communication system. Repeat message twice. <ul style="list-style-type: none"> <li>“Code <b>ORANGE</b>, code <b>ORANGE</b>, all clear.”</li> </ul> </li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>

<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Notify General Office on Ext. 100</li> </ul> <p>The Chief Warden will:</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Announce emergency using school communication system. Repeat message twice.</li> </ul> <p>“Code <b>ORANGE</b>, code <b>ORANGE</b>, all staff evacuate students to EMERGENCY ASSEMBLY POINT B (Romsey Little Athletics Oval) . All members of the incident management team enact your emergency procedures.”</p> <ul style="list-style-type: none"> <li>• Collect the student attendance list, staff attendance list, your Emergency Kit / First Aid Kit and this Plan.</li> <li>• Evacuate students, staff and visitors out of the building to the EMERGENCY ASSEMBLY POINT</li> <li>• Once at emergency assembly point, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Normalise situation using school communication system. Repeat message twice. “Code <b>ORANGE</b>, code <b>ORANGE</b>, all clear.”</li> <li>• Maintain a record of actions/decisions undertaken and time</li> </ul> <p><b>Actions after off-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Media Unit, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <p>The Chief Warden will:</p>

	<ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce emergency using school communication system. Repeat message twice.             <ul style="list-style-type: none"> <li>○ “Code <b>BROWN</b>, code <b>BROWN</b>, all staff to shelter students and secure the all buildings. All members of the Incident Management Team enact your emergency procedures.”</li> </ul> </li> <li>• Staff will shelter and account for all students</li> <li>• When all students are accounted for in your room, staff will press the 'lock down' button on their phones which will notify the office that the class is accounted for. If you have extra staff/visitors/students in your room please contact the office ext. 100.</li> <li>• Wardens to check all external doors (and windows if appropriate) are secured and locked.</li> <li>• Visitors with identification badges are to seek shelter in the closest facility and make themselves known to warden</li> <li>• Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep public address system free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• Ascertain (as possible) if all students, staff and visitors are accounted for.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Normalise situation using school communication system. Repeat message twice.             <ul style="list-style-type: none"> <li>○ “Code <b>BROWN</b>, code <b>BROWN</b>, all clear, please clear lockdown button on your phone”</li> </ul> </li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-down procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Media Unit, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
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.

	<p>The Chief Warden will:</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.             <ul style="list-style-type: none"> <li>• “Code <b>YELLOW</b>, code <b>YELLOW</b>, all staff to exclude students from “<b>facility</b>” and secure the building. All members of the Incident Management Team enact your emergency procedures.”</li> </ul> </li> <li>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Go to the gymnasium or location indicated by the area warden.</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Normalise situation using school communication system. Repeat message twice.             <ul style="list-style-type: none"> <li>• “Code <b>YELLOW</b>, code <b>YELLOW</b>, all clear.”</li> </ul> </li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Media Unit, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Incident Controller (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 Incident Controller on-site will take charge and activate the Incident Management Team if necessary.</p> <p>The Chief Warden will:</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce emergency using school communication system. Repeat message twice.             <ul style="list-style-type: none"> <li>○ “Code <b>BROWN</b>, code <b>BROWN</b>, all staff to take students to the Shelter-in-place (multipurpose space and STEAM room) wardens please secure all buildings. All members of the Incident Management Team enact your emergency procedures.”</li> </ul> </li> <li>• Staff will shelter and account for all students</li> <li>• Wardens to check all external doors (and windows if appropriate) are secured and locked.</li> </ul>



	<ul style="list-style-type: none"> <li>• Visitors with identification badges are to seek shelter in the multipurpose hall and STEAM Room and make themselves known to warden</li> <li>• Report the emergency and Shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep public address system free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• Ascertain (as possible) if all students, staff and visitors are accounted for.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Normalise situation using school communication system. Repeat message twice.             <ul style="list-style-type: none"> <li>○ “Code BROWN, code BROWN, all clear.”</li> </ul> </li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Media Unit, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>•</li> <li>• Complete your Post Emergency Record (refer to Appendix 4 of the Guide).</li> </ul>
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# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Intruder	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Incident Support and Operations Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Bomb/substance threat	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ report emergency to the Incident Support and Operations Centre on 1800 126 126</li> <li>○ Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>● Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "<b>Related forms</b>" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):             <ul style="list-style-type: none"> <li>○ gender of caller</li> <li>○ age of caller</li> <li>○ accents and speech impediments</li> <li>○ background noises</li> <li>○ key phrases used</li> <li>○ whether the threat is automated/taped/recorded.</li> </ul> </li> </ul> <p><b>Ask the caller:</b></p> <ul style="list-style-type: none"> <li>● where exactly is the bomb/substance located?</li> <li>● what time will the bomb explode/the substance be released?</li> <li>● what will make the bomb explode/how will the substance be released?</li> <li>● what does the bomb look like?</li> <li>● what kind of device/substance is it?</li> <li>● who put the bomb/substance there? Why was it put there?</li> <li>● what kind of substance is it (gas, powder, liquid)? How much is there?</li> <li>● where are you? Where do you live?</li> <li>● what is your name? What are your contact details?</li> <li>● Once the call is finished:             <ul style="list-style-type: none"> <li>○ <b>DO NOT HANG UP</b> - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.</li> <li>○ Immediately:                 <ul style="list-style-type: none"> <li>▪ inform the Chief Warden/principal if this has not yet been done</li> <li>▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone</li> <li>▪ 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.</li> </ul> </li> <li>○ implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above</li> <li>○ report the emergency to the Incident Support and Operations Centre on 1800 126 126</li> <li>○ ensure all of the caller information has been written down and provided to police on arrival.</li> </ul> </li> </ul> <p><b>If a bomb/substance threat is received by letter</b></p> <ul style="list-style-type: none"> <li>● Place the letter in a clear bag or sleeve and store in a secure place</li> <li>● Avoid any further handling of the letter or envelope</li> <li>● Call 000 for police and seek and follow advice</li> <li>● Notify the Chief Warden/principal</li> <li>● 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.</li> <li>● Implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above.</li> <li>● Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> </ul>
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	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>○ Report emergency to the Incident Support and Operations Centre on 1800 126 126 .</li> </ul> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Incident Support and Operations Centre on 1800 126 126</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p>Severe weather event</p>	<p>Risk of roof down, flooding            Risk of injury - Physical injury to staff or students, stress or psychological injury requiring clinical support for multiple individuals.            Risk of property damage.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Incident Support and Operations Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the Key Actions for Schools.            for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>

<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>
<p>Building fire</p>	<p><b>Call 000</b> for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the Gymnasium or Junior Sporting Oval( South Oval) closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>Earthquake</p>	<p>Call <b>000</b> if emergency services are needed and seek and follow advice.</p> <ul style="list-style-type: none"> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ HOLD on until the shaking stops.</li> </ul> <p><b>If Inside</b></p> <p>Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>● Move away from windows, heavy objects, shelves and so on</li> <li>● DROP, COVER and HOLD             <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>● Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>● If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>● Arrange medical assistance where required.</li> <li>● Help others if you can.</li> <li>● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>● Contact parents as required.</li> <li>● Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>● If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>● Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>School Bus Program Emergencies – Coord Schools</p>	<p><b>Forecast Emergencies</b></p> <p><b>Coordinating school principals (or delegate) will:</b></p> <ul style="list-style-type: none"> <li>● monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>● enact the school’s Emergency Management Plan</li> <li>● complete the following by 3.30pm the day prior to the forecast emergency event:             <ul style="list-style-type: none"> <li>○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating forecasts)</li> <li>○ seek approval from the Regional Director for school bus service cancellations (for category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast)</li> </ul> </li> <li>● notify the following stakeholders of the status of the school bus service:             <ul style="list-style-type: none"> <li>○ school bus operators</li> <li>○ client school principals</li> <li>○ early childhood services (if applicable)</li> <li>○ parents/guardians of affected students from the coordinating school</li> <li>○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>○ DET regional emergency management staff</li> </ul> </li> <li>● Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken.</li> </ul> <p><b>Rapid Onset Emergencies – Actions for Coordinating Principals</b></p>

	<p>A rapid onset emergency event may affect the safety of a school and/or bus service and will require the coordinating and or client principal to take immediate action. Explained below are the actions that should be taken during and after a rapid onset emergency that affects school bus services. This process is also outlined in Appendix F – Rapid Onset Emergency Flowchart.</p> <p>In a rapid onset emergency the coordinating principal will initially take the leadership role and be supported by the DET Regional Manager, Operations and Emergency Management.</p> <p>The Coordinating Principal will cancel Bus services where a rapid onset emergency affects or has the potential to affect school bus services. No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p> <p><b>Coordinating school principal will:</b></p> <ul style="list-style-type: none"> <li>enact the school’s Emergency Management Plan</li> <li>call 000 to request emergency assistance, if required</li> <li>use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> <li>convene an Incident Management Team as required</li> <li>notify and seek advice from the DET regional emergency management staff and or The SEIL as required</li> <li>direct all media enquiries directly to the DET Media Unit 9637 2871</li> </ul> <p><b>Rapid onset Procedures when students are at school</b></p> <ul style="list-style-type: none"> <li>make a decision whether to cancel an affected or potentially affected bus route in full</li> <li>hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.</li> <li>liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given</li> </ul> <p><b>Rapid onset Procedures when students are en route</b></p> <ul style="list-style-type: none"> <li>advise emergency services of the status and location of bus services and seek assistance if required</li> <li>confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so</li> <li>ensure confirmation of bus’s arrival at destination is received from the bus driver</li> </ul> <p><b>Bus services affected overnight or before school</b></p> <p>Seek advice from Regional Manager, Operations and Emergency Management, emergency services and local knowledge.</p> <p><b>Emergency Response Procedures from the Guidelines.</b></p> <p>Determine whether the bus service is to be cancelled or not. If so, notify the following stakeholders of the status of the school bus service:</p> <ul style="list-style-type: none"> <li>school bus operators</li> <li>client school principals (government and non-government) - St Mary’s Primary School Lancefield 5429 1359</li> <li>parents/guardians of affected students from the coordinating school - See list in office</li> <li>other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li> <li>DET Incident Support Operations Centre (ISOC) on 1800 126 126</li> <li>DET regional emergency management staff</li> </ul>
Major medical emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>Call ‘000’ if immediate/life threatening</li> <li>Administer first aid</li> <li>Contact parent/guardian of affected student</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>						
<p>Off-site emergencies</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>						
<p>Snakes</p>	<ul style="list-style-type: none"> <li>• Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.</li> <li>• Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.</li> <li>• If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.</li> <li>• 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.</li> <li>• If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.</li> <li>• If the snake is located inside a building, consider the need to evacuate the classroom or building.</li> <li>• 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.</li> <li>• If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here.</li> <li>• Report the incident to Incident Support and Operations Centre 1800 126 126.</li> </ul>						
<p>Bushfire/Grassfire</p>	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b></p> <p><b>Triggers for Action.</b></p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>• is observable, or</li> <li>• identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.</li> <li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>• If immediate emergency services assistance is required phone '000'.</li> <li>• 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.</li> </ul> <table border="1" data-bbox="528 1883 1544 1966"> <thead> <tr> <th data-bbox="528 1883 719 1921">Name</th> <th data-bbox="719 1883 1342 1921">Role</th> <th data-bbox="1342 1883 1544 1921">Mobile number</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1921 719 1966">Allison Hughes</td> <td data-bbox="719 1921 1342 1966">Manager Operations and Emergency Management</td> <td data-bbox="1342 1921 1544 1966">0477 763 238</td> </tr> </tbody> </table>	Name	Role	Mobile number	Allison Hughes	Manager Operations and Emergency Management	0477 763 238
Name	Role	Mobile number					
Allison Hughes	Manager Operations and Emergency Management	0477 763 238					



John Browne Emergency Management Support Officer 0436 819 074

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

**Other sources of Information**

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

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

VicEmergency Warning	What it means	School Actions
<b>Advice Warning</b>	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, seek advice from CFA and ISOC and monitor conditions as they may change.
<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	<p>If your school is in a Watch and Act Warning area, seek advice from CFA and ISOC and then decide whether to;</p> <ul style="list-style-type: none"> <li>• remain on site, shelter in place (in Multipurpose space/STEAM room if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your offsite bushfire evacuation location (Romsey Little Athletics Oval).</li> </ul>
<b>Emergency Warning</b>	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 (Multipurpose Space and STEAM room) and seek advice from CFA and ISOC. 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.
<b>Prepare to Evacuate</b>	<b>Prepare to Evacuate –</b> Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to	If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice from authorities.

	<p>prepare their family, gather critical items and protect their property.</p> <p><b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice from authorities.</p> <p><b>Sheltering in Place.</b> If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place (Multipurpose space/STEAM room) if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> <li>• Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>• 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 (Multipurpose space and STEAM room).</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services are maintained.</li> <li>• Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>• If parents arrive, encourage them to stay with their children at the school.</li> <li>• Check all windows and doors in the Shelter in Place (Multipurpose space and STEAM room) are closed (but doors are not locked).</li> <li>• Turn off gas supply</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place (Multipurpose space and STEAM room) and the evacuation path between the Shelter in Place (Multipurpose space and STEAM room) and onsite evacuation location (Assembly point A Main/South Oval) and offsite evacuation location (Assembly point B/ Romsey Little Athletics Oval).</li> <li>• 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.</li> <li>• The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> <li>• Continually monitor the Shelter in Place (Multipurpose space/STEAM room) 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.</li> <li>• If the building has ignited and is not safe to extinguish – evacuate to the &gt; Onsite evacuation location (Assembly point A Main/South Oval) or offsite evacuation location (Assembly point B/ Romsey Little Athletics Oval), via the defined route.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>
Child Abuse	

	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• 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.</li> </ul> <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• 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.</li> </ul> <p>The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• 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.</li> </ul> <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• 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.</li> </ul>
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	<p>The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• 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.</li> </ul> <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• 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.</li> </ul> <p>The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p>
<p>Information Security</p>	<ul style="list-style-type: none"> <li>• Contact your IT specialist technician for advice and support</li> <li>• If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> <li>○ Phone 1800 641 943</li> <li>○ Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></li> <li>○ Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>• If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>• Phone the privacy help desk on 8688 7967</li> <li>• Email <a href="mailto:privacy@education.vic.gov.au">privacy@education.vic.gov.au</a></li> <li>• Consider notifying the Media Unit on 8688 7776</li> <li>• If the information security breach is considered malicious contact local police</li> <li>• Offer impacted staff option to access EAP (as applicable)</li> </ul>

	<ul style="list-style-type: none"> <li>• Offer Student Support Services support to impacted students (as applicable)</li> </ul>
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>
Mental Stress	<ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate: <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wrap around support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul>
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing <ul style="list-style-type: none"> <li>○ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> </ul>

	<ul style="list-style-type: none"> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released:             <ul style="list-style-type: none"> <li>○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>○ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>○ Continue to identify those most at risk and triage for support</li> <li>○ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion             <ul style="list-style-type: none"> <li>○ Preserve the evidence</li> <li>○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>○ Contact Legal Division on 9637 3146</li> <li>○ Consider a Worksafe Notification 13 23 60</li> <li>○ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul>
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> </ul>

	<ul style="list-style-type: none"> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>
<p>Bus/vehicle emergencies during offsite activities</p>	<ul style="list-style-type: none"> <li>• Call 000 to request emergency assistance, if required</li> <li>• Contact emergency services agencies to ascertain local information on status of any notified emergency.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Advise emergency services of the status and location of bus services and seek assistance if required.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm/provide instruction to driver with regard to destination.</li> <li>• notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).</li> <li>• Keep an accurate log of all communication in relation to the event.</li> <li>• Receive confirmation of bus's arrival at destination from driver and/or supervising staff</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>

# 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

<b>Details of arrangements</b>	If Romsey Primary School is unable to be accessed by staff or students, ring DET and seek advice. If permission granted by DET Romsey Primary school then a remote and flexible learning arrangement will be provided for all students. This will be provided through both paper and computer based programs which students can access.
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Name	Contact Details	Support Role
Melanie Stewart	0410093439	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

<b>Details of arrangements</b>	Ring DET and seek advice. Romsey Primary currently has an agreement with the Macedon Ranges Shire Council for joint use of Romsey Park Oval, No'2 Athletics Oval Park Lane Romsey 3434. The school has a key to the facility which is kept in the Emergency Evacuation Kit. If the school loses all technology then paper work will be provided for all students. If phone lines are down the school is able to contact parents through our cloud based Sentral program. The school's mobile phone is to remain on charge during the day so if by chance we lose power the mobile phone is charged. If it is flat then it can be charged in a car with a charger. The phone can then be used to contact parents through Sentral.
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Name	Contact Details	Support Role
Melanie Stewart	0410093439	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)

<b>Details of arrangements</b>	Suspension of non- critical activities. Macedon Ranges Network of schools has an agreement to support each other in the event of staff shortage due to a number of scenarios- mass staff illness, death/funeral of a community member. Employ CRT's (if possible) Ring DET and seek advice.
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Name	Contact Details	Support Role
Melanie Stewart	0410093439	Principal

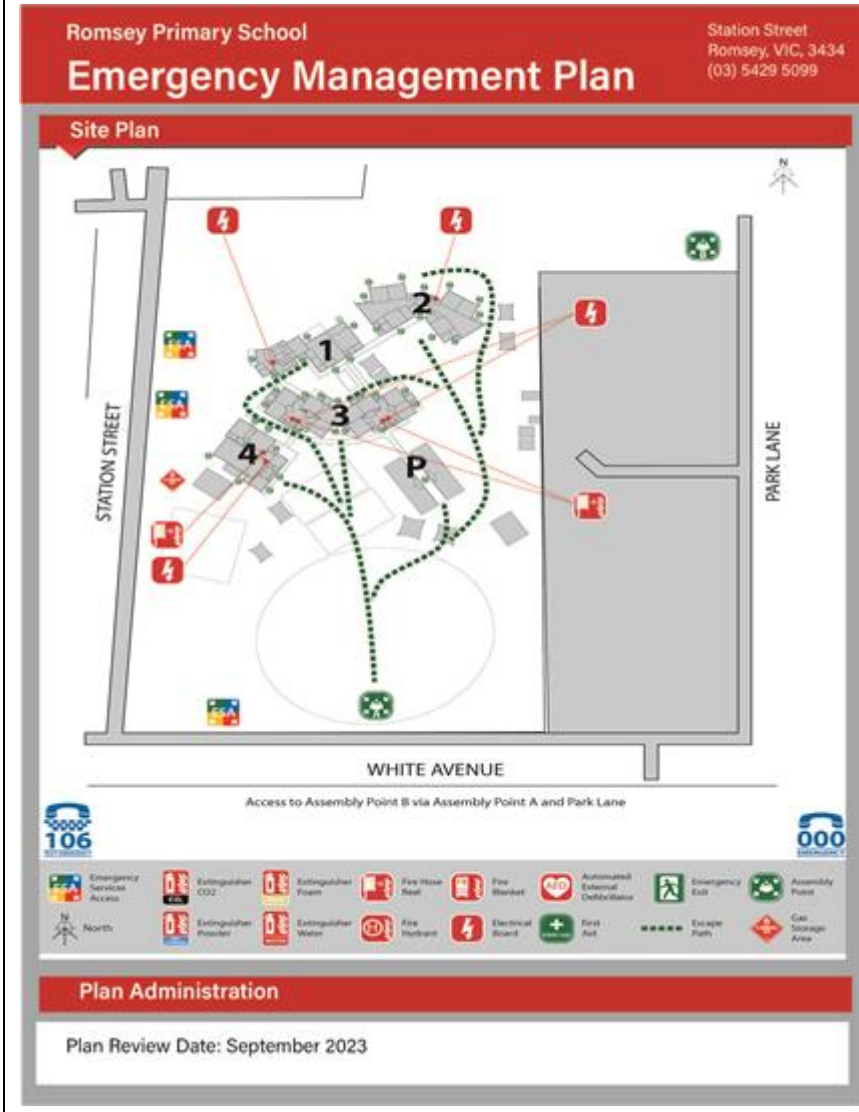
## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>School activities</li> <li>Impact over time</li> <li>Manageability</li> <li>Staffing levels</li> <li>Resources for recovery</li> </ul>	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>Suspension of non-critical activities</li> <li>Mutual support arranged with other schools</li> <li>Distance/virtual learning Use of different areas within site</li> <li>Off-site activities</li> <li>Back-up of key school data</li> <li>Using paper based systems</li> <li>Flexible lesson plans</li> </ul>	Yes


<ul style="list-style-type: none"> <li>Using generators, portable lighting</li> </ul>	
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> <li>Priorities</li> <li>Communications</li> <li>Resource deployment</li> <li>Allocation of specific roles</li> <li>Monitoring</li> <li>Reporting</li> <li>Stakeholder engagement</li> </ul>	Yes
<p>Establish a register to log all decisions and actions</p>	Yes
<p>Establish a register to log all financial expenditure incurred</p>	Yes
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>Staffing</li> <li>Premises</li> <li>IT and equipment</li> <li>Welfare</li> </ul>	Yes
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> <li>Staff</li> <li>Parents/Carers</li> <li>School Council</li> <li>School bus contractor/bus coordinating school (as appropriate)</li> <li>Outside School Hours Care provider</li> <li>Other users of site</li> <li>Region</li> <li>Suppliers</li> <li>Local Shire/Municipality (as appropriate)</li> </ul>	Yes



# Area Map


## Area Map




# Evacuation Map

Building name and evacuation diagram location	Evacuation Procedures	
<p>Building 01</p>	<p>IN CASE OF AN EMERGENCY 1. Take immediate action to ensure the safety of students, staff or visitors. 2. Call 000 or sms 'Emergency' to 106 3. Request service and inform operator about the nature of the emergency 4. Follow instructions provided. 5. Notify General Office on Ext. 101 or send responsible person to office for assistance. <b>EVACUATION, SHELTER-IN-PLACE &amp; LOCKOUTS</b> 1. Listen for EMERGENCY CODE 2. All members of the Incident Management Team to enact emergency procedures. 3. Visitors must make themselves known to their nearest WARDEN. 4. Follow instructions issued by WARDEN. 5. Teachers perform head count and account for missing / absent students. 6. Teachers escort students to EMERGENCY ASSEMBLY POINT in a calm and orderly fashion. 7. On arrival, arrange students in a single file line in roll order. 8. Account for staff, students, visitors. 9. Communicate with WARDEN. 10. Provide positive reassurance to students. 11. Wait for further instructions from WARDEN. <b>LOCKDOWN</b> 1. Listen for EMERGENCY CODE announcement. 2. All members of the Incident Management Team to enact emergency procedures. 3. Teachers stand by entry point to permit students to enter room. 4. Visitors must make themselves known to their nearest WARDEN. 5. Perform head count and account for missing / absent students. 6. Lock external doors and close blinds, press lockdown button on phone. 7. Provide positive reassurance to students. 8. Remain quiet wait for instructions.</p>	 <p>The image shows a detailed 'Emergency Management Plan' for Romsey Primary School, specifically the 'Evacuation Diagram'. It features a floor plan of the school building with various rooms and corridors marked with icons for fire exits, first aid, and other safety points. Below the main diagram, there are sections for 'Site Plan' and 'Emergency Information'.</p>

<p>Building 02</p>	<p>IN CASE OF AN EMERGENCY 1. Take immediate action to ensure the safety of students, staff or visitors. 2. Call 000 or sms 'Emergency' to 106 3. Request service and inform operator about the nature of the emergency 4. Follow instructions provided. 5. Notify General Office on Ext. 101 or send responsible person to office for assistance. EVACUATION, SHELTER-IN-PLACE &amp; LOCKOUTS 1. Listen for EMERGENCY CODE 2. All members of the Incident Management Team to enact emergency procedures. 3. Visitors must make themselves known to their nearest WARDEN. 4. Follow instructions issued by WARDEN. 5. Teachers perform head count and account for missing / absent students. 6. Teachers escort students to EMERGENCY ASSEMBLY POINT in a calm and orderly fashion. 7. On arrival, arrange students in a single file line in roll order. 8. Account for staff, students, visitors. 9. Communicate with WARDEN. 10. Provide positive reassurance to students. 11. Wait for further instructions from WARDEN. LOCKDOWN 1. Listen for EMERGENCY CODE announcement. 2. All members of the Incident Management Team to enact emergency procedures. 3. Teachers stand by entry point to permit students to enter room. 4. Visitors must make themselves known to their nearest WARDEN. 5. Perform head count and account for missing / absent students. 6. Lock external doors and close blinds, press lockdown button on phone. 7. Provide positive reassurance to students. 8. Remain quiet wait for instructions.</p>	
<p>Building 03 West</p>	<p>IN CASE OF AN EMERGENCY 1. Take immediate action to ensure the safety of students, staff or visitors. 2. Call 000 or sms 'Emergency' to 106 3. Request service and inform operator about the nature of the emergency 4. Follow instructions provided. 5. Notify General Office on Ext. 101 or send responsible person to office for assistance. EVACUATION, SHELTER-IN-PLACE &amp; LOCKOUTS 1. Listen for EMERGENCY CODE 2. All members of the Incident Management Team to enact emergency procedures. 3. Visitors must make themselves known to their nearest WARDEN. 4. Follow instructions issued by WARDEN. 5. Teachers perform head count and account for missing / absent students. 6. Teachers escort students to EMERGENCY</p>	

	<p>ASSEMBLY POINT in a calm and orderly fashion. 7. On arrival, arrange students in a single file line in roll order. 8. Account for staff, students, visitors. 9. Communicate with WARDEN. 10. Provide positive reassurance to students. 11. Wait for further instructions from WARDEN. LOCKDOWN 1. Listen for EMERGENCY CODE announcement. 2. All members of the Incident Management Team to enact emergency procedures. 3. Teachers stand by entry point to permit students to enter room. 4. Visitors must make themselves known to their nearest WARDEN. 5. Perform head count and account for missing / absent students. 6. Lock external doors and close blinds, press lockdown button on phone. 7. Provide positive reassurance to students. 8. Remain quiet wait for instructions.</p>	
<p>Building 03 East</p>	<p>IN CASE OF AN EMERGENCY 1. Take immediate action to ensure the safety of students, staff or visitors. 2. Call 000 or sms 'Emergency' to 106 3. Request service and inform operator about the nature of the emergency 4. Follow instructions provided. 5. Notify General Office on Ext. 101 or send responsible person to office for assistance. EVACUATION, SHELTER-IN-PLACE &amp; LOCKOUTS 1. Listen for EMERGENCY CODE 2. All members of the Incident Management Team to enact emergency procedures. 3. Visitors must make themselves known to their nearest WARDEN. 4. Follow instructions issued by WARDEN. 5. Teachers perform head count and account for missing / absent students. 6. Teachers escort students to EMERGENCY ASSEMBLY POINT in a calm and orderly fashion. 7. On arrival, arrange students in a single file line in roll order. 8. Account for staff, students, visitors. 9. Communicate with WARDEN. 10. Provide positive reassurance to students. 11. Wait for further instructions from WARDEN. LOCKDOWN 1. Listen for EMERGENCY CODE announcement. 2. All members of the Incident Management Team to enact emergency procedures. 3. Teachers stand by entry point to permit students to enter room. 4. Visitors must make themselves known to their nearest WARDEN. 5. Perform head count and account for missing / absent students. 6. Lock external doors and close blinds, press lockdown button on phone. 7.</p>	

	<p>Provide positive reassurance to students. 8. Remain quiet wait for instructions.</p>	
<p>Building 04</p>	<p>IN CASE OF AN EMERGENCY 1. Take immediate action to ensure the safety of students, staff or visitors. 2. Call 000 or sms 'Emergency' to 106 3. Request service and inform operator about the nature of the emergency 4. Follow instructions provided. 5. Notify General Office on Ext. 101 or send responsible person to office for assistance. EVACUATION, SHELTER-IN-PLACE &amp; LOCKOUTS 1. Listen for EMERGENCY CODE 2. All members of the Incident Management Team to enact emergency procedures. 3. Visitors must make themselves known to their nearest WARDEN. 4. Follow instructions issued by WARDEN. 5. Teachers perform head count and account for missing / absent students. 6. Teachers escort students to EMERGENCY ASSEMBLY POINT in a calm and orderly fashion. 7. On arrival, arrange students in a single file line in roll order. 8. Account for staff, students, visitors. 9. Communicate with WARDEN. 10. Provide positive reassurance to students. 11. Wait for further instructions from WARDEN. LOCKDOWN 1. Listen for EMERGENCY CODE announcement. 2. All members of the Incident Management Team to enact emergency procedures. 3. Teachers stand by entry point to permit students to enter room. 4. Visitors must make themselves known to their nearest WARDEN. 5. Perform head count and account for missing / absent students. 6. Lock external doors and close blinds, press lockdown button on phone. 7. Provide positive reassurance to students. 8. Remain quiet wait for instructions.</p>	 <p>The image shows a poster for Romsey Primary School's Emergency Management Plan. It includes an 'Evacuation Diagram' with arrows indicating exit routes from various rooms. Below the diagram is a 'Site Plan' showing the school's layout. To the right of the site plan is a section for 'Emergency Information' which lists contact details for the Incident Management Team and other key personnel. The poster also features various emergency icons such as fire, first aid, and safety symbols.</p>

<p>Portables (P)</p>	<p><b>IN CASE OF AN EMERGENCY</b> 1. Take immediate action to ensure the safety of students, staff or visitors. 2. Call 000 or sms 'Emergency' to 106 3. Request service and inform operator about the nature of the emergency 4. Follow instructions provided. 5. Notify General Office on Ext. 101 or send responsible person to office for assistance.</p> <p><b>EVACUATION, SHELTER-IN-PLACE &amp; LOCKOUTS</b> 1. Listen for EMERGENCY CODE 2. All members of the Incident Management Team to enact emergency procedures. 3. Visitors must make themselves known to their nearest WARDEN. 4. Follow instructions issued by WARDEN. 5. Teachers perform head count and account for missing / absent students. 6. Teachers escort students to EMERGENCY ASSEMBLY POINT in a calm and orderly fashion. 7. On arrival, arrange students in a single file line in roll order. 8. Account for staff, students, visitors. 9. Communicate with WARDEN. 10. Provide positive reassurance to students. 11. Wait for further instructions from WARDEN.</p> <p><b>LOCKDOWN</b> 1. Listen for EMERGENCY CODE announcement. 2. All members of the Incident Management Team to enact emergency procedures. 3. Teachers stand by entry point to permit students to enter room. 4. Visitors must make themselves known to their nearest WARDEN. 5. Perform head count and account for missing / absent students. 6. Lock external doors and close blinds, press lockdown button on phone. 7. Provide positive reassurance to students. 8. Remain quiet wait for instructions.</p>	 <p>The image shows a poster for Romsey Primary School's Emergency Management Plan. At the top, it reads 'Romsey Primary School' and 'Emergency Management Plan'. Below this is an 'Evacuation Diagram' showing a floor plan with red arrows indicating exit routes. A row of icons includes a telephone, a first aid kit, a fire extinguisher, a fire alarm, a fire exit, a fire door, and a fire blanket. Below the icons are two sections: 'Site Plan' and 'Emergency Information'. The 'Site Plan' shows a map of the school grounds with various buildings and areas marked. The 'Emergency Information' section contains a list of emergency contacts and procedures.</p>
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## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Nick Needham (Captain)	Romsey CFA captain	20/09/2024	Hard copy mailed to CFA
Romsey Police Station	Police	20/09/2024	Hard copy mailed to Police
Principal	Chief Warden Romsey Primary School	20/09/2024	Melanie.Stewart@education.vic.gov.au
Sally Davies	Planning Officer Romsey Primary School	20/09/2024	sally.davies@education.vic.gov.au
Helen Sly	Communications Officer Romsey Primary School	20/09/2024	helen.sly@education.vic.gov.au
Marilyn Killender	Operations Officer-Area Warden, Romsey Primary School	20/09/2024	marilyn.killender@education.vic.gov.au
Nerrida Ellard	First Aid Officer, Romsey Primary School	20/09/2024	nerrida.ellard@education.vic.gov.au
All members of Romsey Primary School staff	All members of Romsey Primary School staff, via DL	20/09/2024	Emailed via staff distribution list
Leanne Stewart	Logistics Officer Romsey Primary School	20/09/2024	leanne.stewart@education.vic.gov.au
Joseph Flynn	Mount Macedon PS Principal	20/09/2024	trish.hyland@education.vic.gov.au
Seona Aulich	Heskett PS Principal	20/09/2024	seona.aulich@education.vic.gov.au

