

Euroa Secondary College

Emergency Management Plan 2018-2019



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

Department of Education and Training

Date Approved: 29/11/2018

Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergency situations.

Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Stuart Brain	Manager Operations and Emergency Management NEV Regional Office		brain.stuart.a@edumail.vic.gov.au
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Facility Profile

School Name/Campus Name	Euroa Secondary College
Address	26 Campbell St, Euroa, VIC, 3666
Phone	03 5795 2512
Email	euroa.sc@edumail.vic.gov.au
Fax	03 5795 3544
DET Region	NORTH-EASTERN VICTORIA
DET Area	Goulburn Area
LGA	Strathbogie (S)
BOM/Fire District	Northern Country District
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	330
Number of Staff	55
Number of Buildings	6
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

Typical method used for communications to school community	Newsletter, Tiqbiz app, telephone, email, COMPASS
Is this school has other services or users of the site?	No

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile

Building Information Summary

Telephones (landlines)

Location	Number
Office	NEC SL1100
Staff Rooms throughout the building	Yes
Office	NEC SL1100
Staff Rooms throughout the building	Yes

Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	fill this in only if required	Emergency Management	Emergency Management
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	fill this in only if required	AGL	AGL
Water		GV 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.
Electricity		Power Direct	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	Obsolete and not functional for heating. Contains an electrical panel.
Access	Outside door near bike shed - needs key to padlock.

Emergency Power System

Type	fill this in only if required
Location	fill this in only if required
Provides power to	

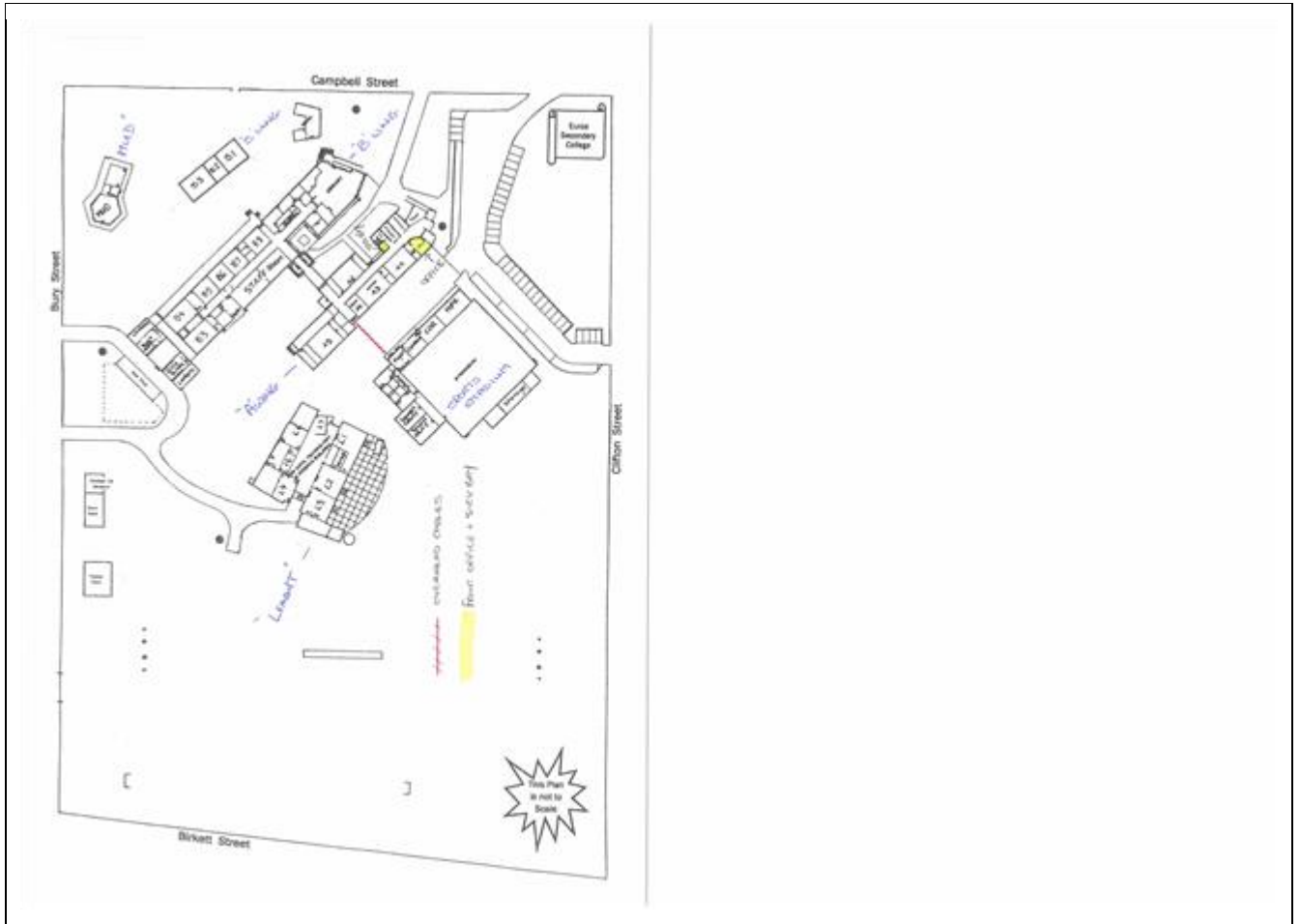
Shutoff Instructions Location	fill this in only if required
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Building and Site Hazards

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

Additional Profile Information

Additional Info	
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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	17/10/2018
Next check date	28/06/2019

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	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Julie Pratt	Level 2	12/07/2020
Jason Schultz	Level 2	12/07/2020
Amanda Parkinson	Level 2	12/07/2020
Di Withers	Level 2	12/07/2020
Gladys Sariusak	Level 2	12/07/2020
Kim Saxon	Level 2	12/07/2020
Michelle Dowell	Level 2	

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	1	3
Austism	0	1
Hearing impaired	0	2
Severe behaviour disorder	0	6

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires or grassfires	Risk of death/injury from burns or smoke inhalation Risk of property damage or loss	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency 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.	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Keep grass cut and green	Consequence Moderate Likelihood Rare Risk Level Low
Building fire	Risk of property damage or loss	Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. Ensure Emergency 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.	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Remove rubbish and keep grounds and rooms tidy	Consequence 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 Likely Risk Level High	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	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.	Effective	Consequence Major Likelihood Possible Risk Level High	Visitors must sign in and be alert. If the situation arises that there is an intruder we will enforce a lock down. 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
School Bus accident/Vehicle Incident	Risk of death or injury	Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip.	Effective	Consequence Severe Likelihood Rare Risk Level Medium	Persons traumatised or injured if an event such as this occurs would be offered support through SSSO or other professionals	Consequence Moderate Likelihood Rare Risk Level Low
Pandemics and communicable diseases	Risk of health or death	Ensure relevant staff are familiar with DEECD's 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.	Effective	Consequence Major Likelihood Rare Risk Level Medium	Implement actions as listed	Consequence Moderate Likelihood Rare Risk Level Low
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 DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures.	Effective	Consequence Major Likelihood Rare Risk Level Medium	Follow first aid procedures and offer support through SSSO or other professionals if necessary	Consequence Moderate Likelihood Rare Risk Level Low
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	Consequence Moderate Likelihood Unlikely Risk Level Medium	Follow EMP, offer support to those affected through SSSO or other professionals	Consequence Minor Likelihood Unlikely Risk Level Low
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.		Effective			

Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.					
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals					
Influenza pandemic	Risk of health and possible death (in extreme cases)					
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets					

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 Security Services Unit (24 hour, 7 days) on 9603 7999. • 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 Security Services Unit 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 Security Services Unit (24 hour, 7 days) on 9603 7999. • 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 Security Services Unit 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 9637 2871. • 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 Security Services Unit (24 hour, 7 days) on 9603 7999. • 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 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. • 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 Security Services Unit (24 hour, 7 days) on 9603 7999. • 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 Security Services Unit 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 9637 2871. • 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 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.

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 9637 2871.
- 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
Bushfires or grassfires	<p>When a Bushfire 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). • 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. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the 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 9637 2871. • 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.
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the 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.

	<ul style="list-style-type: none"> • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. •
<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). • 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. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the 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 9637 2871. • 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.
<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. • 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.

	<ul style="list-style-type: none"> • 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 Security Services Unit (24 hour, 7 days) on 9603 7999. • 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. • 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 Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <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 9637 2871.
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
Bomb/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <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 9637 2871.
- Await "all clear" advice from police before returning to school buildings to resume normal school activities.
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - 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. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i>
Severe weather event	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice.

	<ul style="list-style-type: none"> • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
Influenza pandemic	<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>
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Bomb Threat	
School Bus accident/Vehicle Incident	

Pandemics and communicable diseases	
Major medical emergency	
Off-site emergencies	

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Harold Cheung	03 57952512	0439 987 278	0439 987 278
Assistant Prin. 1	Kevin Bott	03 57952512	0400 938 824	0400 938 824
Business Manager	Greg Blatchford	03 57952512		0419305283
Year leader 7	Laura Hepburn	03 57952512		0403 855 274
Year leader 8	Laura Hepburn	03 57952512		0403 855 274
Year leader 9	Phil Smith	03 57952512		0447 168 498
Year leader 10	Phil Smith	03 57952512		0447 168 498
Year leader 11/12	Fiona Townsend	03 57952512		0419626203
Welfare staff	Kevin Bott	03 57952512		0400 938 824
Health and Safety Representative	Shane Read	03 57952512		0447879015
First Aid Officer	Julie Pratt	03 57952512		0488 985256
School Council President	Ruth Nolan	03 57951789		0432153143
School Bus Coordinator	Julie Pratt	03 57952512		

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Judy Rose	(03) 8392 9578	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Linda Jamieson	(03) 8392 9336	0488 284 749

Emergency Management Support Officer	Petra Mackay	(03) 8392 9357	0427 374 563
Security Services Unit		1800 126 126	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Wendy Larcombe	03 83929569	0438415719
SSSO Team Leader	Cara Myers	03 57952512	

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	Scott Embling 0430 770977
Facility Electrician	Marcus Mackrell 0409 194105
Water Corporation (check for local number)	Strathbogie Shire 03 5795 0000
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
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	Principal: Harold Cheung Phone: 57952512 0439 987 278
Violet Town Dysons	Violet Town	Euroa Secondary College Euroa Primary School St Johns Primary School	Principal: Harold Cheung Phone: 57952512 0439 987 278
Molka Euroa Bus Lines	Molka	Euroa Secondary College Euroa Primary School St John's Primary School	Principal: Harold Cheung Phone: 57952512 0439 987 278
Gooram Dysons	Gooram	Euroa Secondary College Euroa Primary School St John's Primary School	Principal: Harold Cheung Phone: 57952512 0439 987 278
Ruffy Euroa Bus Lines	Ruffy	Euroa Secondary College Euroa Primary School St John's Primary School	Principal: Harold Cheung Phone: 57952512 0439 987 278
Longwood Dysons	Longwood	Euroa Secondary College Euroa Primary School St John's Primary School	Principal: Harold Cheung Phone: 57952512 0439 987 278
Strathbogie Dysons	Strathbogie	Euroa Secondary College Euroa Primary School St John's Primary School	Principal: Harold Cheung Phone: 57952512 0439 987 278
Avenel Dysons	Avenel	Euroa Secondary College	Principal: Harold Cheung Phone: 57952512 0439 987 278

Incident Management Team

IMT Structure

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden/ Early Childhood Commander	Name	Harold Cheung	Name	Kevin Bott
	Phone/Mobile	0439 967 278	Phone/Mobile	0400 938 824
Planning tasks will be performed by:	Name	Harold Cheung	Name	Kevin Bott
	Phone/Mobile	0439 967 278	Phone/Mobile	0400 938 824
Operations (Area Warden) tasks will be performed by:	Name	Kevin Bott	Name	Matt Long
	Phone/Mobile	0400 938 824	Phone/Mobile	0452 010 549
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	Amanda Parkinson
	Phone/Mobile	0419 305 283	Phone/Mobile	0429 949 480
First Aid tasks will be performed by:	Name	Julie Pratt	Name	Amanda Parkinson
	Phone/Mobile	0488 985 256	Phone/Mobile	0429 949 480

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Harold Cheung	Name: Kevin Bott

	Phone/Mobile: 0439 987 278	Phone/Mobile: 0400 938 824
Communications Officer	Name: Julie Pratt Phone/Mobile: 0488 985 256	Name: Amanda Parkinson Phone/Mobile: 0429 949 480
Planning Officer	Name: Harold Cheung Phone/Mobile: 0439 987 278	Name: Kevin Bott Phone/Mobile: 0400 938 824
Operations Officer (Area Warden)	Name: Kevin Bott Phone/Mobile: 0400 938 824	Name: Mathew Long Phone/Mobile: 0452 010 549
Logistics Officer (Warden)	Name: Greg Blatchford Phone/Mobile: 0419 035 283	Name: Amanda Parkinson Phone/Mobile: 0429 949 480
First Aid Officer	Name: Julie Pratt - Phone/Mobile: 0488 985 256	Name: Amanda Parkinson Phone/Mobile: 0429 949 480

Incident Management Team Roles & Responsibilities

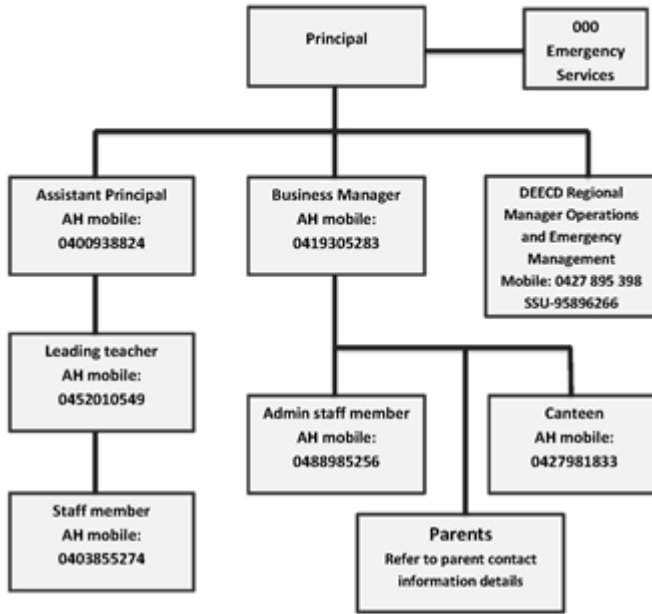
Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid 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

Communication Tree

Communication Tree



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:</p> <ul style="list-style-type: none"> • Revise timetable to relocate students and staff to other facilities on site (gym – 300 seats, library – 2 classrooms - 50 seats) • Relocate admin and staff facilities to other networked space within school. ie Library Office • Admin staff may need to work remotely from Euroa PS • 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 and Benalla Secondary if necessary • Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify site users. Eg Stadium users. <p>Whole site unavailable:</p> <ul style="list-style-type: none"> • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local schools Euroa Primary and Benalla Secondary 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. Sport Stadium • 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 . <p>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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Euroa Primary School	03 57952212	IT/Telephone/Email/Data/Power/Staff
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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>Data/technology:</p> <ul style="list-style-type: none"> • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from Euroa PS to access Cases network • Utilise laptops where available to provide access to network <p>Telephony:</p> <ul style="list-style-type: none"> • Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff. • Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. <p>Power:</p> <ul style="list-style-type: none"> • 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. <p>Considerations</p> <ul style="list-style-type: none"> • 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.
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Name	Contact Details	Support Role

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

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

Details of arrangements	<p>Workarounds</p> <ul style="list-style-type: none"> • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from: <ul style="list-style-type: none"> o School's own pool of emergency teachers. • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager • Inform school community of issues via COMPASS,
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	Flexibuzz, social media, newsletter or note home with students. Considerations • Workload of staff and emergency teachers
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Name	Contact Details	Support Role

Business Continuity Checklist

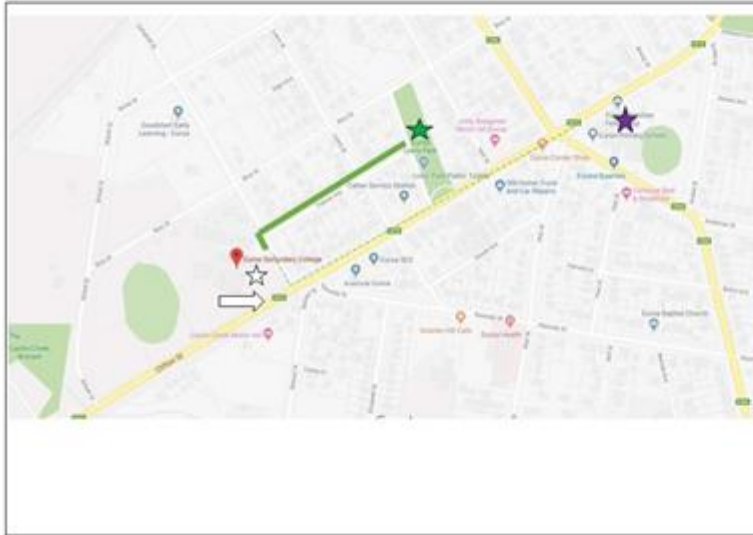
Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: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

<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	<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:

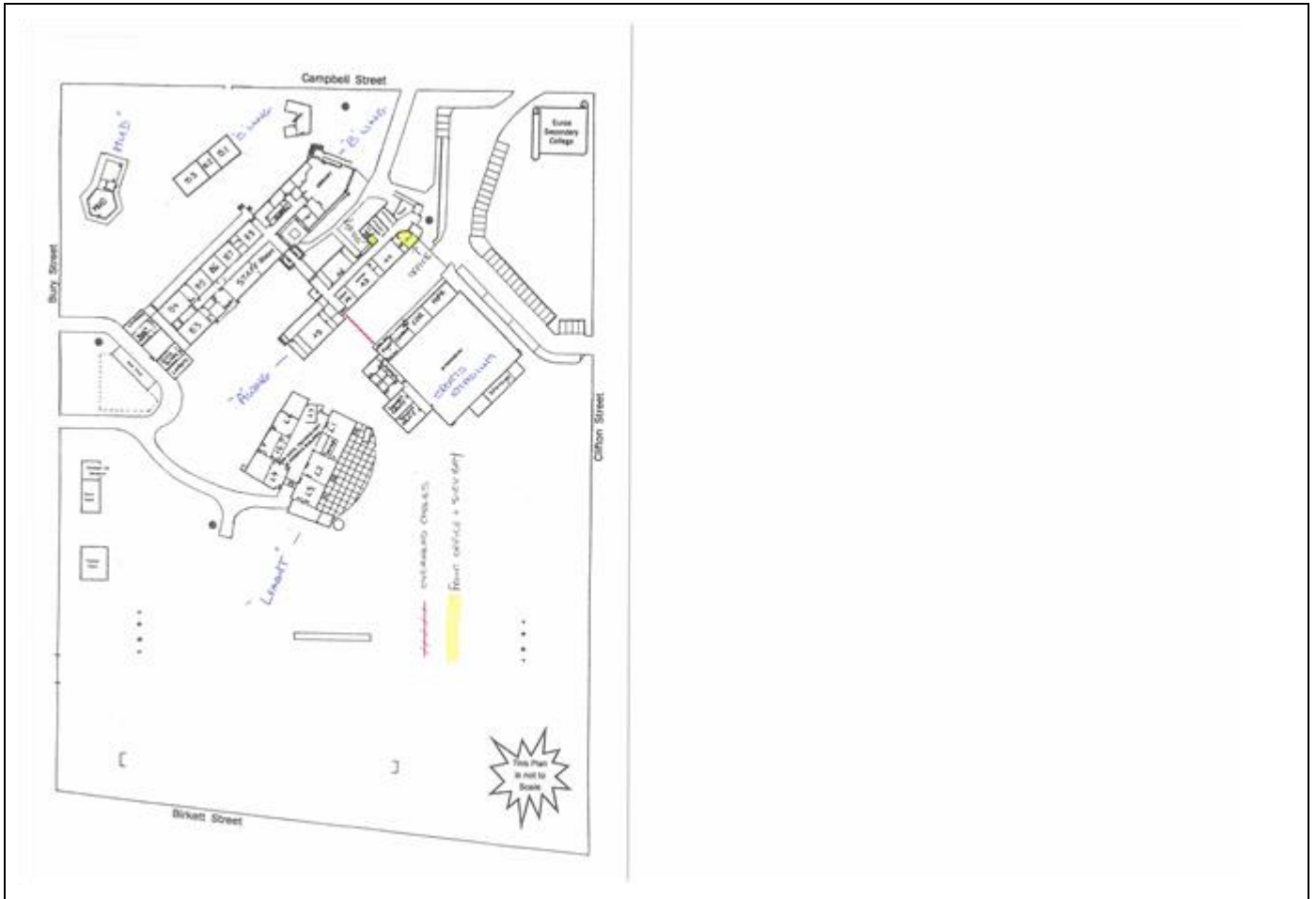
- ☆ School
- ★ Primary off-site assembly point
- ★ Secondary off-site assembly point
- Route to Primary off-site assembly point
- - - Route to Secondary off-site assembly point
- ⇨ Emergency services access point

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
Evacuation Diagram	

EVACUATION DIAGRAM



EUROA SECONDARY COLLEGE
26 Campbell St, Euroa VIC 3666

IN AN EMERGENCY TELEPHONE
Police / Fire / Ambulance
DIAL 000

Evacuation Assembly Areas

- Lions Park
- Buroa Primary School

In Case of Fire

- R**emove persons from immediate danger.
- A**lert nearby personnel and the Chief Warden, call 000.
- C**onfine fire and smoke. Close windows and doors (if safe) keep low, under the smoke.
- E**xtinguish or control the fire (if safe to do so).

LEGEND:

