Cranbourne South Primary School

Emergency and Critical Incident Management Plan 2023-2024

239 Pearcedale Road, Cranbourne South, VIC, 3977

03 9782 2999 / cranbourne.south.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 15/09/2023

Purpose

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

Context

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

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

Should the principal or school be made aware of an emergency in the local area, the principal or nominated person will consult the following sources for information:
1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or www.emergency.vic.gov.au for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education web site for incident updates.

Facility Profile

School Name/Campus Name	**Cranbourne South Primary School**
Address	239 Pearcedale Road, Cranbourne South, VIC, 3977
Phone	03 9782 2999
Email	cranbourne.south.ps@education.vic.gov.au
Fax	03 9782 2656
DET Region	SOUTH-EASTERN VICTORIA
DET Area	Southern Melbourne Area
LGA	Casey (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 3
Operating Hours	8:45am-3:45pm Monday to Friday
Number of Students	325
Number of Staff	40
Number of Buildings	11
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Administration building or Multi Purpose Room & The Hub
On-site Evacuation Location	Primary Location is School Oval, Secondary Location is hard court area in front of Admin buildin

Off-site Evacuation Location	Primary Location is Botanic Ridge at Botanic Ridge Blvd & Station Creek Way, Secondary Location is Cranbourne South Tennis Club
Typical method used for communications to school community	Compass, Newsletter and Website
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Their Care Afters and Before School care program	School multi purpose room (new MOD 10 building, cnr Browns Rd and Pearcedale Rd)	20 in total at different times and days	6.30am-9am 3.30pm-6.30pm	0438390300	0438390300

Building Information Summary

Telephones (landlines)

Location	Number
Administration	97822999
Extensions in all rooms	

Alarms

Description	Location	Monitoring Company	Number
Fire	Fire Hose Reel 1. Main building - 2. Outside near	ESM - Fire marshall	
Intrusion	Office	Emergency Management Incident Support	Panel inside main door (fob system)

		and Operations Centre 1800 126 126	
Other	1.Administration building - Security alarm 2. Multi-purpose Room (CR 23) Security alarm	Incident Support and Operations Centre 1800 126 126	Instructions to turn off the alarm are located in Support office 1

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Not on site		
Water	1.Meter is outside main office (Pearcedale Rd) 2. Meter is behind the learning support centre (Browns Rd)	South East Water	Main water tap to be turned off
Electricity	Main switch board - in corridor opposite server room Sub Switch board - storeroom in Environmental Studies room External control box,top of property adjacent to general Store (Pearcedale Rd)	Red Energy	In the switchboard

Sprinkler System

Control Valve Location	Not applicable
Shutoff Instructions Location	

Boiler Room

Location	1. Cleaners cupboard located in Environmental Studies room. . Cleaners cupboard located in hallway main building- hot water service
Access	Main key access

Emergency Power System

Type	Not Applicable
Location	
Provides power to	
Shutoff Instructions Location	

Building and Site Hazards

Location	Number
BBQ gas bottles	in maintenance storage container
Petrol station	Next to school, Cranbourne South General Store Pearcedale Rd

Additional Profile Information

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1 2023	Onsite evacuation	Karen Halket	27/02/2023	27/02/2023
Term 2 2023	Shelter in Place	Karen Halket	26/05/2023	26/09/2023
Term 3 2023	Lock down	Karen Halket	07/08/2023	07/08/2023
Term 4 2023	Offsite evacuation	Karen Halket	03/11/2023	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Brendan Corcoran	HSR 5 day training	04/07/2019
Jessica Mills	LOOKOUT Designated Teacher training	12/07/2019
Phillipa Atherton	LOOKOUT Designated Teacher training	12/07/2019
Christie Snowden	Anaphylaxis autoinjector training	15/05/2023
Whole Staff	Restraints and seclusion & Child Safe	24/03/2023
Brendan Cororan and Principal class	Capital Works Building handover including fire blankets, fire extinguisher and hydrants	01/07/2022
Elaine Doughty	LOOKOUT Designated Teacher training	16/05/2023
Monique Bryden	LOOKOUT Designated Teacher training	16/05/2023
Karen Halket	LOOKOUT Designated Teacher training	

Other Training Record

Staff Member	Training Type	Date
Monique Corcoran	Level 2 First Aid HLTAID003 - 14th Aug 2021	14/08/2024
Karen Halket	Level 2 First Aid HLTAID003 - 22 Aug 2021	22/08/2024
Jessica Cook	Level 2 First Aid HLTAID003 -26 Jul 2021	26/07/2024
Danielle Curtois	Level 2 First Aid HLTAID003 -09 Oct 2020	19/10/2023
Elaine Doughty	Level 2 First Aid HLTAID003 - 24 Jul 2021	24/07/2024
Reagan Forbes	Level 2 First Aid HLTAID003 - 01 Jul 2021	01/07/2024

Natalia Lopo Morales	Level 2 First Aid HLTAID003 - 01 Jul 2021	01/07/2024
Jessica Doolan (Mills)	Level 2 First Aid HLTAID003 - 19 Jul 2021	19/07/2024
Alicia Papadopoulos	Level 2 First Aid HLTAID003 - 14 Aug 2021	14/08/2024
Monique Tempone (Bryden)	Level 2 First Aid HLTAID003 - 19 Aug 2021	19/08/2024
Delvina Waiti	Level 2 First Aid HLTAID003 - 04 Aug 2021	04/08/2024
Joanne Clarke	Level 2 First Aid HLTAID003 - 03 Nov 2021	03/11/2024
Brendan Corcoran	Level 2 First Aid HLTAID003 - 25 Aug 2021	25/08/2024
Grace Roberts	Level 2 First Aid HLTAID003 - 12 Oct 2021	12/10/2024
Hayley Van Roest	Level 2 First Aid HLTAID003 - 27 Oct 2021	27/10/2024
Lisa McMahon	Level 2 First Aid HLTAID003 - 27 Jul 2021	27/07/2024
Kirstie Scutt	Level 2 First Aid HLTAID003 - 24 Jul 2021	24/07/2024
Christie Snowden	Level 2 First Aid HLTAID003 - 20 Mar 2022	20/03/2025
Monique Corcoran	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Karen Halket	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Kendra Anderson	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Pip Atherton	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Clare Bennett	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023

Danielle Courtis	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Reagan Forbes	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Jessica Mills	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Alicia Papadopoulos	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Monique Tempone	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Delvina Waiti	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Katelyn Watkins	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Rani Bawa	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Sharon Cattanach	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Joanne Clarke	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Brendan Corcoran	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Holly Hinton	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Grace Roberts	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Lee Rutter	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Hayley Van Roest	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Moira Wilson	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Kylie Psaila	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023

Lisa McMahon	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Kirstie Scutt	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Nichola Allen	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023
Christie Snowden	Anaphylaxis Autoinjector training - 20 Mar 2022	20/03/2024
Rachael Mazzaglia	Anaphylaxis Autoinjector training - 14 Dec 2021	14/12/2023

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
Mobility issues	0	1
Asthma	5	48
Epilepsy	0	2
Anaphylaxis	0	2
Autism	0	12
ADHD	0	7
Intellectual disability	0	1
Williams Syndrome	0	1
Hyper Hydrotic Ectodermal Dysp	0	1
Pulmonary Stenosis	0	1
cerebral Palsy	0	1
Global development delay	0	1
Hearing impaired	0	1
Bleeding disorder	0	1
Kidney disease	0	1
Hypothyroidism	0	1
allergies	5	18
Anxiety	0	1
Continence Plan	0	1

Eczema	0	24
Hayfever	4	17
Kidney decreased functionality	0	1
Moebius Syndrome	0	1
Eye problems	0	1
Intellectual disability	0	1
migraine	0	2
Nosebleed	0	8
Agenesi	0	1
Verheij Syndrome	0	1
Sleep Apnea	0	0
PANS Pediatric Acute Onset Neuroposyc sundrome	0	1
Cat Eye syndrome	0	1

Emergency Kit Checklist

Checklist	Yes / No
Traffic/emergency safety vests and tabards	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes
Tissues	Yes
Sheet/Blanket	Yes
Paper Towel	Yes
First Aid book and pen	Yes

Review Emergency kit checked date

Date emergency kit checked	07/08/2023
Next check date	09/02/2024

Incident Management Team

IMT Structure
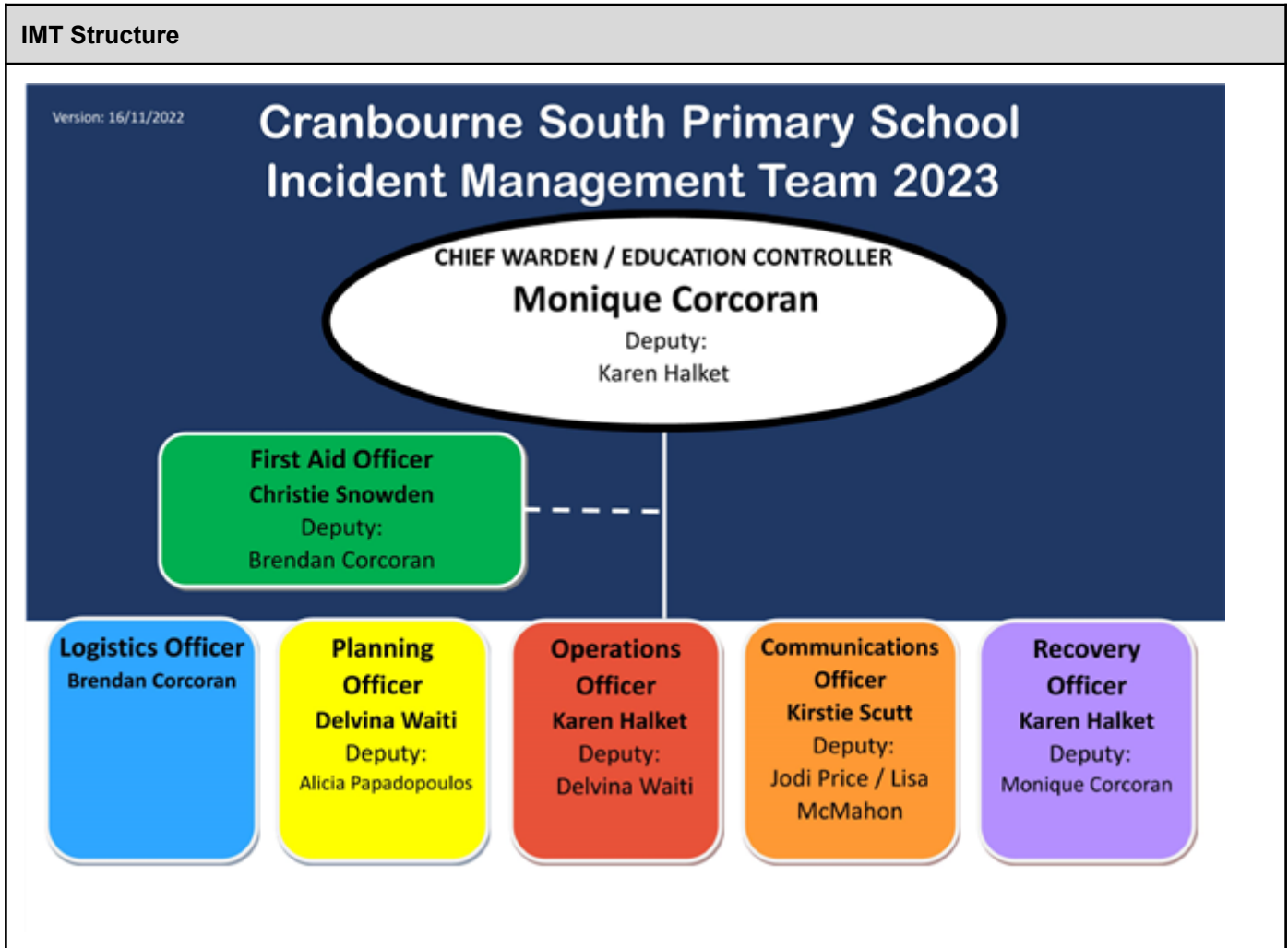
Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Monique Corcoran **Phone/Mobile:** 0402 414 372	**Name:** Karen Halket **Phone/Mobile:** 0407 853 595
Planning Officer	**Name:** Delvina Waiti **Phone/Mobile:**	**Name:** Alicia Papadopoulus **Phone/Mobile:**

	0419 353 227	0414839381
Communications Officer	**Name:** Kirstie Scutt **Phone/Mobile:** 0409995266	**Name:** Lisa McMahon **Phone/Mobile:** 0409 866 039
Blue Warden	**Name:** Rachael Richardson **Phone/Mobile:** 0480165570	**Name:** Monique Bryden **Phone/Mobile:** 0401364050
First Aid Officer	**Name:** Christie Snowden **Phone/Mobile:** 0414988411	**Name:** Kirstie Scutt **Phone/Mobile:** 0409995266
Emergency Management Compliance	**Name:** Karen Halket **Phone/Mobile:** 0407853595	**Name:** Monique Corcoran **Phone/Mobile:** 0429 871 075
Yellow Zone Warden	**Name:** Katelyn Watkins **Phone/Mobile:** 0433002487	**Name:** Tegan Janusaitis **Phone/Mobile:** 0409789176
Green Zone Warden	**Name:** Pip Atherton **Phone/Mobile:** 0422913825	**Name:** Sharon Jackson **Phone/Mobile:** 0433500259
Orange Warden	**Name:** Danielle Curtois **Phone/Mobile:** 0413526317	**Name:** Reagan Forbes **Phone/Mobile:** 0433744189
Pink Warden		

	Name: Nichola Allen Phone/Mobile: 0412733303	Name: Jodi Price Phone/Mobile: 0410470978
Logistics Officer	Name: Brendan Corcoran Phone/Mobile: 0407509097	Name: Nichola Allen Phone/Mobile: 0412733303

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	- 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 - Determine appropriate Code. - Brief the incoming emergency services and respond to their requests. - Report the emergency to the **ISOC** on **1800 126 126** and possibly **WorkSafe** on **13 23 60** - Call *Regional Manager, Operations and Emergency Management:* **Glen Tarrant 0438 018 269** - If required, call SEIL: **Anne Martin 0448 165 109**
Planning Officer	On hearing alarm or becoming aware of an emergency, the Operations Warden will: - Attend the emergency control point. - Communicate with the Chief Warden by whatever means available and act on instructions. - Implement the emergency response procedure relevant to the area and ensure that the Chief Warden is notified. - Direct logistics officer (wardens) to check the area for any abnormal situation. - Commence evacuation if the circumstances in their area warrant this. - Control the movement of people. - Co-opt persons as required to assist a logistics officer (wardens) during an emergency.

	- Ensure that any implications for regular bus/student transport arrangements for the school or client schools are addressed. - Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. o Conduct regular exercises/drills. o Ensure staff on the IMT are aware of their responsibilities. o Ensure students/staff with special needs list are up to date. o Plan any implications for the after school care bus o Identify resources required. o Plan and participate in emergency exercises/drills. o o <u>During Emergency</u> o Manage evacuation of persons from the affected area. o Distribute the coloured vests and hats to appointed staff members. o Distribute paperwork needed from the Incident Management Folder, to relevant staff as per the Emergency Response Checklist o Work with the Logistics Warden to determine all persons are accounted for. Post- Emergency o Identify recovery needs and develop a recovery plan (if required). o Ensure all staff are made aware of the Employee Assistance Program
Communications Officer	Pre-Emergency o Be trained in the use of the school's communication system. (Public Address System, Compass). o Maintain contact details of staff, students, parents and contractors, to make available to emergency responders. (Add to Incident Management Folder) o Maintain and regularly (monthly) check communications systems i.e. alarms, PA, megaphone and bell. o Participate in emergency exercises/drills. - 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. **Deputy Communication Officer will load student medication into the Evacuation Kit and take it to the assembly point.** - Notify appropriate IMT members. - At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. ***<u>Keep a log of events that occurred during the emergency</u>***. - Act as directed by the Chief Warden.

	Key Contacts: • Neva Brunning 0408 535 012 • General Store 9782 2930

Blue Warden	Pre-Emergency
	    o Understand your role and any expectations of you.
	    o Attend IMT meetings.
	During Emergency
	Act as directed by the Chief Warden.
	• Wear your high vis vest.
	• Where safe to do so, sweep all internal and external spaces within my coloured zone.
	• Collect anyone left behind (e.g. contractors, staff, visitors and/or students) whilst conducting the sweep and deliver them to the appropriate staff member at the assembly point.
	• Report any hazards or concerns to the IMT as soon as possible (*see contact details above*).
	• At the assembly point, complete all appropriate fields within the QR Form, including, reporting **ONE** of the following details in the final section:
	• I HAVE swept and cleared my zone.
	• I HAVE NOT swept and cleared my zone.
	Post Emergency
	• Attend Post IMT meeting
	• Provide feedback

First Aid Officer	Pre- Emergency
	    o Ensure First Aid kits are maintained.
	    o Ensure student medications are 'in date'
	    o Ensure we always have current Epipens and spare Ventolin
	    o Conduct twice annual checks of Emergency Management Kits - February and August
	During Emergency
	
	• Collect **AED** (First Aid Room)
	• Attend the emergency control point.
	• Ensure that adequate Personal Protective Equipment is worn prior to providing any first aid where contact with blood or bodily fluids may occur, as set out in our First Aid Policy and the Cleaning and Handling of Blood and Bodily Fluids Safe Work Procedure.
	• Provide first aid to all people as required, within the scope of practice provided by their level of training.

	- Keep a record of any first aid treatment provided. - In a medical emergency, immediately seek appropriate medical assistance. - Notify appropriate IMT members of any medical emergencies and subsequent calls for emergency medical assistance. - Act as directed by the Chief Warden. - o Post Emergency - o Debrief with the IMT - o Restock any supplies used
Emergency Management Compliance	- Maintain Online Emergency Management Plan - Ensure our emergency response procedures are kept up-to-date. - Ensure staff on the IMT are aware of their responsibilities. - Ensure Online EMP updated as needed eg First Aid, IMT changes. - Upload current EMP - Place all evacuation diagrams in all rooms Assign an Observer for Practise Drills. - Ensure Observer completes Post Emergency Record.
Yellow Zone Warden	Pre-Emergency - Understand your role and any expectations of you. - Attend IMT meetings. During Emergency - Act as directed by the Chief Warden. - Wear your high vis vest. - Where safe to do so, sweep all internal and external spaces within my coloured zone. - Collect anyone left behind (e.g. contractors, staff, visitors and/or students) whilst conducting the sweep and deliver them to the appropriate staff member at the assembly point. - Report any hazards or concerns to the IMT as soon as possible (*see contact details above*). - At the assembly point, complete all appropriate fields within the QR Form, including, reporting **ONE** of the following details in the final section: - I HAVE swept and cleared my zone. - I HAVE NOT swept and cleared my zone. Post Emergency - Attend Post IMT meeting - Provide feedback
Green Zone Warden	- Pre-Emergency - o Understand your role and any expectations of you.

	o Attend IMT meetings.
	During Emergency
	    o Act as directed by the Chief Warden.
	    o Wear your high vis vest.
	    o Where safe to do so, sweep all internal and external spaces within my coloured zone.
	    o Collect anyone left behind (e.g. contractors, staff, visitors and/or students) whilst conducting the sweep and deliver them to the appropriate staff member at the assembly point.
	    o Report any hazards or concerns to the IMT as soon as possible (*see contact details above*).
	    o At the assembly point, complete all appropriate fields within the QR Form, including, reporting **ONE** of the following details in the final section:
	    o I HAVE swept and cleared my zone.
	    o I HAVE NOT swept and cleared my zone.
	Post Emergency
	    o Attend Post IMT meeting
	    o Provide feedback
	IMT.

Orange Warden	Pre-Emergency • Understand your role and any expectations of you. • Attend IMT meetings. During Emergency • Act as directed by the Chief Warden. • Wear your high vis vest. • Where safe to do so, sweep all internal and external spaces within my coloured zone. • Collect anyone left behind (e.g. contractors, staff, visitors and/or students) whilst conducting the sweep and deliver them to the appropriate staff member at the assembly point. • Report any hazards or concerns to the IMT as soon as possible (*see contact details above*). • At the assembly point, complete all appropriate fields within the QR Form, including, reporting **ONE** of the following details in the final section: • I HAVE swept and cleared my zone. • I HAVE NOT swept and cleared my zone. Post Emergency • Attend Post IMT meeting • Provide feedback
Pink Warden	Pre-Emergency • Understand your role and any expectations of you. • Attend IMT meetings. During Emergency • Act as directed by the Chief Warden. • Wear your high vis vest. • Where safe to do so, sweep all internal and external spaces within my coloured zone.

	• Collect anyone left behind (e.g. contractors, staff, visitors and/or students) whilst conducting the sweep and deliver them to the appropriate staff member at the assembly point. • Report any hazards or concerns to the IMT as soon as possible (*see contact details above*). • At the assembly point, complete all appropriate fields within the QR Form, including, reporting **ONE** of the following details in the final section: • I HAVE swept and cleared my zone. • I HAVE NOT swept and cleared my zone. Post Emergency • Attend Post IMT meeting • Provide feedback
Logistics Officer	

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Monique Corcoran	9782 2999	9782 2789	0402 414 3
Assistant Principal	Karen Halket	9782 2999	mobile	0407 853 5
Business Manager	Jodi Price	9782 2999	9785 7496	041047097
Lower School PLT Leader	Rachael Richardson	9782 2999	mobile	048016557
Specialist PLT Leader	Danielle Curtois	9782 2999	mobile	041352631
Upper School PLT Leader	Phillipa Atherton	9782 2999	mobile	042291382
First Aid Officer	Christie Snowden	9782 2999	mobile	041498841
OH&S Nominee	Brendan Corcoran	9782 2999	mobile	040750909
School Council President	John Barbaressos	0410422510	mobile	041042251

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Ian Burrage	(03) 89042437 0407 361 504	03 8904 24
Regional Office (sevr@edumail.vic.gov.au)	Dandenong, Moe, Sale, & Frankston 1300 338 738	emergency.sev@education.vic.gov.au	03 8904 24
Manager, Operations & Emergency Management	Haruka Ito	03 8904 2698	03 8904 24
Emergency Management Support Officer	Glen Tarrant	03 8904 2444	0438 018 2 or (03) 890 2406
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	Anne Martin		0434 13308
SSSO Team Leader	Tamara Gnjatovic	5995 9921 or 8765 5600	
Area Director	Ian Burrage	8765 5600	0407 361 5

Local / Other Organizations

Name	Phone
Police Station	000 Cranbourne 5991 0600
Casey 97055200 - SES (flood, storm and earthquake)	13 2500
Family One Medical	5996 3188
Frankston Hospital	9784 7777

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
N\A	Child Care Centre to School	Grow to Learn Child Care Centre	5996 6255

Communication Tree

Cranbourne South School Communication Tree 2023

Version: 16/11/2022
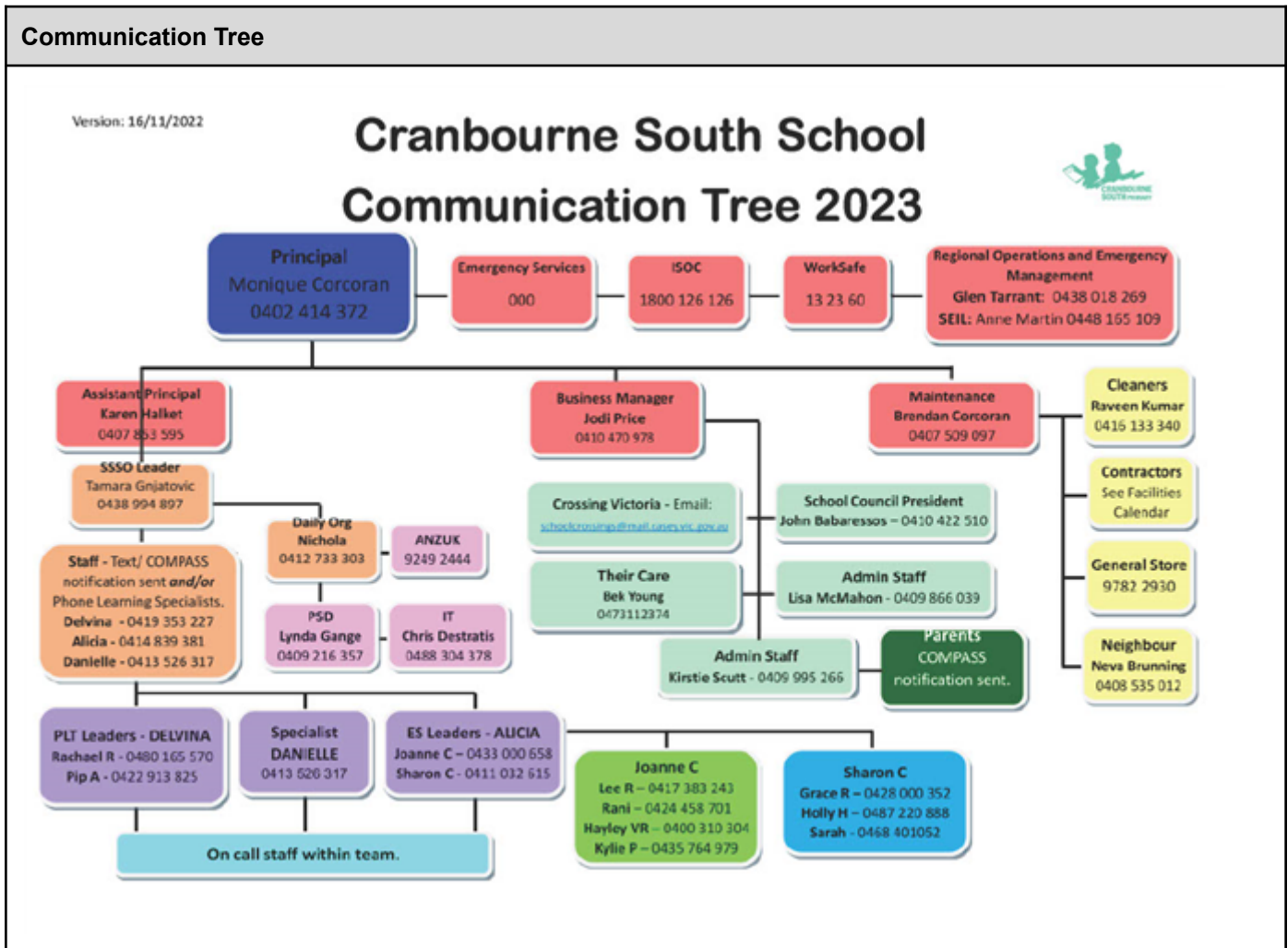
Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Con...
Bushfire/Grassfire	Risk/s There is a risk of injury due to a bushfire. There is a risk of psychological injury. Causes: Large area of natural bushland on the southern boundary of school grounds. Consequences: Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	*Prior to bush fire season, review preparedness including identification of shelter in place and evacuation points. * Implement actions for varied fire warnings as per EMP ! * Perform ALL checks of the school public address system as per compliance procedures * Perform checks of safety equipment as per compliance schedule. * Liaise with local fire services regarding clearing trees, building safety etc. * Conduct scenario drills as per EMP * Ensure there is a business continuity plan in place. Eg in relation to staff availability in the event of a fire. * Ensure ALL staff are aware and have access to the Employee Assistance Program. * Fire Warden training for selected staff. * Annual inspection of tress.vegetation as advised by the Arborist report and BARR guidelines * Grounds person completes weekly clearing, grass mowing and vegetation removal and maintenance during the fire period.	Acceptable	**Consequence** Major **Likelihood** Possible **Risk Level** High	* Prio perso * Cor strate Scho * Imp per E * Dur Assis asses decid progr * She buildi * Off
Severe weather event	Risk/s There is a risk of injury due to a severe weather event. Causes - flying debris - flooding - falling objects - falling power lines Consequences: Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	* Ensure regular and ongoing maintenance program of grounds and buildings * Review lockdown procedures as per EMP * Ensure roofs/gutters/drains are clear. * Liaise with SES/local government to identify potential risks. * Develop contingency for storage of equipment/materials if necessary. * Test communications ! * Ensure a business continuity plan is in place. eg in relation to staff availability in the event of a fire.	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	* If th upco weath Princi upco cance *Com Cases

Intruder	Risks: Unknown/Known person entering the facility and demonstrating threatening behaviour due to Police pursuit, drug affected or mentally unstable person, custodial parent issue or anger of trespass order or warning letter from the school. Consequences physical and or psychologiocal harm to staff, students.	* Visitors must report and sign in * Visitors are required to wear visitors lanyards * Parents/ visitors must make an appointment to meet with school staff * Lockdown, lockout out procedures are regularly practiced as per EMP * Code of practice for parents and statement of school values is regularly addressed and advertised in school newsletter and website. * In relation to custodial, court orders parents/guardians keep school informed and provide copies for the school. * The school maintain and update these records regularly.	Acceptable	**Consequence** Severe **Likelihood** Likely **Risk Level** Extreme	The s mana situat

Major external emissions/spill	Probable Causes: Industrial fire; Leak of flammable material – i.e. truck roll-over; service station Probable Consequences: Poor air quality; Modification to programs to keep staff/students indoors; Smoke inhalation; Traffic/access/egress - disruption	• Lockdown & evacuation procedures documented and practiced • Existing legislation for management of Dangerous Goods • Watch Zone on VicEmergency App	Acceptable	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low	Staff evacu Coun
Earthquake	Probable Cause:Location of facility (e.g. Gippsland fault line).Earthquake de-stabilises/causes building to collapse. Probable Consequences:Physical and Psychological harm Risk of injury or death in extreme cases.	Training provided to staff and students in emergency response procedures during an earthquake. A business continuity plan is in place.	Acceptable	**Consequence** Minor **Likelihood** Rare **Risk Level** Low	Scho and r
Building fire	Probable Causes: 1. Bushfire, gas explosion Probable Consequences: 1.Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.	• Essential Safety Measures are maintained on a regular basis • Emergency Drills held once a term • Routine building inspections • •	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• • • •
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors. Probable Cause:Unknown or known person threatens facility with explosive device (including a chemical/substance	• Bomb/Substance Threat Phone Checklist located next to each phone. • Emergency evacuation drills scheduled and practised on a regular basis. • Implement Bomb/Substance Threat response procedures as required.	Acceptable	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Scho occu Plan Staff couns

	threat).Probable Consequences:Physical and Psychological harm to staffRisk of injury or death.Risk of psychological injury to students, staff, visitors or contractors.				
Influenza pandemic	Risk of health and possible death (in extreme cases) this can also be used in case of outbreak of other communicable disease; gastroenteritis, hand, foot & mouth, chick pox, etc.	- monitor staff and students for signs of illness - implement strict hygiene management - implement any DFFH guidelines as appropriate - enforce isolation of sick to remain home until 48 hours post last symptoms, or cleared by medical practitioner	Acceptable	**Consequence** Major **Likelihood** Possible **Risk Level** High	
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	- maintain and observe list person with asthma treatment plans - close all windows and doors to reduce smoke in buildings - turn off any A/C or evap coolers - reduce outdoor activities	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	- School has alternative water supply - alternative curriculum material available if no electricity. - mobile phones to cover no communications	Acceptable	**Consequence** Minor **Likelihood** Likely **Risk Level** Medium	
Child Abuse	Probable causes: Domestic violence; Substance abuse;	Recognise indicators of Child Abuse	Acceptable	**Consequence**	

	Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	- Child Safe Standards - PROTECT protocol - Student Critical Incident Advisory Line - Student Support Services/Student Welfare Coordinator		Severe **Likelihood** Possible **Risk Level** Extreme
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	- Privacy (including DET's Schools' Privacy Policy) - 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	**Consequence** Moderate **Likelihood** Likely **Risk Level** High
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	- Staff trained in first aid - First Aid Kit - Staff observant to signs of illness - Medical history – staff/students - First Aid and Infection Control Procedure - Medication Authority Form and authority to administer	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiative • EAP • Edusafe Plus	Needs Improvement	**Consequence** Severe **Likelihood** Almost Certain **Risk Level** Extreme	•
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment	Effective	**Consequence** Major **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	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program • Worksafe • Report incident on Cases 21	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	

Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors
	Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education
		Site based policies and strategies
		  • Lunchtime and recess supervision
		  • School based security measures e.g. duress alarm, CCTV
		  • Behavioral Code of Conduct
		  • School social media strategies to address online harassment
		  • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student
		School pursues specific interventions or referrals as required/appropriate:
		  • Trespass order
		  • Child Protection referral
		  • Family violence referral
		Specific supports for students with challenging behaviors and interventions:
		  • Referral to Student Support Services (SSS)
		  • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)
		  • Restraint and Seclusion procedures
		  • Respectful Relationships
		  • Health and Human Services Behaviour Support Services
		  • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional
		  • School welfare officer/coordinator engaged
		  • Mandatory reporting (Child protection)
		Training
		  • Diffusion strategies and training for staff
		  • Conflict management training
		  • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism
		Specific support for teacher/staff in dealing with challenging behaviours
		  • Employee Assistance Program (EAP) for impacted staff
		  • Principal Mentor Program
		  • Proactive Wellbeing Supervision
		  • Principal Health Checks
		  • Early Intervention Principal Support Service
		Refer to additional resources for impacted persons
		  • School breakfast club
		  • School wide Positive Behaviour Support
		  • Koori inclusive School Wide Positive Behaviour Support
			Needs Improvement	**Consequence**
				Severe
				Likelihood
				Likely
				Risk Level
				Extreme
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COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	Existing controls are detailed within the following documents: DET *School Operations Guide* https://www2.education.vic.gov.au/pal/covid-19-school-operations/resources *Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria's Chief Health Officer https://www.coronavirus.vic.gov.au/health-and-safety-advice-all-victorian-schools	Acceptable	**Consequence** Severe **Likelihood** Likely **Risk Level** Extreme	The F upda revise level.
Gas Leak/Chemical Spill (on-site)	Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning	• School Site Safety policy • Chemical management procedures outlined in: • Managing Chemicals • OHSMS Chemical Management policy, covering dangerous goods and hazardous substances • School seeks and follows advice of nominated OHS representative • All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school • School drills evacuation procedures for gas leak/chemical spill.	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	Main supe Capit
Asbestos	Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos Probable Consequences: Area cordoned off	• Asbestos removal program • OHS Advisory Service • Asbestos Management Plan • Asbestos training/information session	Effective	**Consequence** Insignificant **Likelihood** Unlikely	Main supe Capit

				Risk Level Low	
and inaccessible; Potential health risks if fibres disturbed and breathed into lungs	• Asbestos Register and quarterly inspections • Asbestos Make Safe Hotline 1300 133 468				
Severe Asthma in relation to extreme weather	Epidemic thunderstorm asthma events are triggered by a combination of high grass pollen levels and a certain type of thunderstorm. People with a history of asthma, undiagnosed asthma or hay fever are at an increased risk during this time. Thunderstorms Pollen	To prepare for the grass pollen season: Review the department's Asthma policy and your school's asthma policy, and ensure that appropriate staff are trained in asthma first aid Ensure your school has an asthma emergency kit with in-date emergency reliever medication (available over the counter from a pharmacy without a prescription) Ensure all students diagnosed with asthma have an up-to-date Asthma Action Plan in line with current recommendations, and a Student Health Support Plan, as well as a student asthma kit Encourage staff or students with a history of seasonal hay fever symptoms to see a GP if they don't have a hay fever treatment plan Keep asthma medication readily accessible Download the VicEmergency APP and create a WatchZone for epidemic thunderstorms asthma advice and warnings Communicate information about thunderstorm asthma and your preparations to school community via Compass.	Effective	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium	Conti Admi

Snakes	Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• School grounds are cleared of all refuse and grass is cut regularly • Staff with first aid qualifications are trained in responding to a snake bite • Staff wear protective footwear on yard duty • School has a closed shoe policy • Phone number of snake handler is on display in office	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Areas
School Bus Program Emergencies – Client School	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	• Compliance with the School Bus Program Emergency Management Operational Guidelines • School's EMP is consistent with bus operators EMP • School Bus Program emergency management procedures are socialised with school and bus operators. • Students are supervised during bus arrivals and departures • Log of bus travel risks maintained. • School maintains accurate bus rolls to determine who is travelling on a school bus each day. • School maintains emergency contact records for all students travelling on buses. • School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.	Acceptable	**Consequence** Insignificant **Likelihood** Unlikely **Risk Level** Low	
Violence in the workplace	Violence in the workplace	Develop Violence in the workplace flowchart Conduct Return to school meeting with staff directly impacted	Acceptable	**Consequence** Moderate	Beha Socia

		Assess the incident and review existing supports, controls and risk management protocols in consultation with your HSR and as far as is reasonably practicable, in consultation with staff who have been/ will be directly or indirectly impacted. For significant incidents, conduct a review and identify lessons to inform any updates to emergency, incident management, Behaviour Support or other plans in consultation with your HSR and as far as is reasonably practicable, in consultation with staff who have been/ will be directly or indirectly impacted.		**Likelihood** Possible **Risk Level** Medium	Provi from Plan steps

Core Emergency Response Procedures

Core Procedures	Procedure Instructions

On Site Evacuation	**Chief Warden**
	● Ensure that the appropriate emergency service has been notified
	● Ensure IMT wardens are advised of the situation
	● Initiate evacuation of the building/Workspace
	● Create an Operations Centre for IMT members, First Aid and Emergency Services to gather
	● Appoint someone to direct Emergency Services to Operation Centre.
	● Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency service's senior office
	● If no Planning warden, assign to another staff member
	
	Communication Warden
	● Check Admin building and The Hub has been evacuated
	● Report to Check Warden
	● Liaise with school community as needed
	● Take the following items to Operations Centre
	    o Megaphone
	    o Facility Keys
	    o Electronic device
	
	Planning Warden
	● Manage evacuation of persons from the affected area.
	● Appoint someone to monitor access to Reception area.
	● Distribute the coloured vests and hats to appointed staff members.
	● Distribute paperwork needed from the Incident Management Folder, to relevant staff as per the Emergency Response Checklist
	
	First Aid Officer
	
	● Take the following items to Operations Centre
	● Emergency Kit
	● First Aid Kit
	● Student Medications
	
	Zone Wardens
	
	● sweep area and check in via QR code
	● Check in with all staff in ZONE ensure QR code has been marked off
	
	Staff
	
	● Follow evacuation procedures and instructions

	- Wear visibility vest - Take electronic device - Account for all students and staff - Report presence of all students via QR code located with any ZONE WARDEN
Off Site Evacuation	*The Chief Warden and the Communication Warden are to stay on site.* **Chief Warden** - Ensure that the appropriate emergency service has been notified - Ensure IMT wardens are advised of the situation - Initiate evacuation of the building/Workspace - Create an Operations Centre for IMT members, First Aid and Emergency Services to gather - Appoint someone to direct Emergency Services to Operation Centre. - Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency service's senior office - If no Planning warden, assign to another staff member **Communication Warden** - Check Admin building and The Hub has been evacuated - Report to Check Warden - Liaise with school community as needed - Take the following items to Operations Centre - Megaphone - Facility Keys - Electronic device **Planning Warden** - Manage evacuation of persons from the affected area. - Appoint someone to monitor access to Reception area. - Distribute the coloured vests and hats to appointed staff members. - Distribute paperwork needed from the Incident Management Folder, to relevant staff as per the Emergency Response Checklist **First Aid Officer** - Take the following items to Operations Centre - Emergency Kit - First Aid Kit - Student Medications **Zone Wardens** - sweep area and check in via QR code - Check in with all staff in ZONE ensure QR code has been marked off **Staff** - Follow evacuation procedures and instructions - Wear visibility vest - Take electronic device - Account for all students and staff

	● Report presence of all students via QR code located with any ZONE WARDEN

Lock-down Procedure	**Chief Warden**
	● Ensure that the appropriate emergency service has been notified
	● Ensure IMT wardens are advised of the situation
	● Initiate evacuation of the building/Workspace
	● Create an Operations Centre for IMT members, First Aid and Emergency Services to gather
	● Appoint someone to direct Emergency Services to Operation Centre.
	● Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency service's senior office
	● If no Planning warden, assign to another staff member
	
	Communication Warden
	● Check Admin building and The Hub has been evacuated
	● Report to Check Warden
	● Liaise with school community as needed
	● Take the following items to Operations Centre
	    ○ Megaphone
	    ○ Facility Keys
	    ○ Electronic device
	Planning Warden
	● Manage evacuation of persons from the affected area.
	● Appoint someone to monitor access to Reception area.
	● Distribute the coloured vests and hats to appointed staff members.
	● Distribute paperwork needed from the Incident Management Folder, to relevant staff as per the Emergency Response Checklist
	First Aid Officer
	● Take the following items to Operations Centre
	● Emergency Kit
	● First Aid Kit
	● Student Medications
	Zone Wardens
	● sweep area and check in via QR code
	● Check in with all staff in ZONE ensure QR code has been marked off
	Staff
	● Follow evacuation procedures and instructions
	● Wear visibility vest
	● Take electronic device
	● Account for all students and staff
	● Report presence of all students via QR code located with any ZONE WARDEN
	
	Parent Reunification Process
	On advice from the Chief Warden the reunification process will begin.
	Parents will be contacted via Compass and if needed by phone, as per the communication tree. Parents must collect their child from the classroom teacher. A copy of the roll must be signed by the parent. Children will only be released to the parent or the emergency contact person. Custody records will be checked and only approved persons can collect the child. Approved persons being those listed on the Student Disaster Plan records, another students parent will not allowed to take the child if not listed on the records.

Shelter in Place	**Chief Warden**
	● Ensure that the appropriate emergency service has been notified
	● Ensure IMT wardens are advised of the situation
	● Initiate evacuation of the building/Workspace
	● Create an Operations Centre for IMT members, First Aid and Emergency Services to gather
	● Appoint someone to direct Emergency Services to Operation Centre.
	● Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency service's senior office
	● If no Planning warden, assign to another staff member
	
	Communication Warden
	● Check Admin building and The Hub has been evacuated
	● Report to Check Warden
	● Liaise with school community as needed
	● Take the following items to Operations Centre
	    ○ Megaphone
	    ○ Facility Keys
	    ○ Electronic device
	Planning Warden
	● Manage evacuation of persons from the affected area.
	● Appoint someone to monitor access to Reception area.
	● Distribute the coloured vests and hats to appointed staff members.
	● Distribute paperwork needed from the Incident Management Folder, to relevant staff as per the Emergency Response Checklist
	First Aid Officer
	● Take the following items to Operations Centre
	● Emergency Kit
	● First Aid Kit
	● Student Medications
	Zone Wardens
	● sweep area and check in via QR code
	● Check in with all staff in ZONE ensure QR code has been marked off
	Staff
	● Follow evacuation procedures and instructions
	● Wear visibility vest
	● Take electronic device
	● Account for all students and staff
	● Report presence of all students via QR code located with any ZONE WARDEN

Teacher Emergency Procedure	**Zone Wardens** ● sweep area and check in via QR code ● Check in with all staff in ZONE ensure QR code has been marked off **Staff**

	- Follow evacuation procedures and instructions - Wear visibility vest - Take electronic device - Account for all students and staff - Report presence of all students via QR code located with any ZONE WARDEN

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfire/Grassfire	**Bushfire/Grassfire Specific Emergency Response Procedures.** **Triggers for Action.** The need for action by the school is triggered when there is a bushfire or grassfire that; ● is observable, or ● identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school. ● there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. **Immediate Actions / Seek Advice .** ● If immediate emergency services assistance is required phone '000'. ● Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.

Name	Role	Mobile number
Monique Corcoran (Principal)	Manager Operations and Emergency Management	0402 414 372
Karen Halket (Assistant Principal)	Emergency Management Support Officer	0407 853 395

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

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

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

VicEmergency Warning	What it means	School Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then <mark>seek advice</mark> and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, <mark>seek advice and then decide</mark> whether to; ● remain on site, shelter in place (if required) and monitor the situation ● call parents to pick up their children ● evacuate the school to your offsite bushfire evacuation location.

Emergency Warning		Issued when the community is in imminent danger of an incident/event and need to take action now.	• If your school is in an Emergency Warning area and the warning states that it is too late to leave, then <mark>shelter in place and seek advice</mark>. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.
Prepare to Evacuate		**Prepare to Evacuate** – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your school is in an Evacuation area;<mark>comply with evacuation instructions provided and seek advice</mark>.
Evacuate Now		**Evacuate Now** – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your school is in an Evacuation area;<mark>comply with evacuation instructions provided and seek advice.</mark>.

Sheltering in Place.

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.

- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
- Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the *<mark>Shelter in Place</mark>*.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents that the school is sheltering in place and they should not come to pick their children up.
- If parents arrive, encourage them to stay with their children at the school.
- Check all windows and doors in the *<mark>Shelter in Place</mark>* are closed (but doors are not locked).
- Turn off gas supply
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the *<mark>Shelter in Place</mark>* and the evacuation path between the *<mark>Shelter in Place</mark>* and *<mark>Onsite Bushfire Evacuation location</mark>* and *<mark>Offsite Bushfire Evacuation Location.</mark>*
- Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.
- Any decision to leave the Shelter in Place should only occur on advice of emergency services
- Continually monitor *<mark>Shelter in Place</mark>* for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective

equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
- If the building has ignited and is not safe to extinguish – evacuate to the >*Onsite Evacuation Location* or *Offsite Bushfire Evacuation Location*, via the defined route.
- Maintain a record of actions/decisions undertaken and times.

Bushfire/Grassfire Specific Emergency Response Procedures.

Triggers for Action.

The need for action by the school is triggered when there is a bushfire or grassfire that;
- is observable, or
- identified via Vic Emergency App within **20** km from the school.
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.

Immediate Actions / Seek Advice .
- If immediate emergency services assistance is required phone '000'.
- Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.
- Report the incident to ISOC (1800 126 126)
- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.

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

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

VicEmergency Warning	What it means	School Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, seek advice and then decide whether to; • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children • evacuate the school to your offsite bushfire evacuation location (if applicable).
Emergency Warning	Issued when the community is in imminent danger of an incident/event and needs to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel to the school to pick up their children. If parents do arrive, then

			advise them to also shelter in place with staff and students at the school.
Prepare to Evacuate		Issued when it is recommended that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your school is in an Evacuation area;<mark>comply with evacuation instructions provided and seek advice</mark>.
Evacuate Now		Issued when it is recommended that the community leave immediately, or processes are in place to evacuate communities.	If your school is in an Evacuation area;<mark>comply with evacuation instructions provided and seek advice.</mark>

Sheltering in Place.

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.

- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
- Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the <mark>*Shelter in Place*</mark>.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents that the school is sheltering in place and they should not come to pick their children up.
- If parents arrive, encourage them to stay with their children at the school.
- Check all windows and doors in the <mark>*Shelter in Place*</mark> are closed (but doors are not locked).
- Turn off gas supply
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the <mark>*Shelter in Place*</mark> and the evacuation path between the <mark>*Shelter in Place*</mark> and <mark>*Onsite Bushfire Evacuation location*</mark> and <mark>*Offsite Bushfire Evacuation Location.*</mark>
- Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.
- Any decision to leave the Shelter in Place should only occur on advice of emergency services
- Continually monitor <mark>*Shelter in Place*</mark> for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
- If the building has ignited and is not safe to extinguish – evacuate to the ><mark>*Onsite Evacuation Location*</mark> or <mark>*Offsite Bushfire Evacuation Location*</mark>, via the defined route.
- Maintain a record of actions/decisions undertaken and times.

<u>**Pre-emptive Actions:**</u>

This school is a Category *[insert Category 0, 1, 2, 3 or 4 here]* and will relocate/close on *Category 5 days.*

This school will also close on determined Catastrophic fire danger days in *area*

When <u>relocating</u> due to elevated fire danger in line with this plan, the school will use the following relocation checklist:

	https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx When <u>closing</u> due to elevated fire danger in line with this plan, the school will use the following closure checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx
Severe weather event	- Call 000 if needed and report to Principal/Chief Warden - Before the storm, store or secure loose items external to the building, such as rubbish bins. - Consider early closure if enough warning, once decision made do not alter. - During a severe storm enact either **Lock Down or Shelter in Place**, keep away from windows, and restrict the use of phone landlines during a thunderstorm. - Disconnect electrical equipment and cover or move it away from windows.
Intruder	- Do not do or say anything to the person to encourage irrational behaviour. - Call 000 if needed and report to Principal/Chief Warden - Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. - Evacuation only should be considered if safe to do so. - Follow our **Emergency Procedure for lock down, shelter in place** etc as advised by 000
Major external emissions/spill	During an Emergency Incident. Medical Details of students are available via Compass or with First Aid Officer Report to Principal/Chief Warden *Immediate response* - Immediately clear and cordon off the area in the vicinity of the spill. - Report the threat to the Chief Warden/principal who will coordinate the emergency response. - Report the emergency to the Security Services Unit on 1800 126 126. - Do not approach, touch, tilt or tamper with the spill until advised.
Earthquake	- Call 000 if needed and report to Principal/Chief Warden *If Outside, instruct staff and students to:* Stay outside and move away from buildings, streetlights and utility wires. - DROP, COVER and HOLD - DROP to the ground - Take COVER by covering your head and neck with your arms and hands - HOLD on until the shaking stops. *If Inside, instruct staff and students to:* Move away from windows, heavy objects, shelves etc. DROP, COVER and HOLD, as above.

Building fire	**Call 000** for emergency services and seek and follow advice. - Activate the fire alarm. - If appropriate, follow the procedure for on-site evacuation. - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. - Extinguish the fire (only if safe to do so). - Evacuate to the **Primary Emergency Assembly Point (basketball court)** or Secondary Emergency Assembly Point (school oval) unless informed otherwise, closing all doors and windows. - Check that all areas have been cleared and notify the Chief Warden. - Check that all students, staff, visitors and contractors are accounted for. - Report emergency to the Security Services Unit on 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 8688 7776.
Bomb/substance threat	**If a suspicious object is found (or the threat identifies the location of a bomb)** *Immediate response* - Immediately clear and cordon off the area in the vicinity of the object. - Call **000** for police and seek and follow advice. - Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. - Report the emergency to the Security Services Unit on 1800 126 126. - Do not approach, touch, tilt or tamper with the object.
Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.
Child Abuse	In the event of an incident, disclosure, or suspicion of child abuse, the school will: - Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf - Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at

	https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

For suspected student sexual offending, the school will:
- Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.
- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at

https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

In the event of an incident, disclosure, or suspicion of child abuse, the school will:
- Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf
- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

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Information Security	● Contact your IT specialist technician for advice and support
	● If you require support from IMTD contact the Service Desk through one of the following mechanisms:
	    ○ Phone 1800 641 943
	    ○ Email servicedesk@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	If a medical emergency occurs on a school site or on a camp/excursion ● Call' 000' if immediate/life threatening ● Administer first aid ● Contact parent/guardian of affected student ● Contact school who will ● Contact school who will Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 ● Record evidence (as applicable)

	● Keep other students away from the emergency/incidentProvide support for students who may have witnessed early stage of emergency

Mental Stress	● 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:
	    ○ School's student wellbeing officers
	    ○ EAP services
	    ○ Student Support Services
	    ○ Doctors in Secondary Schools
	    ○ Kids Helpline - 1800 55 1800
	    ○ Headspace in schools 0458 559 736
	    ○ Lifeline - 13 11 14
	    ○ Referral to the Navigator program for wrapround support for disengaged learners
	    ○ Suicide prevention resources from Beyond Blue and/or Headspace
	    ○ CAT Team – acute mental health triage

Missing person - school or school camp/excursion	If student/child is missing and/or cannot be accounted for: ● Search the immediate area ● Contact the parent/carer ● Contact '000' for police to report child missing ○ Provide a description, time last seen and location ● Report the incident to the Incident Support and Operations Centre on 1800 126 126
Smoke	● Inform the Chief Warden ● Chief Warden to contact emergency services and security services. ● Keep students and staff indoors. ● Turn off air conditioners. ● Evacuate to offsite locations if appropriate. ● If smoke is not endangering the school, keep persons with breathing difficulties and asthma indoors.
Loss of essential services	**When there is a loss of essential services (power, water, communications):** ● Determine which services are affected and the extent of the impact. ● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.

	Call 000 if emergency services are required to respond e.g. power lines down in front of school. - Contact the relevant provider/s to report outage and ascertain when restoration will occur. - Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. - Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. - Report the loss of essential services to the Security Services Unit on 1800 126 126. - Contact parents as required. - Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. - Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Traumatic Death/Injury/Grief	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff): - Contact '000' for police/ambulance attendance - Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 - Seek Student Support Services support - Refer to the *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including: - Develop a Communications Plan – check what information can be released: - Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert - Limit exposure to ongoing trauma, distressing sights, sounds and smells - Continue to identify those most at risk and triage for support - Consider tribute, memorial, ritual - Monitor the wellbeing of staff - Actively implement self-care strategies - If the incident occurs on school premises/camp/excursion - Preserve the evidence - Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management - Contact Legal Division on 9637 3146 - Consider a Worksafe Notification 13 23 60 - Contact Communications Division/Media Unit on 8688 7776
Violence, Aggression and/or harassment	Violence, aggression, harassment, on school site: - Intervene only if safe to do so - Contact '000' if immediate/life threatening and require police/ambulance attendance

	- Initiate action to confine or isolate the aggressor - Determine whether evacuation, lock-down or Shelter in Place is required. - Administer first aid if required and safe to do so - Contact parent/guardian of student(s) impacted - Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 - Seek Student Support Services or School 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 If staff are directly impacted: - Consider lodging an eduSafe report - Consider whether a report to WorkSafe is required - Contact Employee Assistance Program for support - Consider liaison with the Principal Early Intervention Program If there is an allegation of reportable conduct: - Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
Gas Leak/Chemical Spill (on-site)	- Inform the Chief Warden - Chief Warden to contact emergency services and security services. - Keep students and staff indoors. - Turn off air conditioners. - Evacuate to offsite locations if appropriate.
Asbestos	**If a asbestos is found to be disturbed** *Immediate response* - Immediately clear and cordon off the area in the vicinity of the object. - Report the threat to the Chief Warden/principal who will coordinate the emergency response - Do not approach, touch, tilt or tamper with the object
COVID-19	Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan): - For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for **Managing a suspected or confirmed case of coronavirus (COVID-19)** - For suspected cases in staff, refer to the advice in the Operations Guide regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools** - Also see the advice in the Operations Guide regarding **Management of an unwell student or staff member**

	• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
Severe Asthma in relation to extreme weather	Be prepared to follow advice from the department, when the risk of epidemic thunderstorm asthma is forecast as high including: • act on advice and warnings from the department's Emergency Management Division associated with a potential thunderstorm asthma activity, and implement a communication strategy to inform the school community and parents or carers • implement procedures to avoid exposure, such as staying indoors with windows and doors closed • implement emergency response procedures and follow individual Asthma Action Plans as needed.
Snakes	• Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. • Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. • If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. • If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. • If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. • If the snake is located inside a building, consider the need to evacuate the classroom or building. • Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. • If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. • Report the incident to the Incident Support and Operations Centre on 1800 126 126.
School Bus Program Emergencies – Client School	**Forecast Emergencies** The client school principal (or delegate) will: • enact the school's Emergency Management Plan • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • receive notification of school bus service cancellations from the coordinating principal (or delegate) • notify parents/guardians of affected students of the bus cancellation(s) • notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations • make alternative transport arrangements for students as required • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. **Rapid Onset Emergencies**

	The client school principal (or delegate) will:
	- enact the school's EMP - call 000 to request emergency assistance if required - use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings - receive notification of impacts to the school bus service from the coordinating principal - hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal - notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up - notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information - seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. **After an Emergency** The client school principal will: - participate in post-event debriefs led by either DET or DOT as appropriate - document learnings from the event - receive and provide feedback from/to stakeholders as appropriate - update the EMP (as required) with support and advice from DET regional emergency management staff
Violence in the workplace	

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	Workaround Partial site unavailable: • Revise timetable to relocate students and staff to other facilities on site (Options available are The Hub, Learning Support Centre, The Gallery and Admin. Building and MPR) • Relocate admin and staff facilities to other networked space within school. ie (Options available are The Hub, The Google studio) • 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 (Pearcedale PS, Devon Meadows PS, Barton PS, Botanic Ridge PS) • Provide regular updates to the school community via SMS, emails, Compass and newsletter • Notify site users. e.g. Out of School Hours Care provider, Whole site unavailable: • 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 (Pearcedale PS, Devon Meadows PS, Barton PS, Botanic Ridge PS) • Provide regular updates to the school community via SMS, emails, Compass and newsletter • Consider student transport arrangements - eg. Buses to get to school or nominated location • Notify site users. e.g. Out of School Hours Care provider, cleaning contractors, site users. • Redirect suppliers to alternate site. IT Resources required • CASES admin network • Access to wireless network. • School curriculum network (Google) • Access to Compass Considerations • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools • Separation of family groupings if spread across multiple sites • Demands placed on staff due to loss of resources, relocation, etc. • Students' access to out of school hour's care. Key Contacts can be found in the Contacts section of the Emergency Management Plan.

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	Workaround Data/technology: • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from nominated neighborhood PS to access Cases network • Utilise laptops where available to provide access to network Telephone: • Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff. • Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location or send a Compass notification to families. Power: • Determine the requirement for the operation of the school. ie water pump for toilet operation (Contact Septic Systems Australia for guidance/support) • Restructure school program to account of the lack of power. Considerations • Ensure OH&S issues are considered when using back up power and water pumps • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems • Staff and student wellbeing. Key contacts • Cases 21 support – 1800 641 943 • DET IT helpdesk - (03) 9637 3333 • Telephone provider – contact number

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	Workaround • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from: • School's own pool of

|	emergency teachers. • School's preferred CRT agency (ANZUK) • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager • Inform school community of issues via Compass, social media, newsletter or note home with students. Considerations • Workload of staff and emergency teachers Key contacts CRT agency 9249 2444

Name	Contact Details	Support Role

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	

Evaluate the impact of the incident for:
   • School activities
   • Impact over time
   • Manageability
   • Staffing levels
   • Resources for recovery	

Identify actions to mitigate impact, including:
   • Suspension of non-critical activities
   • Mutual support arranged with other schools
   • Distance/virtual learning Use of different areas within site
   • Off-site activities
   • Back–up of key school data
   • Using paper based systems
   • Flexible lesson plans
   • Using generators, portable lighting	

Produce an Action Plan for maintaining critical activities that includes:
   • Priorities
   • Communications
   • Resource deployment
   • Allocation of specific roles	

• Monitoring • Reporting • Stakeholder engagement	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate)	

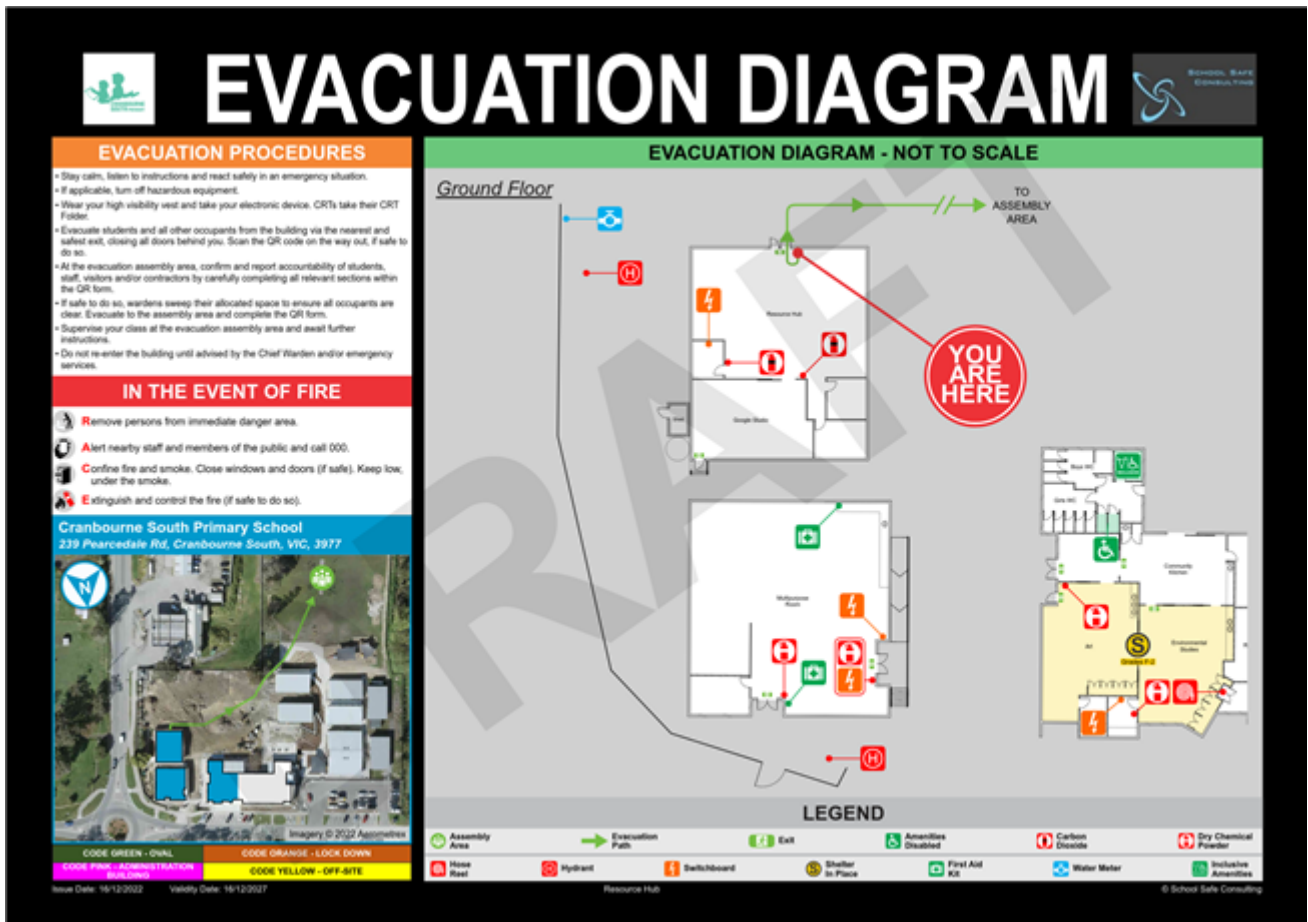# Area Map

Cranbourne South Primary School Warden Zone Map
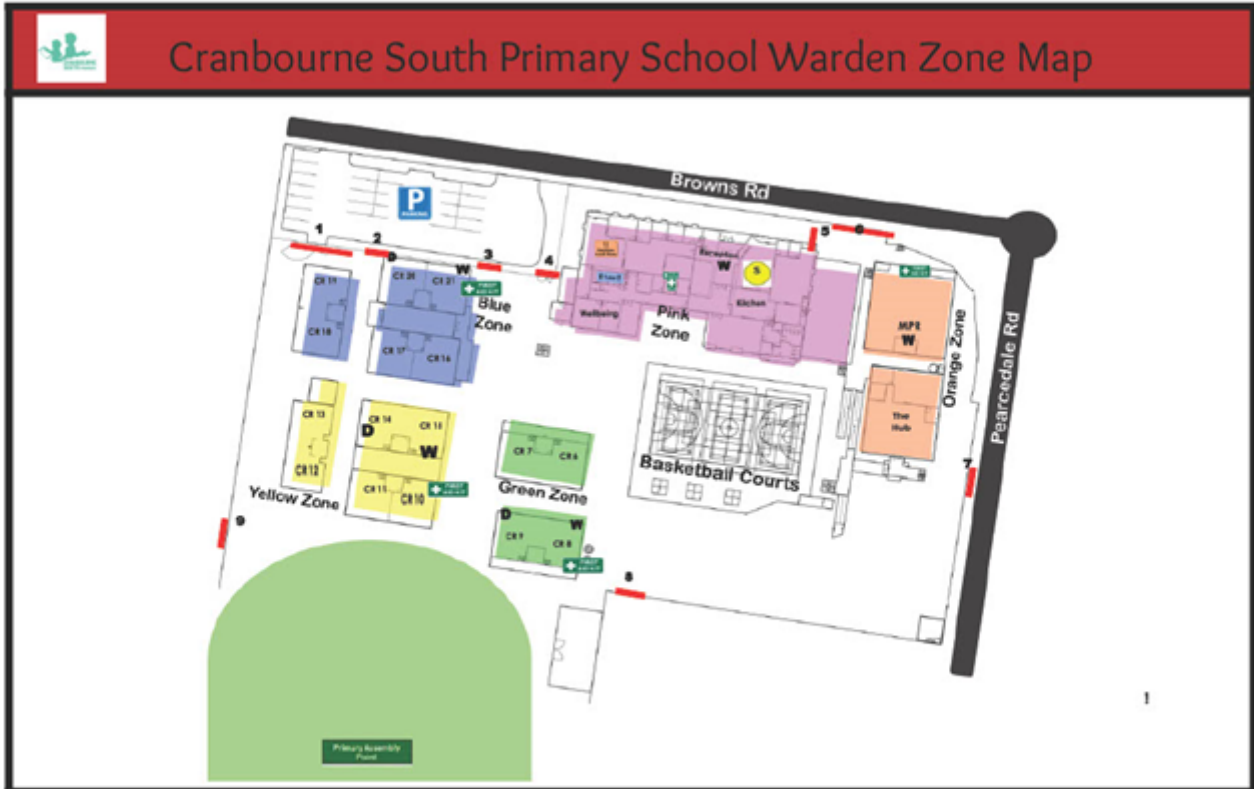
Off-Site Evacuation Locations for Cranbourne South Primary School

Evacuation Map

Building Name	Evacuation Procedures
Evacuation Administration Buildings	

Evacuation and Shelter in place procedures	

SCAN ME

Evacuation - Portable Classrooms	

EVACUATION DIAGRAM

EVACUATION PROCEDURES

- Stay calm, listen to instructions and react safely in an emergency situation.
- If applicable, turn off hazardous equipment.
- Wear your high visibility vest and take your electronic device. CRTs take their CRT Folder.
- Evacuate students and all other occupants from the building via the nearest and safest exit, closing all doors behind you. Scan the QR code on the way out, if safe to do so.
- At the evacuation assembly area, confirm and report accountability of students, staff, visitors and/or contractors by carefully completing all relevant sections within the QR form.
- If safe to do so, wardens sweep their allocated space to ensure all occupants are clear. Evacuate to the assembly area and complete the QR form.
- Supervise your class at the evacuation assembly area and await further instructions.
- Do not re-enter the building until advised by the Chief Warden and/or emergency services.

IN THE EVENT OF FIRE

- **R**emove persons from immediate danger area.
- **A**lert nearby staff and members of the public and call 000.
- **C**onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- **E**xtinguish and control the fire (if safe to do so).

Cranbourne South Primary School
239 Pearcedale Rd, Cranbourne South, VIC, 3977

Imagery © 2022 Aerometrex

| CODE GREEN - OVAL | CODE ORANGE - LOCK DOWN |
| CODE PINK - ADMINISTRATION BUILDING | CODE YELLOW - OFF-SITE |

Issue Date: 16/12/2022   Validity Date: 16/12/2027

EVACUATION DIAGRAM - NOT TO SCALE

Ground Floor

TO ASSEMBLY AREA

YOU ARE HERE
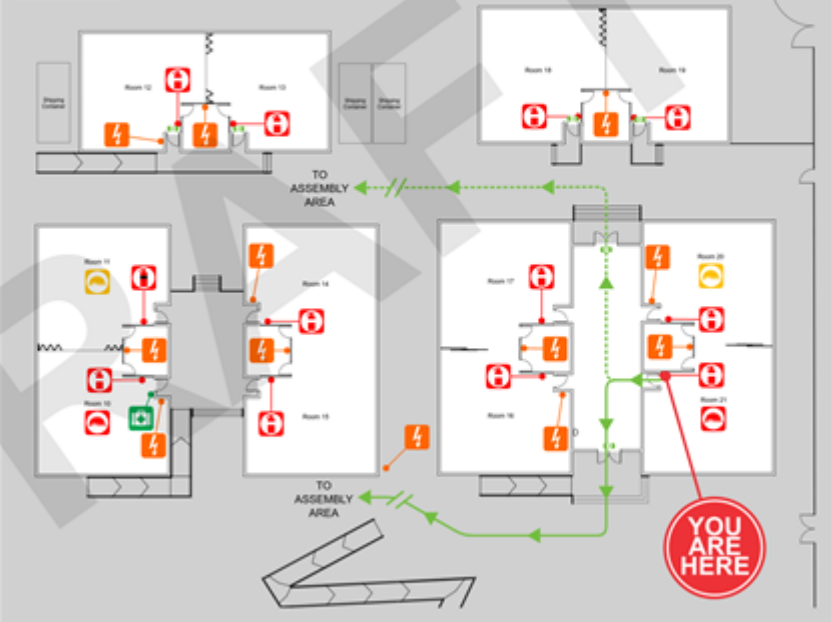
LEGEND

Assembly Area | Evacuation Path | Alternate Evacuation Path | Exit | Carbon Dioxide | Dry Chemical Powder | Warden | Switchboard | Deputy Warden | First Aid Kit

Room 21

© School Safe Consulting

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Kylie Kaye	SEVR - Assistant Director ROSDD	30/09/2023	kaye.kylie.m@education.vic.gov.au
John Barbaressos	School Council President	18/10/2023	johnbarbaressos@hotmail.com
Their Care	Bek Young	12/09/2023	cranbournesouth@theircare.com.au
'All school staff' at CSPS electronically	Cranbourne South Primary School	30/09/2023	staff@cranbournesouth.vic.edu.au
Safer Communities Department Municipal Fire Prevention Officers	City of Casey	30/09/2023	caseycc@casey.vic.gov.au
Menzies (school cleaning service)	Julian Morilly	30/09/2023	julianmorilly@menziesgroup.com.au 0401 299 493
Deborah harry	SEIL Southern Metro Region	30/09/2023	deborah.harry@education.vic.gov.au
Langwarrin Fire Brigade	Duty Officer	03/10/2023	dutyofficer@langwarringcfa.org.au