Templeton Primary School

Emergency and Critical Incident Management Plan 2023-2024

Crestdale Road, Wantirna, VIC, 3152

03 9801 7450 / templeton.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 7/09/2023

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	**Templeton Primary School**
Address	Crestdale Road, Wantirna, VIC, 3152
Phone	03 9801 7450
Email	templeton.ps@education.vic.gov.au
Fax	03 9800 3547
DET Region	NORTH-EASTERN VICTORIA
DET Area	Outer Eastern Melbourne Area
LGA	Knox (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:00am - 3:45pm
Number of Students	736
Number of Staff	63
Number of Buildings	10
Is the School a designated Neighborhood Safer Place?	Yes
Shelter-In-Place Location	Bottom Oval
On-site Evacuation Location	Bottom Oval
Off-site Evacuation Location	Wantirna College

Typical method used for communications to school community	XUNO
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
Camp Australia	Community Room – Templeton Primary School	30-60		1300 105 343 or 9800-4703	0404082239

Building Information Summary

Telephones (landlines)

Location	Number
Front Office	9801-7450

Alarms

Description	Location	Monitoring Company	Number
Fire	Refer DEECD		
Intrusion	Administration		Alarm Key Master
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front of school	AGL	valve

Water	Mains-Crestdale Road	South East Water	valve
Electricity	Meter in Administration	True Energy	Main Switch

Sprinkler System

Control Valve Location	**N/A**
Shutoff Instructions Location	**N/A**

Boiler Room

Location	**Administration Building, next to Library**
Access	**Master Key**

Emergency Power System

Type	**N/A**
Location	**N/A**
Provides power to	**N/A**
Shutoff Instructions Location	**Building A Switchboard**

Building and Site Hazards

Location	Number
Cleaner Store Room	Administration Building near Library & Art Room

Additional Profile Information

Additional Info	

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Code Green - In - Out	Marc Crilly	03/02/2023	03/02/2023
Term 2	Code Yellow - Out - In	Marc Crilly	06/04/2023	06/04/2023
Term 3	Code Red - Whole School Evacuation	Marc Crilly	08/08/2023	08/08/2023
Term 4	Code Green - In - Out	Marc Crilly	01/12/2023	01/12/2023

First Aid Training

Staff Member	Training Completed	Date Qualified To
Kristi Disney	Anaphylaxis, CPR, Asthma	01/02/2024
All Staff	First Aid/Anaphylaxis	01/02/2024

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	12

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)	No
Whistle	No
Megaphone	Yes
Portable battery powered radio	No
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	12/07/2021
Next check date	12/07/2022

Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Mr. Rodney McKinlay **Phone/Mobile:** 0401214606	**Name:** Mr Marc Crilly **Phone/Mobile:** 0404082239
Planning Officer	**Name:** Mr. Marc Crilly **Phone/Mobile:** 0404082239	**Name:** Andrea Edwards **Phone/Mobile:** 0413119734
Operations Officer (Area Warden)	**Name:** Mr. Rodney McKinlay **Phone/Mobile:** 0401214606	**Name:** Mr. Marc Crilly **Phone/Mobile:** 0404082239
Communications Officer	**Name:** Mr. Marc Crilly **Phone/Mobile:** 0404082239	**Name:** Andrea Edwards **Phone/Mobile:** 0413119734
Logistics Officer (Warden)	**Name:** Mr. Marc Crilly **Phone/Mobile:** 0404082239	**Name:** Andrea Edwards **Phone/Mobile:** 0413119734
First Aid Officer	**Name:** Kristi Disney **Phone/Mobile:**	**Name:** Andrea Edwards **Phone/Mobile:**

	98017450	98017450

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. **Post- Emergency** • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	**Pre-Emergency** • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. **During Emergency** • 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. **Post- Emergency** • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Operations Officer (Area Warden)	**Pre-Emergency** • Regularly check and report on deficiencies of emergency equipment and kits.

	• Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. **During Emergency** On hearing alarm or becoming aware of an emergency, the Operations Warden will: • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Wardenis notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. **Post Emergency** • Compile report of the actions taken during the emergency for the debrief.
Communications Officer	**Pre-Emergency** • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. **Post- Emergency** • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
Logistics Officer (Warden)	**Pre-Emergency** • 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. **During Emergency**

	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: • 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. **Post- Emergency** • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Rodney McKinlay	98017450	0401214606	0401214606
Assistant Principal/s	Andrea Edwards Marc Crilly	98017450	0413119734 0404082239	0413119734 0404082239
Business Manager	Pamela Raines	98017450	0412173724	0412173724
First Aid Officer	Kristi Disney	98017540		
School Welfare Officer	Andrea Edwards	As above		
OHS Representative	Ian McKinlay	98017450		
School Council President	**Chris Munro**			

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Karen Money	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231 (03) 8392 9500	
Manager, Operations & Emergency Management	Therese Carroll	03 8904 2473	0448 284 749
Emergency Management Support Officer	Kate Roberts		0427 374 563
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	

SEIL			
SSSO Team Leader	Kym Pickford	9757 0009	0429 552 618

Local / Other Organizations

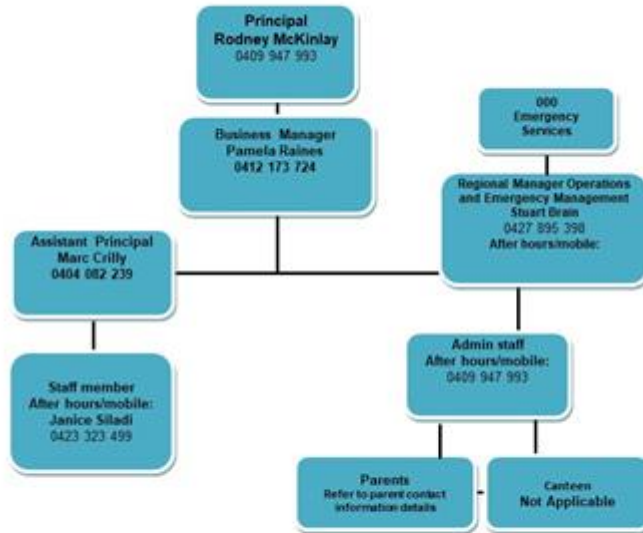| Name	Phone
Knox Council: 92988000 - SES (flood, storm and earthquake)	132 500

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
|Refer to the School Bus Emergency Contacts section of the Guide|			

Communication Tree

Communication Tree

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires or grassfires	Unlikely to occur	N/A	Effective	**Consequence** Minor **Likelihood** Rare **Risk Level** Low	N/A	
Building fire	Possible internal fire	Evacuation process in place & practised each term. Emergency Management team in place.	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Staff & student training in fire risks & prevention. CCTV cameras in place around the external areas. Electrical switchboards kept clear and regular inspections carried out. Maintenance issues addressed.	
Severe weather, storms and flooding	Severe winds causing tree limbs to fall, loss of roofing, damage to glass.	Children contained in buildings away from windows. Parents notified.	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Check storm warnings & alerts. Children to stay at home if sufficient warning is given by the Weather Bureau.	
Intruders/personal threat	Intruder in the school grounds or the school buildings causing a threat to children's safety.	Lockdown procedures in place and practised regularly. Emergency Management Team in place. High fence around the perimeter. Correct procedures in place for reporting an incident.	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Vigilance by the staff in the yard. Children educated in the risks and trained to react correctly (notify a staff member). See current control measures in place.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Earthquake	Risk to buildings and occupants. Risk of falling structures in the yard.	Evacuation procedures in place. Emergency Management Team in place.	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Evacuation procedures in place to an area away from all structures and gas pipelines.	

Bomb Threat	Threat of a bomb in the school yard or in a building.	Evacuation procedures in place. Lockdown procedures in place. Emergency Management Team in place.	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Carry out the evacuation or lockdown as per the current procedures. Report all suspicious persons or activities to the Police.	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
School Bus accident/Vehicle Incident	Bus transporting students involved in an accident. Accident/incident involving vehicles in the vicinity of the school.	Emergency Management Team in place. Procedures for reporting an incident in place.	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Engage only buses fitted with seatbelts. Maintain vigilance with regard to the traffic flow around the school at peak times. Liaise with Knox Council Officers on the traffic regulations around the school.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Pandemics and communicable diseases	Numbers of students being affected by a communicable disease/pandemic.	Communication to parents via the Newsletter & telephone. Information about communicable diseases conveyed to parents.	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Liaise with the Health Department about current risks. Maintain an awareness about possible health risks in the community. Ensure affected students are excluded.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Major medical emergency	Injury or illness (e.g. Anaphylactic shock) to one or a number of students.	Emergency Management Team in place. Ambulance & parents contacted. Safety of other students maintained. . Staff trained in First Aid & Anaphylaxis	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Inspections, maintenance & reporting systems in place for possible risks. Staff trained in First Aid & Anaphylaxis. Communication lines kept open to the Main Office.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Off-site emergencies	Traffic incident, chemical spill, fire, explosion in vicinity.	Emergency Management Team in place. Evacuation & lockdown procedures in place. Phone numbers for emergency agencies at hand.	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	See current control measures in place.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.		Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level**		**Consequence** Major **Likelihood** Unlikely **Risk Level**

				Consequence / Likelihood / Risk Level		Consequence / Likelihood / Risk Level
				Medium		Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.		Effective	**Consequence** Major **Likelihood** Rare **Risk Level** Medium		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals		Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		**Consequence** Major **Likelihood** Possible **Risk Level** High
Influenza pandemic	Risk of health and possible death (in extreme cases)		Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets		Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator	Effective	**Consequence** Severe **Likelihood** Unlikely **Risk Level** High		
Information Security	Probable Causes: Hacking; Malware virus; Unprotected	• Privacy (including DET's Schools' Privacy Policy)	Effective	**Consequence**		**Consequence**

	systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• 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		Minor **Likelihood** Possible **Risk Level** Medium		Moderate **Likelihood** Unlikely **Risk Level** Medium
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** Major **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Major **Likelihood** Possible **Risk Level** High
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiative	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		**Consequence** Moderate **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	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
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,	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	Effective	**Consequence** Severe **Likelihood** Unlikely **Risk Level** High		**Consequence** Severe **Likelihood** Unlikely **Risk Level** High

				Consequence / Likelihood / Risk Level		
	impact on well-being requiring support					
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	Site based policies and strategies • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student School pursues specific interventions or referrals as required/appropriate: • Trespass order • Child Protection referral • Family violence referral Specific supports for students with challenging behaviors and interventions: • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged Training • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism Specific support for teacher/staff in dealing with challenging behaviours • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service Refer to additional resources for impacted persons • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	Existing controls are detailed within the following documents: DET *School Operations Guide* *https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*	Acceptable	**Consequence** Severe **Likelihood** Likely **Risk Level**	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	**Consequence** Major **Likelihood** Possible **Risk Level**

		Health and Safety Advice for Schools in the context of Coronavirus (COVID-19) developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).		Extreme		High

Core Emergency Response Procedures

Core Procedures	Procedure Instructions

On-site evacuation/relocation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	•
	    o **Call 000** and inform emergency services of the nature of the emergency.
	    o Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
	    o Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	    o Evacuate students, staff and visitors out of the building to your bottom oval if this is the evacuation option.
	    o Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
	    o Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
	    o Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
	    o Contact parents if required.
	    o Maintain a record of actions/decisions undertaken and times.
	    o Confirm with emergency service personnel that it is safe to return to normal operations.
	Actions after on-site evacuation/relocation procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
	• Determine whether to activate your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (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	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** 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 Wantirna Secondary College. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).

	- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. - Ensure communications with emergency services is maintained. - Wait for emergency services to arrive or provide further information. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Confirm with Emergency Service personnel that it is safe to return to normal operations. - Maintain a record of actions/decisions undertaken and times. - Contact parents as required. **Actions after off-site evacuation procedure** - Ensure any students, staff or visitors with medical or other needs are supported. - Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. - Determine whether to activate your parent re-unification process. - Determine if there is any specific information students, staff and visitors need to know (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.
Lock-down procedure	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. - Call **000** 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. **Actions after lock-down procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-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	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** for emergency services and seek and follow advice.
	• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
	    o Lock doors to prevent entry
	    o Check the premises for anyone left inside
	    o Obtain Emergency Kit
	• Go to the designated assembly point/s either the bottom ovals or Wantirna Secondary College.
	• 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.
	Actions after lock-out procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
	• Determine whether to activate your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (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.
Shelter-in-place procedure	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. - Call **000** for emergency services and seek and follow advice. - Chief Warden activates the Incident Management Team. - Move all students, staff and visitors to the pre-determined shelter-in-place area GP 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. **Actions after shelter-in-place procedure** - Ensure any students, staff or visitors with medical or other needs are supported. - Advise the Incident Support and Operations Centre 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
Bomb Threat	
School Bus accident/Vehicle Incident	
Pandemics and communicable diseases	
Major medical emergency	
Off-site emergencies	
Intruder	• **Call 000** for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
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.

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.

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

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:
	   o Phone 1800 641 943
	   o Email servicedesk@edumail.vic.gov.au
	   o 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)

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 9603 7999.
	• Do not approach, touch, tilt or tamper with the object.
	• ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***
	Evacuation
	• Evacuate the school and:
	   o Ensure students and staff are not directed past the object
	   o Alert any other services co-located at the school site
	   o Check that all students, staff and visitors are accounted for

	o Restrict all access to the site and ensure there are no barriers inhibiting access by police
	o *As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*
	Communication
	• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
	• Contact parents when evacuation is complete and it is safe to do so.
	• Notify your regional emergency management contact and seek advice if necessary.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Await "all clear" advice from police before returning to school buildings to resume normal school activities.
	• *As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*
	If a bomb/substance threat is received by telephone
	• **DO NOT HANG UP**
	• Keep the person talking for as long as possible and obtain as much information as possible.
	• Without alerting the caller, signal a co-worker to:
	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.
	• Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
	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.
	Ask the caller:
	• where exactly is the bomb/substance located?
	• what time will the bomb explode/the substance be released?
	• what will make the bomb explode/how will the substance be released?
	• what does the bomb look like?
	• what kind of device/substance is it?
	• who put the bomb/substance there? Why was it put there?
	• what kind of substance is it (gas, powder, liquid)? How much is there?
	• where are you? Where do you live?
	• what is your name? What are your contact details?
	• Once the call is finished:
	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:
	▪ 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. - o ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*** **If a bomb/substance threat is received by letter** - Place the letter in a clear bag or sleeve and store in a secure place - Avoid any further handling of the letter or envelope - Call 000 for police and seek and follow advice - Notify the Chief Warden/principal - If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. - Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. - Report emergency to the Security Services Unit on 9589 6266. ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*** **If a bomb/substance threat is received electronically e.g. by email** **DO NOT DELETE THE MESSAGE** - Call 000 for police and seek and follow advice - Notify the Chief Warden/principal - If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. - Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. - Report emergency to the Security Services Unit on 9589 6266. ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*** **If you are at the site of an explosion** - 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: ▪ 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 ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***
Severe weather event	**Call 000** if emergency services are needed and seek and follow advice. - Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.

	- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. - During a severe storm: - Remain in the building and keep away from windows. - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. - Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. - Disconnect electrical equipment - cover and/or move this equipment away from windows. - Report emergency to the Security Services Unit on 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Listen to local radio or TV on battery-powered sets for weather warnings and advice. ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment***
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.
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	

:024

Printed: 07/09/2023

Page | 35

	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 ***Insert any additional steps, including mitigation steps that you have identified in your risk assessment***
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 ***Insert any additional steps, including mitigation steps that you have identified in your risk assessment***
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.
Medical Emergency	If a medical emergency occurs on a school site or on a camp/excursion • Call' 000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

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:
	    o School's student wellbeing officers
	    o Student Support Services
	    o Doctors in Secondary Schools
	    o Kids Helpline - 1800 55 1800
	    o Headspace in schools 0458 559 736
	    o Lifeline - 13 11 14
	    o Referral to the Navigator program for wrapround support for disengaged learners

	o Suicide prevention resources from Beyond Blue and/or Headspace o CAT Team – acute mental health triage ***Insert any additional steps, including mitigation steps that you have identified in your risk assessment***
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 　o Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***
Bushfires or grassfires	
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 bottom oval or classrooms , 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 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.
Severe weather, storms and flooding	
Intruders/personal threat	
Earthquake	• Call **000** if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. •

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 their arms and hands
  - HOLD on until the shaking stops.

If Inside

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and so on
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - HOLD on until the shaking stops.

After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

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	Templeton PS is in liaison with Wantirna Secondary College for all whole school evacuations, and we have a mutual agreement to access their campus in the event of inability to access our school site.

Name	Contact Details	Support Role
Kevin Murphy	9801 9700	Principal

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

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

Details of arrangements	All of our data is saved to a central server, and all reporting data is located on an external server. The mobile phone numbers of the principal and management team is available to all staff. In the event of loss of power, the principal contacts the energy provider and we become priority. There are enough physical resources, water and toilets to continue classes.

Name	Contact Details	Support Role
Marc Crilly	98017450	Assistant Principal

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

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

|	
Details of arrangements	In the event of death, the principal contacts Justin and arranges for other staff to cover. The Welfare committee, SSSO, Management team and emergency staff member guide us through the process. Counselling for staff Professional development programs are in place to train staff in all areas of the school. Staff stay in one area for 3/4 years and then they move. We mentor staff in succession planning - identifying the staff member who will step up into the role.

Name	Contact Details	Support Role
Rod McKinlay	98017450	Principal

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	Yes
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back–up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting	Yes

Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	Yes
Establish a register to log all decisions and actions	Yes
Establish a register to log all financial expenditure incurred	Yes
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	Yes
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate)	Yes

Area Map

Area Map

Evacuation Map

Building Name	Evacuation Procedures
Block A	
Block B	
Block C	
Block D	
Block E	
Music	

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Rodney McKinlay	Incident Controller (Chief Warden), Templeton Primary School	14/07/2021	rodney.mckinlay@education.vic.gov.au
Marc Crilly	Area Warden, Templeton Primary School	14/07/2021	marc.crilly@education.vic.gov.au
Marc Crilly	Evacuation Officer	14/07/2021	marc.crilly@education.vic.gov.au
Kristi Disney	First Aid Officer, Templeton Primary School	14/07/2021	kristi.disney@education.vic.gov.au
Templeton Staff Members	Templeton Primary School	14/07/2021	DLS519601@edumail.vic.gov.au