

River Gum Primary School

Emergency Management Plan 2018-2019



63 Fordholm Road, Hampton Park, VIC, 3976
03 9799 1216 / river.gum.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 19/11/2018

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
All School Staff	All school staff	20/12/2018	oreilly.philip.p@edumail.vic.gov.au

Facility Profile

School Name/Campus Name	River Gum Primary School
Address	63 Fordholm Road, Hampton Park, VIC, 3976
Phone	03 9799 1216
Email	river.gum.ps@edumail.vic.gov.au
Fax	03 9799 3389
DET Region	SOUTH-EASTERN VICTORIA
DET Area	Southern Melbourne Area
LGA	Casey (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8.10am - 4.10pm
Number of Students	530
Number of Staff	72
Number of Buildings	9
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	School Gymnasium
On-site Evacuation Location	
Off-site Evacuation Location	

Typical method used for communications to school community	Sentral, School Newsletter, School Website, e-mail, text message
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
Chilsom Playgroup	Portable	20		97991216	0421841993

Building Information Summary

Telephones (landlines)

Location	Number
School Administration	97991216

Alarms

Description	Location	Monitoring Company	Number
Fire	Main building	CFA	Main building
Intrusion	Foundation building, Main building, Gymnasium	Wilsons	Main building - front of main door
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Between Hall and Main Building/wall outside	Origin Energy	Administration and Maintenance areas

	staffroom/Prp building front of ramp		
Water	Front of School	South East Water	Administration and Maintenance areas
Electricity	Between Hall and main building to the front of school	TRU Energy	Administration and Maintenance areas

Sprinkler System

Control Valve Location	
Shutoff Instructions Location	

Boiler Room

Location	
Access	

Emergency Power System

Type	
Location	
Provides power to	
Shutoff Instructions Location	

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	<p><p xmlns="http://www.w3.org/1999/xhtml">?Performing Arts Building is on the site of the Hampton Park Secondary School opposite the Primary</p></p>

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
Toiletry supplies	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	17/10/2016
Next check date	31/01/2017

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1 2018	Lock Down	Roma McKinnon or Philip O'Reilly	22/02/2018	22/02/2018
Term 2 2018	Emergency Drill	Roma McKinnon or Philip O'Reilly		
Term 3 2018	Lockdown Phone Tree	Roma McKinnon or Philip O'Reilly	14/09/2017	30/10/2017
Term 4 2018	Evacuation	Roma McKinnon or Philip O'Reilly	10/12/2018	10/12/2018

First Aid Training

Staff Member	Training Completed	Date Qualified To
Amy Parsons	26/07/17	26/07/2020
Beth Wilkinson	26/07/17	28/08/2017
Mark Alenson	26/07/17	27/08/2018
Philip O'Reilly	26/07/17	01/04/2018
Carol Qumivuta	07/04/16	01/04/2018
Danni Heppner	19/05/16	19/05/2019
Khalia Barker	19/05/16	19/05/2019
Nathan Fenner	19/05/16	01/09/2018
Fiona Brown	19/05/16	19/05/2019
Alanah Bresnehan	06/08/18	06/08/2021
Wayne Spence	06/08/18	06/08/2021
Amy Ma	06/08/18	06/08/2021
Robyn Trzeciak	06/08/18	06/08/2021
Jess Mcknight	06/08/18	06/08/2021
Pam Ross	06/08/18	06/08/2021
Stephanie Dumble	06/08/18	06/08/2021
Jude Baguley	06/08/18	06/08/2021
Kerrie Ford	24/08/17	24/08/2020
Andrea Stillman	19/05/19	19/05/2022

Other Training Record

Staff Member	Training Type	Date
All other training	CPR ANAPHYLAXIS ASTHMA	19/11/2018

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
Asthma	1	56
Anaphylaxis	1	1
Austism	0	6
Heamophilia	0	1

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bush fires or grassfires	Possible bushfires spreading via nearby reserve	Evacuation process in place & practised,	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Evacuation process in place & practised each term. Emergency Management team in place. Check fire warnings and days of extreme fire danger. Close school if fire risk is evident.	Consequence Moderate Likelihood Unlikely Risk Level Medium
Building fire	Possible internal fire	Evacuation process in place & practised,	Acceptable	Consequence Major Likelihood Possible Risk Level High	Staff & student training in fire risks & prevention. Electrical switchboards kept clear and regular inspections carried out. Maintenance issues addressed.	Consequence Major Likelihood Unlikely Risk Level Medium
Severe weather, storms and flooding	Severe winds causing tree limbs to fall, loss of roofing, damage to glass.	Children contained in buildings away from windows. Parents notified.	Effective	Consequence Major Likelihood Possible Risk Level High	Check storm warnings & alerts. Children to stay at home if sufficient warning is given by the Weather Bureau. Annual inspection by professional of all trees.	Consequence Moderate Likelihood Possible Risk Level Medium
Intruders, personal threats	Intruder in the school grounds or the school buildings causing a threat to children's safety	Lockdown procedures in place and practised regularly. Emergency Management Team in place. High fence around the perimeter. Correct procedures in place for reporting an incident.	Effective	Consequence Minor Likelihood Possible Risk Level Medium	Vigilance by the staff in the yard. Children educated in the risks and trained to react correctly (notify a staff member). See current control measures in place.	Consequence Minor Likelihood Unlikely Risk Level Low
Bomb threats	Threat of a bomb in the school yard or in a building.	Evacuation procedures in place. Lockdown procedures in place. Emergency Management Team in place.	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Carry out the evacuation or lockdown as per the current procedures. Report all suspicious persons or activities to the Police.	Consequence Moderate Likelihood Unlikely Risk Level Medium

School bus - accident/vehicle incident	Bus transporting students involved in an accident. Accident/incident involving vehicles in the vicinity of the school.	Emergency Management Team in place. Procedures for reporting an incident in place.	Effective	Consequence Major Likelihood Possible Risk Level High	Engage only buses fitted with seatbelts. Maintain vigilance with regard to the traffic flow around the school at peak times. Liaise with Casey Shire Officers on the traffic regulations around the school.	Consequence Major Likelihood Unlikely Risk Level Medium
Pandemics and communicable diseases	Numbers of students being affected by a communicable disease/pandemic.	Communication to parents via the Newsletter & telephone. Information about communicable diseases conveyed to parents.	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Liaise with the Health Department about current risks. Maintain an awareness about possible health risks in the community. Ensure affected students are excluded.	Consequence Moderate Likelihood Rare Risk Level Low
Major Medical emergency	Injury or illness (e.g. Anaphylactic shock) to one or a number of students.	Emergency Management Team in place. Ambulance & parents contacted. Safety of other students maintained. . Staff trained in First Aid & Anaphylaxis	Effective	Consequence Major Likelihood Possible Risk Level High	Inspections, maintenance & reporting systems in place for possible risks. Staff trained in First Aid & Anaphylaxis. Communication lines kept open to the Main Office.	Consequence Moderate Likelihood Unlikely Risk Level Medium
Off-site emergencies	Traffic incident, chemical spill, fire, explosion in vicinity.	Traffic incident, chemical spill, fire, explosion in vicinity.	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	See current control measures in place.	Consequence Minor Likelihood Rare 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.	Code Black lockdown	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Code black lock down, police called, block out blinds installed throughout school	Consequence Moderate Likelihood Possible Risk Level Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Code black lock down, call 000	Acceptable	Consequence Severe Likelihood Rare Risk Level	Code black lock down, call 000	

				Medium		
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	SMS parents to let them know circumstances, call 000	Effective	Consequence Moderate Likelihood Rare Risk Level Low	SMS parents to let them know circumstances, call 000. If have prior knowledge of severe weather alert parents to keep students at home or pick up early	Consequence Moderate Likelihood Rare Risk Level Low
Influenza pandemic	Risk of health and possible death (in extreme cases)	Let community know. If out break, clear instructions for parents and what department recommends	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	Let community know. If out break, clear instructions for parents and what department recommends. Educate parents and students on when it is acceptable to stay at home. Flu shots for all students	Consequence Minor Likelihood Rare Risk Level Low
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	Senral/ PA post. If safe to do so contact parents to pick up students	Acceptable	Consequence Minor Likelihood Rare Risk Level Low	Senral/ PA post. If safe to do so contact parents to pick up students. Water bottles, soft drinks, food bank food available.	

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 the School Gymnasium. • 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>Lock Down Proceedure apply - stay in classrooms and activate phone tree. 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 your to the Oval behind the Hampton Park Secondary College on Carirns Road. • 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.

	<ul style="list-style-type: none"> • 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 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 the School Gymnasium. • 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
Students stay in room - Activate Phone Tree.
- 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
Bush fires or grassfires	
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 School Gymnasium closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Ensure that PAC staff and Secondary College have been notified of Events.
Severe weather, storms and flooding	
Intruders, personal threats	
Bomb threats	
School bus - accident/vehicle incident	
Pandemics and communicable diseases	
Major Medical emergency	
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.

	<ul style="list-style-type: none"> • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776 • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
<p>Bomb/substance 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 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 ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. • <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 telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ 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 <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded.

	<p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? <ul style="list-style-type: none"> • Once the call is finished: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ inform the Chief Warden/principal if this has not yet been done ○ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ○ 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. • 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.
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	<ul style="list-style-type: none"> ○ 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. ● 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.

	<ul style="list-style-type: none"> • 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
Off-site emergencies	

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Roma McKinnon	97991216	87890938	0408545665
Assistant Principal/s	Robyn Trzeciak	97991216	0421849993	0421849993
Business Manager	Kerrie Ford	97991216	0409 405450	0409 405450
Year level Coordinators				
School Bus Coordinators				
First Aid Officer	Lyndall Lord	97991216		
School Welfare Officer	Lyn Hemple	97991216		
OH and S Representative	Phil O'Reilly	97991216	0433 227 414	0433 227 414
School Chaplan				
School Council President	Vicky Methven	97991170	0414319420	0414319420

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Stephen Gniel	(03) 8765 5747	
Regional Office (sevr@edumail.vic.gov.au)	Dandenong , Moe	(03) 8765 5600, (03) 5127 0400	
Manager, Operations & Emergency Management	Therese Carroll	(03) 7022 0273	0419 129 659
Emergency Management Support Officer	Glen Tarrant	(03) 8765 5706	0438 018 269
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	Anne Martin		0434133084
SSSO Team Leader	Giovanna		

Local / Other Organizations

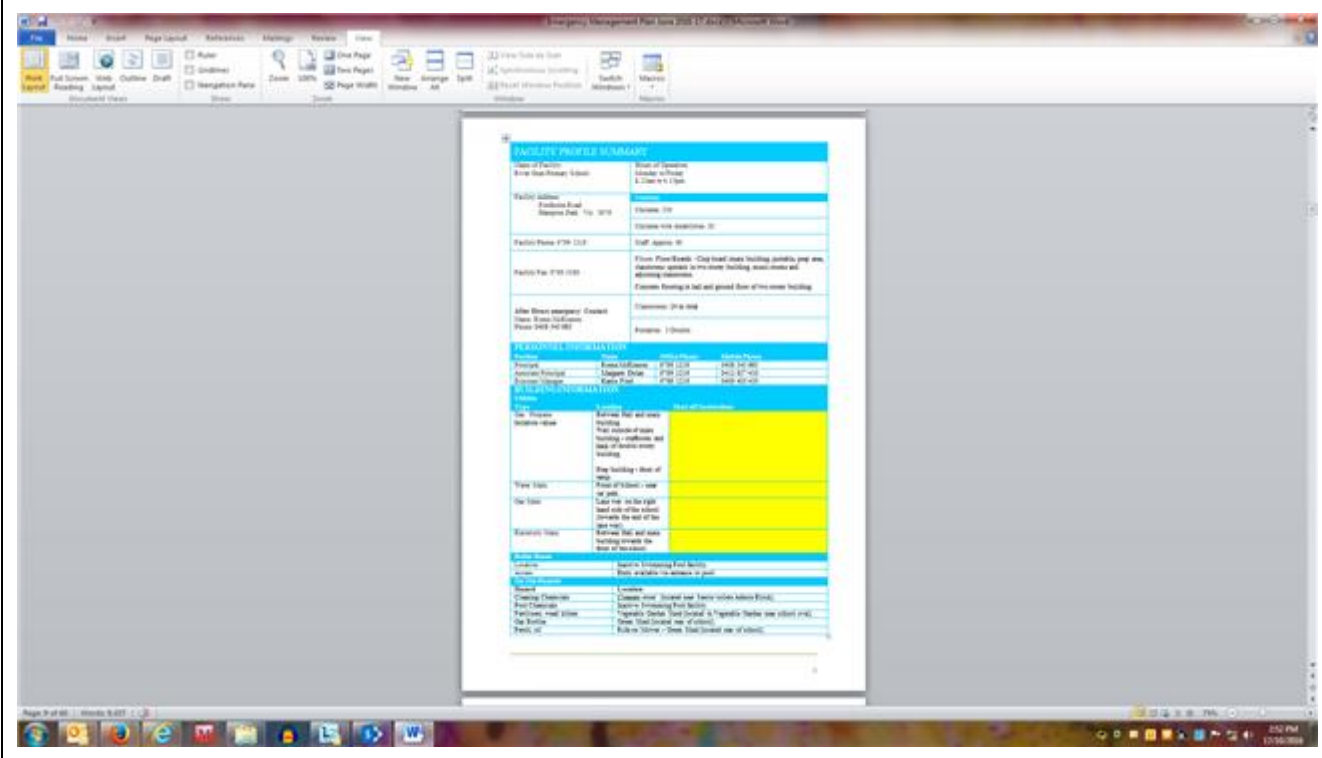
Name	Phone
Police Station	59910600
Hospital/s	95541000
Gas	132771
Electricity	131799
Water Corporation	180092837
Facility Plumber	0409 112 217
Facility Electrician	0410 036 964
Local Government	97055200

School Bus Emergency Contacts

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

Incident Management Team

IMT Structure



Roles	Primary Contact	Secondary Contact
Incident Controller	Name: Roma McKinnon Phone/Mobile: 0408 545 665	Name: Margret Dolan Phone/Mobile: 0412 857 410
Planning Officer	Name: Philip O'Reilly Phone/Mobile: 0412 857 410	Name: Robyn Trzeciak Phone/Mobile: 0421849993
Communication Officer	Name: Robyn Trzeciak Phone/Mobile:	Name: Jess McKnight Phone/Mobile:

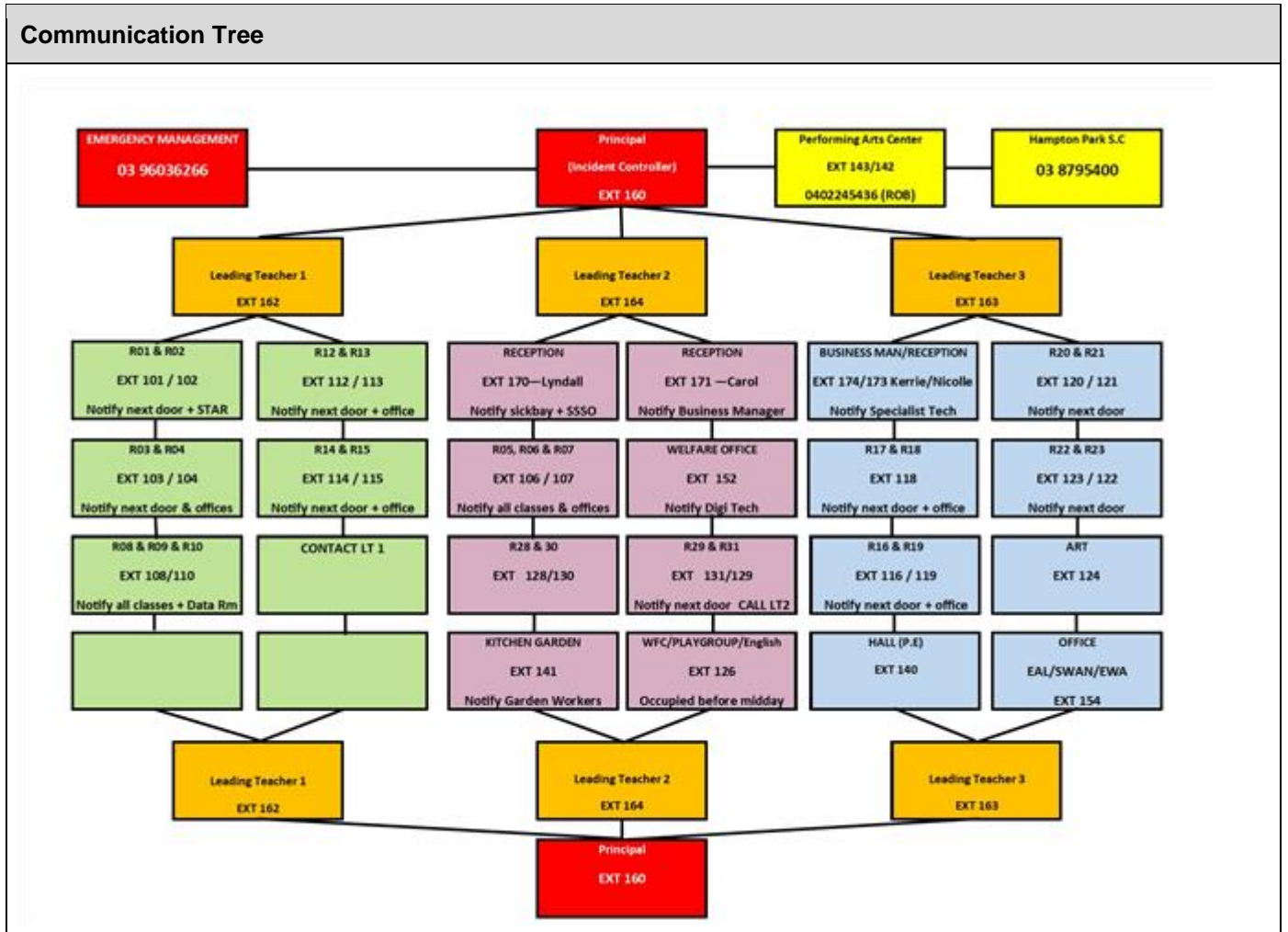
	0421849993	0407096509
Operations Officer (Area Warden)	Name: Fiona Brown Phone/Mobile: 0450307006	Name: Jess McKnight Phone/Mobile: 0407096509
Logistics Officer (Warden)	Name: Phil O'Reilly Phone/Mobile: 0433227414	Name: Nicolle Handley Phone/Mobile: 0418566716
First Aid Officer	Name: Lyndall Lord Phone/Mobile: 0397991216	Name: Carol Qumivutia Phone/Mobile: 97991216 Ext 170

Incident Management Team Roles & Responsibilities

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

	<ul style="list-style-type: none"> • Participate in emergency exercises/drills. <p>During Emergency 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.
Logistics Officer (Warden)	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	<p>All first aid requirements to staff, students and visitors to the school. Liaise with Emergency services as required.</p>

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	SMS alert to all staff and students of limited access to site, discuss with other local schools arrangements to have our student temporarily set up
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Name	Contact Details	Support Role

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

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

Details of arrangements	You may like to consider backing up school data, use of paper based systems, flexible lesson plans, generators, emergency lighting
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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	Arrangement would be leadership team would be required in daily organisational duties which are communicated to staff via Sentral each day
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Name	Contact Details	Support Role
Roma McKinnon	97991216	Principal

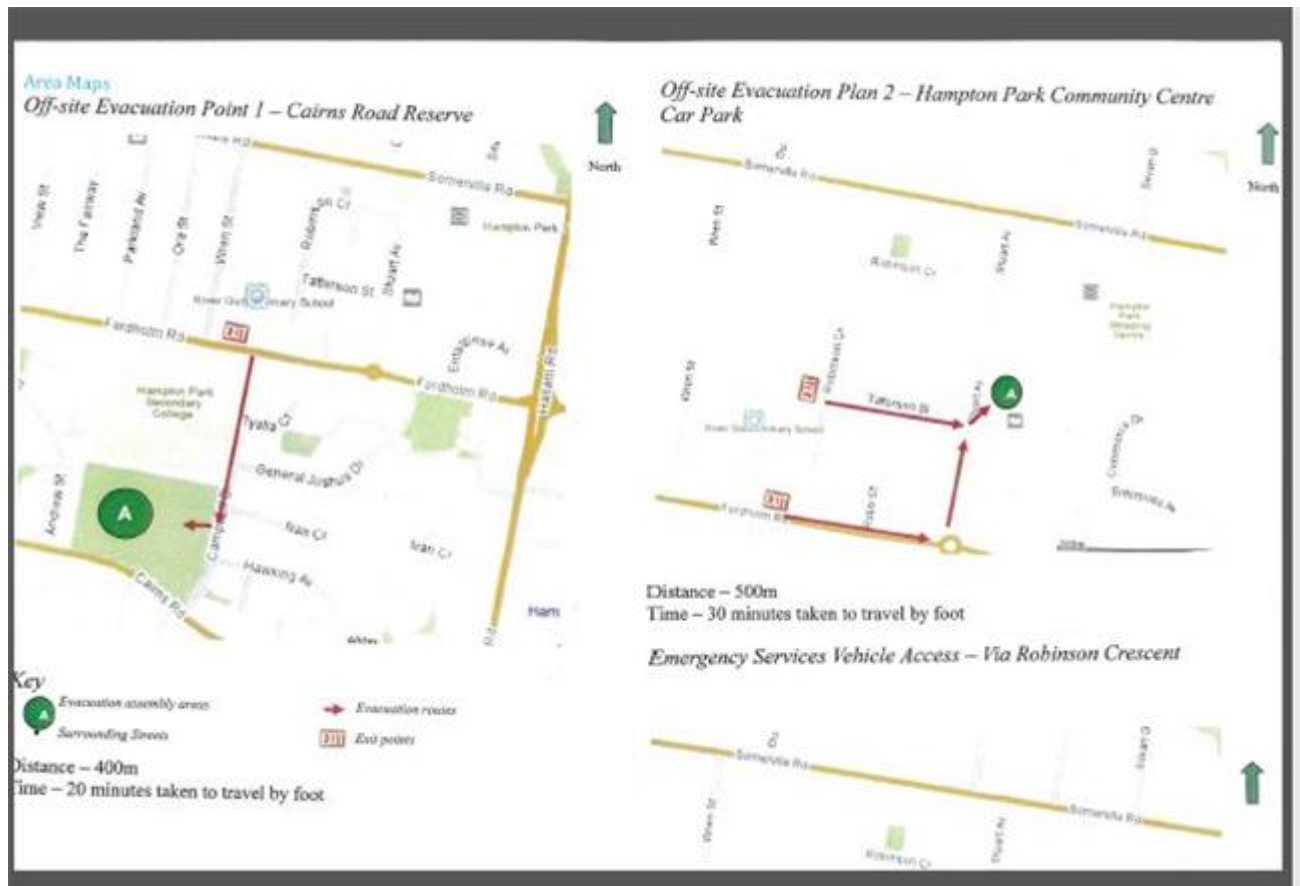
Business Continuity Checklist

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

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

Area Map

Area Map



Emergency Services Vehicle Access – Via Robinson Crescent



Key



Evacuation assembly areas

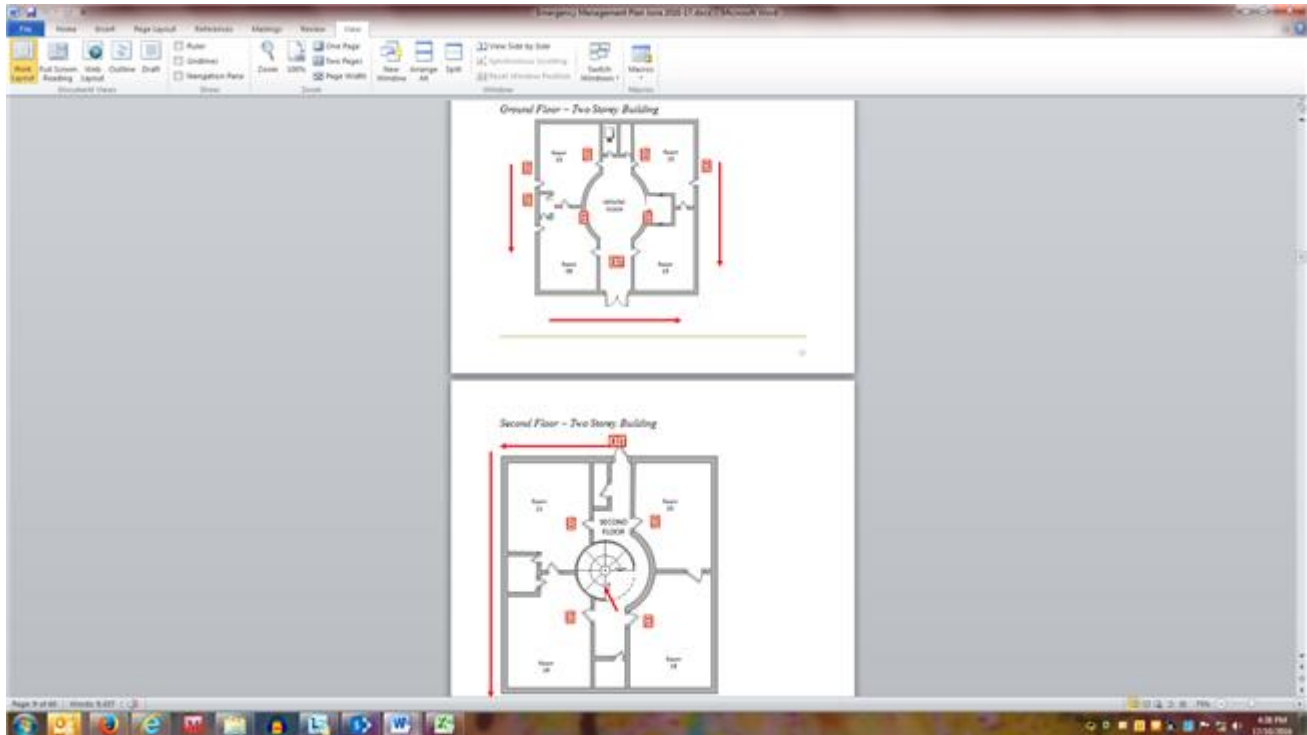
Surrounding Streets

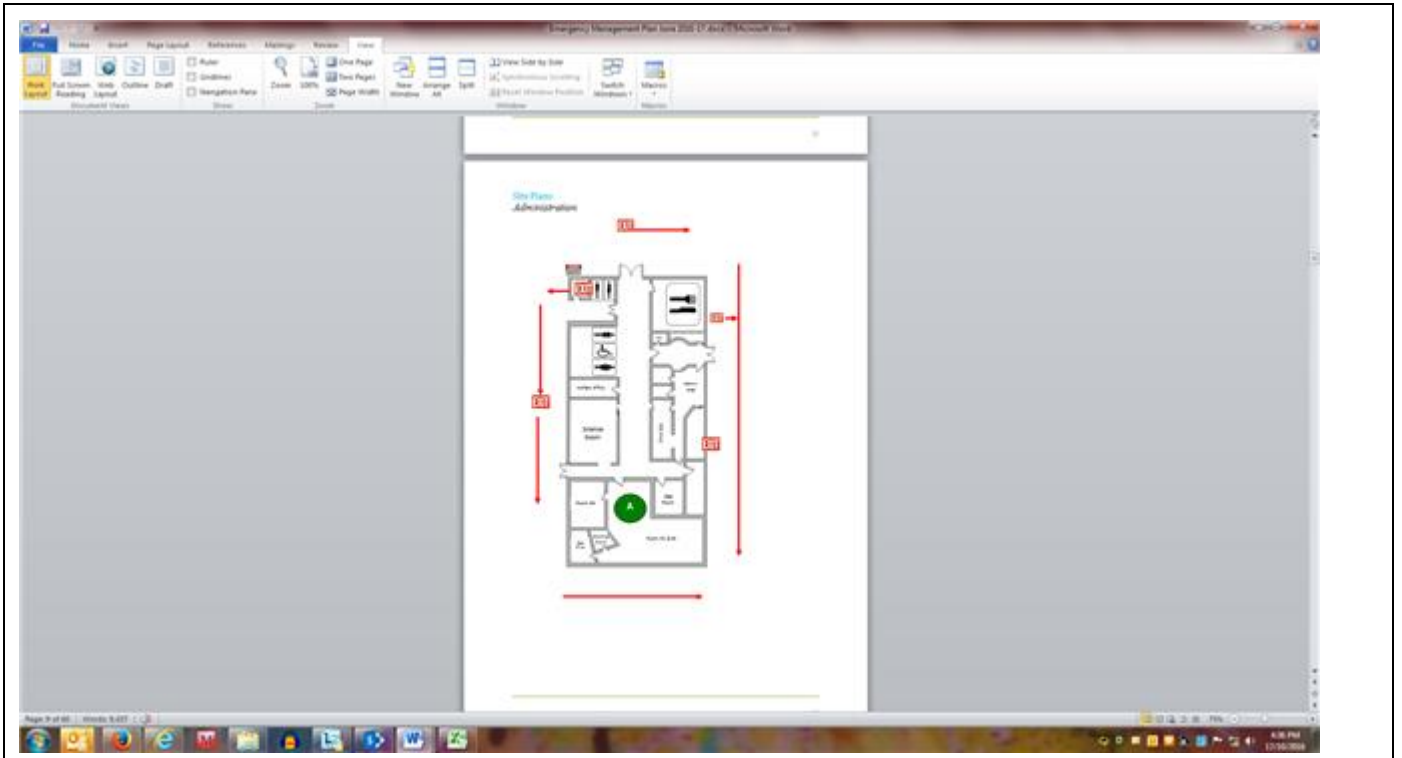
→ Access routes



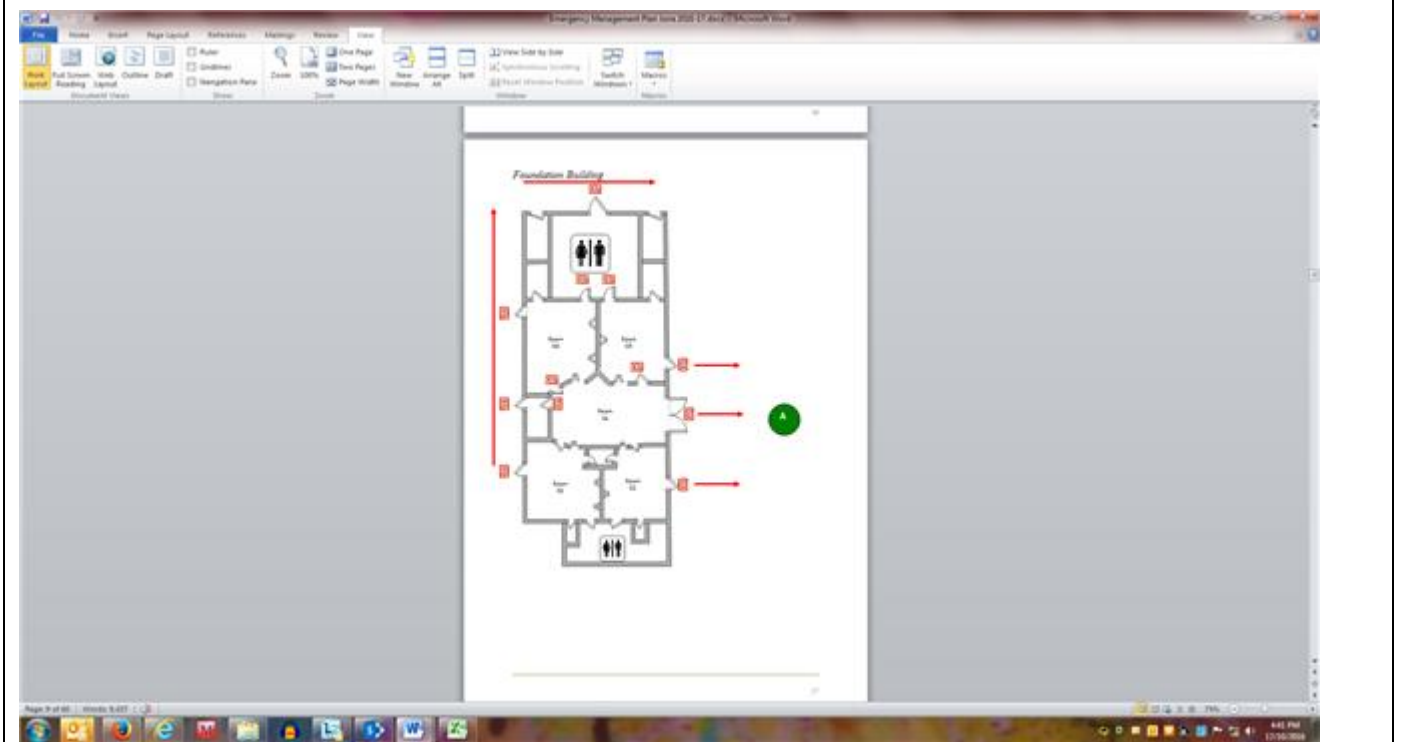
Exit Points

Evacuation Map

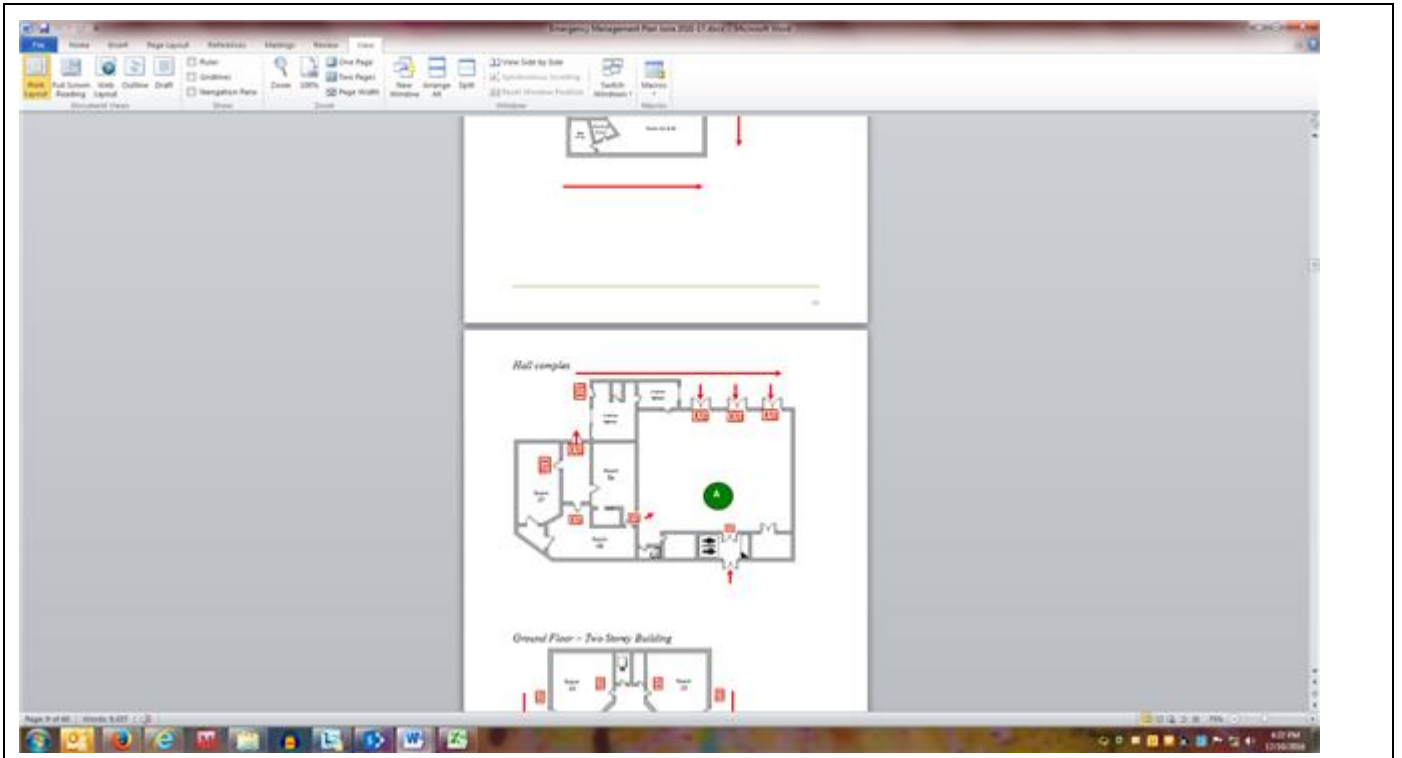
Building Name	Evacuation Procedures
Two Storey Building	
	
Administration building	



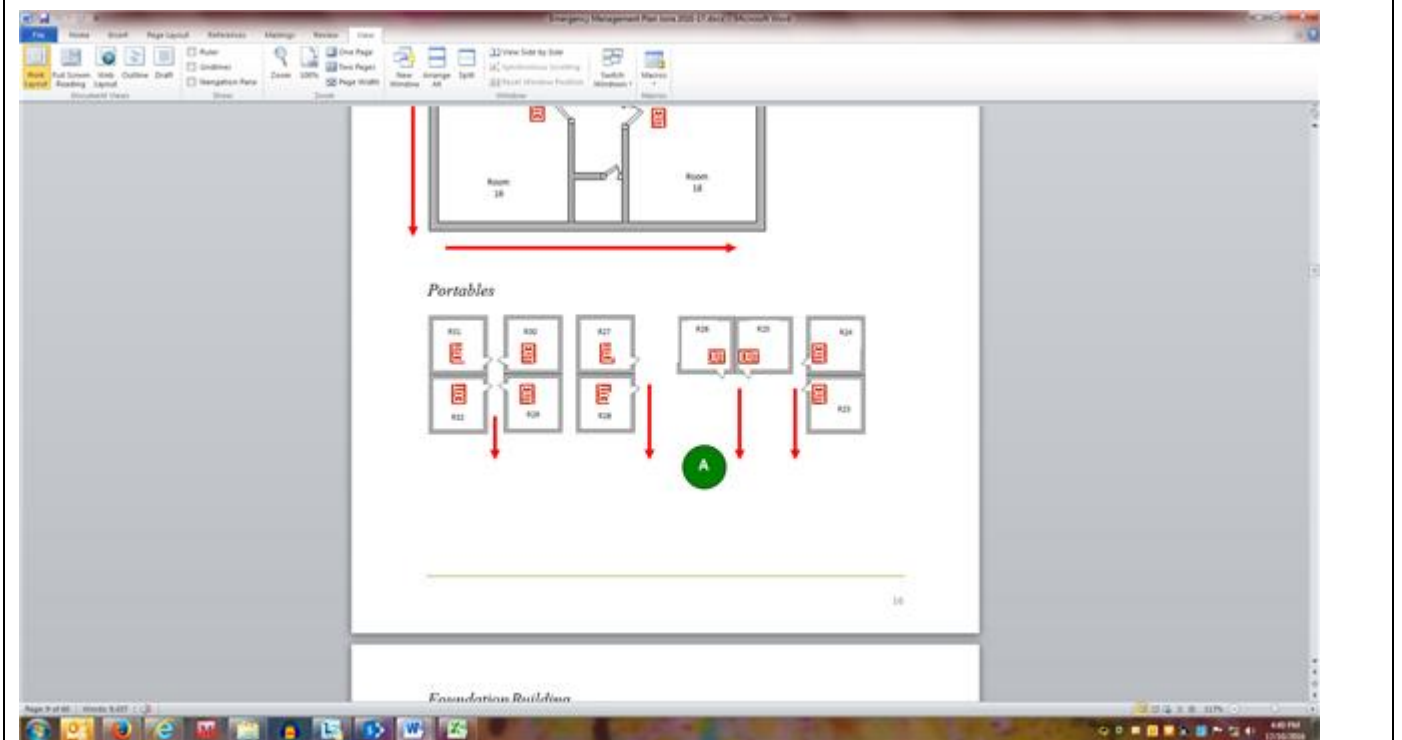
Foundation Building



Hall Building



Portable Buildings



Pool Complex

