

Campbellfield Heights Primary School

Emergency and Critical Incident Management Plan 2019-2020



1-13 Laurel Crescent, Campbellfield, VIC, 3061
03 9359 5502 /
campbellfield.heights.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 14/09/2019

Purpose

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

Context

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

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

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

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

Distribution List

| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
|------------------------|---|--------------------|--|
| School Council Members | Riad Khoder,, Faye Khalil, Amira Ali, Amani Samman, Carol Brady, George Nahas, Jessica Nahas,Nagwa Mohamad, Laura Dudgeon, Susie Bellizia and Jo Howard , | 29/01/2019 | C/O CHPS Laurel Crescent Campbellfield |
| All Staff at CHPS | As listed on the staff list for 2019 | 29/01/2019 | C/O CHPS Laurel Crescent Campbellfield |
| MFB Broadmeadows | Mail Hard copy to head of MFB Broadmeadows | 29/01/2019 | 338 Camp Road Broadmeadows |
| Volunteers | As they sign in for the first time | 29/01/2019 | C/O CHPS Laurel Crescent Campbellfield |
| Pre-Service Teachers | As they sign in for the first time | 29/01/2019 | C/O CHPS Laurel Crescent Campbellfield |

Facility Profile

| | |
|---|---|
| School Name/Campus Name | Campbellfield Heights Primary School |
| Address | 1-13 Laurel Crescent, Campbellfield, VIC, 3061 |
| Phone | 03 9359 5502 |
| Email | campbellfield.heights.ps@edumail.vic.gov.au |
| Fax | 03 9357 2791 |
| DET Region | NORTH-WESTERN VICTORIA |
| DET Area | Hume Moreland Area |
| LGA | Hume (C) |
| BOM/Fire District | Central District |
| Is your school on Bushfire At- Risk Register? | No |
| Bushfire At-Risk Register Category | |
| Operating Hours | Monday to Friday 8:00 am - 5:30 pm |
| Number of Students | 176 |
| Number of Staff | 30 |
| Number of Buildings | 3 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Building A - Multi-Purpose Room Building B - Middle of B Building Building C - Community Hub Office |
| On-site Evacuation Location | Oval and Front of School |
| Off-site Evacuation Location | Allan Barry Reserve Campbellfield OR Seth Raistrick Reserve |

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|---|----------------------------|
| Typical method used for communications to school community | SMS, Newsletter, FlexiBuzz |
| Is this school has other services or users of the site? | Yes |

Other Services/Users of Site

| Service/User Name | Location | Number of Student or Visitor | Emergency Contact | Phone | Mobile |
|------------------------|--------------|------------------------------|-------------------|----------|------------|
| Arabic Language School | Whole School | 200 | | 93590005 | 0402044704 |

Building Information Summary

Telephones (landlines)

| Location | Number |
|----------------------------|-----------|
| Building A - Main Building | 9359 5502 |

Alarms

| Description | Location | Monitoring Company | Number |
|-------------|-----------------|--------------------|--------|
| Fire | N/A | | |
| Intrusion | First Aide Room | | |
| Other | | | |

Utilities

| Description | Location | Service Provider | Location of shutoff Instructions |
|---------------|-------------|------------------|----------------------------------|
| Gas / Propane | Laurel Cres | Front of School | Front of School |

| | | | |
|-------------|----------------------|--------------|--|
| Water | Laurel Cres & Mimosa | Yarra Water | Front of School and near Community Hub Ramp entrance |
| Electricity | AGL Victoria | Power Direct | Main switch board in Main Building - Building A |

Sprinkler System

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

Boiler Room

| | |
|-----------------|--|
| Location | Boiler room 1 and Boiler room 2 are on the outside of the Building A facing Turf area. |
| Access | Master Key |

Emergency Power System

| | |
|--------------------------------------|-----|
| Type | N/A |
| Location | N/A |
| Provides power to | N/A |
| Shutoff Instructions Location | N/A |

Building and Site Hazards

| Location | Number |
|-------------------|---|
| Petrol and Paints | Tool Shed - end of Building A Mimosa Avenue End of building. |

Additional Profile Information

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

Emergency Kit Checklist

| Checklist | Yes / No |
|---|----------|
| Student data and parent contact information (contained in EMP) | Yes |
| Student and staff with additional needs list (contained in EMP) including any student medications | Yes |
| Staff contact information | Yes |
| Student Release Forms/sign out book | Yes |
| 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 |
| Portable battery powered radio | 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

| | |
|-----------------------------------|------------|
| Date emergency kit checked | 29/01/2019 |
| Next check date | 29/01/2020 |

Drill Schedule

| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
|-------------|--|----------------|---------------|-------------|
| Term 1 2019 | Oval Evacuation | Jo Howard | 06/03/2019 | 03/04/2019 |
| Term 2 2019 | Shelter in Place | Jo Howard | 18/06/2019 | 18/06/2019 |
| Term 3 2019 | Lock Down | Jo Howard | 18/09/2019 | 18/09/2019 |
| Term 4 2019 | Off Site Evacuation - Barry Reserve | Jo Howard | 06/12/2019 | |
| Term 1 2020 | Front of School Evacuation | Jo Howard | 02/03/2020 | |
| Term 2 2020 | Shelter in Place | Jo Howard | 03/06/2020 | |
| Term 3 2020 | Lock down at recess - bring chn in | Jo Howard | 11/09/2020 | |
| Term 4 | Off Site Evacuation Seth Raistrick Reserve | Jo | 03/12/2020 | |

First Aid Training

| Staff Member | Training Completed | Date Qualified To |
|---------------------|--|-------------------|
| Jo Howard | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| Anna Verzulli | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| Karen Facciolo | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| Christine Prantalos | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| Yvonne Gillespie | Level 2 First Aid - 21/06/18 | 21/06/2021 |
| Karen Bolton | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| Najat Shamoon | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| All above staff | CPR refresher Completed 5/6/19 except for Karen B, Jo Howard, Fiona, Najat | 04/06/2020 |
| Fiona Wilson | Level 2 First Aid - 9/5/16 | 21/07/2021 |
| Louise Cogley | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| Rebekah Volpe | Level 2 First Aid - 21/06/18 | 21/07/2021 |
| Melissa Smiley | Level 2 First Aid - 21/06/18 | 21/07/2021 |

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 |
|-----------|-----------------|--------------------|
| ID - ADHD | 1 | 1 |

Risk Assessment

| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
|------------------------------------|---|--|------------------------------------|---|---|---|
| Intruder | Risk/s There is a risk of physical and/or psychological harm from an intruder or aggressive person entering the school building or grounds Causes Unknown/known person is verbally and/or physically aggressive due to: - Custodial dispute; or - Police Operation/pursuit of an offender; or - Parent dispute with school - Drug affected or mentally unstable person; or - Argument between student's parents Consequences Physical and psychological injury to staff and/or students | <ul style="list-style-type: none"> Visitors must report to office and sign in using the Visitors Register - Visitors are required to wear and display visitors pass/badge - Parents must make an appointment to meet with teachers/principal - Lockdown, lockout evacuation procedures are regularly practiced - Values of mutual respect and acceptable Parent behaviour policy are communicated and regularly reinforced e.g. in newsletter - Encourage engagement of parents in school activities In relation to court orders/ custody papers -the school maintains a register of current documents -parents are advised of the relevant school processes and duty of care to other students and staff <p>Close side gates to school at 9:15 and reopen at 3:15. All people entering the school will have to enter through the front entrance/office.</p> <ul style="list-style-type: none"> All staff to have a key to the gates so as they can open in case of an emergency. | Effective | Consequence Major Likelihood Possible Risk Level High | Review Controls every 6 months or as required. | Consequence Major Likelihood Unlikely Risk Level Medium |
| Pandemic and Communicable Diseases | Risk/s There is a risk injury due to ill-health. Causes Pandemic event Flu event Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals | Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) - Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser - Ensure staff and children are educated about covering their cough to prevent the spread of germs. - Follow all directives from Department of Health First Aid Officers follow Cleaning and Handling of Blood and Body Fluid SWP | Effective | Consequence Severe Likelihood Rare Risk Level Medium | Ensure first aid responders area aware of MSDS Review Controls every 6 months or as required | Consequence Severe Likelihood Rare Risk Level Medium |
| Camp | Risk/s There is a risk of injury during camps and excursions. Causes Transportation of group Incident involving an adventure activity Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals | Implement controls outlined in the risk of injury due to transporting staff and students during school events above !* All camps and excursions are approved by School Council/Principal as per DEECD policy and procedures All adventure activities will follow DEECD Safety Guidelines for Education Outdoors - Appropriate details entered into Student Activity Locator when required. - All Staff PD approved by School Council/Principal or PD Coordinator - All staff to follow DEECD's Work-related driving procedure. | Effective | Consequence Severe Likelihood Rare Risk Level Medium | Prior to each Camp: Implement controls outlined in the risk of injury due to transporting staff and students during school events above !* All camps and excursions are approved by School Council/Principal as per DET policy and procedures All adventure activities will follow DETSafety Guidelines for Education Outdoors - Appropriate details entered into Student Activity Locator when required. - All Staff PD approved by School Council/Principal or PD Coordinator - All staff to follow DETs Work-related driving procedure. Review Controls every 6 months or as required | Consequence Severe Likelihood Rare Risk Level Medium |

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| CHEMICALS | | | Effective | Consequence Severe Likelihood Rare Risk Level Medium | Ensure first aid responders area aware of MSDS sheets first aid procedures | Consequence Severe Likelihood Rare Risk Level Medium |
| Building fire | Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals. | Phone 000 to notify the emergency services and seek advice. Activate the fire alarm. If appropriate, follow the procedure for On-site Evacuation . Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary. Extinguish the fire (only if safe to do so). Evacuate to the <i>assembly point "A: Oval or assembly point "B" Front of school</i> , closing all doors and windows. Check that all areas have been cleared and notify the Incident Controller. Check that all students, staff, visitors and contractors are accounted for. Report emergency to the Security Services Unit on 9589 6266. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Direct all Media enquiries to DET Media Unit on 9637 2871. Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) are tested and tagged as per Australian Standards A workplace inspection is completed once per term to check that exit signs and other emergency equipment is working Communication systems (PA system) tested on a regular basis A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. Detailed Emergency Plan developed and communicated. There are 4 formal evacuation practices each year. Emergency procedures briefed with staff Staff trained in Evacuation Process Chart annually during OHS staff induction IMT meet annually and as required to clarify the roles and responsibilities of each key member. IMT lanyards are updated to reflect key requirements. | Acceptable | Consequence Severe Likelihood Rare Risk Level Medium | Review controls every 6 months or as required. | Consequence Severe Likelihood Rare Risk Level Medium |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | Phone 000 to notify the emergency services and seek advice. Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if | Effective | Consequence | Review Controls every 6 months or as required. | Consequence |

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| | | <p>necessary.If a bomb/chemical threat is received by telephone:do not hang up refer to the bomb threat checklist if bomb/chemical threat is received by mail: avoid handling of the letter or envelope place the letter in a clear bag or sleeve inform the Police immediately.If a bomb/chemical threat is received electronically or through the schools website: do not delete the messagecontact police immediately. Ensure the school's doors are left open.</p> <p>Do not touch any suspicious objects found.</p> <p>If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.</p> <p>Report emergency to the Security Services Unit on 9589 6266.</p> <p>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</p> <p>Direct all Media enquiries to DEECD Media Unit on 9637 2871.</p> <p>Bomb Threat Checklist located next to each phone Emergency evacuation drills scheduled and practised on a regular basis Detailed Emergency Plan developed and communicated There are 4 formal evacuation practices each year. Emergency procedures briefed with staff Staff trained in Evacuation Process Chart annually during OHS staff induction. IMT meet annually and as required to clarify the roles and responsibilities of each key member. IMT lanyards are updated to reflect key requirements.</p> | | <p>Severe Likelihood Rare Risk Level Medium</p> | | <p>Severe Likelihood Rare Risk Level Medium</p> |
| Severe weather event | <p>Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals</p> | <p>Maintain the roofs/gutters/drains to keep clear is scheduled regularly. School liaises with SES/Local Government to identify potential local risks. School has a contingency for storage of equipment/materials if necessary. On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured. Communications are tested quarterly. Utility shut-off instructions/points are known Back up communications and contact lists maintained in case power fails. Condition of large trees regularly checked Shade sail structures regularly checked.</p> | Effective | <p>Consequence Major Likelihood Unlikely Risk Level Medium</p> | Review Controls every 6 months or as required. | <p>Consequence Moderate Likelihood Possible Risk Level Medium</p> |

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|----------------------------|---|--|------------|--|--|--|
| Influenza pandemic | Risk of health and possible death (in extreme cases) | <ul style="list-style-type: none"> o Ring Ambulance o If we believe a child has an infections disease, ring parent to pick child up and take them to the doctors. o Inform the community through SMS of the health issue. o Sick and ill students and staff discouraged from being at school o Flu injections offered to staff annually o Regular risk infection procedures outlined at staff meetings by first aid trained staff o Parents/Carers informed of school policy regarding sick children in newsletter o First Aid Officers follow the SWP for Cleaning and Handling of Blood and body Fluids o Biohazard bin available in First Aid Room o Regular cleaning schedule in place | Acceptable | Consequence Major Likelihood Unlikely Risk Level Medium | Review Controls every 6 months or as required | Consequence Major Likelihood Unlikely Risk Level Medium |
| Loss of essential services | Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets | <p>If water is unavailable - get bottled water for students. If toilet water is turned off, direct the students to the B Building toilets as they operate on Tank water. If power is off - use paper and pen instead of computers. Site Unavailable:</p> <ul style="list-style-type: none"> - Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed - Confirm possible accommodation availability with local schools for admin team and student groups - Provide regular , updates to the school community via SMS, emails, Flexibuzz, social media and newsletter - Consider student transport arrangements - Notify site users e.g. Arabic School, Cleaning Contractors, Canteen Coordinator, site users (HUB) - Redirect suppliers to alternate site <p>Lack of computers/phones/power</p> <ul style="list-style-type: none"> - Ensure there is an up to date, printed, hard copy list of all students and staff contact details in accessible, secure location - Utilise mobile phones to contact staff - Place messages on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location - Restructure school program to account of the lack of power. - Relocate admin and staff facilities to other networked space within school or use laptop with Hotspot or external wireless access <p>Utilise laptops where available to provide access to network</p> | Acceptable | Consequence Moderate Likelihood Possible Risk Level Medium | Review Controls every 6 months or as required. | Consequence Moderate Likelihood Possible Risk Level Medium |
| Bushfire/Grassfire | Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or | <p>Phone 000 to notify the emergency services and seek advice. Activate the fire alarm.</p> | Acceptable | Consequence Major | Review Controls every 6 months of as required | Consequence Major |

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| | psychological requiring extensive clinical support for multiple individuals | <p>If appropriate, follow the procedure for On-site Evacuation. Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary. Evacuate to the <i>assembly point "A: Oval or assembly point "B" Front of school</i>, closing all doors and windows. Check that all areas have been cleared and notify the Incident Controller.</p> <p>Check that all students, staff, visitors and contractors are accounted for.</p> <p>Report emergency to the Security Services Unit on 9589 6266.</p> <p>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</p> <p>Direct all Media enquiries to DET Media Unit on 9637 2871.</p> <ul style="list-style-type: none"> - School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period - Watch Zone on VicEmergency App - Evacuation drills are conducted - EMP is reviewed and communicated with staff before fire season - Staff and parents are aware of EMP and understand their role within it. - Emergency procedures briefed with staff. There are 4 formal evacuation practices each year. Emergency documentation/plan made available to all staff. - Staff trained in Evacuation Process Chart annually during OHS Staff induction - IMT meet annually and as required to clarify the roles and responsibilities of each key member. IMT lanyards are updated to reflect key requirements. | | <p>Likelihood Rare</p> <p>Risk Level Medium</p> | | <p>Likelihood Rare</p> <p>Risk Level Medium</p> |
| Major external emissions/spill | Industrial fir/chemical emissions incident at nearby location | <p>In the event of an external chemical spill or chemical fire at a nearby location: Call 000 for emergency services and seek and follow any advice from Emergency Services. Report the emergency immediately to the Chief Warden.</p> <p>If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning. Check staff, students and visitors are accounted for.</p> <p>Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126. Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required.</p> <p>Monitor the VicEmergency website at emergency.vic.gov.au for any warnings and advice.</p> <p>Contact families and advise them that students are safe and not to come to the school until the 'all clear' has been given.</p> | Effective | <p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p> | <p>Inform staff of the Chemical Toxic omission that was discovered over the holidays and of the following procedure to be undertaken: In the event of an external chemical spill or chemical fire at a nearby location: Call 000 for emergency services and seek and follow any advice from Emergency Services. Report the emergency immediately to the Chief Warden. If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning. Check staff, students and visitors are accounted for. Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126. Notify your region and seek further advice from your regional Manager,</p> | <p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p> |

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| | | <p>Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</p> <p>Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776.</p> <p>Follow-up communications with parents as required.</p> | | | <p>Operations and Emergency Management if required.</p> <p>Monitor the VicEmergency website at emergency.vic.gov.au for any warnings and advice.</p> <p>Contact families and advise them that students are safe and not to come to the school until the 'all clear' has been given.</p> <p>Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</p> <p>Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776.</p> <p>Follow-up communications with parents as required.</p> | |
| Child Abuse | <p>Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills</p> <p>Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder</p> | <ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator | Effective | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> | Review Controls every 6 months or as required | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> |
| Information Security | <p>Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental</p> <p>Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach</p> | <ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT | Effective | <p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p> | Review Controls every 6 months or as required | <p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p> |
| Medical Emergency | <p>Probable causes: Accident/misadventure; known/unknown illness</p> <p>Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p> | <ul style="list-style-type: none"> Staff trained in first aid and CPR (HLTAID003 and HLTAID001) Adequate number of trained First Aid Officers as per the First Aid Risk Assessment First Aid Kits meet requirements as per the ratio listed in the First Aid Risk Assessment Staff trained in Asthma and Anaphylaxis | Effective | <p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p> | Review Controls every 6 months or as required | <p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p> |

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| | | <ul style="list-style-type: none"> • ASCIA Action plans displayed in First Aid Room for all students with Anaphylaxis • Asthma Management Plans • Staff observant to signs of illness • Medical history-staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer • SSSO support • Counselling Support • Employee Assistance Program • Staff trained in Evacuation Process Chart annually, during OHS Staff Induction • IMT meet annually and as required to clarify the roles and responsibilities of each key member, IMT lanyards are updated to reflect key requirements. | | | | |
| 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"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative | Acceptable | Consequence Major Likelihood Unlikely Risk Level Medium | Review Controls every 6 months or as required | Consequence Major Likelihood Unlikely Risk Level Medium |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress | <ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment | Effective | Consequence Severe Likelihood Rare Risk Level Medium | Review Controls every 6 months or as required | Consequence Severe Likelihood Rare Risk Level Medium |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support | <ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program | Acceptable | Consequence Major Likelihood Unlikely Risk Level Medium | Review Controls every 6 months or as required | Consequence Major Likelihood Unlikely Risk Level Medium |

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| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education | <p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, Locked gates, security front entrance door. • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support | Effective | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> | | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> |
|--|--|---|-----------|---|--|---|

Core Emergency Response Procedures

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

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| | <ul style="list-style-type: none"> • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record. |
| <p>Lock-down procedure</p> | <p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. |

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| | <ul style="list-style-type: none"> • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record. |
| Lock-out procedure | <p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside ○ Obtain Emergency Kit • Go to the designated assembly point/s - 81 Somerset road Park Campbellfield Melways Reference: 7H7 OR Raistrick Reserve Campbell Street Campbellfield Melways Reference: 7F6 • Check that students, staff and visitors are all accounted for. • Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-out procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Print and issue pre-prepared parent letters and give these to students to take home. • Direct all Media enquiries to DET Media Unit on 8688 7776. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. • Complete your Post Emergency Record. |

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

Specific Emergency Response Procedures

| Specific Procedures | Procedure Instructions |
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| Intruder | <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. |
| Pandemic and Communicable Diseases | <p>Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April)</p> <p>Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser</p> <p>Ensure staff and children are educated about covering their cough to prevent the spread of germs.</p> <p>Follow all directives from Department of Health</p> |
| Camp | <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Follow Camp evacuation procedures |
| CHEMICALS | |
| Building fire | <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the <i>Oval or Front of school as announced</i>, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. |
| Bomb/substance threat | <p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ◦ Ensure students and staff are not directed past the object ◦ Alert any other services co-located at the school site ◦ Check that all students, staff and visitors are accounted for ◦ Restrict all access to the site and ensure there are no barriers inhibiting access by police <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: |

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| | <ul style="list-style-type: none"> o call 000 for police on a separate phone o notify the Chief Warden/principal o report emergency to the Security Services Unit on 9589 6266. <ul style="list-style-type: none"> • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> o gender of caller o age of caller o accents and speech impediments o background noises o key phrases used o whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? • Once the call is finished: <ul style="list-style-type: none"> o DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. o Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. o implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above o report the emergency to the Security Services Unit on 9589 6266 o ensure all of the caller information has been written down and provided to police on arrival. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. <ul style="list-style-type: none"> o DO NOT DELETE THE MESSAGE o Call 000 for police and seek and follow advice o Notify the Chief Warden/principal o 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. o Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. o Report emergency to the Security Services Unit on 9589 6266. o <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> o Direct staff to shelter students under sturdy tables or desks if objects are falling around you. o Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. o Help others to leave the area. Use stairs instead of elevators. o Be aware of weakened floors and stairways and watch for falling debris. o Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. o <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> |
| Severe weather event | <ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> o Remain in the building and keep away from windows. o Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. |

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| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| Loss of essential services | <p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment |
| Bushfire/Grassfire | <ul style="list-style-type: none"> ○ Call 000 for emergency services and seek and follow advice. ○ Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. ○ Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible. ○ If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> ▪ make sure you close all doors and windows ▪ turn off power and gas. ○ Check that all students, staff, visitors and contractors are accounted for. ○ Report the emergency to Security Services Unit on 1800 126 126. ○ Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. ○ Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. ○ Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ○ Direct all Media enquiries to DET Media Unit on 8688 7776. ○ Contact parents as required. |
| Major external emissions/spill | <p>In the event of an industrial fire or chemical emissions incident at a nearby location:</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow any advice from Emergency Service • Report the emergency immediately to the Chief Warden • If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air- conditioning. • Check staff, students and visitors are accounted for • Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school. • Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 • Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required • Monitor the VicEmergency website at emergency.vic.gov.au, or the VicEmergency App on your mobile device, for any warnings and advice • Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day) • Await advice from emergency services or from the Department before resuming normal school activities outdoors • Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 • Follow-up communications with parents as required. <p>Specific actions prior to the start of school:</p> <ul style="list-style-type: none"> • Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider: • Contacting families and advising them that students are not to come to the school until further notice <ul style="list-style-type: none"> • <p>Specific actions at the end of the day:</p> <ul style="list-style-type: none"> • Await advice from emergency services or further advice before resuming normal end of day procedures • Consider contacting families and advising and not to come to the school for collection until the 'all clear' has been given • If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements and follow the relevant steps in the School Bus Program Emergency Management Guidelines: • For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures for School Bus Coordinating Schools and notify client schools • For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted. |
| Child Abuse | In the event of an incident, disclosure, or suspicion of child abuse, the school will: |

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

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| Mental Stress | <ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ◦ School's student wellbeing officers ◦ Student Support Services ◦ Doctors in Secondary Schools ◦ Kids Helpline - 1800 55 1800 ◦ Headspace in schools 0458 559 736 ◦ Lifeline - 13 11 14 ◦ Referral to the Navigator program for wraparound support for disengaged learners ◦ Suicide prevention resources from Beyond Blue and/or Headspace ◦ CAT Team – acute mental health triage |
| Missing person - school or school camp/excursion | <p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ◦ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 |
| Traumatic Death/Injury/Grief | <p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the '<i>Managing Trauma</i>' guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ◦ Preserve the evidence ◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ◦ Contact Legal Division on 9637 3146 ◦ Consider a Worksafe Notification 13 23 60 ◦ Contact Communications Division/Media Unit on 8688 7776 |
| Violence, Aggression and/or harassment | <p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
|--------------------------|---------------|-----------|---------------------|------------|
| Principal | Jo Howard | 9359 5502 | 0423776020 | 0423776020 |
| Assistant Principal/s | Flora Nixon | 9359 5502 | 0403678546 | 0403678516 |
| Business Manager | Karen Bolton | 9359 5502 | 0410477629 | 0410477629 |
| OH&S Representative | Anna Verzulli | 9359 5502 | 0433639305 | 0433639305 |
| School Council President | Faye Khalil | 9359 5502 | 0407090544 | 0407090544 |

DET Contacts

| Roles | Name | Phone | Mobile |
|---|-------------------|-------------------|--------------|
| Regional Director | Jeanette Nagorcka | (03) 8468 9223 | |
| Regional Office(nwvr@edumail.vic.gov.au) | Bendigo, Coburg | (03) 1300 338 691 | |
| Manager, Operations & Emergency Management | John Brownstein | (03) 4433 7585 | 0418 509 953 |
| Emergency Management Support Officer | Caragh Robinson | (03) 9084 9032 | 0436 819 074 |
| Incident Support and Operations Centre (ISOC) | | 1800 126 126 | |
| Programmed Maintenance Services | | 1300 133 468 | |
| OHS Advisory Service | | 1300 074 715 | |
| Employee Assistance Program | | 1300 361 008 | |
| Media Unit (on call 24/7) | | (03) 8688 7776 | |
| SEIL | Vivian Tellefson | 9488 9488 | 0438899372 |
| SSSO Team Leader | Maryanne Panucci | 9359 6266 | 04110109442 |

Local / Other Organizations

| Name | Phone |
|--------------------------------------|--------------|
| Police Station Broadmeadows | 9302 8211 |
| The Northern Hospital Epping | 8405 8000 |
| Gas - Power Direct | 13 66 26 |
| Electricity - Power Direct | 13 6626 |
| Water Corporation - Yarra Valley | 13 27 62 |
| Facility Plumber - Amrod Plumbing | 0418 177 974 |
| Facility Electrician - Bruno | 0414 394 473 |
| Local Government - Hume City Council | 9205 2200 |
| SES (flood, storm and earthquake) | 13 25 00 |
| Fire | 000 |
| Ambulance | 000 |

School Bus Emergency Contacts

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

Incident Management Team

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

| Roles | Primary Contact | Secondary Contact |
|----------------------------------|--|---|
| Chief Warden/Education Commander | Name: Jo Howard Phone/Mobile: 0423 776020 | Name: Flora Nixon Phone/Mobile: 0403678516 |
| Planning Officer | Name: Flora Nixon Phone/Mobile: 0403678516 | Name: Jo Howard Phone/Mobile: 0423776020 |
| Communications Officer | Name: Jo Howard Phone/Mobile: 0423776020 | Name: Karen Bolton Phone/Mobile: 0410477629 |
| Logistics Officer (Warden) | Name: Karen Bolton Phone/Mobile: 0410477629 | Name: Fiona Wilson Phone/Mobile: 0417014281 |
| First Aid Officer | Name: Fiona Wilson Phone/Mobile: 0417014281 | Name: Anna Verzulli Phone/Mobile: 0433639305 |
| Area Warden - B Building | Name: Room 4 staff member Phone/Mobile: | Name: Room 3 staff member Phone/Mobile: |

| | Extension 4 | Extension 3 |
|--------------------------------------|---|--|
| Area Warden - A Building Toilet End | Name: Room 5a staff member Phone/Mobile: Extension 5a | Name: Room 5b staff member Phone/Mobile: Extension 5b |
| Area Warden - A Building Middle | Name: Room 7 staff member Phone/Mobile: Extension 7 | Name: Room 8 staff member Phone/Mobile: Extension 8 |
| Area Warden - A Building Canteen End | Name: Room 9 staff member Phone/Mobile: Extension 9 | Name: Room 10 staff member Phone/Mobile: Extension 10 |
| Area Warden - Community Hub | Name: Community Hub staff member Phone/Mobile: Extension 123 | Name: Playgroup leader Phone/Mobile: Extension 124 |
| Operations | | |

Incident Management Team Roles & Responsibilities

| Core Procedures | Procedure Instructions |
|----------------------------------|---|
| Chief Warden/Education Commander | <p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| Planning Officer | <p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required). |
| Communications Officer | <p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. |

| | |
|----------------------------|--|
| | <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required. |
| Logistics Officer (Warden) | <p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed • . • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief. |
| First Aid Officer | <p>Collect the first aid kits including Epipens</p> <p>Position yourself at the first aid post/wear identification vest</p> <p>Attend to casualties and hand them over to medical authorities when they arrive</p> <p>Register casualties noting injuries time and first aid administered</p> |

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| <p>Area Warden - B Building</p> | <p>When the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of staff, students and visitors from the school immediately, and to ensure that their designated area has been cleared.</p> <p>During an evacuation, fire wardens need to:</p> <ul style="list-style-type: none"> • direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits such as lifts); • check all accessible spaces in their area, including the bathroom, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area; • close the doors to help to isolate the fire; and • guide everyone to the assembly area and assist in checking that everyone has arrived safely. <p>A map of the Warden's designated area is provided and is up on the wall in a visible place, next to the first aid kit to be taken out with them.</p> |
| <p>Area Warden - A Building Toilet End</p> | <p>When the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of staff, students and visitors from the school immediately, and to ensure that their designated area has been cleared.</p> <p>During an evacuation, fire wardens need to:</p> <ul style="list-style-type: none"> • direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits such as lifts); • check all accessible spaces in their area, including the bathroom, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area; • close the doors to help to isolate the fire; and • guide everyone to the assembly area and assist in checking that everyone has arrived safely. <p>A map of the Warden's designated area is provided and is up on the wall in a visible place, next to the first aid kit to be taken out with them.</p> |
| <p>Area Warden - A Building Middle</p> | <p>When the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of staff, students and visitors from the school immediately, and to ensure that their designated area has been cleared.</p> <p>During an evacuation, fire wardens need to:</p> <ul style="list-style-type: none"> • direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits such as lifts); • check all accessible spaces in their area, including the bathroom, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area; • close the doors to help to isolate the fire; and • guide everyone to the assembly area and assist in checking that everyone has arrived safely. <p>A map of the Warden's designated area is provided and is up on the wall in a visible place, next to the first aid kit to be taken out with them.</p> |

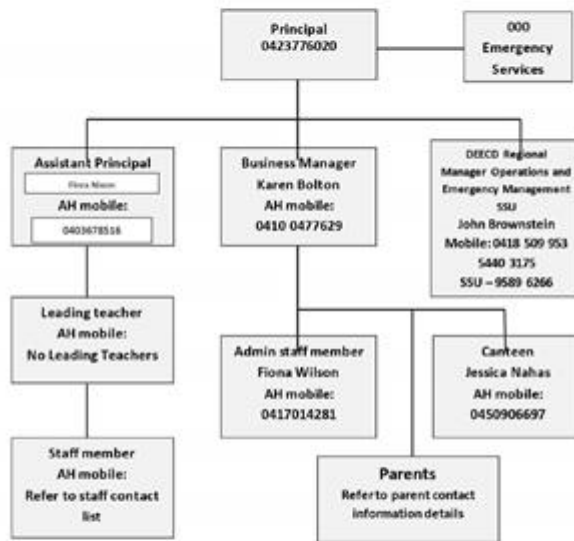
| | |
|---|--|
| <p>Area Warden - A Building Canteen End</p> | <p>When the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of staff, students and visitors from the school immediately, and to ensure that their designated area has been cleared.</p> <p>During an evacuation, fire wardens need to:</p> <ul style="list-style-type: none"> • direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits such as lifts); • check all accessible spaces in their area, including the bathroom, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area; • close the doors to help to isolate the fire; and • guide everyone to the assembly area and assist in checking that everyone has arrived safely. <p>A map of the Warden's designated area is provided and is up on the wall in a visible place, next to the first aid kit to be taken out with them.</p> |
| <p>Area Warden - Community Hub</p> | <p>When the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of staff, students and visitors from the school immediately, and to ensure that their designated area has been cleared.</p> <p>During an evacuation, fire wardens need to:</p> <ul style="list-style-type: none"> • direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits such as lifts); • check all accessible spaces in their area, including the bathroom, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area; • close the doors to help to isolate the fire; and • guide everyone to the assembly area and assist in checking that everyone has arrived safely. <p>A map of the Warden's designated area is provided and is up on the wall in a visible place, next to the first aid kit to be taken out with them.</p> |
| <p>Operations</p> | |

Communication Tree

Communication Tree

1. Communication Tree

2019 -2020



Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

| Details of arrangements | |
|-------------------------|--|
|-------------------------|--|

| Name | Contact Details | Support Role |
|------|-----------------|--------------|
| | | |

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

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

| Details of arrangements | School Data is backed up Use paper based system Flexible lesson plans |
|-------------------------|---|
|-------------------------|---|

| Name | Contact Details | Support Role |
|------|-----------------|--------------|
| | | |

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

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

| | |
|--------------------------------|------------------------------------|
| Details of arrangements | ANZUK - CRT Services Split Classes |
|--------------------------------|------------------------------------|

| Name | Contact Details | Support Role |
|-------------|------------------------|---------------------|
| Jo Howard | 0423776020 | Principal |

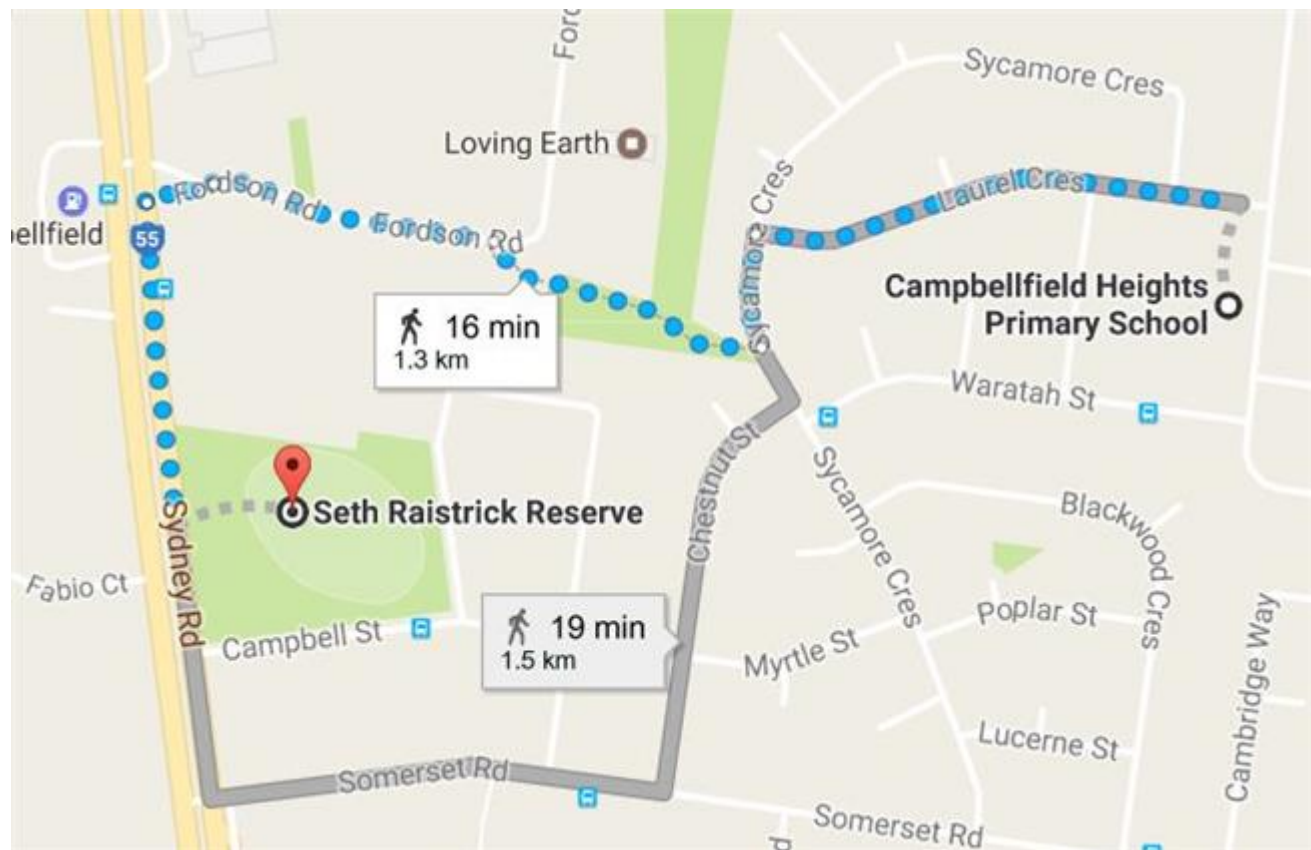
Business Continuity Checklist

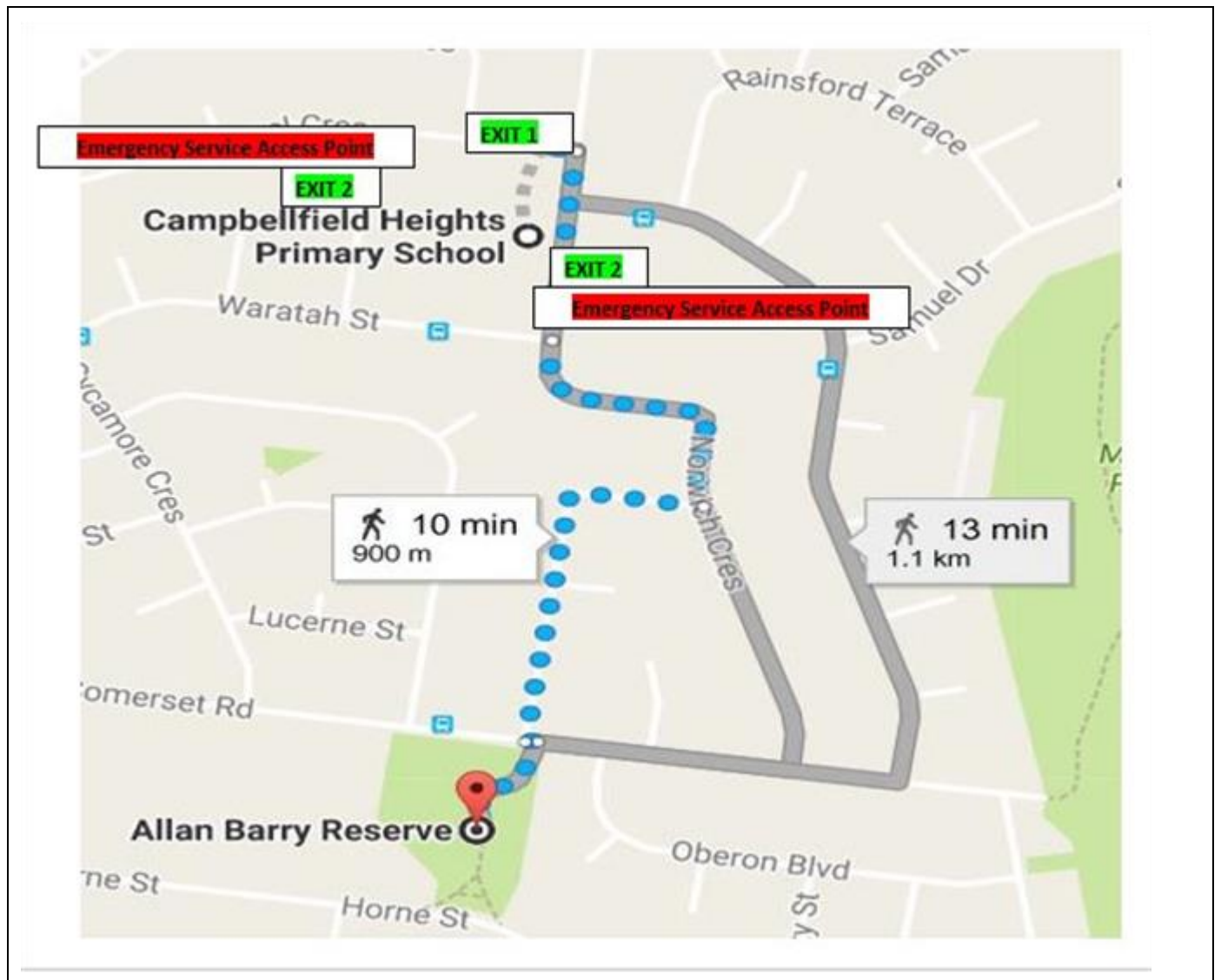
| Action | Actioned? |
|---|------------------|
| Activate the school's Incident Management Team | Yes |
| Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery | Yes |
| Identify actions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

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

Area Map

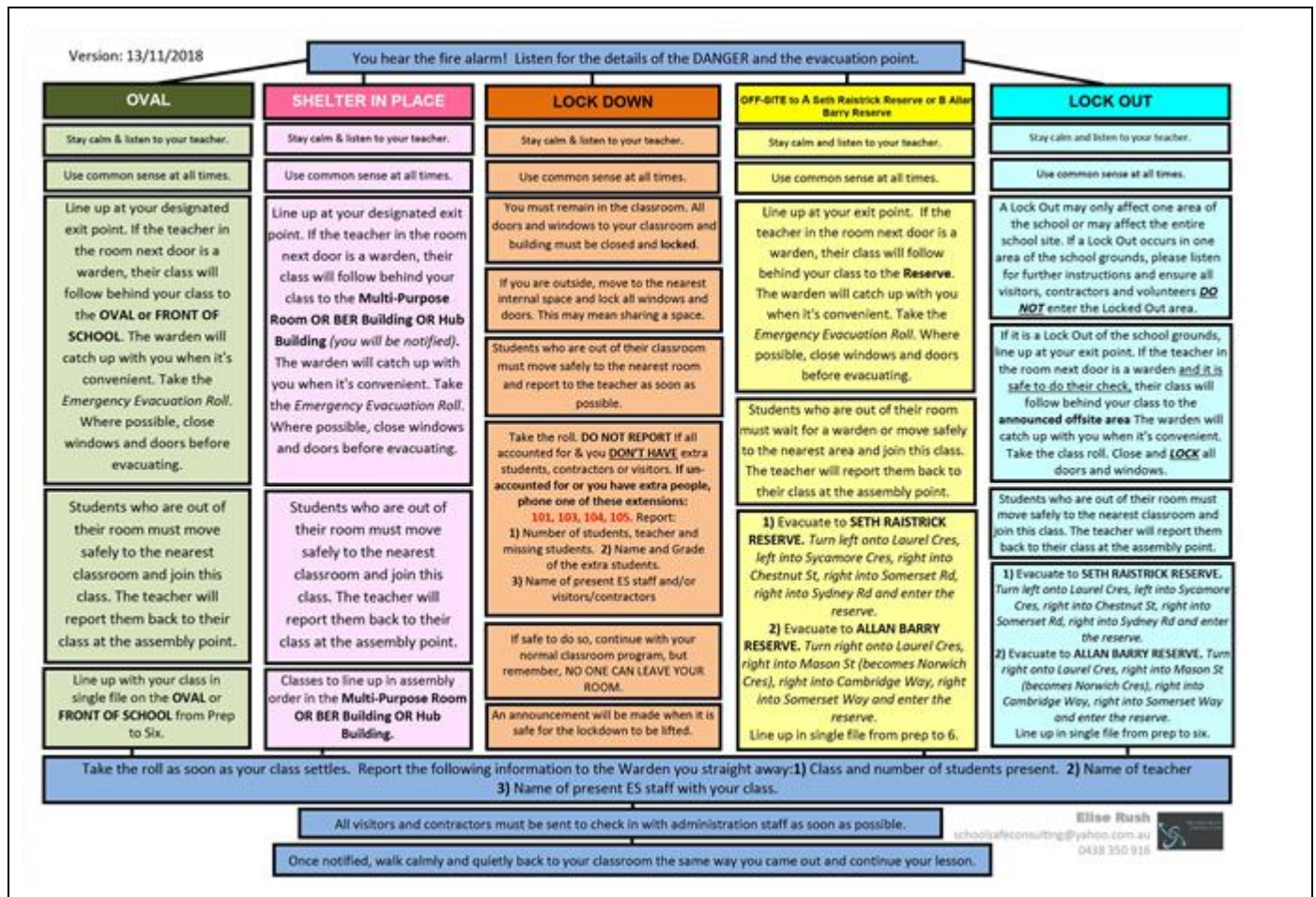
Area Map





Evacuation Map

| Building Name | Evacuation Procedures |
|---|-----------------------|
| Buildings A B and C | |
| <p>Campbellfield Heights PS Fire Warden Zones</p> <p>Laurel Crescent</p> <p>Mimosa Ave</p> <p>Mason St</p> <p>Assembly Point B: Front</p> <p>Assembly Point A: Oval</p> <p>Primary Assembly Point</p> <p>Cricket Pitch</p> <p>Play Ground and Sand Pit</p> <p>Emergency Access</p> <p>Exit 1</p> <p>Exit 2</p> <p>Exit 3</p> <p>Door 1</p> <p>Door 2</p> <p>Door 3</p> <p>Door 4</p> <p>Door 5</p> <p>Door 6</p> <p>Door 7</p> <p>Door 8</p> <p>Door 9</p> <p>Door 10</p> <p>Door 11</p> <p>Door 12</p> <p>W – Area Warden DW – Deputy Area Warden External Gate Shelter in Place Primary Assembly Point Primary Evacuation Point</p> <p>First Aid Room First Aid Kits Staff Carpark Toilets Staffroom</p> <p>Room No.</p> <p>Where you are!</p> <p>X = Fire Hydrant</p> <p>Evacuation Point B</p> <p>Success for all</p> | |
| Evacuation Procedure | |



Signed by:

School Council President: _____ Faye Khalil

Principal: _____ (Jo Howard)

Date: 20th February 2020