# Seymour College

# Emergency and Critical Incident Management Plan 2023-2024

**29-47 Stewart Street, Seymour, VIC, 3660**

**03 5771 1300 / seymour.co@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 24/08/2023**

# Purpose

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

# Context

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

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

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

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

# Facility Profile

| | |
|---|---|
| **School Name/Campus Name** | **Seymour College** |
| **Address** | 29-47 Stewart Street, Seymour, VIC, 3660 |
| **Phone** | 03 5771 1300 |
| **Email** | seymour.co@education.vic.gov.au |
| **Fax** | |
| **DET Region** | NORTH-EASTERN VICTORIA |
| **DET Area** | Goulburn Area |
| **LGA** | Mitchell (S) |
| **BOM/Fire District** | North Central District |
| **Is your school on Bushfire At- Risk Register?** | No |
| **Bushfire At-Risk Register Category** | |
| **Operating Hours** | 8.00am - 4.30pm Monday to Friday |
| **Number of Students** | 714 |
| **Number of Staff** | 107 |
| **Number of Buildings** | 11 |
| **Is the School a designated Neighborhood Safer Place?** | No |
| **Shelter-In-Place Location** | Arts Centre (other Mollison Oval & Primary Oval) |
| **On-site Evacuation Location** | Mollison Oval & Primary Oval |
| **Off-site Evacuation Location** | Chittick Park |

| Typical method used for communications to school community | SMS via Compass School Manager |
|---|---|
| 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 |
|---|---|---|---|---|---|
| Seymour Family & Children's Centre | Stewart Street Seymour | 20 | 9am-2pm | Liz Tregenza | (03) 9450 0900 |
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# Building Information Summary

## Telephones (landlines)

| Location | Number |
|---|---|
| Administration Office | 6 |
| Internal phones 75 locations | 75 |

## Alarms

| Description | Location | Monitoring Company | Number |
|---|---|---|---|
| Fire | Various | RVK Security | FOB |
| Intrusion | Various | RVK Security | FOB |
| Other | | | |

## Utilities

| Description | Location | Service Provider | Location of shutoff Instructions |
|---|---|---|---|
| Gas / Propane | Loco street adjacent to school oval indicated by Fire Service Booster cabinet. | Origin | Shut off valve located at gas meter, emergency service keyed lock on access gate. |
| Water | Loco street adjacent to school oval indicated by Fire Service Booster cabinet. | GV Water | Shut off valves located adjacent to water meter. |
| Electricity | Main switch panel in administration building entrance via Loco street. | Red Energy | Chuck E Electrical |

## Sprinkler System

| Control Valve Location | Primary Oval (Anglesey St Side) |
|---|---|
| Shutoff Instructions Location | NA |

# Boiler Room

| | |
|---|---|
| **Location** | |
| **Access** | |

# Emergency Power System

| | |
|---|---|
| **Type** | NA |
| **Location** | NA |
| **Provides power to** | NA |
| **Shutoff Instructions Location** | NA |

# Building and Site Hazards

| Location | Number |
|---|---|
| Administration | SAMS Plan - Block A (Room 8) Cleaning Products |
| Science Lab | SAMS Plan - Block B (Room 66)  Hazardous Chemicals |
| Technology Wing | SAMS Plan - Block F (Rooms 166 &amp; 170) Petrol &amp; Oils |
| Technology Wing | SAMS Plan - Block F (Room 159) Cleaning Products |
| Gardeners Shed | SAMS Plan - (Gardeners Shed) Fuels &amp; Oils |

# Additional Profile Information

| | |
|---|---|
| **Additional Info** | |
| | |

# Drill Schedule

| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
|---|---|---|---|---|
| Term 1 | Emergency Evacuation Fire drill P-12. 27th March 2015 | Derek Rimes | 27/03/2015 | 27/03/2015 |
| Term 3 | Lockdown of P-6 2014 (Report checklist attached at end) | Derek Rimes | | 15/08/2014 |
| Term 2 | Emergency Lockdown | Derek Rimes | 28/04/2016 | 28/04/2016 |
| Term 3 | Humanities Literacy Centre Evacuation | Derek Rimes | 20/07/2017 | 20/07/2017 |
| Term 4 | Primary Lockdown | Lois Kelly | 18/10/2017 | 18/08/2017 |
| Term 4 | Primary Lockdown Snake in yard | Lois Kelly | 24/10/2017 | 24/10/2017 |
| Term 4 | Whole School Lockdown | Derek Rimes | 01/12/2017 | 01/12/2017 |
| Term 1 2018 | Emergency Evacuation | Derek Rimes | 23/03/2018 | 23/03/2018 |
| Term 2 2018 | Whole School Lockdown | Derek Rimes | 12/06/2018 | 12/06/2018 |
| Term 3 2018 | Emergency Evacuation Lockdown | Derek Rimes | 29/08/2018 | 29/08/2018 |
| Term 4 2018 | Emergency Evacuation | Derek Rimes | 10/12/2018 | 10/12/2018 |
| Term 4 2016 | Emergency Evacuation | Derek Rimes | 04/11/2016 | 04/10/2016 |
| Term 1 2019 | Emergency Lockdown Primary | Derek Rimes | 31/01/2019 | 31/01/2019 |
| Term 2 2019 | Emergency Evacuation Fire Drill | Derek Rimes | 26/04/2019 | 26/04/2019 |
| Term 3 2019 | Emergency Evacuation Fire Drill | Derek Rimes | 13/09/2019 | 13/09/2019 |
| Term 2 2020 | Emergency Lockdown | Derek Rimes | 25/05/2020 | 25/05/2020 |
| Term 1 2021 | Emergency Evacuation Fire Drill | Derek Rimes | 01/04/2021 | 01/04/2021 |
| Term 1 2022 | Lockdown | Derek Rimes | 23/02/2022 | 23/02/2022 |
| Term 1 2022 | Lockout | Derek Rimes | 15/03/2022 | 15/03/2022 |

| Term 1 2022 | Lockdown | Derek Rimes | 29/04/2022 | 29/04/2022 |
|---|---|---|---|---|
| Term 4 2022 | Flood Evacuation of Whole School | Derek Rimes | 13/10/2022 | 13/10/2022 |
| Term 1 2023 | Lockdown | Derek Rimes | 03/03/2023 | 03/03/2023 |
| Term 3 2023 | Evacuation | Derek Rimes | 13/09/2023 | |

# First Aid Training

| Staff Member | Training Completed | Date Qualified To |
|---|---|---|
| Janet McKenzie | 26/07/22 | 26/07/2025 |
| Kirsten Foster | 1/08/18 | 30/08/2022 |
| Kirsty Hare | 26/07/22 | 26/07/2025 |
| Greg Gibson | 12/05/16 | 01/07/2026 |
| Sophie Jones | 22/07/20 | 22/07/2022 |
| Kristie Luckman | 22/07/20 | 01/07/2026 |
| Nam Ngyuen | 22/07/20 | 01/07/2026 |
| Xavier Kitch | 26/07/22 | 26/07/2025 |
| Kylie Shingles | 22/07/20 | 01/11/2024 |
| Karen Wright | 26/07/22 | 26/07/2025 |
| Kelsey Hare | 22/07/20 | 01/11/2024 |
| Brooke Wessels | 26/07/22 | 26/07/2025 |
| Emma Hall | 22/07/20 | 30/08/2022 |
| Kirsten King | 22/07/20 | 01/07/2026 |
| Jose Jimenez | 22/07/20 | 30/08/2022 |
| John Murphy | 26/07/22 | 26/07/2025 |
| Michelle Story | 26/07/22 | 26/07/2025 |
| Sue Watson | 26/07/22 | 26/07/2025 |
| Lisa Macheras | 26/07/22 | 26/07/2025 |
| Keely Wright | 26/07/22 | 26/07/2025 |
| Kylie Rogers | 26/07/22 | 26/07/2025 |
| Surani Munaweera | 26/07/22 | 26/07/2025 |
| Suzanne Dodds | 26/07/22 | 26/07/2025 |
| Olivia Allen | 26/07/22 | 26/07/2025 |

| | | |
|---|---|---|
| Ann Smith | 26/07/22 | 26/07/2025 |
| Brooke Maher | 28/07/23 | 28/07/2025 |
| Kirsty Sawyer | 28/07/23 | 01/07/2026 |
| Kylie Doyle | 28/07/23 | 01/07/2026 |
| Kirsten May | 28/07/23 | 01/05/2024 |
| Jennie Gao | 28/07/23 | 01/07/2026 |
| Kim Summer | 28/07/23 | 01/07/2026 |
| Bronwyn Jephcott | 28/07/23 | 01/07/2026 |
| Morag Houston | 28/07/23 | 01/11/2024 |
| Ben Tarran | 28/07/23 | 01/07/2026 |
| David Stute | 28/07/23 | 01/07/2026 |
| Clare Watson | 28/07/23 | 01/07/2026 |
| Amity Hare | 28/07/23 | 01/03/2026 |
| Daniel Thompson | 28/07/23 | 01/07/2026 |
| Surani Munaweera | 28/07/23 | 01/07/2025 |

# Other Training Record

| Staff Member | Training Type | Date |
|---|---|---|
| All Staff | BSEM | 01/02/2022 |
| Selected Staff | CPR | 26/07/2022 |
| Selected Staff | First aid | 18/07/2023 |

# Students or Staff with Additional Needs

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

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

| Category | Number of Staff | Number of Students |
|---|---|---|
| Anaphylaxis | 1 | 10 |
| Asthma | 10 | 103 |
| Autism | 0 | 5 |
| Hearing impaired | 0 | 2 |
| Intellectual disability | 0 | 52 |
| Severe behaviour disorder | 0 | 7 |
| Mobility issues | 0 | 0 |
| Vision impaired | 0 | 1 |
|  | 0 | 8 |

# Emergency Kit Checklist

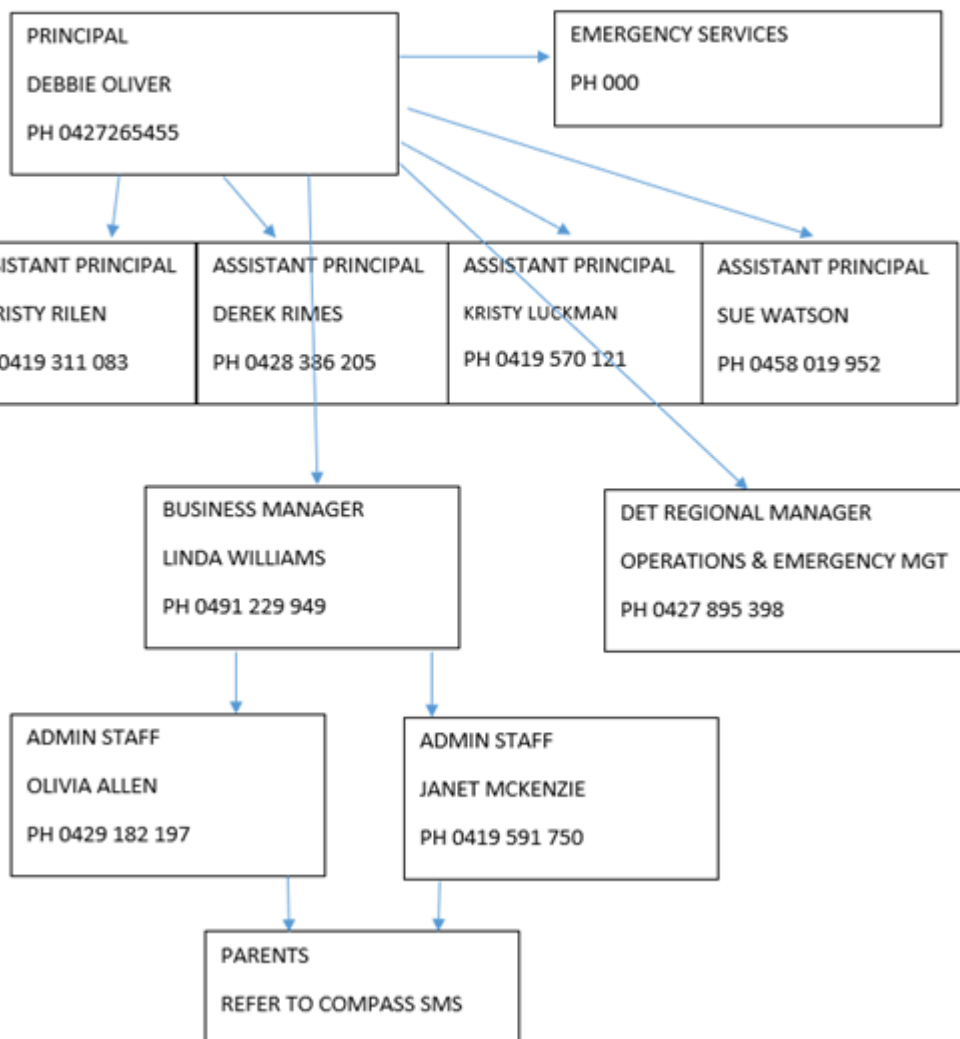| Checklist | Yes / No |
|---|---|
| Student data and parent contact information (contained in EMP) | Yes |
| Student and staff with additional needs list (contained in EMP) including any student medications | Yes |
| Staff contact information | Yes |
| Student Release Forms/sign out book | Yes |
| List 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 |
| Whistle | Yes |
| Megaphone | Yes |
| Copy of facility site plan and EMP including evacuation routes | 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** | 31/07/2023 |
| **Next check date** | 11/12/2023 |

# Incident Management Team

| IMT Structure |
|---|

## COMMUNICATIONS TREE

**Seymour College**

**PRINCIPAL**
DEBBIE OLIVER
PH 0427265455

**EMERGENCY SERVICES**
PH 000

**ASSISTANT PRINCIPAL**
CHRISTY RILEN
PH 0419 311 083

**ASSISTANT PRINCIPAL**
DEREK RIMES
PH 0428 386 205

**ASSISTANT PRINCIPAL**
KRISTY LUCKMAN
PH 0419 570 121

**ASSISTANT PRINCIPAL**
SUE WATSON
PH 0458 019 952

**BUSINESS MANAGER**
LINDA WILLIAMS
PH 0491 229 949

**DET REGIONAL MANAGER**
OPERATIONS & EMERGENCY MGT
PH 0427 895 398

**ADMIN STAFF**
OLIVIA ALLEN
PH 0429 182 197

**ADMIN STAFF**
JANET MCKENZIE
PH 0419 591 750

**PARENTS**
REFER TO COMPASS SMS

| Roles | Primary Contact | Secondary Contact |
|---|---|---|
| Chief Warden/Education Commander | **Name:** Derek Rimes **Phone/Mobile:** | **Name:** Debbie Oliver **Phone/Mobile:** |

|  | 0428386205 | +61427265455 |
|---|---|---|
| Planning Officer | **Name:**<br>Christy Rilen<br>**Phone/Mobile:**<br>0419311083 | |
| Operations Officer (Area Warden) | **Name:**<br>Xavier Kitch<br>**Phone/Mobile:**<br>5771 1300 | **Name:**<br>Kristie Luckman<br>**Phone/Mobile:**<br>0417671488 |
| Communications Officer | **Name:**<br>Olivia Allen<br>**Phone/Mobile:**<br>0429 182 197 | |
| Logistics Officer (Warden) | **Name:**<br>Janet McKenzie<br>**Phone/Mobile:**<br>0419591750 | **Name:**<br>Linda Williams<br>**Phone/Mobile:**<br>0491229949 |
| First Aid Officer | **Name:**<br>Kirsty Hare<br>**Phone/Mobile:**<br>0407848003 | **Name:**<br>Brooke Wessels<br>**Phone/Mobile:**<br>57711300 |

# Incident Management Team Roles & Responsibilities

| Core Procedures | Procedure Instructions |
|---|---|
| Chief Warden/Education Commander | **Pre-Emergency**<br>• Maintain current contact details of IMT members.<br>• Conduct regular exercises/drills.<br>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.<br>• Ensure our emergency response procedures are kept up-to-date.<br>• Ensure staff on the IMT are aware of their responsibilities.<br>**During Emergency**<br>• Attend the emergency control point.<br>• Ascertain the nature and scope of the emergency.<br>• Ensure that the emergency services have been notified.<br>• Ensure the appropriate response has been actioned.<br>• Convene our IMT as required.<br>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.<br>• Brief the incoming emergency services and respond to their requests.<br>• Report the emergency to the Security Services Unit on 9589 6266.<br>**Post- Emergency**<br>• 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.<br>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.<br>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| Planning Officer | **Pre-Emergency**<br>• Assist the Chief Warden.<br>• Identify resources required.<br>• Participate in emergency exercises/drills.<br>**During Emergency**<br>• Attend the emergency control point.<br>• Ascertain the nature and scope of the emergency.<br>• Report any changes in the situation to the Chief Warden.<br>• Act as directed by the Chief Warden.<br>• Plan for contingencies.<br>**Post- Emergency**<br>• Collect and evaluate information relating to the emergency.<br>• Identify recovery needs and develop a recovery plan (if required). |
| Operations Officer (Area Warden) | **Pre-Emergency**<br>• Regularly check and report on deficiencies of emergency equipment and kits.<br>• 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.<br>**During Emergency**<br>On hearing alarm or becoming aware of an emergency, the Operations Warden will:<br>• Attend the emergency control point.<br>• Communicate with the Chief Warden by whatever means available and act on instructions.<br>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.<br>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.<br>• Commence evacuation if the circumstances on their floor or area warrant this.<br>• Control the movement of people.<br>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.<br>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.<br>• 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.<br>**Post Emergency**<br>• Compile report of the actions taken during the emergency for the debrief. |
| Communications Officer | **Pre-Emergency**<br>• Assist the Chief Warden.<br>• Attend training in the use of the school's communication system.<br>• Maintain records and logbooks and make them available for emergency response.<br>• Ensure emergency and parent contact details are up-to-date.<br>• Participate in emergency exercises/drills.<br>**During Emergency**<br>• Attend the emergency control point.<br>• Ascertain the nature and location of the emergency. Maintain up to date information.<br>• Confirm that emergency services have been notified.<br>• Notify appropriate IMT members.<br>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.<br>• Keep a log of events that occurred during the emergency.<br>• Act as directed by the Chief Warden.<br>**Post- Emergency**<br>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.<br>• Contact parents as required. |
| Logistics Officer (Warden) | **Pre-Emergency**<br>• Ensure staff and students are aware of the emergency response procedures.<br>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).<br>• Participate in emergency exercises/drills.<br>**During Emergency**<br>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following: |

| | |
|---|---|
| | • Attend the emergency control point.<br>• Operate the communication system in place.<br>• Check that any fire doors and smoke doors are properly closed<br>.<br>• Close or open other doors in accordance with the emergency response procedures.<br>• 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.<br>• Ensure orderly flow of people into protected area.<br>• Assist occupants with disabilities.<br>• Act as lead of groups moving to nominated assembly areas.<br>• Report status of required activities to the operations officer (area warden) on their completion.<br>• Act as directed by the Chief Warden.<br>**Post- Emergency**<br>• Compile report of the actions taken during the emergency for the debrief. |
| First Aid Officer | **Pre, During & Post Emergency**<br>• Participate in emergency exercises/drills.<br>• Assist with any person requiring medical / first aid<br>• Attend the emergency control point.<br>• Assist occupants with disabilities. |

# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
|-----------|------|-------|---------------------|--------|
| Principal | Debbie Oliver | 57711300 | | 0427265455 |
| Assistant Principal/s | Christy Rilen | 57711300 | | 0477761281 |
| Assistant Principal/s | Kristie Luckman | 57711300 | | 0400017903 |
| Assistant Principal/s | Derek Rimes | 57711300 | | 0428386205 |
| Business Manager | Linda Williams | 57711300 | | 0418264443 |
| Year Level Coordinator2 11 & 12 | Sophie Jones and Sharon Hill | 57711300 | | 0419311700 |
| Campus Manager 7-12 & F-6 | Daniel Piaquadio & Bradley Moedt | 57711300 | | 0431191203 |
| Snr School Coordinator | Sharon Hill | 57711300 | | 0408158039 |
| Year Level Coordinator  10 | Sophie Rilen | 57711300 | | |
| Year Level Coordinator  9 | David Stute, Rebecca McLarty | 57711300 | | |
| Year Level Coordinator  8 | Kirsten King | 57711300 | | |
| Year Level Coordnator 7 | TBA | 57711300 | | |
| School Bus Coordinator | Janet McKenzie | 57711300 | | 0419591750 |
| First Aid Officers | Kirsty Hare / Janet McKenzie | 57711300 | | 0407848003 |
| School Welfare Officer | Lloyd Taylor & Nick Dundon | 57711300 | | 0423294515 |
| School Council President | Jason Tarran | | | 0458 159 994 |
| School Nurse | Kirsty Hare / Brooke Wessels | 57711300 | | 0407848003 |
| Assistant Principal/s | Sue Watson | 57711300 | | 0458 019 952 |
| School Welfare Officer | Lloyd Taylor | 57711300 | | 0418301441 |

| | | | | |
|---|---|---|---|---|
| Seymour Family & Children's Centre | Tiffany Stute | 57923 735 | | |

## DET Contacts

| Roles | Name | Phone | Mobile |
|---|---|---|---|
| Regional Director | Karen Money | 1300 333 231 | |
| Regional Office (nevr@edumail.vic.gov.au) | General enquiries, Benalla, Glen Waverley | 1300 333 231 (03) 8392 9500 | |
| Manager, Operations & Emergency Management | Therese Carroll | 03 8904 2473 | 0448 284 749 |
| Emergency Management Support Officer | Kate Roberts | | 0436 615 169 |
| Incident Support and Operations Centre (ISOC) | | 1800 126 126 | |
| Programmed Maintenance Services | | 1300 133 468 | |
| OHS Advisory Service | | 1300 074 715 | |
| Employee Assistance Program | | 1300 361 008 | |
| Media Unit (on call 24/7) | | (03) 8688 7776 | |
| SEIL | Rhonda Cole | 03 8392 9593 | |
| SSSO Team Leader | Scott Watson | 03 8392 9593 | 0429 565 229 |
| ISOC (Emergency Mgt) | 1800126126 | 1800126126 | 1800126126 |
| ISOC (Emergency Mgmt) | | 1800 126 126 | |

## Local / Other Organizations

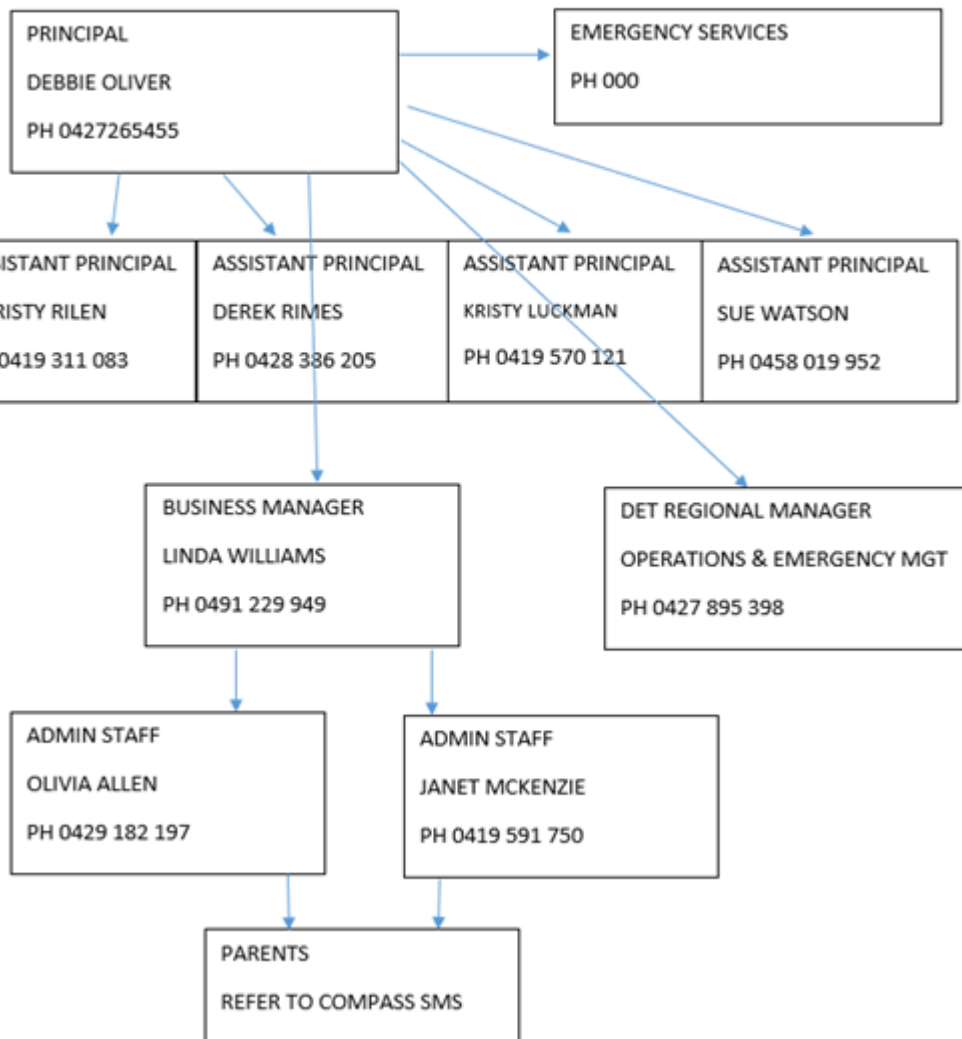| Name | Phone |
|---|---|
| Police Station | 57350200 |
| Hospital/s | 57936100 |
| Gas | 132771 |
| Electricity | 131799 |
| Water Corporation | 58320600 |
| Facility Plumber A Tennant | 0408570720 |
| Facility Electrician Chuck Electrical | 0413091102 |
| Local Government | 57346200 |
| SES (flood, storm and earthquake) | 132 500 |

## School Bus Emergency Contacts

| Bus Routes | Areas Services | Schools serviced or bus coordinating school | Contact Details |
|---|---|---|---|
| Mainstream and Special Education routes | Seymour and Districts | Seymour College St Mary's College Tallarook Primary Puckapunyal Primary | Stuart Locke Seymour Coaches 45 Highlands Rd, Seymour VIC 3660 Ph 57921181 mob0418552016 |
| Inclusive Education route | Seymour and Districts | Seymour College | Natasha Buchanan ph0429485350 |

# Communication Tree

| Communication Tree |
|---|

## COMMUNICATIONS TREE

**PRINCIPAL**
DEBBIE OLIVER
PH 0427265455

**EMERGENCY SERVICES**
PH 000

**ASSISTANT PRINCIPAL**
CHRISTY RILEN
PH 0419 311 083

**ASSISTANT PRINCIPAL**
DEREK RIMES
PH 0428 386 205

**ASSISTANT PRINCIPAL**
KRISTY LUCKMAN
PH 0419 570 121

**ASSISTANT PRINCIPAL**
SUE WATSON
PH 0458 019 952

**BUSINESS MANAGER**
LINDA WILLIAMS
PH 0491 229 949

**DET REGIONAL MANAGER**
OPERATIONS & EMERGENCY MGT
PH 0427 895 398

**ADMIN STAFF**
OLIVIA ALLEN
PH 0429 182 197

**ADMIN STAFF**
JANET MCKENZIE
PH 0419 591 750

**PARENTS**
REFER TO COMPASS SMS

# Risk Assessment

| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
|---|---|---|---|---|---|---|
| Asbestos | Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos. Probable Consequences: Area cordoned off and inaccessible; Potential health risks if fibres disturbed and breathed into lungs | • Asbestos removal program<br>• OHS Advisory Service<br>• Asbestos Management Plan<br>• Asbestos training/information session<br>• Asbestos Register and quarterly inspections<br>• Asbestos Make Safe Hotline 1300 133 468 | Effective | **Consequence** Moderate<br>**Likelihood** Rare<br>**Risk Level** Low | Installation of safety fencing. Revised out of bounds areas to students. Staff and students briefed on asbestos removal during term 1. Asbestos removal only when students and staff are not on site. Division 5 Asbestos Audit Report. Division 6 Asbestos Audit Report. Schools Asbestos Management Plan. A current Asbestos Register is available. Quarterly inspections of ACM are conducted detailing the current condition of ACM and ACM labels on buildings. Access to Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield) on ph. 1300 133 468. Asbestos Awareness Training. Asbestos eLearning module. Labelling of all buildings containing ACM. All DET employees, volunteer workers and contractors are inducted. Asbestos Label Register. ACM is only removed by a 'Class A' removalist. Removal works are scheduled during a time when parents, students, employees, after school care and community groups are not present | **Consequence** Moderate<br>**Likelihood** Possible<br>**Risk Level** Medium |
| Potential fire | The Seymour College Agricultural block could be subject to a fire Code Red day | There is no usage at all by students at Seymour College of this site currently so therefore no risk. Closing the school and/or school on days declared Code Red. On non-Code Red days in the event of bushfire or elevated risk maintain a heightened state of readiness and continuously monitor the situational bushfire risk by ensuring open lines of communication with local emergency services. Relocate students to shelter in place onsite or offsite as required. Respond as required to instructions from emergency services | Effective | **Consequence** Insignificant<br>**Likelihood** Rare<br>**Risk Level** Low | There is no usage at all by students at Seymour College of this site currently so therefore no risk and no further treatments required other than respond as required to instructions from emergency services | **Consequence** Insignificant<br>**Likelihood** Rare<br>**Risk Level** Low |
| Gas Leak/Chemical Spill (on-site) | Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works. Probable consequences: Exposure | • School Site Safety policy<br>• Chemical management procedures outlined in:<br>• Managing Chemicals<br>• OHSMS Chemical Management policy, covering dangerous goods and hazardous substances | Acceptable | **Consequence** Minor<br>**Likelihood** Unlikely | MSDS sheets, storage containers, Lockout procedure. | **Consequence** Minor<br>**Likelihood** Unlikely |

| | | | | Risk Level | | Risk Level |
|---|---|---|---|---|---|---|
| | to harmful substance; Poisoning Hazardous substance release Hazardous Substance Release: Inside facility Grounds Gardeners Shed Fuels, oils and pesticides stored in a flame proof cupboard as per MSDS recommendations.In the case of an incident follow the "LOCK OUT" procedure. | • School seeks and follows advice of nominated OHS representative<br>• All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school<br>• School drills evacuation procedures for gas leak/chemical spill. | | Low | | Low |
| Gas Leak/Chemical Spill (on-site) | Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning Hazardous substance release Hazardous Substance Release: Inside facility Grounds Gardeners Shed Fuels, oils and pesticides stored in a flame proof cupboard as per MSDS recommendations.In the case of an incident follow the "LOCK OUT" procedure. | • School Site Safety policy<br>• Chemical management procedures outlined in:<br>• Managing Chemicals<br>• OHSMS Chemical Management policy, covering dangerous goods and hazardous substances<br>• School seeks and follows advice of nominated OHS representative<br>• All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school<br>• School drills evacuation procedures for gas leak/chemical spill.<br>• Storage controls in place. | Acceptable | **Consequence**<br>Minor<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Low | MSDS sheets, storage containers, Lockout procedure. | **Consequence**<br>Minor<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Low |
| Bomb/substance threat | Probable Causes: Known or unknown person with intent or harm or cause fear to staff and students of the school; Prank Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | • Bomb Threat Checklist located next to each phone.<br>• Emergency evacuation drills scheduled and practised on a regular basis. | Acceptable | **Consequence**<br>Severe<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium | Office record sheet for police | **Consequence**<br>Severe<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium |
| Intruder | Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | • Visitors must report to reception and sign in using the Visitor Register.<br>• Visitors are required to wear and display visitor pass/badge.<br>• Parents must make an appointment to meet with teachers/principal.<br>• Lockdown/lockout/ evacuation procedures are regularly practiced.<br>• Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.<br>• Encourage engagement of parents in school activities.<br>• In relation to court orders / custody<br>  o the school maintains a register of current documents/concerns<br>  o parents are advised of the relevant school processes and duty of care to other students and staff.<br>• For parent meetings where staff feel a need for support:<br>o two staff attend | Effective | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High | Lockdown and contact police | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High |

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| | | o  staff use a signal to obtain support from another staff member if required<br>o  an appropriate room for meeting selected e.g. one with two exit points<br>Intruders, injury to staff or students; intentional damage to buildings. In case of incident, follow the 'LOCK DOWN' procedure. | | | | |
| School Bus Program Emergencies – Coord Schools | Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school.  Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption | • Engage approved Accredited Bus Operators Drivers<br>• Buses with seat-belts are used for transporting students<br>• Staff to follow DET's work-related driving procedure.<br>• Bus driver to maintain log book as required.<br>• All excursions, camps and off-site activities adhere to the DET Excursions including camps and adventure activities policy<br>• Students supervised and monitored while participating in off-site school activities, including bus transport.<br>• Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip.<br>• Student Activity Locator (SAL) completed.<br>• Risk assessment planning has occurred for all off-site camps and excursions.<br>• First aid kit to accompany excursions and first aid qualified staff to attend.<br>• Traffic management plan to manage school access/egress at drop off/pick up times.<br>• Supervision to monitor student compliance with school road and bike safety policy.<br>• All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled.<br>• Compliance withSchool Bus Program Emergency Management Operational Guidelines<br>• School EMP contains accurate bus route information, route maps and emergency contact details<br>• A copy of the school's EMP is provided to Bus operators<br>• Regular meetings held with Bus operators to support consistency of procedures.<br>• School Bus Program emergency management procedures are socialised with the school, client schools<br>• Students are supervised during bus arrivals and departures<br>• Bus coordinator appointed<br>• Log of bus travel risks maintained<br>• School maintains accurate bus rolls to determine who is travelling on a school bus each day | Effective | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High | IMT to coordinate response<br>• Call 000 to request emergency assistance, if required<br>• Contact emergency services agencies to ascertain local information on status of any notified emergency.<br>• Report emergency to the Security Services Unit on 1800 126 126.<br>• Advise emergency services of the status and location of bus services and seek assistance if required.<br>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>• Confirm/provide instruction to driver with regard to destination.<br>• notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).<br>• Keep an accurate log of all communication in relation to the event.<br>• Receive confirmation of bus's arrival at destination from driver and/or supervising staff<br>• Direct all Media enquiries to DET Media Unit on 8688 7776. | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High |

| | | | | Consequence / Likelihood / Risk Level | | Controls | Residual Risk |
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| | | • School maintains emergency contact records for all students travelling on buses<br>• School bus routes travelling through determined Code Red weather districts will be cancelled. | | | | | |
| Missing Person-Truancy | Goulburn RiverStudents absenting themselves from school and swimming in the Goulburn river in the summer monthsIncident Management Team (IMT) to coordinate responses and actions. | • School record attendance.<br>• student engagement policy to promote school attendance and address truancy, which is staged.<br>• Recess and lunchtime supervision.<br>• Behavioural Support Plans to address individual truancy.<br>• Student Activity Locator to be completed ahead of all camps (which include outlining all students to attend camp).<br>• List of students to attend camp to be held at school site and by teacher in charge on camp.<br>• School excursion/camp risk assessment.<br>• student support service.<br>• well-being staff in school.<br>• Managing Trauma Guide.<br>• Incident Support and General Operations Centre referrals.<br>• Employee Assistance Program. | Effective | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High | IMT to coordinate response | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High |
| Bushfire/Grassfire | Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn  Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals | • Weekly checks of safety equip are conducted during bushfire season.<br>• School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period.<br>• Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.<br>• Working bees to clear and clean up school site occur twice per year.<br>• EMP is reviewed and socialised with staff before fire season.<br>• School communicates [relocation and/or closure] plans for days of elevated fire danger to school community via [information session, newsletter, letter] at the start of the school year and prior to the fire danger period.<br>• 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season<br>• A WatchZone of [insert your predetermined watch zone]kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents.<br>• Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for Excursions including camps and adventure activities, and will be reassessed if the forecast Fire Danger Rating is severe or extreme, or cancelled if in a determined Code Red weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before | Effective | **Consequence**<br>Severe<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium | • IMT to coordinate response. Evacuation to shelter in place CACC or offsite to Chittick Park Triggers for Action.<br>• The need for action by the school is triggered when there is a bushfire or grassfire that;<br>• is observable, or<br>• identified via Vic Emergency App within 25 km from the school.<br>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.<br>• Immediate Actions / Seek Advice .<br>• If immediate emergency services assistance is required phone '000'.<br>• If your school is in a Watch and Act Warning area, seek advice and then decide whether to remain on site, shelter in place (if required) and monitor the situation<br>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.Mobile number Christine Perra Manager Operations and Emergency Management | **Consequence**<br>Severe<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium |

| | | and during excursions is factored into the risk assessment and emergency management plan for all excursions.<br>• Pre-determined arrangements implemented as fire danger escalates in accordance with school's category on the Bushfire at Risk Register and the Bushfire Preparedness Relocation and Closure Procedures.<br>    ○ Closure on determined Code Red days<br>    ○ For Categories 0, 1, 2 relocation/closure on *[relevant Fire Danger Rating]* days | | | 0448 284 749<br>Adam Schwebel<br>Emergency Management Support Officer<br>0427 374 563<br>• Report the incident to ISOC (1800 126 126)<br>. Convene your Incident Management Team (IMT)<br>. Continue to monitor conditions such as wind change, size of fire, direction of travel.<br>. Continue to monitor warnings and advice messages through the VicEmergency App or website.<br>. If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.<br>• Other sources of Information<br>. Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.<br>. ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.<br>• Actions for the School when it is within a VicEmergency warning area<br>Advice Warning: If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.<br>Watch and Act Warning<br>o call parents to pick up their children<br>o remain on site, shelter in place (if required) and monitor the situation<br>o evacuate the school to your offsite bushfire evacuation location (if applicable).<br>Emergency Warning<br>• If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice.<br>Advise parents that they should not travel to the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.<br>Prepare to Evacuate<br>• If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.<br>• Evacuate Now<br>If your school is in an Evacuation | |

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

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| | | | | immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.<br>. If the building has ignited and is not safe to extinguish – evacuate to the >Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route.<br>. Maintain a record of actions/decisions undertaken and times.<br>This school will also close on determined Code Red fire danger days in Seymour<br>• When relocating due to elevated fire danger in line with this plan, the school will use the following relocation checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx<br>• When closing due to elevated fire danger in line with this plan, the school will use the following closure checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx | | |
| Gas Leak/Chemical Spill (on-site) | Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance;   Poisoning Spillage of unleaded fuels and oils. | • School Site Safety policy<br>• Chemical management procedures outlined in:<br>• Managing Chemicals<br>• OHSMS Chemical Management policy, covering dangerous goods and hazardous substances<br>• School seeks and follows advice of nominated OHS representative<br>• All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school<br>• School drills evacuation procedures for gas leak/chemical spill. | Effective | **Consequence** Minor<br>**Likelihood** Possible<br>**Risk Level** Medium | Spillage of cleaning fluid. | **Consequence** Minor<br>**Likelihood** Possible<br>**Risk Level** Medium |
| Building fire | Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals. | Emergency Evacuation Ring Fire Brigade | Acceptable | **Consequence** Severe<br>**Likelihood** Rare<br>**Risk Level** | Emergency Evacuation offsite | **Consequence** Severe<br>**Likelihood** Rare<br>**Risk Level** |

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| 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. Probable cause resulting from, drug affected persons, mental health issues, custodial disputes, police operations. | Fenced Perimeter<br>Admin area security protections. Lockable doors and glass screens.<br>Camera surveillance<br>Locks on doors to rooms<br>Alarm<br>Visitor sign in via Compass | Acceptable | **Consequence**<br>Moderate<br>**Likelihood**<br>Possible<br>**Risk Level**<br>Medium | Ring Police 000<br>Enact Lock down / Lock out procedures<br>Visits to be made via appointment through the Office | **Consequence**<br>Moderate<br>**Likelihood**<br>Possible<br>**Risk Level**<br>Medium |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | Emergency Evacuation<br>Contact Police 000 | Acceptable | **Consequence**<br>Severe<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium | Contact DET IRIS Alert | **Consequence**<br>Severe<br>**Likelihood**<br>Rare<br>**Risk Level**<br>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 | Emergency Evacuation<br>Contact 000<br>Lockdown if required<br>• **Call 000** if emergency services are needed and seek and follow advice.<br>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.<br>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.<br>• During a severe storm:<br>   o Remain in the building and keep away from windows.<br>   o Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.<br>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.<br>• Disconnect electrical equipment - cover and/or move this equipment away from windows.<br>• Report emergency to the Security Services Unit on 1800 126 126.<br>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>• Listen to local radio or TV on battery-powered sets for weather warnings and advice. | Needs Improvement | **Consequence**<br>Major<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Medium | Lockdown & evacuation drills | **Consequence**<br>Major<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Medium |

| | | | | Consequence / Likelihood / Risk Level | | Consequence / Likelihood / Risk Level |
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| Influenza pandemic | Risk of health and possible death (in extreme cases) | Isolation of staff and students<br>Seek medical assistance 000<br>Comply with Appendix B of the DET Pandemic Influenza Incident Response Plan | Acceptable | **Consequence**<br>Major<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium | Students to stay home | **Consequence**<br>Major<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium |
| Loss of essential services | Lack of availability of school resources such as computers<br>Lack of availability of fresh drinking water and water for flushing toilets | Purchase water bottles<br>Hire toilets<br><ul><li>Determine which services are affected and the extent of the impact.</li><li>Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li><li>**Call 000** if emergency services are required to respond e.g. power lines down in front of school.</li><li>Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li><li>Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li><li>Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li><li>Report the loss of essential services to the Security Services Unit on 1800 126 126.</li><li>Contact parents as required.</li><li>Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li></ul> | Effective | **Consequence**<br>Minor<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Low | NA | **Consequence**<br>Minor<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Low |
| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills  Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder | <ul><li>Recognise indicators of Child Abuse</li><li>Child Safe Standards</li><li>PROTECT protocol</li><li>Student Critical Incident Advisory Line</li><li>Student Support Services/Student Welfare Coordinator</li></ul> | Acceptable | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High | | |
| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental  Probable consequences: Inconvenience  Inability to access/use computer system; Loss/corruption of files/data; privacy breach | <ul><li>Privacy (including DET's Schools' Privacy Policy)</li><li>Privacy, Department provided software</li><li>Privacy (requests for Information about Students)</li><li>Acceptable use of ICT Resources</li><li>Staff member manages and reviews school's privacy practices</li></ul> | Effective | **Consequence**<br>Moderate<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Low | | |

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| | | • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.<br>• Examine data security arrangements<br>• BYOD usage and guidelines<br>• Password protocols for ICT | | | | |
| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness  Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident | • Staff trained in first aid<br>• First Aid Kit<br>• Staff observant to signs of illness<br>• Medical history – staff/students<br>• First Aid and Infection Control Procedure<br>• Medication Authority Form and authority to administer | Acceptable | **Consequence**<br>Major<br>**Likelihood**<br>Unlikely<br>**Risk Level**<br>Medium | | |
| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning | • Student Support Services<br>• Well-being staff in school<br>• SafeMinds<br>• Navigator Program<br>• Student Engagement and Inclusion Guidance<br>• Building Resilience Framework<br>• Victorian Anti-bullying and Mental Heath Initiative | Effective | **Consequence**<br>Moderate<br>**Likelihood**<br>Possible<br>**Risk Level**<br>Medium | | |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress  Probable consequences: injury; interrupted education; psychological trauma/distress | • School records attendance<br>• Student engagement policy to promote school attendance and address truancy, which is staged<br>• Recess and lunchtime supervision.<br>• Behaviour Support Plans to address individual truancy.<br>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)<br>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.<br>• School excursion/camp risk assessment | Effective | **Consequence**<br>Major<br>**Likelihood**<br>Possible<br>**Risk Level**<br>High | | |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency  Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support | • Student Support Services<br>• Well-being staff in school<br>• Managing Trauma Guide<br>• Incident Support and Operations Centre referrals<br>• Employee Assistance Program | Effective | **Consequence**<br>Moderate<br>**Likelihood**<br>Possible<br>**Risk Level**<br>Medium | | |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical | Site based policies and strategies<br>• Lunchtime and recess supervision | Effective | **Consequence**<br>Moderate | | |

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| | or psychological harm; Disruption to learning/continuity of education | <ul><li>School based security measures e.g. duress alarm, CCTV</li><li>Behavioral Code of Conduct</li><li>School social media strategies to address online harassment</li><li>Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li></ul> School pursues specific interventions or referrals as required/appropriate:<ul><li>Trespass order</li><li>Child Protection referral</li><li>Family violence referral</li></ul> Specific supports for students with challenging behaviors and interventions:<ul><li>Referral to Student Support Services (SSS)</li><li>School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li><li>Restraint and Seclusion procedures</li><li>Respectful Relationships</li><li>Health and Human Services Behaviour Support Services</li><li>More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li><li>School welfare officer/coordinator engaged</li></ul> Training<ul><li>Diffusion strategies and training for staff</li><li>Conflict management training</li><li>Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li></ul> Specific support for teacher/staff in dealing with challenging behaviours<ul><li>Employee Assistance Program (EAP) for impacted staff</li><li>Principal Mentor Program</li><li>Proactive Wellbeing Supervision</li><li>Principal Health Checks</li><li>Early Intervention Principal Support Service</li></ul> Refer to additional resources for impacted persons<ul><li>School breakfast club (where available)</li><li>School wide Positive Behaviour Support</li><li>Koori inclusive School Wide Positive Behaviour Support</li></ul> | | **Likelihood** <br> Unlikely <br><br> **Risk Level** <br> Medium | | |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:<br><br> DET *School Operations Guide* *https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*<br><br> *Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx). | Acceptable | **Consequence** <br> Severe <br> **Likelihood** <br> Likely <br> **Risk Level** <br> Extreme | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.<ul><li>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</li><li>For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for 'Managing a suspected or confirmed case of coronavirus (COVID-19)'</li></ul> | **Consequence** <br> Major <br> **Likelihood** <br> Possible <br> **Risk Level** <br> High |

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| | | | | | • For suspected cases in staff, refer to the advice in the Operations Guide regarding 'Required actions for suspected cases of coronavirus (COVID-19) in staff in schools' and 'Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools'<br>• Also see the advice in the Operations Guide regarding 'Management of an unwell student or staff member'<br>Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version. | |
| School Bus Program Emergencies – Coord Schools | Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption | • Compliance withSchool Bus Program Emergency Management Operational Guidelines or Students with Disabilities Transport Program Emergency Management Operational Guidelines *[select relevant program guidelines and remove other]*<br>• School EMP contains accurate bus route information, route maps and emergency contact details<br>• A copy of the school's EMP is provided to Bus operators<br>• Regular meetings held with Bus operators to support consistency of procedures.<br>• School Bus Program emergency management procedures are socialised with the school, client schools<br>• Students are supervised during bus arrivals and departures<br>• Bus coordinator appointed<br>• Log of bus travel risks maintained<br>• School maintains accurate bus rolls to determine who is travelling on a school bus each day<br>• School maintains emergency contact records for all students travelling on buses<br>• School bus routes travelling through determined Code Red weather districts will be cancelled. | Acceptable | **Consequence**<br>Major<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium | Forecast Emergencies<br>The coordinating school principal (or delegate) will:<br>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings<br>• enact the school's Emergency Management Plan<br>• complete the following by 3.30pm the day prior to the forecast emergency event:<br>  o utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating (FDR) forecasts)<br>  o seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast)<br>• notify the following stakeholders of the status of the school bus service:<br>  o school bus operators<br>  o client school principals<br>  o early childhood services (if applicable)<br>  o parents/guardians of affected students from the coordinating school | **Consequence**<br>Major<br>**Likelihood**<br>Rare<br>**Risk Level**<br>Medium |

|  |  |  |  |  | o other approved travellers (which could include teachers, general public, tertiary students and pre-school students)<br>o o DET regional emergency management staff<br>o Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken.<br>Rapid Onset Emergencies<br>The Coordinating Principal (or delegate) will:<br>• enact the school's Emergency Management Plan<br>• call 000 to request emergency assistance, if required<br>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings<br>• convene an Incident Management Team (IMT) as required<br>• notify and seek advice from the SEIL and/or DET regional emergency management staff as required<br>• report emergency to the Incident Support and Operations Centre on 1800 126 126<br>• direct all media enquiries directly to the DET Media Unit<br>• conduct the following actions as relevant to the situation:<br>    o make a decision whether to cancel an affected or potentially affected bus route in full<br>    o hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.<br>    o liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given<br>    o Notify parents/carers and client schools of bus route service cancellations<br>when students are en route:<br>• advise emergency services of the status and location of bus services and seek assistance if required |  |

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| | | | | | <ul><li>confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so</li><li>ensure confirmation of bus's arrival at destination is received from the bus driver</li></ul>when overnight or before school:<ul><li>determine whether the bus service is to be cancelled or not</li></ul>when students are at school:<br>o notify the following stakeholders of the status of the school bus service:<ul><li>school bus operators</li><li>client school principals (government and non-government)</li><li>early childhood services (if applicable)</li><li>parents/guardians of affected students from the coordinating school</li><li>other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li><li>DET Incident Support and Operations Centre (ISOC) on 1800 126 126</li><li>DET regional emergency management staff</li><li>keep an accurate log of all actions/decisions in relation to the event.</li><li></li></ul>No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.<br>After an Emergency<br>The coordinating principal will:<ul><li>participate in post-event debriefs led by either DET or DOT as appropriate</li><li>document learnings from the event</li><li>receive and provide feedback from/to stakeholders as appropriate</li><li>update the EMP (as required) with support and advice from DET regional emergency management staff</li></ul> | |
| School Bus Program Emergencies – Client School | Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students | <ul><li>Compliance with the School Bus Program Emergency Management Operational Guidelines</li></ul> | | | |

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| | to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption | <ul><li>School's EMP is consistent with bus operators EMP</li><li>School Bus Program emergency management procedures are socialised with school and bus operators.</li><li>Students are supervised during bus arrivals and departures</li><li>Log of bus travel risks maintained.</li><li>School maintains accurate bus rolls to determine who is travelling on a school bus each day.</li><li>School maintains emergency contact records for all students travelling on buses.</li><li>School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.</li></ul> | | | |

# Core Emergency Response Procedures

| Core Procedures | Procedure Instructions |
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| On-site evacuation/relocation procedure | When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<br>• Call **000** for emergency services and seek and follow advice.<br>• Evacuate students, staff and visitors to (Secondary - Mollison Oval) (Primary - Primary Oval) (Special School - as appropriate to Yr level)<br>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.<br>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).<br>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.<br>• Ensure communications with emergency services is maintained.<br>• Wait for emergency services to arrive or provide further information.<br>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>• Confirm with emergency service personnel that it is safe to return to normal operations.<br>• Maintain a record of actions/decisions undertaken and times.<br>• Contact parents as required.<br>**Actions after on-site evacuation/relocation procedure**<br>• Ensure any students, staff or visitors with medical or other needs are supported.<br>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.<br>• Determine whether to activate your parent re-unification process.<br>• 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).<br>• Contact the SSSO Network Coordinator if required.<br>• Print and issue pre-prepared parent letters and give these to students to take home.<br>• Ensure all staff are made aware of Employee Assistance Program contact details.<br>• Seek support from your region/regional Manager, Operations and Emergency Management if required.<br>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.<br>• Complete your Post Emergency Record. |
| Off-site evacuation procedure | If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<br>• Call **000** for emergency services and seek and follow advice.<br>• Identify which off-site assembly point you will evacuate staff, students and visitors to.<br>• Evacuate staff, students and visitors to **Chittick Park**<br>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.<br>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).<br>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. |

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| | <ul><li>Ensure communications with emergency services is maintained.</li><li>Wait for emergency services to arrive or provide further information.</li><li>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li><li>Confirm with Emergency Service personnel that it is safe to return to normal operations.</li><li>Maintain a record of actions/decisions undertaken and times.</li><li>Contact parents as required.</li></ul>**Actions after off-site evacuation procedure**<ul><li>Ensure any students, staff or visitors with medical or other needs are supported.</li><li>Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li><li>Determine whether to activate your parent re-unification process.</li><li>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).</li><li>Direct all Media enquiries to DET Media Unit on 8688 7776.</li><li>Contact the SSSO Network Coordinator if required.</li><li>Print and issue pre-prepared parent letters and give these to students to take home.</li><li>Ensure all staff are made aware of Employee Assistance Program contact details.</li><li>Seek support from your region/regional Manager, Operations and Emergency Management if required.</li><li>Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.</li><li>Complete your Post Emergency Record.</li></ul> |
| Lock-down procedure | When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<ul><li>Call **000** for emergency services and seek and follow advice.</li><li>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.</li><li>Check that all external doors (and windows if appropriate) are locked.</li><li>If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li><li>Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li><li>Divert parents and returning groups from the school if required.</li><li>Ensure a telephone line is kept free.</li><li>Keep public address system free.</li><li>Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li><li>If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li><li>As appropriate, ascertain that all students, staff and visitors are accounted for.</li><li>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li><li>As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li><li>Maintain a record of actions/decisions undertaken and times.</li><li>Contact parents as required.</li></ul>**Actions after lock-down procedure** |

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| | <ul><li>Ensure any students, staff or visitors with medical or other needs are supported.</li><li>Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li><li>Determine whether to activate your parent re-unification process.</li><li>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).</li><li>Direct all Media enquiries to DET Media Unit on 8688 7776.</li><li>Print and issue pre-prepared parent letters and give these to students to take home.</li><li>Contact the SSSO Network Coordinator if required.</li><li>Ensure all staff are made aware of Employee Assistance Program contact details.</li><li>Seek support from your region/regional Manager, Operations and Emergency Management if required.</li><li>Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li><li>Complete your Post Emergency Record.</li></ul> |
| Lock-out procedure | When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.<ul><li>Call **000** for emergency services and seek and follow advice.</li><li>Announce lock-out with instructions about what is required. Instructions may include nominating staff to:<ul><li>Lock doors to prevent entry</li><li>Check the premises for anyone left inside</li><li>Obtain Emergency Kit</li></ul></li><li>Go to the designated assembly point/s (Secondary - Mollison Oval)  (Primary - Primary Oval)  (Special School - as appropriate to Yr level)</li><li>Check that students, staff and visitors are all accounted for.</li><li>Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li><li>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li><li>Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li><li>Maintain a record of actions/decisions undertaken and times.</li><li>Contact parents as required.</li></ul>**Actions after lock-out procedure**<ul><li>Ensure any students, staff or visitors with medical or other needs are supported.</li><li>Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li><li>Determine whether to activate your parent re-unification process.</li><li>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).</li><li>Print and issue pre-prepared parent letters and give these to students to take home.</li><li>Direct all Media enquiries to DET Media Unit on 8688 7776.</li><li>Ensure all staff are made aware of Employee Assistance Program contact details.</li><li>Contact the SSSO Network Coordinator if required.</li><li>Seek support from your region/regional Manager, Operations and Emergency Management as required.</li><li>Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li><li>Complete your Post Emergency Record.</li></ul> |

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| 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.<br>• Call **000** for emergency services and seek and follow advice.<br>• Chief Warden activates the Incident Management Team.<br>• Move all students, staff and visitors to the pre-determined shelter-in-place area within existing classrooms.<br>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).<br>• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.<br>• Check that all students, staff and visitors are accounted for.<br>• Ensure communications with emergency services is maintained.<br>• Wait for emergency services to arrive or provide further information.<br>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.<br>• Maintain a record of actions/decisions undertaken and times.<br>• Contact parents as required.<br>**Actions after shelter-in-place procedure**<br>• Ensure any students, staff or visitors with medical or other needs are supported.<br>• Advise the Incident Support and Operations Centre that shelter-in- place is over.<br>• Determine whether to activate your parent re-unification process.<br>• 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).<br>• Direct all Media enquiries to DET Media Unit on 8688 7776.<br>• Print and issue pre-prepared parent letters and give these to students to take home.<br>• Ensure all staff are made aware of Employee Assistance Program contact details.<br>• Contact the SSSO Network Coordinator if required.<br>• Seek support from your region/regional Manager, Operations and Emergency Management as required.<br>• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.<br>• Complete your Post Emergency Record. |
| SMS Canned Message Responses | SMS Templates<br>Threat – Alert (evacuation)<br>[SCHOOL/CAMPUS] received a threat today. Students safely evacuated & police in attendance. Please don't attend. Update to come<br><br>Threat – Alert (lockdown)<br>[SCHOOL/CAMPUS] received a threat and is in lockdown. All students are safe & police on-site. Update to come<br><br>Threat – incident over<br>[SCHOOL/CAMPUS] declared safe & students returned to class. Details to follow by letter |

Threat – incident continuing
Due to the ongoing incident at [SCHOOL/CAMPUS] students are to be collected from [location]

Fire – Alert
Fire reported [at/near] [SCHOOL/CAMPUS] today. Students safely evacuated & firefighters in attendance. Please don't attend. Update to come

Fire – Over
[SCHOOL/CAMPUS] has been declared safe & students returned to class. Details to follow by letter

Fire – continuing
Due to the ongoing incident at [SCHOOL/CAMPUS] students are to be collected from [location]

Police Activity – Alert 1
Police activity reported near [SCHOOL/CAMPUS]. Please don't attend. Students safe & school in lockdown. Update to come

Police Activity – Alert 2
Police activity reported near [SCHOOL/CAMPUS] today. Does not impact school.

Police Activity – Over
Police activity near [SCHOOL/CAMPUS] over & school now open. Students are safe. Details to follow by letter

Police Activity – continuing
Due to ongoing incident at [SCHOOL/CAMPUS] Student are to be collected at [location]

Weather Alert
[SCHOOL/CAMPUS] closed on DD/MM/YY due to Code Red Day. More info: www.education.vic.gov.au or Vic Bushfire Info line 1800 240 667

School Bus (delay)
[SCHOOL/CAMPUS, BUS SERVICE NAME] bus delayed. Contact school for more info

School Bus (suspended)
School bus services suspended until further notice. School is open. Please make own transport arrangements to/from school

School Bus (suspended Code Red day)
Due to Code Red Day, all school buses suspended on [DD/MM/YY]. Contact school for more info

School Bus (resumed)
[SCHOOL, BUS SERVICE NAME] will resume service [DD/MM/YY]. Contact school for more info

# Specific Emergency Response Procedures

| Specific Procedures | Procedure Instructions |
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| Asbestos | <ul><li>Report the incident to the 24/7 'Asbestos Make Safe' line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation</li><li>Isolate the area:<ul><li>Vacate everyone from the affected area</li><li>Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area</li></ul></li><li>Erect signage at entrances to affected area indicating unauthorised personnel must not enter</li><li>Report the incident on eduSafe</li><li>Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715.</li><li>Seek advice from the VSBA Asbestos Reform Unit on asbestos.reform@edumail.vic.gov.au</li></ul> |
| Gas Leak/Chemical Spill (on-site) | |
| Gas Leak/Chemical Spill (on-site) | |
| Bomb/substance threat | |
| Intruder | |
| School Bus Program Emergencies – Coord Schools | |
| Missing Person- Truancy | |
| Bushfire/Grassfire | |
| Gas Leak/Chemical Spill (on-site) | |
| Building fire | <ul><li>**Call 000** for emergency services and seek and follow advice.</li><li>Activate the fire alarm.</li><li>If appropriate, follow the procedure for on-site evacuation.</li></ul> |

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| | - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.<br>- Extinguish the fire (only if safe to do so).<br>- Evacuate to the ***insert the location of your assembly point/s***, closing all doors and windows.<br>- Check that all areas have been cleared and notify the Chief Warden.<br>- Check that all students, staff, visitors and contractors are accounted for.<br>- Report emergency to the Security Services Unit on 1800 126 126.<br>- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>- Contact parents as required.<br>- Direct all Media enquiries to DET Media Unit on 9637 2871.<br>- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment*** |
| Intruder | - **Call 000** for emergency services and seek and follow advice.<br>- Report the emergency immediately to the Chief Warden.<br>- Do not do or say anything to the person to encourage irrational behaviour.<br>- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.<br>- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.<br>- Evacuation only should be considered if safe to do so.<br>- Report emergency to the Security Services Unit on 1800 126 126.<br>- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>- Contact parents as required.<br>- Direct all Media enquiries to DET Media Unit on 9637 2871.<br>- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment*** |
| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)**<br>*Immediate response*<br>- Immediately clear and cordon off the area in the vicinity of the object.<br>- Call **000** for police and seek and follow advice.<br>- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.<br>- Report the emergency to the Security Services Unit on 9603 7999.<br>- Do not approach, touch, tilt or tamper with the object.<br>- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***<br>*Evacuation*<br>- Evacuate the school and:<br>    ○ Ensure students and staff are not directed past the object<br>    ○ Alert any other services co-located at the school site<br>    ○ Check that all students, staff and visitors are accounted for<br>    ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police<br>    ○ ***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
    - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - 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.
  - *As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*

**If a bomb/substance threat is received by letter**
- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266.
- *As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*

**If a bomb/substance threat is received electronically e.g. by email**
- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266.
- *As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*
  **If you are at the site of an explosion**
  - 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:
    - 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.
  - *As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*

| Severe weather event | <ul><li>**Call 000** if emergency services are needed and seek and follow advice.</li><li>Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li><li>Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li><li>During a severe storm:<ul><li>Remain in the building and keep away from windows.</li><li>Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li></ul></li></ul> |
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| | - Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.<br>- Disconnect electrical equipment - cover and/or move this equipment away from windows.<br>- Report emergency to the Security Services Unit on 1800 126 126.<br>- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.<br>- Listen to local radio or TV on battery-powered sets for weather warnings and advice.<br>- ***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment*** |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions<br>(https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)<br>for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):**<br>- Determine which services are affected and the extent of the impact.<br>- Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.<br>- **Call 000** if emergency services are required to respond e.g. power lines down in front of school.<br>- Contact the relevant provider/s to report outage and ascertain when restoration will occur.<br>- Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.<br>- Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.<br>- Report the loss of essential services to the Security Services Unit on 1800 126 126.<br>- Contact parents as required.<br>- Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.<br>- Insert any additional steps, including mitigation steps that you have identified in your risk assessment |
| Potential fire | |
| Child Abuse | In the event of an incident, disclosure, or suspicion of child abuse, the school will:<br>- Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf |

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| | • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at

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

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

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

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

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

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| | <ul><li>Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</li><li>Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li></ul>This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf<br>For suspected student sexual offending, the school will:<ul><li>Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.</li><li>Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li></ul>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf |
| Information Security | <ul><li>Contact your IT specialist technician for advice and support</li><li>If you require support from IMTD contact the Service Desk through one of the following mechanisms:<ul><li>Phone 1800 641 943</li><li>Email servicedesk@edumail.vic.gov.au</li><li>Submit an IT Service Request through the Service Gateway</li></ul></li><li>If the incident involves sensitive and/or personal information that may identify an individual without their consent</li><li>Phone the privacy help desk on 8688 7967</li><li>Email privacy@edumail.vic.gov.au</li><li>Consider notifying the Media Unit on 8688 7776</li><li>If the information security breach is considered malicious contact local police</li><li>Offer impacted staff option to access EAP (as applicable)</li><li>Offer Student Support Services support to impacted students (as applicable)</li></ul> |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion<ul><li>Call' 000' if immediate/life threatening</li><li>Administer first aid</li><li>Contact parent/guardian of affected student</li></ul> |

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| | <ul><li>Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li><li>Record evidence (if applicable)</li><li>Keep other students away from the emergency/incident</li><li>Provide support for students who may have witnessed early stage of emergency</li></ul>***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*** |
| Mental Stress | <ul><li>If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li><li>Administer first aid (if appropriate) – keep physically and emotionally safe</li><li>Report the incident to the Incident Support and Operations Centre on 1800 126 126</li><li>Consider whether the following supports are appropriate:<ul><li>School's student wellbeing officers</li><li>Student Support Services</li><li>Doctors in Secondary Schools</li><li>Kids Helpline - 1800 55 1800</li><li>Headspace in schools 0458 559 736</li><li>Lifeline - 13 11 14</li><li>Referral to the Navigator program for wrapround support for disengaged learners</li><li>Suicide prevention resources from Beyond Blue and/or Headspace</li><li>CAT Team – acute mental health triage</li></ul></li></ul>***Insert any additional steps, including mitigation steps that you have identified in your risk assessment*** |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:<ul><li>Search the immediate area</li><li>Contact the parent/carer</li><li>Contact '000' for police to report child missing<ul><li>Provide a description, time last seen and location</li></ul></li><li>Report the incident to the Incident Support and Operations Centre on 1800 126 126</li></ul>***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.*** |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):<ul><li>For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for **Managing a suspected or confirmed case of coronavirus (COVID-19)**</li><li>For suspected cases in staff, refer to the advice in the Operations Guide regarding **Required actions for suspected cases of coronavirus (COVID-19)**</li></ul> |

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| | **in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools**<br>• Also see the advice in the Operations Guide regarding **Management of an unwell student or staff member**<br>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version. |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):<br>• Contact '000' for police/ambulance attendance<br>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126<br>• Seek Student Support Services support<br>• Refer to the *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including:<br>• Develop a Communications Plan – check what information can be released:<br>    o Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert<br>    o Limit exposure to ongoing trauma, distressing sights, sounds and smells<br>    o Continue to identify those most at risk and triage for support<br>    o Consider tribute, memorial, ritual<br>• Monitor the wellbeing of staff<br>• Actively implement self-care strategies<br>• If the incident occurs on school premises/camp/excursion<br>    o Preserve the evidence<br>    o Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management<br>    o Contact Legal Division on 9637 3146<br>    o Consider a Worksafe Notification 13 23 60<br>    o Contact Communications Division/Media Unit on 8688 7776<br>*Insert any additional steps, including mitigation steps that you have identified in your risk assessment* |
| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:<br>• Intervene only if safe to do so<br>• Contact '000' if immediate/life threatening and require police/ambulance attendance<br>• Initiate action to confine or isolate the aggressor<br>• Determine whether evacuation, lock-down or Shelter in Place is required.<br>• Administer first aid if required and safe to do so<br>• Contact parent/guardian of student(s) impacted<br>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126<br>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan<br>• Record evidence (if applicable) |

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| | • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place<br>If staff are directly impacted:<br>• Consider lodging an eduSafe report<br>• Consider whether a report to WorkSafe is required<br>• Contact Employee Assistance Program for support<br>• Consider liaison with the Principal Early Intervention Program<br>If there is an allegation of reportable conduct:<br>• Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice<br>***Insert any additional steps, including mitigation steps that you have identified in your risk assessment*** |
| School Bus Program Emergencies – Coord Schools | **Forecast Emergencies**<br>The coordinating school principal (or delegate) will:<br>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings<br>• enact the school's Emergency Management Plan<br>• complete the following by 3.30pm the day prior to the forecast emergency event:<br> o utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Relocation and Closure Procedures for Fire Danger Rating (FDR) forecasts)<br> o seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast)<br>• notify the following stakeholders of the status of the school bus service:<br> o school bus operators<br> o client school principals<br> o early childhood services (if applicable)<br> o parents/guardians of affected students from the coordinating school<br> o other approved travellers (which could include teachers, general public, tertiary students and pre-school students)<br> o DET regional emergency management staff<br> o Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken.<br><br>**Rapid Onset Emergencies**<br>The Coordinating Principal (or delegate) will:<br>• enact the school's Emergency Management Plan<br>• call 000 to request emergency assistance, if required<br>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings<br>• convene an Incident Management Team (IMT) as required<br>• notify and seek advice from the SEIL and/or DET regional emergency management staff as required<br>• report emergency to the Incident Support and Operations Centre on 1800 126 126 |

|  | <ul><li>direct all media enquiries directly to the DET Media Unit</li><li>conduct the following actions as relevant to the situation:<ul><li>make a decision whether to cancel an affected or potentially affected bus route in full</li><li>hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.</li><li>liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given</li><li>Notify parents/carers and client schools of bus route service cancellations</li></ul></li></ul><p>*when students are en route:*</p><ul><li>advise emergency services of the status and location of bus services and seek assistance if required</li><li>confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so</li><li>ensure confirmation of bus's arrival at destination is received from the bus driver</li></ul><p>*when overnight or before school:*</p><ul><li>determine whether the bus service is to be cancelled or not</li></ul><p>*when students are at school:*</p><ul><li>notify the following stakeholders of the status of the school bus service:<ul><li>school bus operators</li><li>client school principals (government and non-government)</li><li>early childhood services (if applicable)</li><li>parents/guardians of affected students from the coordinating school</li><li>other approved travellers (which could include teachers, general public, tertiary students and pre-school students)</li><li>DET Incident Support and Operations Centre (ISOC) on 1800 126 126</li><li>DET regional emergency management staff</li></ul></li></ul><ul><li>keep an accurate log of all actions/decisions in relation to the event.</li></ul><p>No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p><p>**After an Emergency**</p><p>The coordinating principal will:</p><ul><li>participate in post-event debriefs led by either DET or DOT as appropriate</li><li>document learnings from the event</li><li>receive and provide feedback from/to stakeholders as appropriate</li><li>update the EMP (as required) with support and advice from DET regional emergency management staff</li></ul> |
|---|---|
| School Bus Program Emergencies – Client School | **Forecast Emergencies**<br>The client school principal (or delegate) will: |

- enact the school's Emergency Management Plan
- monitor the VicEmergency website, app or telephone service for emergency forecast warnings
- receive notification of school bus service cancellations from the coordinating principal (or delegate)
- notify parents/guardians of affected students of the bus cancellation(s)
- notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations
- make alternative transport arrangements for students as required
- seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required.

**Rapid Onset Emergencies**

The client school principal (or delegate) will:

- enact the school's EMP
- call 000 to request emergency assistance if required
- use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings
- receive notification of impacts to the school bus service from the coordinating principal
- hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal
- notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up
- notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information
- seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event.

**After an Emergency**

The client school principal will:
- participate in post-event debriefs led by either DET or DOT as appropriate
- document learnings from the event
- receive and provide feedback from/to stakeholders as appropriate
- update the EMP (as required) with support and advice from DET regional emergency management staff

# 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 | Move to remote and flexible learning. Use of local Mitchell Shire facilities such as Kings and Chittick Park. |
|---|---|

| 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 | Hire of generator equipment, toilets from North Central Hire and J&J Equipment Hire |
|---|---|

| 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 | Use of staff from local government schools. Use of Agency staff from ANZUK and Tradewinds. |
|---|---|

| 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:<br>• School activities<br>• Impact over time<br>• Manageability<br>• Staffing levels<br>• Resources for recovery | Yes |
| Identify actions to mitigate impact, including:<br>• Suspension of non-critical activities<br>• Mutual support arranged with other schools<br>• Distance/virtual learning Use of different areas within site<br>• Off-site activities<br>• Back–up of key school data<br>• Using paper based systems<br>• Flexible lesson plans<br>• Using generators, portable lighting | Yes |
| Produce an Action Plan for maintaining critical activities that includes:<br>• Priorities<br>• Communications<br>• Resource deployment<br>• Allocation of specific roles<br>• Monitoring<br>• Reporting<br>• Stakeholder engagement | Yes |
| Establish a register to log all decisions and actions | Yes |

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

# Area Map

| Area Map |
| --- |
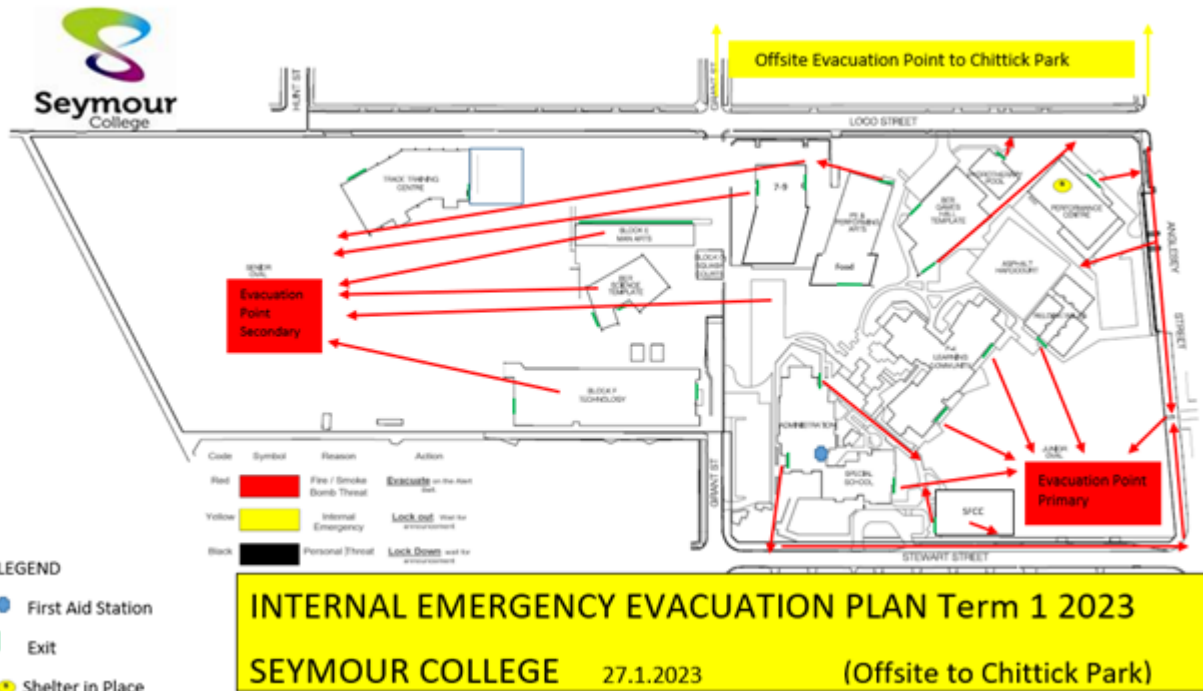


SEYMOUR COLLEGE 2023 AREA MAP

SEYMOUR COLLEGE AREA MAP 2023

# Evacuation Map

| Building Name | Evacuation Procedures |
|---|---|
| Seymour College Evacuation Plan | SIGNAL: REPEATED BLASTS OF SIREN OR CONTINUOUS SOUNDING OF BELL. ACTION: Normal classroom activity to CEASE IMMEDIATELY. Students to REMAIN SEATED, SILENT and give COMPLETE CO-OPERATION. TEACHERS: IF YOU CONSIDER TIME PERMITS: Close all windows turn off gas and / or electrical appliances. STUDENTS take belongings and exit room. COUNT students AS THEY PASS THROUGH DOOR. Ensure NO STUDENTS are left in CLASSROOM, STOREROOM or OFFICE. TURN OFF lighting and CLOSE DOOR as TEACHER LEAVES. Take class to Assembly Area: (MOLLISON OVAL Secondary - PRIMARY OVAL F-6 & Special Ed). CARE OF INJURED: TEACHER to organise for care of INJURED in liaison with first aid wardens. STUDENTS: All students to walk to designated Assembly Area, accompanied by their teacher IN SINGLE FILE. DO NOT RUN. OFFSITE: Chittick Park |



| Delatite Road Road Evacuation Map | All persons to exit the agricultural block and walk north to Delatite Primary site. |
|---|---|

| Seymour FCCC | In the event of an emergency: Smoke detectors will sound if a fire is detected. Dial 000 Advise location (29 Stewart Street, Seymour, VIC 3660) and emergency type. Advise other tenants in building Keep Calm Follow instructions of the Chief Warden EVACUATION: Report to Fire Wardens at External Meeting Point - carpark Updated: 30/11/20 |
|---|---|

**EVACUATION DIAGRAM-** Seymour FCC Exit Central Kinder Room

**In the event of an emergency:**
Smoke detectors will sound if a fire is detected.

**Dial 000**
Advise location (29 Stewart Street, Seymour, VIC 3660) and emergency type. Advise other tenants in building

**Keep Calm**
**Follow instructions of the Chief Warden**

**EVACUATION:**
Report to Fire Wardens at External Meeting Point - carpark

Updated: 30/11/20

Site Plan: Assemble at the carpark and await instructions from emergency services

**KEY of SYMBOLS**

| Symbol | Description | Symbol | Description | Symbol | Description | Symbol | Description |
|---|---|---|---|---|---|---|---|
| | Fire Extinguisher water | | Fire Extinguisher CO2 | | Fire Extinguisher Powder/Dry Chemical | | Fire Hose Reel |
| | Assembly Area | | Electrical Switchboard | | First Aid | EXIT | Exit | | Emergency Exit |
| | Duress Alarm | | Air Horn | | MCH Gate Key | | Fire Blanket | | You Are Here |
| | Smoke Detector | AED | Automated External Defibrillator | | Access Toilets | | Female Toilet | | Male Toilet |

| Seymour FCCC | In the event of an emergency: Smoke detectors will sound if a fire is detected. Dial 000 Advise location (29 Stewart Street, Seymour, VIC 3660) and emergency type. Advise other tenants in building Keep Calm Follow instructions of the Chief Warden EVACUATION: Report to Fire Wardens at External Meeting Point - carpark Updated: 30/11/20 |
|---|---|

**Building Plan:**
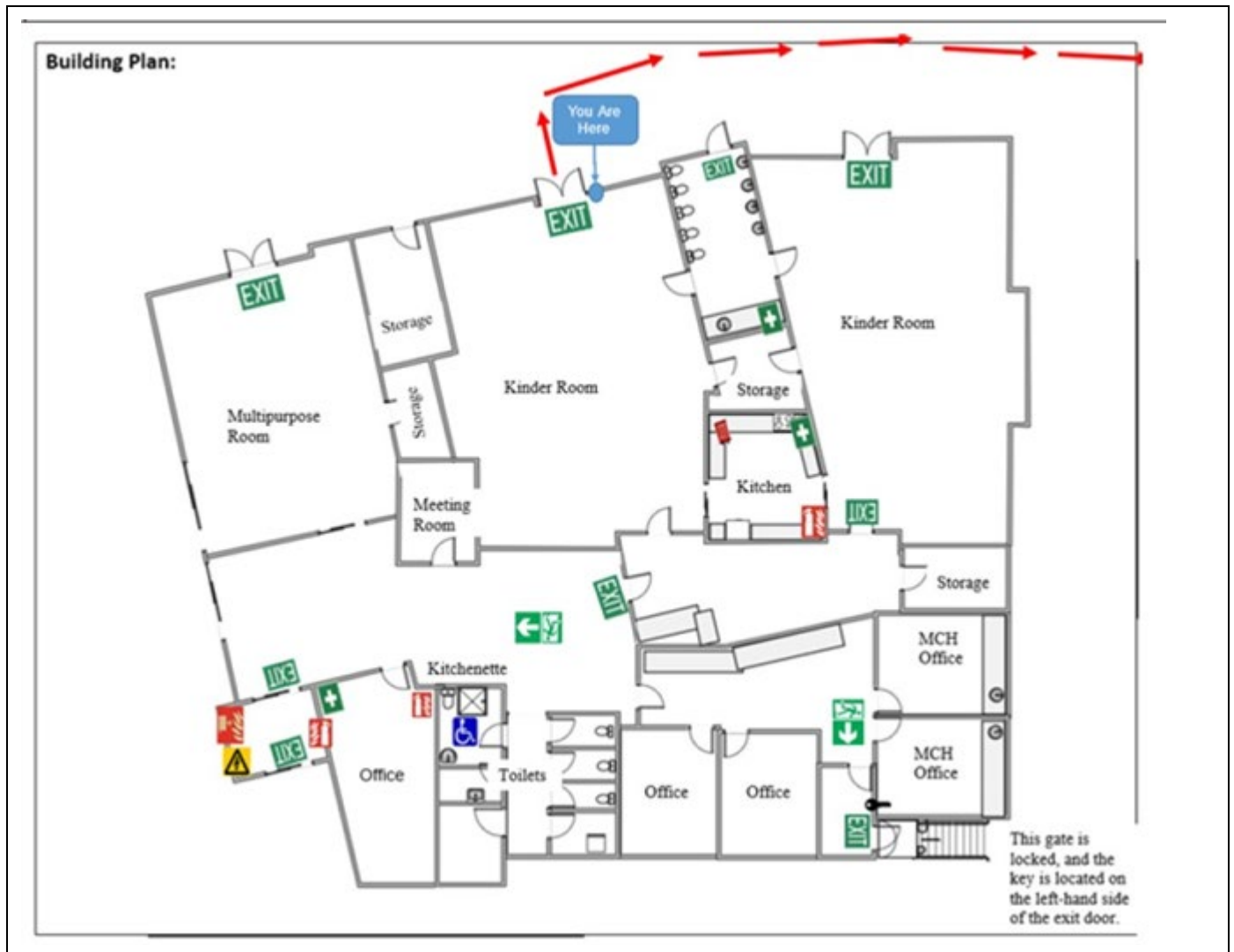
# Distribution List

| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
|---|---|---|---|
| | CFA Seymour | 14/02/2023 | PO Box 369 Seymour, Victoria 3661 |
| | Seymour Fire Station | 14/02/2023 | Gordon Crescent Seymour 3660 |
| Debbie Oliver | Seymour College  Principal | 14/02/2023 | Stewart Street Seymour 3660 |
| Derek Rimes | Seymour College  Assistant Principal | 14/02/2023 | Stewart Street Seymour 3660 |
| Christy Rilen | Seymour College 7-12 Manager | 14/02/2023 | Stewart Street Seymour 3660 |
| Kristie Luckman | Seymour College Assistant Principal | 14/02/2023 | Stewart Street Seymour 3660 |
| Xavier Kitch | Seymour College F-6 Leading Teacher | 14/02/2023 | Stewart Street Seymour 3660 |
| Adrian Reeders | Seymour College OH&amp;S Committee Member | 14/02/2023 | Stewart Street Seymour 3660 |
| Clayton Munro | Seymour Police | 14/02/2023 | Tallarook Street Seymour 3660 |
| Petra Mackay | DET Regional Office | 14/02/2023 | 295 Springvale Rd Glen Waverley Vic 3150 |
| Tiffany Goodman | School Council President | 14/02/2023 | 44 Goulburn Street Seymour 3660 |
| All School Staff | Staff via Admin Folder | 14/02/2023 | Stewart Street Seymour 3660 |