

Euroa Secondary College

Emergency and Critical Incident Management Plan 2024-2025



26 Campbell St, Euroa, VIC, 3666
03 5795 2512 / euroa.sc@education.vic.gov.au

Department of Education and Training

Date Approved: 21/08/2024

Purpose

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

Context

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

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

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

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or www.emergency.vic.gov.au 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	Euroa Secondary College
Address	26 Campbell St, Euroa, VIC, 3666
Phone	03 5795 2512
Email	euroa.sc@education.vic.gov.au
Fax	
DE Region	NORTH-EASTERN VICTORIA
DE Area	Goulburn
LGA	Strathbogie (S)
BOM/Fire District	Northern Country
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:30 am to 4:30 pm
Number of Students	275
Number of Staff	56
Number of Buildings	14
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Euroa Secondary College Sports Stadium
On-site Evacuation Location	Euroa Secondary College Sports Stadium
Off-site Evacuation Location	Euroa Lions Park, Hemley Ave, Euroa or Euroa Primary School, Clifton St, Euroa

Typical method used for communications to school community	Newsletter, telephone, email, COMPASS, Facebook
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
Euroa Basketball Assoc euroabasketballassociation@gmail.com	Eruoa Secondary College Sports Stadium	2 - 30	Various days out of school hours	Amanda Gebauer	0408 623 125
Euroa Netball Assoc	Euroa Secondary College Sports Stadium	20-50	Various days out of school hours	Rebecca Squires	0400036642
Euroa Badminton Assoc	Euroa Secondary College Sports Stadium	5-20	Various days out of school hours	0423 863 442	0423 863 442

Building Information Summary

Telephones (landlines)

Location	Number
Office	NEC SL1100 - 0357952512
Staff Rooms throughout the building	03579525120 Ext 108, 122

Alarms

Description	Location	Monitoring Company	Number
Fire	Phone System, "B" wing Bell Control panel & Laptop Remote Desktop connection Bell Commander App.	nil	Main Office
Intrusion	Phone System, "B" wing Bell Control panel & Laptop Remote Desktop connection Bell Commander App.	nil	Main Office
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	fill this in only if required	Origin	Origin
Water	Three inlets - one on Clifton Street boundary fence near front of school. Another on Bury Street boundary fence near mudbrick music room. A third inlet is located near goal posts, Clifton Street boundary fence	GV Water	Main Office
Electricity		Red Energy	Need to isolate fuses in fuse control panels in B wing.

Sprinkler System

Control Valve Location	fill this in only if required
Shutoff Instructions Location	fill this in only if required

Boiler Room

Location	nil
Access	nil

Emergency Power System

Type	fill this in only if required
Location	fill this in only if required
Provides power to	nil
Shutoff Instructions Location	fill this in only if required

Building and Site Hazards

Location	Number
Science store room	Learn IT Centre (not considered hazardous)
Maintenance shed	Isolated shed oval side of cricket nets (may contain fuel (diesel) for tractor)
Science store room	Learn IT Centre (not considered hazardous)
Maintenance shed	Isolated shed oval side of cricket nets (may contains fuel (diesel) in tractor)
Overhead power line	between Sport Stadium main entry door and A wing side entrance opposit Sport Stadium

Additional Profile Information

Additional Info	Euroa Secondary College may host international students
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Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation drill (Fire)	Assistant Principal	25/02/2017	24/02/2017
Term 2	Evacuation drill (Fire))	Assistant Principal	27/04/2017	27/04/2017
Term 3	Lockdown drill (Fire)	Assistant Principal	11/09/2017	11/09/2017
Term 4	Evacuation drill (Fire)	Assistant Principal	16/10/2017	16/10/2017
Term 1	Evacuation drill (Fire)	Assistant Principal	27/03/2018	26/03/2018
Term 2	Lockdown drill	Assistant Principal	04/09/2018	04/09/2018
Term 3	Evacuation drill (Fire)	Assistant Principal	20/11/2018	20/11/2018
Term 4	Evacuation drill (Fire)	Assistant Principal	14/12/2018	14/12/2018
Term 1	Evacuation Drill (Fire)	Assistant Principal	27/03/2019	03/04/2019
Term 2	Lockdown Drill	Assistant Principal	26/06/2019	26/06/2019
Term 3	Lockdown Drill	Assistant Principal	18/09/2019	18/09/2019
Term 4	Evacuation Drill (Fire)	Assistant Principal	11/12/2019	11/12/2019
Term 1	Evacuation Drill (fire)	Assistant Principal	04/03/2020	04/03/2020
Term 2	Lockdown Drill	Assistant Principal	24/06/2020	24/06/2020
Term 3	Lockdown Drill	Assistant Principal	02/09/2020	24/06/2020
Term 4	Evacuation Drill (fire)	Assistant Principal	09/12/2020	09/12/2020
Term 1	Evacuation Drill	Assistant Principal	01/03/2021	01/03/2021
Term 2	Lockdown Drill	Assistant Principal	23/06/2021	23/06/2021
Term 3	Lockdown Drill	Assistant Principal	01/09/2021	01/09/2021
Term 4	Evacuation Drill (fire)	Assistant Principal	08/12/2021	08/12/2021
Term 1	Evacuation Drill	Assistant Principal	08/03/2022	08/03/2022
Term 2	Lockdown Drill	Assistant Principal	22/06/2022	22/06/2022
Term 3	Lockdown Drill	Assistant Principal	04/09/2022	04/09/2022
Term 4	Evacuation Drill (fire)	Assistant Principal	06/12/2022	06/12/2022

Term 1	Evacuation Drill	Assistant Principal	08/03/2023	08/03/2023
Term 2	Lockdown Drill	Assistant Principal	21/06/2023	21/06/2023
Term 3	Lockdown Drill	Assistant Principal	08/09/2023	07/09/2023
Term 4	Evacuation Drill (fire)	Assistant Principal	04/12/2023	06/12/2023
Term 1 2024	Evacuation Drill	Assistant Principal	06/03/2024	06/03/2024
Term 2 2024	Lockdown Drill	Assistant Principal	30/07/2024	30/07/2024
Term 3 2024	Lockdown Drill	Assistant Principal	11/09/2024	
Term 4 2024	Evacuation Drill (fire)	Assistant Principal	04/12/2024	
Term 1 2025	Evacuation Drill	Assistant Principal	05/03/2025	
Term 2 2025	Lockdown Drill	Assistant Principal	30/07/2025	
Term 3 2025	Lockdown Drill	Assistant Principal	10/09/2025	
Term 4 2025	Evacuation Drill (fire)	Assistant Principal	03/12/2025	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Julie Pratt	Level 2	14/12/2024
Amanda Parkinson	Level 2	14/12/2024
Di Withers	Level 2	14/12/2024
Jim Cerini	Level 2	14/12/2024
Kim Saxon	Level 2	14/12/2024
Kate Milland	Level 2	14/12/2024
Adrian Bright	Level 2	14/12/2024
Teagan Kohn	Level 2	14/12/2024
Lyarna Creek	Level 2	14/12/2024

Other Training Record

Staff Member	Training Type	Date
Julie Pratt	Verifying the Correct use if Adrenaline Autoinjector Devices	23/04/2024
Amanda Parkinson	Verifying the Correct use if Adrenaline Autoinjector Devices	23/04/2024

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	3
Autism	0	9
Hearing impaired	0	1
Severe behaviour disorder	0	6
Vision impaired	0	2
International Students	0	0

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	25/07/2024
Next check date	23/07/2025

Incident Management Team

IMT Structure

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden/ Early Childhood Commander	Name	Anna Eddy	Name	Brett Williams
	Phone/Mobile	0409 933 677	Phone/Mobile	0483 178 228
Planning tasks will be performed by:	Name	Anna Eddy	Name	Brett Williams
	Phone/Mobile	0409 933 677	Phone/Mobile	0483 178 228
Operations (Area Warden) tasks will be performed by:	Name	Brett Williams	Name	Judy Nicholls
	Phone/Mobile	0483 178 228	Phone/Mobile	0447 951 906
Communications tasks will be performed by:	Name	Julie Pratt	Name	Amanda Parkinson
	Phone/Mobile	0488 985 256	Phone/Mobile	0429 949 480
Logistics (Warden) tasks will be performed by:	Name	Greg Blatchford	Name	Julie Pratt
	Phone/Mobile	0490 043 524	Phone/Mobile	0488 985 256
First Aid tasks will be performed by:	Name	Amanda Parkinson	Name	Michelle Dowell
	Phone/Mobile	0429 949 480	Phone/Mobile	0487 399 449

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Anna Eddy	Name: Brett Williams

	Phone/Mobile: 0409 933 677	Phone/Mobile: 0483 178 228
Communications Officer	Name: Julie Pratt Phone/Mobile: 0488 985 256	Name: Amanda Parkinson Phone/Mobile: 0429 949 480
Planning Officer	Name: Anna Eddy Phone/Mobile: 0409 933 677	Name: Brett Williams Phone/Mobile: 0483 178 228
Operations Officer (Area Warden)	Name: Brett Williams Phone/Mobile: 0483 178 228	Name: Judy Nicholls Phone/Mobile: 0447 951 906
Logistics Officer (Warden)	Name: Greg Blatchford Phone/Mobile: 0490 043 524	Name: Julie Pratt Phone/Mobile: 0488 985 256
First Aid Officer	Name: Amanda Parkinson Phone/Mobile: 0429 949 480	Name: Michelle Dowell Phone/Mobile: 0487 399 449

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.

<p>Planning Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
<p>Operations Officer (Area Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • 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. <p>During Emergency</p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>First Aid Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> ○ Ensure first kits are kept updated ○ Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform First Aid will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> ▪ Attend the emergency control point. ▪ Assist occupants with disabilities. ▪ Administer First Aid as required. ▪ Report status of required activities to the operations officer (area warden) on their completion. ▪ Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> ○ Compile report of the actions taken during the emergency for the debrief. ○ Update first aid kits

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Anna Eddy	03 57952512	0409 933 677	0409 933 677
Assistant Principal	Brett Williams	03 57952512	0483 178 228	0483 178 228
Business Manager	Greg Blatchford	03 57952512	0490 043 524	0490 043 524
Year leader 7	Will Lawson	03 57952512	0434 976 096	0434 976 096
Year leader 8	Danielle Harrison	03 57952512	0439 009 768	0439 009 768
Year leader 9	Stephanie Fry	03 57952512	0409 552 499	0409 552 499
Year leader 10	Kevin Bott	03 57952512	0400 938 824	0409 552 499
Year leader 11/12	Ebony Jennings	03 57952512	0431 521 886	0431 521 886
Wellbeing staff	Harris Dickason	03 57952512	0488 303 428	0400 599 045
Health and Safety Representative	Shane Read	03 57952512	0447 879015	0447879015
First Aid Officer	Amanda Parkinson	03 57952512	0429 949 480	0488 985256
School Council President	Tim Bickerton	03 57952332	0421 115 533	0421 115 533
School Bus Coordinator	Julie Pratt	03 57952512	0488 985 256	0488 985 256
International Student Coordinator	Brett Williams	03 57952512	0483 178 228	0483 178 228

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	03 7022 0190	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 291 071	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Trent McCrae	03 58588922	0419 392 323
SSSO Team Leader	Leonie Harbeck	0436 859 525	0436 859 525

Local / Other Organizations

Name	Phone
Local Police Station	5795 2017
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Hospital(s)	Euroa Health 03 5795 0200
Gas (check for local number)	13 27 71
Electricity (check for local number)	13 24 61
Facility Plumber	G & C Threlfall Plumbing - 03 5826 9537
Facility Electrician	Marcus Mackrell 0409 194105
Water Corporation (check for local number)	G V Water 1300 360 007
Department of Human Services (Regional Office)	03 5771 1600
Department of Human Services- Child Protection (Regional Office)	1800 650 227
Local Government	03 5795 0000 Strathbogie Shire
Environment Protection Authority	9695 2722

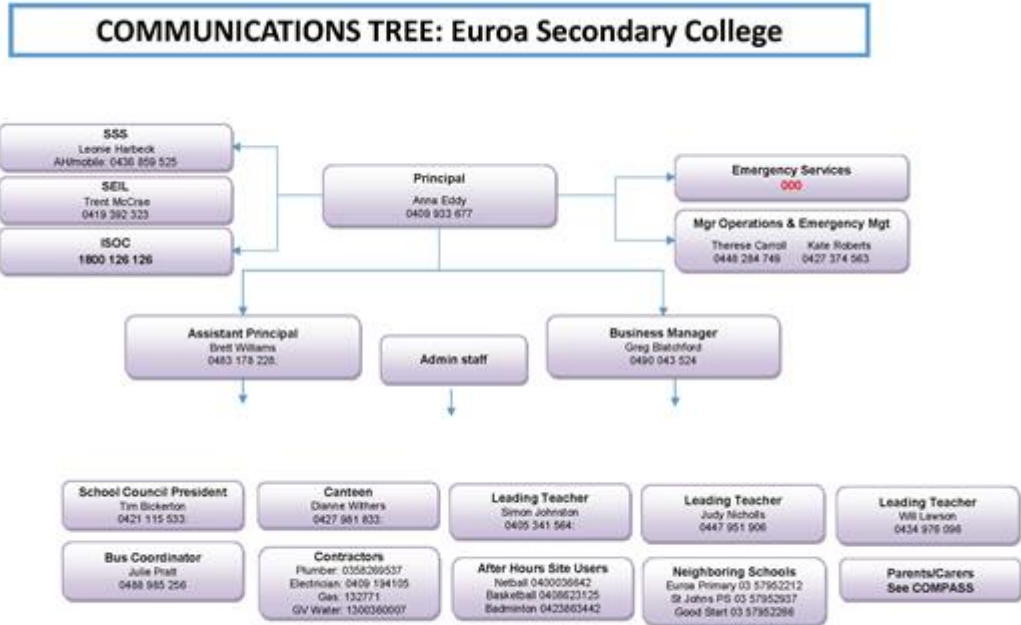
School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Nagambie Dysons	Nagambie	Euroa Secondary College	Roy Dyson - 0428 552 351
Violet Town Dysons	Violet Town	Euroa Secondary College Euroa Primary School St Johns Primary School	Roy Dyson - 0428 552 351
Molka Euroa Bus Lines	Molka	Euroa Secondary College Euroa Primary School John's Primary School	Travis Mee 03 5762 6566

Goram Dysons	Goram	Euroa Secondary College Euroa Primary School St John's Primary School	Roy Dyson - 0428 552 351
Ruffy Euroa Bus Lines	Ruffy	Euroa Secondary College Euroa Primary School St John's Primary School	Travis Mee 03 5762 6566
Longwood Dysons	Longwood	Euroa Secondary College Euroa Primary School St John's Primary School	Roy Dyson - 0428 552 351
Strathbogie Dysons	Strathbogie	Euroa Secondary College Euroa Primary School St John's Primary School	Roy Dyson - 0428 552 351
Avenel Dysons	Avenel	Euroa Secondary College	Roy Dyson - 0428 552 351

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
Bushfire/Grassfire	Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn, Car Accident. Probable Consequences: Injury; Serious injury from smoke inhalation; Burns, Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> Weekly checks of safety equip are conducted during bushfire season. meet appropriate maintenance requirements, including trimming and thinning vegetation and clearing flammable elements from school sites. School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. Working bees to clear and clean up school site occur twice per year. EMP is reviewed and socialised with staff before fire season. School communicates closure plans for days of elevated fire danger to school community via [COMPASS, newsletter, email, facebook] at the start of the school year and prior to the fire danger period. 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season A WatchZone of 60 kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents. Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for <i>Excursions including camps and adventure activities</i>, and will be reassessed if the forecast Fire Danger Rating is severe or extreme, or cancelled if in a determined Code Red weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before and during excursions is factored into the risk assessment and emergency management plan for all excursions. Pre-determined arrangements implemented as fire danger escalates in accordance with school's category 4 some risk of bushfire or grassfire on the Bushfire at Risk Register and the Bushfire Preparedness Relocation and Closure Procedures. 	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Euroa Secondary College is rated as Category 4 – considered to be at some risk of bushfire or grassfire.</p> <p>This means that our school:</p> <ul style="list-style-type: none"> must close on days forecast as 'Catastrophic' (currently referred to as 'Code Red') by the Bureau of Meteorology within your designated fire district. <p>Triggers for Action.</p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> is observable, or identified via Vic Emergency App within 60 km from the school. there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> 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. <p>Leanne Winfield Manager Operations and Emergency Management 0415 683 941</p>	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>

		<ul style="list-style-type: none"> o School Closure on determined Code Red or Catastrophic days o For Categories 0, 1, 2 relocation/closure on [relevant Fire Danger Rating] days 			<p>Matt Koutroubas Emergency Management Support Officer 0433040125</p> <ul style="list-style-type: none"> • 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. <p>Other sources of Information</p> <ul style="list-style-type: none"> • 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. <p>Actions for the School when it is within a VicEmergency warning area</p> <p>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.</p> <p>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;</p>	
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					<ul style="list-style-type: none"> • 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). <p>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.</p> <p>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; comply with evacuation instructions provided and seek advice.</p> <p>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; comply with evacuation instructions provided and seek advice.</p> <p>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.</p> <ul style="list-style-type: none"> • 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 	
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					<p>equipment and mobile phone are in the <i>Shelter in Place</i>.</p> <ul style="list-style-type: none"> • 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 <i>Shelter in Place</i> 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 <i>Shelter in Place</i> and the evacuation path between the <i>Shelter in Place</i> and <i>Onsite Bushfire Evacuation location</i> and <i>Offsite Bushfire Evacuation Location</i>. • 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 <i>Shelter in Place</i> should only 	
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					<p>occur on advice of emergency services</p> <ul style="list-style-type: none"> Continually monitor <i>Shelter in Place</i> 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 <i>Onsite Evacuation Location</i> or <i>Offsite Bushfire Evacuation Location</i>, via the defined route. Maintain a record of actions/decisions undertaken and times. <p>Pre-emptive Actions: This school is a Category 4 and will close on catastrophic FDR days in Northern zone The plan is attached to this EMP. This school will also close on determined Catastrophic fire danger days in Northern Zone 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</p>	
Building fire	Risk of property damage or loss. Probable Causes: Inappropriate	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency	Effective	Consequence	Remove rubbish and keep grounds and rooms tidy	Consequence

	management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	Management Plan is up-to-date including identification of shelter-in-place and evacuation points. Check CFA website, alerts during the bushfire season. Schedule and practice emergency evacuation drills on a regular basis. Grief counselling services.		Major Likelihood Unlikely Risk Level Medium		Moderate Likelihood Rare Risk Level Low
Severe weather, storms and flooding	Risk of roof down flooding Risk of injury Risk of property damage or loss	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	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Keep drains and gutters clear	Consequence Minor Likelihood Unlikely Risk Level Low
Intruders/personal threat	Threatened or physically assaulted by an intruder Risk of property damage. Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site. Lockdown drills.	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Visitors must sign in. Be alert. If the situation arises that there is an intruder we will enforce a lock down. Call police. Any person traumatised by the incident would be offered support through SSSO or other professionals	Consequence Minor Likelihood Unlikely Risk Level Low
Earthquake	Risk of property damage or loss Risk of injury	Ensure EMP is up-to-date. Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. Ensure there is a business continuity plan in place.	Effective	Consequence Moderate Likelihood Rare Risk Level Low	An unlikely event, implement EMP	Consequence Moderate Likelihood Rare Risk Level Low
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors	Ensure each phone has a Bomb Threat Checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	If the situation arises that we have a bomb threat implement EMP. Any person traumatised by the incident would be offered support through SSSO or other professionals	Consequence Minor Likelihood Unlikely Risk Level Low
Bus/vehicle emergencies during offsite activities	Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus	<ul style="list-style-type: none"> Engage approved Accredited Bus Operators Drivers 	Effective	Consequence	<ul style="list-style-type: none"> Call 000 to request emergency assistance, if required 	Consequence

	accident which occurs: while bus conveying staff and students for camp excursion or other school activity; Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience	<ul style="list-style-type: none"> Buses with seat-belts are used for transporting students Staff to follow DET's work-related driving procedure. Bus driver to maintain log book as required. All excursions, camps and off-site activities adhere to the DET Excursions including camps and adventure activities policy Students supervised and monitored while participating in off-site school activities, including bus transport. Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip. Student Activity Locator (SAL) completed. Risk assessment planning has occurred for all off-site camps and excursions. First aid kit to accompany excursions and first aid qualified staff to attend. Traffic management plan to manage school access/egress at drop off/pick up times. Supervision to monitor student compliance with school road and bike safety policy. All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled. 		<p>Severe Likelihood Rare Risk Level Medium</p>	<ul style="list-style-type: none"> Contact emergency services agencies to ascertain local information on status of any notified emergency. Report emergency to the Security Services Unit on 1800 126 126. Advise emergency services of the status and location of bus services and seek assistance if required. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Confirm/provide instruction to driver with regard to destination. notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). Keep an accurate log of all communication in relation to the event. Receive confirmation of bus's arrival at destination from driver and/or supervising staff Direct all Media enquiries to DET Media Unit on 8688 7776. 	<p>Moderate Likelihood Rare Risk Level Low</p>
Pandemics and communicable diseases	Risk of health or death	Ensure relevant staff are familiar with DET Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs. Wear face masks during a pandemic.	Effective	<p>Consequence Major Likelihood Rare Risk Level Medium</p>	Implement actions as listed	<p>Consequence Moderate Likelihood Rare Risk Level Low</p>
Major medical emergency	Risk of death or injury	First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DET First Aid and Infection Control Procedure. Staff are aware of emergency procedures.	Effective	<p>Consequence Major Likelihood Rare Risk Level Medium</p>	Follow first aid procedures and offer support through SSSO or other professionals if necessary	<p>Consequence Moderate Likelihood Rare Risk Level Low</p>
Off-site emergencies	Risk of injury to staff/students in the event that an emergency occurs offsite, excursion, PD camp or other	Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education.	Effective	<p>Consequence Moderate Likelihood</p>	Follow EMP, offer support to those affected through SSSO or other professionals	<p>Consequence Minor Likelihood</p>

				Unlikely Risk Level Medium		Unlikely Risk Level Low
Loss of essential services	Lack of availability of school resources such as computers, phone system, lighting, heating/cooling Lack of availability of fresh drinking water and water for flushing toilets	<ul style="list-style-type: none"> The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary Alternative communication source such as charged mobile phone/satellite phone are available Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit A list of emergency phone numbers is located next to all office phones 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Manage as situation occurs Move to Euroa Primary School if possible and if going to be off for a long period. Contact SSU	Consequence Moderate Likelihood Rare Risk Level Low
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator Contact DHHS - CPU 	Effective	Consequence Major Likelihood Rare Risk Level Medium	Follow EMP, offer support to those affected through SSSO or other professionals	Consequence Major Likelihood Rare Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> 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 Rare Risk Level Low	reinstall from back ups	Consequence Moderate Likelihood Rare Risk Level Low
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> 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 Rare Risk Level Low	Follow EMP, offer support to those affected through SSSO or other professionals	Consequence Moderate Likelihood Rare Risk Level Low

Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative • EAP 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	Follow EMP, offer support to those affected through SSSO or other professionals	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • If student/child is missing and/or cannot be accounted for: <ul style="list-style-type: none"> ◦ Search the immediate area ◦ Contact the parent/carer <ul style="list-style-type: none"> ◦ Contact '000' for police to report child missing <ul style="list-style-type: none"> ▪ Provide a description, time last seen and location ◦ Report the incident to the Incident Support and Operations Centre on 1800 126 126 • 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	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	Follow EMP, offer support to those affected through SSSO or other professionals	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	Follow EMP, offer support to those affected through SSSO or other professionals	<p>Consequence Minor</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, 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 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	Follow EMP, offer support to those affected through SSSO or other professionals	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>

		<p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
Snakes	Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland/creek to school Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> • School grounds are cleared of all refuse and grass is cut regularly • Staff with first aid qualifications are trained in responding to a snake bite • Staff wear protective footwear on yard duty • School has a closed shoe policy • Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin • Phone number of snake handler is on display in office 	Effective	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	If snakebite occurs call ambulance and follow first aid procedures.	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide:</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Safety Management Plan for COVID-19 (COVID-Safe</i></p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for 	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

		<p>Plan): https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx</p> <p>Health and safety advice for all Victorian schools: https://www.coronavirus.vic.gov.au/health-and-safety-advice-all-victorian-schools</p>			<p>‘Managing a suspected or confirmed case of coronavirus (COVID-19)’</p> <ul style="list-style-type: none"> 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’ <p>Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</p>	
<p>School Bus Program Emergencies – Coord Schools</p>	<p>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</p>	<ul style="list-style-type: none"> Compliance with School Bus Program Emergency Management Operational Guidelines School EMP contains accurate bus route information, route maps and emergency contact details A copy of the school's EMP is provided to Bus operators Regular meetings held with Bus operators to support consistency of procedures. School Bus Program emergency management procedures are socialised with the school, client schools Students are supervised during bus arrivals and departures Bus coordinator appointed 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 determined Code Red weather districts will be cancelled. 	<p>Effective</p>	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<p>Forecast Emergencies The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> monitor the VicEmergency website, app or telephone service for emergency forecast warnings enact the school’s Emergency Management Plan complete the following by 3.30pm the day prior to the forecast emergency event: <ul style="list-style-type: none"> utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating (FDR) forecasts) seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation 	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>

					<p>approval for an elevated FDR forecast)</p> <ul style="list-style-type: none"> • notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ○ school bus operators ○ client school principals ○ early childhood services (if applicable) ○ parents/guardians of affected students from the coordinating school ○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ○ DET regional emergency management staff ○ Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken. <p>Rapid Onset Emergencies The Coordinating Principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school’s Emergency Management Plan • 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 • convene an Incident Management Team (IMT) as required • notify and seek advice from the SEIL and/or DET regional emergency management staff as required • report emergency to the Incident Support and Operations Centre on 1800 126 126 • direct all media enquiries directly to the DET Media Unit • conduct the following actions as relevant to the situation: <ul style="list-style-type: none"> ○ make a decision whether to cancel an affected or potentially affected bus route in full ○ hold all students on affected services at the school until the all clear is given from emergency services, either
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					<p>directly or via DET region emergency management staff.</p> <ul style="list-style-type: none"> ○ liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given ○ Notify parents/carers and client schools of bus route service cancellations <p><i>when students are en route:</i></p> <ul style="list-style-type: none"> ○ advise emergency services of the status and location of bus services and seek assistance if required ○ confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so ○ ensure confirmation of bus's arrival at destination is received from the bus driver <p><i>when overnight or before school:</i></p> <ul style="list-style-type: none"> ○ determine whether the bus service is to be cancelled or not <p><i>when students are at school:</i></p> <ul style="list-style-type: none"> ○ notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ▪ school bus operators ▪ client school principals (government and non-government) ▪ early childhood services (if applicable) ▪ parents/guardians of affected students from the coordinating school ▪ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ▪ DET Incident Support and 	
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					<p>Operations Centre (ISOC) on 1800 126 126</p> <ul style="list-style-type: none"> ▪ DET regional emergency management staff <ul style="list-style-type: none"> • keep an accurate log of all actions/decisions in relation to the event. <p>No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p> <p>After an Emergency The coordinating principal will:</p> <ul style="list-style-type: none"> • 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 	
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Bushfire Preparedness and Readiness

Bushfire Preparedness

1. Site readiness

School site bushfire/grassfire readiness review checklist	Date completed	Follow up actions identified?	Files uploaded
	14/08/2024	Yes	school-bushfire-site-readiness-review-checklist-2024.pdf

2. Vegetation management

Vegetation management plan	Date completed	Date of next review	Comments	Files uploaded
	14/08/2024	14/08/2024		Vegetation Management Plan 2024.pdf

3. Communication

Communication product/method	Date of distribution	Details	Responsible	Files uploaded
Newsletter, Compass, Website & facebook page	01/09/2024	Notification of Bushfire/Grassfire bus & school plans in the Newsletter, Website & Facebook page during the fire season	Juie Pratt	communications-to-parents-fire-preparation-category-3-4-schools-2024.pdf

Bushfire Readiness

1. Pre-emptive actions

Category	Trigger for action	Details
Category 4	Close on Catastrophic fire danger rating in fire weather district	LGA: Strathbogie (S), BOM: Northern Country

For schools in Category 0, 1 and 2 only, name of approved host school for relocation?	NA	
Regional director approval	Name	Date
Files uploaded	Pre-emptive-closure-plan-2024 2.pdf	

2. Triggers for response and monitoring arrangements

Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms)	30 km from the school
Staff responsible for monitoring VicEmergency watch zone	Julie Pratt, Amanda Parkinson & Michelle Dowell

Other bushfire/grassfire preparedness or readiness information and documents

Is your school a designated Neighborhood Safer Place – Bushfire Place of Last Resort? Check here	No
Is your school a designated Community Fire Refuge? Check here	No
Additional information	
Files uploaded	

Core Emergency Response Procedures

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

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

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

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 **ESC Sport Stadium**
- 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.
- *“If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted 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									
<p>Bushfire/Grassfire</p>	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Triggers for Action. The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> • is observable, or • identified via Vic Emergency App within 50 km radius from the school. • there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> • 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. <p>Brett Williams Manager Operations and Emergency Management 0483 178 228</p> <p>Judy Nicholls Emergency Management Support Officer 0447 951 906</p> <ul style="list-style-type: none"> • 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. <p>• <i>“If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted as required.”</i></p> <p>Other sources of Information</p> <ul style="list-style-type: none"> • 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. <p style="text-align: center;">Actions for the School when it is within a VicEmergency warning area</p> <table border="1" style="width: 100%; background-color: #333; color: #fff;"> <thead> <tr> <th style="width: 15%;">VicEmergency Warning</th> <th style="width: 45%;">What it means</th> <th style="width: 40%;">School Actions</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Advice Warning</td> <td style="vertical-align: top;"> 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. </td> <td style="vertical-align: top;"> If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change. </td> </tr> <tr> <td style="vertical-align: top;">Watch and Act Warning</td> <td style="vertical-align: top;"> Issued when an incident/event is likely to or is directly impacting the community. They need to take action now. </td> <td style="vertical-align: top;"> If your school is in a Watch and Act Warning area, seek advice and then decide whether to: <ul style="list-style-type: none"> • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children </td> </tr> </tbody> </table>	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: <ul style="list-style-type: none"> • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children
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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: <ul style="list-style-type: none"> • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children 								

	<ul style="list-style-type: none"> • evacuate the school to your offsite bushfire evacuation location. • <p>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place (sports Stadium) and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.</p> <p>Emergency Warning Issued when the community is in imminent danger of an incident/event and need to take action now.</p> <p>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.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>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.</p> <ul style="list-style-type: none"> • Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. • Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the Shelter in Place (Sports Stadium). • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services are maintained. • Advise parents that the school is sheltering in place and they should not come to pick their children up. • If parents arrive, encourage them to stay with their children at the school. • Check all windows and doors in the Shelter in Place (Sports Stadium) are closed (but doors are not locked). • Turn off gas supply • Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems). • If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place (Sports Stadium) and the evacuation path between the Shelter in Place (Sports Stadium) and Onsite Bushfire Evacuation location (Sports Stadium) and Offsite Bushfire Evacuation Location (Euroa Primary School). • 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.
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	<ul style="list-style-type: none"> Any decision to leave the Shelter in Place should only occur on advice of emergency services Continually monitor Shelter in Place (Sports Stadium) 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 (Sports Stadium) or Offsite Bushfire Evacuation Location (Euroa Primary School), via the defined route. Maintain a record of actions/decisions undertaken and times. <p>Pre-emptive Actions: This school is a Category 4 and will relocate/close on FDR days in Strathbogie Shire. The plan is attached to this EMP. This school will also close on determined Catastrophic fire danger days in North East. 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</p>
<p>Building fire</p>	<ul style="list-style-type: none"> Call 000 for emergency services and seek and follow advice. Activate the fire alarm. If appropriate, follow the procedure for on-site evacuation. Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. Extinguish the fire (only if safe to do so). Evacuate to the ESC Oval, closing all doors and windows. Check that all areas have been cleared and notify the Chief Warden. Check that all students, staff, visitors and contractors are accounted for. Report emergency to the Incident Support and Operations Centre (ISOC) 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. <p><i>“If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted as required.”</i></p>
<p>Severe weather, storms and flooding</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> Call 000 for emergency services and seek and follow advice. Chief Warden activates the Incident Management Team.

- Move all students, staff and visitors to the pre-determined shelter-in-place area **ESC Sport Stadium**
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- 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 the emergency to the Security Services Unit (24 hour, 7 days) on 9603 7999.
- 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.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

Flood

- **Call 000** if immediate/life threatening
- Monitor the VicEmergency website and/or VicEmergency App
- Contact the VicEmergency hotline on 1800 226 226 for information
- Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice
- Report emergency to the Incident Support and Operations Centre 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.
- Do not drive, ride or walk through floodwater

Actions after shelter-in-place procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit 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.

	<ul style="list-style-type: none"> • 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.
<p>Intruders/personal threat</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • 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. • 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 emergency to the Incident Support and Operations Centre 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 • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit 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 9637 2871. • 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.

	<ul style="list-style-type: none"> • Complete your Post Emergency Record.
<p>Earthquake</p>	<ul style="list-style-type: none"> • 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 Incident Support & Operations Centre on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. <p>•</p> <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ 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. <p>After the earthquake</p> <ul style="list-style-type: none"> • 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 8688 7776.
<p>Bomb Threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Incident Support and Operations Centre on 1800 126 126. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object

- Alert any other services co-located at the school site
- Check that all students, staff and visitors are accounted for
- Restrict all access to the site and ensure there are no barriers inhibiting access by police
- **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 8688 7776.
- 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:
 - call 000 for police on a separate phone
 - notify the Chief Warden/principal
 - 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):
 - gender of caller
 - age of caller
 - accents and speech impediments
 - background noises
 - key phrases used
 - whether the threat is automated/taped/recorded.

Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
 - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
 - Immediately:
 - 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
 - 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.

	<ul style="list-style-type: none"> ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> ● Place the letter in a clear bag or sleeve and store in a secure place ● Avoid any further handling of the letter or envelope ● Call 000 for police and seek and follow advice ● Notify the Chief Warden/principal ● If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. ● Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ● Report emergency to the Security Services Unit on 9589 6266. ● <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ 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. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
<p>Bus/vehicle emergencies during offsite activities</p>	<p><i>When students are enroute:</i></p> <ul style="list-style-type: none"> ● Call 000 to request emergency assistance, if required

	<ul style="list-style-type: none"> • Contact emergency services agencies to ascertain local information on status of any notified emergency. • Report emergency to the Security Services Unit on 1800 126 126. • Advise emergency services of the status and location of bus services and seek assistance if required. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm/provide instruction to driver with regard to destination. • notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver and/or supervising staff • Direct all Media enquiries to DET Media Unit on 8688 7776. <p>• <i>"If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted as required."</i></p> <p>After an Emergency The coordinating principal will:</p> <ul style="list-style-type: none"> • 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
<p>Pandemics and communicable diseases</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p> <p>Incident response In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT.</p> <p>Hygiene measures Reinforce basic hygiene measures including:</p> <ul style="list-style-type: none"> • provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) • provide convenient access to water and liquid soap and alcohol-based hand sanitiser • educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs • careful disposal of used tissues. • Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. <p>Communications</p> <ul style="list-style-type: none"> • In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed. • In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate: <ul style="list-style-type: none"> ○ the status of the situation

	<ul style="list-style-type: none"> ○ the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS ○ best practice hygiene measures ○ measures for vulnerable students. <ul style="list-style-type: none"> • Access and follow Chief Health Officer, DHHS/Principal Medical Advisor advice provided by DET and distribute consistent messaging to staff, students and parents/carers. • Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). • School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Area School Nurse Managers (based at regional offices). • Prepare sample letters for parents/carers for the next stage (if required). <p>Travel advisories</p> <ul style="list-style-type: none"> • Encourage staff and parents/carers to access the smartraveller website prior to international travel. • Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country. • For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty of care obligations etc. <p>Business continuity</p> <ul style="list-style-type: none"> • Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal) ○ considers workforce strategies to enable continued operations, if pandemic affects a portion of the workforce.
Major medical emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • 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
Off-site emergencies	

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

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- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

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

	<ul style="list-style-type: none"> • Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
Mental Stress	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • <i>"If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted as required."</i>
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p>

	<ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.
Snakes	<ul style="list-style-type: none"> • 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. Craig Berryman Merrigum: 58552731/0428300210, Dave Wilkins Swanpool: 0408 414612, Reptile Relocations Benalla:0448805608, GV Reptile Removals: 0417 109069, Jenny Oakley: 0428 579 730, Tanya/Katie: 0409 575 164, boohollow Wildlife Shelter - Kirsty 0447 636953 or Deb 0418 328671 • Report the incident to the Incident Support and Operations Centre on 1800 126 126.
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the '<i>Managing Trauma</i>' guide to support, plan for, and lead an effective recovery including:

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

	<p>in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</p> <ul style="list-style-type: none"> • 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.
<p>School Bus Program Emergencies – Coord Schools</p>	<p>Forecast Emergencies The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • enact the school's Emergency Management Plan • complete the following by 3.30pm the day prior to the forecast emergency event: <ul style="list-style-type: none"> ○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating (FDR) forecasts) ○ seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast) • notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ○ school bus operators ○ client school principals ○ early childhood services (if applicable) ○ parents/guardians of affected students from the coordinating school ○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ○ DET regional emergency management staff ○ Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken. <p>Rapid Onset Emergencies The Coordinating Principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's Emergency Management Plan • 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 • convene an Incident Management Team (IMT) as required • notify and seek advice from the SEIL and/or DET regional emergency management staff as required • report emergency to the Incident Support and Operations Centre on 1800 126 126 • direct all media enquiries directly to the DET Media Unit • conduct the following actions as relevant to the situation: <ul style="list-style-type: none"> ○ make a decision whether to cancel an affected or potentially affected bus route in full

	<ul style="list-style-type: none"> ○ hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff. ○ liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given ○ Notify parents/carers and client schools of bus route service cancellations <p><i>when students are en route:</i></p> <ul style="list-style-type: none"> ○ advise emergency services of the status and location of bus services and seek assistance if required ○ confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so ○ ensure confirmation of bus's arrival at destination is received from the bus driver <p><i>when overnight or before school:</i></p> <ul style="list-style-type: none"> ○ determine whether the bus service is to be cancelled or not <p><i>when students are at school:</i></p> <ul style="list-style-type: none"> ○ notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ▪ school bus operators ▪ client school principals (government and non-government) ▪ early childhood services (if applicable) ▪ parents/guardians of affected students from the coordinating school ▪ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ▪ DET Incident Support and Operations Centre (ISOC) on 1800 126 126 ▪ DET regional emergency management staff • keep an accurate log of all actions/decisions in relation to the event. <p>No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p> <p>After an Emergency</p> <p>The coordinating principal will:</p> <ul style="list-style-type: none"> • 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
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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	<p>Workaround Partial site unavailable: * Revise timetable to relocate students and staff to other facilities on site (gym – 300 seats, library – 2 classrooms - 35 & 20 seats) * Relocate admin and staff facilities to other networked space within school. ie Library Office/staff room * Admin staff may need to work remotely from Euroa Primary School, home * 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 Euroa Primary School for Year 7 students. * Provide regular updates to the school community via SMS, emails, social media and newsletter * Notify site users. e.g. stadium sports users, cleaners, Bus companies.</p> <p>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 school Euroa Primary School for admin team and student groups * Provide regular updates to the school community via SMS, emails, social media and newsletter * Consider student transport arrangements * Notify site users. e.g. cleaning contractors, Canteen contractor, site users. * Redirect suppliers to alternate site. IT Resources required * CASES admin network * Access to wireless network. * School curriculum network 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.</p>
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Name	Contact Details	Support Role
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Anna Eddy	0409 933 677	Principal
Brett Williams	0483 178 228	Assistant 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	<p>Workaround Data/technology: * Relocate admin and staff facilities to other networked space within school * Admin staff may need to work remotely from Euroa Primary School or home to access Cases network * Utilise laptops where available to provide access to network Telephony: * 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 or via email/social media referring callers to an emergency contact number either on site or at alternative location. Power: * Determine the requirement for the operation of the school. ie water pump for toilet operation. * Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. * 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 – Zero3 1300 01 03 03 / 0412 812 784</p>
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Name	Contact Details	Support Role
Anna Eddy	0409 933 677	Principal
Brett Williams	0483 178 228	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	<p>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 * 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 social media, newsletter or note home with students.</p> <p>Considerations * Workload of staff and emergency teachers Key contacts CRT agencies – Tradewind 03 9654 9839 & ANZUK 03 9249 2474 Local CRT - Daily Org phone - 0427 398 727</p>
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Name	Contact Details	Support Role
Anna Eddy	0409 933 677	Principal
Brett Williams	0483 178 228	Assistant Principal
Julile Pratt	0427 398 727	Office Admin/Daily Org

Business Continuity Checklist

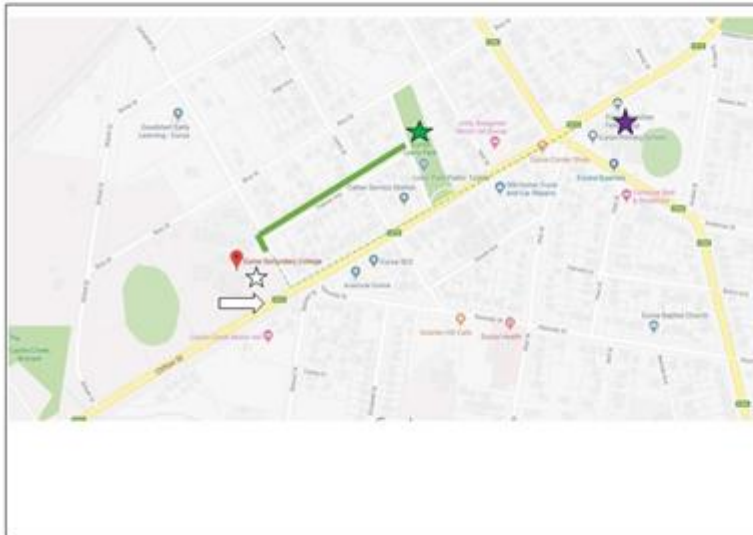
Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: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

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

Area Map

Area Map

Euroa Secondary College Area Map



Legend:

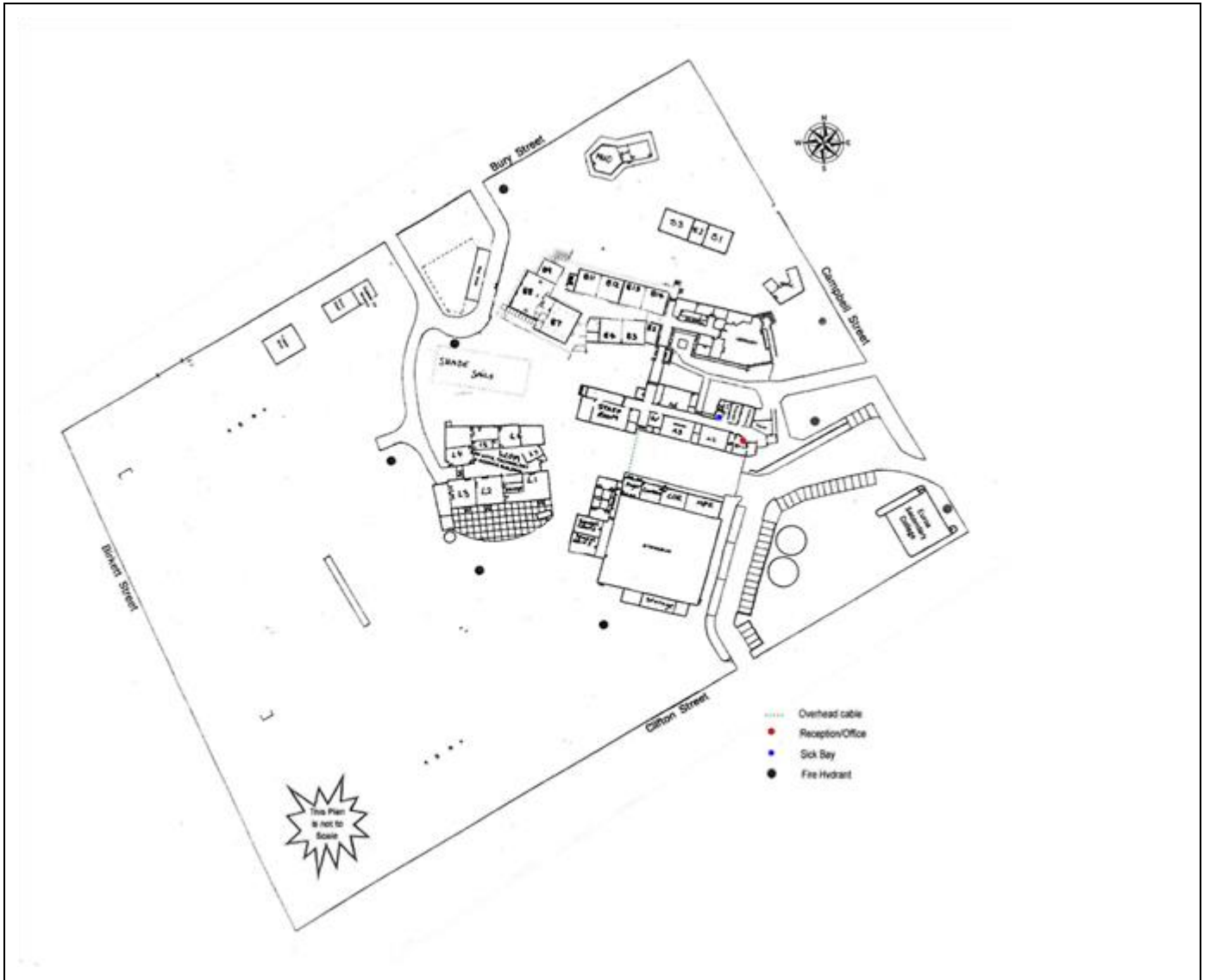
- ☆ School
- ★ Primary off-site assembly point
- ★ Secondary off-site assembly point
- Route to Primary off-site assembly point
- - - Route to Secondary off-site assembly point
- ⇨ Emergency services access point

Distance to Primary off-site assembly point: **350m**

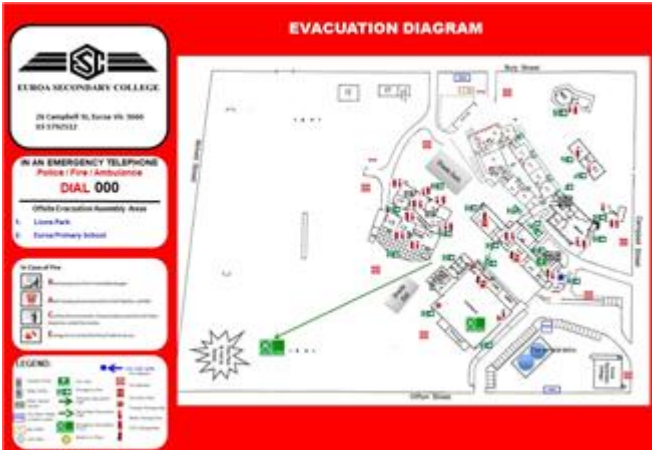
Approx. time to reach Primary off-site assembly point: **4 min**


Distance to Secondary off-site assembly point: **750m**

Approx. time to reach Secondary off-site assembly point: **9 min**



Evacuation Map

Building Name	Evacuation Procedures	
<p>Evacuation Diagram: Euroa Secondary College</p>	<p>Evacuation Procedures 2024 The first priority is to have students and staff to proceed to the designated safe assembly point without delay. The designated assembly point is the far side of the hockey oval/pitch.</p> <ul style="list-style-type: none"> • The order for evacuation will be given via - The continuous sound of alarm over the public address system or - the continuous sound of a hooter/whistle in the case of power failure. • Classroom Teachers - Supervise a quick and orderly evacuation of the classrooms/offices. - Use phrases such as “Stay Calm” and follow the evacuation plan posted on the classroom wall. - Proceed to the nearest safe exit and go directly to the evacuation point - Switch off lights and any electrical or gas appliances. - Close the door and windows behind you – (do not lock). • Teachers not in Classroom - Assist Warden as directed - Proceed to evacuation point - Homegroup teacher checks attendance. Roll will be provided at assembly point. • Office Staff - Sound alarm in case of an emergency. - Notify the Assistant Principal (Year 11/12 Coordinator) in the event of power failure. - Collect Home Group rolls to distribute to Home Group Teachers. - Collect copies of staff absent and the names of any CRTs and give them to the Principal at the evacuation point. - Collect the First Aid Kit to take to the assembly point. - Make sure that no students/staff remain in sick bay. Teachers who do not have Home Groups are to assist in the safe and orderly evacuation of students to the assembly area. • At the Assembly Area: - Students 	 <p>The diagram is titled "EVACUATION DIAGRAM" and features a red border. On the left side, there is a white box containing the Euroa Secondary College logo and address: "25 Campbell St, Euroa VIC 3086 321270212". Below this, it states "IN AN EMERGENCY TELEPHONE Ringers / Fire / Ambulance DIAL 000". It also lists "Official Evacuation Assembly Areas" as "1. Hockey Oval" and "2. Euroa Primary School". A "LEGEND" section at the bottom left identifies symbols for exits, assembly points, and other key locations. The main map area shows a detailed floor plan of the school buildings with various colored markers and arrows indicating evacuation routes and assembly points.</p>

	<p>assemble in Home Groups. - Home Group teachers must sight each student before marking off. - Names of missing students must be reported to the Principal/Chief Warden. - The teacher who marked the Roll in the morning is the designated HG Teacher.</p>	
		

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Cristina Perra	Manager Operations and Emergency Management NEV Regional Office	19/08/2024	christina.perra@education.vic.gov.au
Damon Rieusset	Euroa CFA	19/08/2024	damon@euroaprinters.com
Lucas Paul	Euroa Police	19/08/2024	lucas.paul@police.vic.gov.au
Anna Eddy	Principal, Euroa Secondary College	19/08/2024	Ann.eddy@education.vic.gov.au
Brett Williams	Assistant Principal, Euroa Secondary College	19/08/2024	Brett.Williams@education.vic.gov.au
Julie Pratt	Office Admin/Daily Org. Euroa Secondary College	19/08/2024	Julie.Pratt@education.vic.gov.au
Greg Blatchford	Business Manager, Euroa Secondary College	19/08/2024	Greg.Blatchford@education.vic.gov.au
Website	Euroa Secondary College	19/08/2024	euroa.sc@education.vic.gov.au
Main Office (EMP Copy)	Euroa Secondary College	19/08/2024	euroa.sc@education.vic.gov.au

