Korumburra Secondary College

Emergency and Critical Incident Management Plan 2019-2020

125 Jumbunna Road, Korumburra, VIC, 3950
03 5655 1566 / korumburra.sc@edumail.vic.gov.au

Department of Education and Training

Date Approved: 30/08/2019
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 including the VicEmergency app, https://www.emergency.vic.gov.au, emergency services and/or the Department of Education and Training.

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 and Training web site for incident updates.

Distribution List

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title and Organisation Name</th>
<th>Communication Date</th>
<th>Email or Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>All school staff</td>
<td>Korumburra Secondary College</td>
<td>01/05/2019</td>
<td><a href="mailto:Korumburra.sc@edumail.vic.gov.au">Korumburra.sc@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Kamron Whyte</td>
<td>School Council President</td>
<td>01/05/2019</td>
<td></td>
</tr>
<tr>
<td>Matthew King</td>
<td>Secretary Korumburra CFA</td>
<td>01/05/2019</td>
<td>PO Box 24, Korumburra 3950</td>
</tr>
<tr>
<td>Korumburra Police</td>
<td>Korumburra Police Station</td>
<td>01/05/2019</td>
<td>22 Bridge St, Korumburra 3950</td>
</tr>
<tr>
<td>Virginia Stacey</td>
<td>Emergency Management Support Office South Gippsland Shire Council</td>
<td>01/05/2019</td>
<td>Private Bag 4, Leongatha 3953</td>
</tr>
</tbody>
</table>
Facility Profile

<table>
<thead>
<tr>
<th>School Name/Campus Name</th>
<th>Korumburra Secondary College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>125 Jumbunna Road, Korumburra, VIC, 3950</td>
</tr>
<tr>
<td>Phone</td>
<td>03 5655 1566</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:korumburra.sc@edumail.vic.gov.au">korumburra.sc@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Fax</td>
<td>03 5655 2673</td>
</tr>
<tr>
<td>DET Region</td>
<td>SOUTH-EASTERN VICTORIA</td>
</tr>
<tr>
<td>DET Area</td>
<td>Inner Gippsland Area</td>
</tr>
<tr>
<td>LGA</td>
<td>South Gippsland (S)</td>
</tr>
<tr>
<td>BOM/Fire District</td>
<td>West &amp; South Gippsland District</td>
</tr>
<tr>
<td>Is your school on Bushfire At- Risk Register?</td>
<td>No</td>
</tr>
<tr>
<td>Operating Hours</td>
<td>8am - 4.15pm</td>
</tr>
<tr>
<td>Number of Students</td>
<td>317</td>
</tr>
<tr>
<td>Number of Staff</td>
<td>52</td>
</tr>
<tr>
<td>Number of Buildings</td>
<td>9</td>
</tr>
<tr>
<td>Is the School a designated Neighborhood Safer Place?</td>
<td>No</td>
</tr>
<tr>
<td>Shelter-In-Place Location</td>
<td>PAC - Performing Arts Centre</td>
</tr>
<tr>
<td>On-site Evacuation Location</td>
<td>Top Oval (Plan A), Town end paddock (Plan B)</td>
</tr>
<tr>
<td>Off-site Evacuation Location</td>
<td>Town end paddock, mark roll then walk to Winterhalter Busline Depot (Site 1) or Korumburra Primary School (Site 2)</td>
</tr>
<tr>
<td>Method used for communications to school community</td>
<td>Compass SMS</td>
</tr>
</tbody>
</table>
### Does this school have other services or users of the site?

No

### Building Information Summary

#### Telephones (landlines)

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office</td>
<td>2</td>
</tr>
<tr>
<td>Principal's Office</td>
<td>1</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>1</td>
</tr>
<tr>
<td>Business Manager</td>
<td>1</td>
</tr>
<tr>
<td>Library</td>
<td>2</td>
</tr>
<tr>
<td>Middle School Office</td>
<td>2</td>
</tr>
<tr>
<td>Senior School Office</td>
<td>3</td>
</tr>
<tr>
<td>Staff Room</td>
<td>0</td>
</tr>
<tr>
<td>Nurse</td>
<td>1</td>
</tr>
<tr>
<td>Welfare</td>
<td>0</td>
</tr>
<tr>
<td>Canteen</td>
<td>1</td>
</tr>
<tr>
<td>Gym</td>
<td>1</td>
</tr>
<tr>
<td>IT</td>
<td>2</td>
</tr>
<tr>
<td>Vis Com</td>
<td>0</td>
</tr>
<tr>
<td>Art</td>
<td>1</td>
</tr>
<tr>
<td>Tech</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
<tr>
<td>Home Economics</td>
<td>1</td>
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## Alarms

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Monitoring Company</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Intrusion</td>
<td>Yes</td>
<td>DET</td>
<td></td>
</tr>
</tbody>
</table>

## Utilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Service Provider</th>
<th>Location of shutoff Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas / Propane</td>
<td>Refer to Map</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>Refer to Map</td>
<td>South Gippsland Water</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>Refer to Map</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Sprinkler System

<table>
<thead>
<tr>
<th>Control Valve Location</th>
<th>N/A</th>
</tr>
</thead>
</table>

## Boiler Room

<table>
<thead>
<tr>
<th>Location</th>
<th>N/A</th>
</tr>
</thead>
</table>

## Emergency Power System

<table>
<thead>
<tr>
<th>Type</th>
<th>N/A</th>
</tr>
</thead>
</table>
Additional Profile Information
## Emergency Kit Checklist

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

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### Review Emergency kit checked date

<table>
<thead>
<tr>
<th>Date emergency kit checked</th>
<th>01/03/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next check date</td>
<td>01/03/2020</td>
</tr>
</tbody>
</table>
## Drill Schedule

<table>
<thead>
<tr>
<th>School Term</th>
<th>Drill Type</th>
<th>Contact Person</th>
<th>Schedule Date</th>
<th>Actual Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Evacuation</td>
<td>John Wilson</td>
<td>27/03/2019</td>
<td>27/03/2019</td>
</tr>
<tr>
<td>Term 2</td>
<td>Lock down</td>
<td>John Wilson</td>
<td>05/06/2019</td>
<td>05/06/2019</td>
</tr>
<tr>
<td>Term 3</td>
<td>Lock down</td>
<td>John Wilson</td>
<td>23/07/2019</td>
<td>23/07/2019</td>
</tr>
<tr>
<td>Term 4</td>
<td>Evacuation</td>
<td>John Wilson</td>
<td>16/10/2019</td>
<td></td>
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</tbody>
</table>

## First Aid Training

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Training Completed</th>
<th>Date Qualified To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Dunn</td>
<td>Australian First Aid</td>
<td>20/04/2021</td>
</tr>
<tr>
<td>Andrea Jenkin</td>
<td>Australian First Aid</td>
<td>02/06/2020</td>
</tr>
<tr>
<td>Tina van't Hof</td>
<td>Australian First Aid</td>
<td>20/04/2021</td>
</tr>
<tr>
<td>Rhiannen John</td>
<td>St John Ambulance Aust</td>
<td>08/09/2019</td>
</tr>
<tr>
<td>Rebecca Anthony</td>
<td>Victorian First Aid Services and Training</td>
<td>30/05/2019</td>
</tr>
<tr>
<td>Christine Fleming</td>
<td>Victorian First Aid Services and Training</td>
<td>30/05/2019</td>
</tr>
<tr>
<td>Karen Sorrell</td>
<td>Victorian First Aid Services and Training</td>
<td>30/05/2019</td>
</tr>
<tr>
<td>Angella Croatto</td>
<td>Victorian First Aid Services and Training</td>
<td>13/03/2021</td>
</tr>
<tr>
<td>Nicole Creaser</td>
<td>Allens Training</td>
<td>21/08/2019</td>
</tr>
<tr>
<td>Kylie Buckland</td>
<td>Victorian first Aid Services and Training</td>
<td>13/03/2021</td>
</tr>
</tbody>
</table>
### Students or Staff with Additional Needs

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Staff</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADHD</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Allergy</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Anaphylaxis</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Anxiety</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Asperger</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Asthma</td>
<td>1</td>
<td>44</td>
</tr>
<tr>
<td>Autism</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Diabetes</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fainting</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hay fever</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Heart Condition</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Migraine</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Seizure</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Non Epileptic Seizure</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Hearing impaired</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Febrile Convulsions</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Allergy to Medication</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Chest Pain</td>
<td>0</td>
<td>1</td>
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</tbody>
</table>
### Risk Assessment

<table>
<thead>
<tr>
<th>Identified Hazards</th>
<th>Description of Risk</th>
<th>Existing Controls</th>
<th>Effectiveness of existing controls</th>
<th>Risk Rating</th>
<th>Controls to be implemented</th>
<th>Revised Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intruder</td>
<td>There is a risk of physical and/or psychological harm from an intruder or aggressive person entering the school building or grounds.</td>
<td>Visitors must report to reception and sign in using the visitor register. Visitors are required to wear and display visitor pass/badge. Parents must make an appointment to meet with teachers/principal. Lockdown/lockout/evacuation procedures are regularly practiced. Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletter. In relation to court orders/custody papers: The school maintains a register of current documents. Parents are advised of the relevant school processes and duty of care to other students and staff.</td>
<td>Acceptable</td>
<td><strong>Consequence</strong>&lt;br&gt;Major&lt;br&gt;<strong>Likelihood</strong>&lt;br&gt;Possible&lt;br&gt;<strong>Risk Level</strong>&lt;br&gt;High</td>
<td>The school will provide training for staff in managing aggressive people/diffusing tense situations. Staff will share information on a 'need to know' basis concerning parent issues. The school will develop a process and pre-determined actions to discretely alert others of an intruder. The school will increase number of staff on yard duty as required, develop a roster and monitor attendance of yard duty teachers. Yard duty staff will carry a phone at all times. Issue yard duty staff with two-way radios linked to an office base station. Liaising with local police to arrange a prompt response to any call for assistance. Where necessary, the school will seek legal advice and obtain a trespass order for intruder.</td>
<td><strong>Consequence</strong>&lt;br&gt;Moderate&lt;br&gt;<strong>Likelihood</strong>&lt;br&gt;Possible&lt;br&gt;<strong>Risk Level</strong>&lt;br&gt;Medium</td>
</tr>
<tr>
<td>Severe weather event</td>
<td>Severe weather event</td>
<td>Severe weather event</td>
<td>Severe weather event</td>
<td>Severe weather event</td>
<td>Severe weather event</td>
<td>Severe weather event</td>
</tr>
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</tr>
<tr>
<td>There is a risk of injury due to a severe weather event. Causes: Flying debris, falling objects. Consequences: Fatality and/or permanent disability. Stress event requiring extensive clinical support for multiple individuals.</td>
<td>Ensure regular and ongoing maintenance program of grounds and buildings. Review lockdown procedures as per EMP. Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary.</td>
<td>Acceptable</td>
<td>Consequence</td>
<td>Severe</td>
<td>Likelihood</td>
<td>Rare</td>
</tr>
<tr>
<td>Camps</td>
<td>There is a risk of injury during camps and excursions. Causes: Transportation of group, Incident involving an adventure activity. Consequences: Fatality and/or permanent disability. Stress event requiring extensive clinical support for multiple individuals.</td>
<td>All camps and excursions are approved by School Council/Principal as per DET policy and procedures. All adventure activities will follow DET Safety Guidelines for Education Outdoors. Appropriate details entered into Student Activity Locator when required. All Staff PD approved by School Council/Principal or PD Coordinator. All staff to follow DET’s Work-related driving procedure.</td>
<td>Effective</td>
<td>Consequence</td>
<td>Severe</td>
<td>Likelihood</td>
</tr>
<tr>
<td></td>
<td>Consequence</td>
<td>Likelihood</td>
<td>Risk Level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
<td>------------</td>
<td>------------</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Transport</td>
<td>Severe</td>
<td>Unlikely</td>
<td>High</td>
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<td></td>
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</tr>
<tr>
<td>Busfire/Grassfire</td>
<td>Severe</td>
<td>Unlikely</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Risk</th>
<th>Consequence</th>
<th>Likelihood</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable</td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Page 12</td>
</tr>
</tbody>
</table>

**Transport**

There is a risk of injury due to transporting staff and students during school events. Causes: Mechanical breakdown, Driver fatigue, Other Drivers Road Conditions. Consequences: Fatality, and/or permanent disability. Stress event requiring extensive clinical support for multiple individuals.

School policy is only to engage approved "Accredited Bus Operators". School policy in the use of Private Vehicles for the purpose of school business to be implemented.

- **Consequence**: Severe
- **Likelihood**: Unlikely
- **Risk Level**: High

Staff vehicles to have appropriate insurance cover. All staff to hold current driver's license.

- **Consequence**: Severe
- **Likelihood**: Rare
- **Risk Level**: Medium

**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. School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. WatchZone on VicEmergency App. Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.

EMP is reviewed and socialised with staff before fire season. Staff are aware of EMP and understand their role within it. ‘Annual facilities bushfire readiness review checklist’ is implemented in October to prepare for the bushfire season.

Pre-determined arrangements implemented as fire danger escalates (in accordance with school's category on the Bushfire at Risk Register).

Ensure all appropriate evacuation procedures are followed. In the event of injury or disability, trained professional ongoing support, clinical/psychological, for all students, staff and community where needed.

Direct all Media enquiries to DET Media Unit on 9637 2871. DET statement posted for community with correct details of event.

- **Consequence**: Severe
- **Likelihood**: Unlikely
- **Risk Level**: High


**Page 12**
<table>
<thead>
<tr>
<th>Emergency</th>
<th>Description</th>
<th>Acceptable</th>
<th>Consequence</th>
<th>Likelihood</th>
<th>Risk Level</th>
<th>Consequence</th>
<th>Likelihood</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb/substance threat</td>
<td>Physical or psychological injury could occur to staff, visitors or contractors.</td>
<td>Immediately clear and cordon off the area in the vicinity of the object. Call 000 for police and seek and follow advice. Report the threat to the Chief Warden/Principal who will coordinate the emergency response until police arrive. Report the emergency to the Security Services Unit on 9589 6266. Do not approach, touch, tilt or tamper with the object. Schedule and practice emergency evacuation drills on regular basis.</td>
<td>Acceptable</td>
<td>Consequence</td>
<td>Major</td>
<td>Likelihood</td>
<td>Possible</td>
<td>Risk Level</td>
</tr>
</tbody>
</table>

| Influenza pandemic | Risk of health and possible death (in extreme cases) | Ensure EMP are up to date and pandemic planning arrangements are included. Provide students and staff with information about the importance of hand hygiene. Provide convenient access to water and liquid soap. Education of staff and students about covering their cough with a tissue or their inner elbow to prevent spread of germs. Convey seasonal influenza messages as directed by DET. | Acceptable | Consequence | Severe | Likelihood | Rare | Risk Level | Medium | 

Call 000
Ensure all appropriate evacuation procedures are followed.
In the event of injury trained professional ongoing support, clinical/psychological provided where needed.
Direct all Media enquiries to DET Media Unit on 9637 2871.
DET statement posted for community with correct details of event if required.

Influenza pandemic

Consequence | Major
Likelihood | Unlikely
Risk Level | Medium
<table>
<thead>
<tr>
<th>Loss of essential services</th>
<th>Lack of availability of school resources such as computers</th>
<th>Lack of availability of fresh drinking water and water for flushing toilets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise appropriate home-based exclusion from school among staff and students with flu-like illness. Encourage staff to seek immunisation for seasonal influenza.</td>
<td>Ensure that a reasonable supply of water is available to all students, staff and visitors. If disruption occurs for a long period of time e.g. 2 hours or more, Principal may consider closing the school until water supply has returned to normal. Ensure the school infrastructure has the capacity to support the school's technology needs. Provide access to shared resources such as printers or shared memory, electronic mail, computing devices and specialized instruments.</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consequence Moderate Likelihood Rare Risk Level Low</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To maintain a reasonable level of hygiene in school, water is critical. In the event of mains water supply being interrupted or disconnected, the Principal or Emergency management team may close the school until water supply has returned to normal. IT specialist staff ensure, to the best of their ability, that all areas of computers and resources are functioning at a high level as much as possible. All staff and students have access to computers and resources such as printers and electronic mail. A web based school management program ensures the whole school community have access to news bulletins, school updates and events.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consequence Moderate Likelihood Rare Risk Level Low</td>
</tr>
<tr>
<td>Smoke</td>
<td>Risk of injury from smoke inhalation or</td>
<td>Ensue fire services equipment (fire hose reels, fire extinguishers, fire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Effective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consequence Major</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual tagging of equipment is carried out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consequence Major</td>
</tr>
<tr>
<td>Risk</td>
<td>Likelihood</td>
<td>Risk Level</td>
</tr>
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<td>------</td>
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</tr>
<tr>
<td>Burns</td>
<td>Unlikely</td>
<td>Medium</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>Rare</td>
<td>Medium</td>
</tr>
</tbody>
</table>


**Likelihood**
- Unlikely
- Likely
- Possible
- High

**Risk Level**
- Low
- Medium
- High

**Likelihood**
- Rare
- Very Rare
- Unlikely
- Likely
- Possible
- High

**Risk Level**
- Low
- Medium
- High

---

**Child Abuse**

Students may be victim of child abuse from a family member or member of our community. 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.

Recognise indicators of Child Abuse:
- Child Safe Standards
- PROTECT protocol
- Student Critical Incident Advisory Line
- Student Support Services/Student Welfare Coordinator

Acceptable

**Consequence**
- Major
- Minor

**Likelihood**
- Possible
- High

---


**Page | 15**
| Information Security | Students or other members of the community may access our data and view confidential information. 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 | Privacy (including DET’s Schools’ Privacy Policy) Privacy. Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school’s privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT | Acceptable | Consequence Moderate Likelihood Possible Risk Level Medium | Staff regularly reminded about processes for protecting information Students regularly reminded about processes for protecting own information and severity of inappropriately accessing others’ information | Consequence Moderate Likelihood Unlikely Risk Level Medium |

| Medical Emergency | A student or staff member suffers a medical emergency through accident or as a result of underlying condition. Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; | Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer | Acceptable | Consequence Moderate Likelihood Possible Risk Level Medium | Safety plan developed for all high risk students Emergency services contacted in the event of a medical emergency | Consequence Moderate Likelihood Possible Risk Level Medium |
## Mental Stress

**Probable causes:**
- Exposure to distressing event;
- Anxiety/depression;
- Illness;
- Psychological trauma/distress;
- Attempted suicide;
- Suicidal ideation/self-harm;
- Interrupted learning

**Probable consequences:**
- Psychological trauma/distress;
- Attempted suicide;
- Suicidal ideation/self-harm;
- Interrupted learning

**Staff or student suffers excessive mental stress**

### Student Support Services
- Well-being staff in school
- SafeMinds
- Navigator Program
- Student Engagement and Inclusion Guidance
- Building Resilience Framework
- Victorian Anti-bullying and Mental Health Initiative

### Acceptable

**Consequence**
- Major

**Likelihood**
- Possible

**Risk Level**
- High

**Staff trained in Mental Health First Aid**

**Staff trained in recognising signs and symptoms of mental stress in students and/or colleagues**

**Principal/Assistant Principal proactive in speaking with staff showing signs of mental stress**

**Consequence**
- Major

**Likelihood**
- Unlikely

**Risk Level**
- Medium

## Missing person - school or school camp/ excursion

**Probable causes:**
- Lost or separated whilst on camp/excursion;
- Truancy;
- Unknown - i.e. distress;
- Probable consequences: injury; interrupted education; psychological trauma/distress

**Probable consequences:**
- Injury;
- Interrupted education;
- Psychological trauma/distress

**Student becomes lost while on school activity**

### School records attendance
- Student engagement policy to promote school attendance and address truancy, which is staged
- Recess and lunchtime supervision.
- Behaviour Support Plans to address individual truancy.
- Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)
- List of students to attend camp to be held at school site and by Teacher in Charge on camp.

### Acceptable

**Consequence**
- Moderate

**Likelihood**
- Possible

**Risk Level**
- Medium

**Parents and/or emergency services to be contacted immediately on realising a student is lost**

**Sign in/sign out processes published to students and parents**

**Consequence**
- Moderate

**Likelihood**
- Unlikely

**Risk Level**
- Medium
### Traumatic Death/Injury/Grief

**Probable causes:**
- Accident/misadventure;
- Existing illness;
- Sudden medical emergency

**Possible Consequences:**
- Distress/anger;
- Disruption to school operations;
- Disruption to school operations;
- Stress, psychological injury, impact on well-being requiring support

**Risk Level:** Low

**Effective**

**Consequence**
- Moderate

**Likelihood**
- Rare

**Risk Level**
- Low

**Probable causes:**
- Student Support Services
- Well-being staff in school
- Managing Trauma Guide
- Incident Support and Operations Centre referrals
- Employee Assistance Program

**Site based policies and strategies:**
- Lunchtime and recess supervision
- School based security measures e.g. duress alarm, CCTV
- Behavioral Code of Conduct
- School social media strategies to address online harassment
- Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student

**School pursues specific interventions or referrals as required/appropriate:**
- Trespass order
- Child Protection referral
- Family violence referral
- Specific supports for students with challenging behaviors and interventions;
- Referral to Student Support Services (SSS)
- School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)
- Restraint and Seclusion procedure

---

### Violence, Aggression and/or harassment

**Probable causes:** underlying abuse or exposure to family violence; developmental factors

**Possible Consequences:** physical or psychological harm; Disruption to learning/continuity of education

**Risk Level:** Rare

**Effective**

**Consequence**
- Moderate

**Likelihood**
- Rare

**Risk Level**
- Low
Respectful Relationship
Health and Human Services Behaviour Support Services
More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional
School welfare officer/coordinator engaged

Training
Diffusion strategies and training for staff
Conflict management training
Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism
Specific support for teacher/staff in dealing with challenging behaviours
Employee Assistance Program (EAP) for impacted staff
Principal Mentor Program
Proactive Wellbeing Supervision
Principal Health Checks
Early Intervention Principal Support Service
Refer to additional resources for impacted persons
School breakfast club (where available)
School wide Positive Behaviour Support
Koori inclusive School Wide Positive Behaviour Support
## Core Emergency Response Procedures

<table>
<thead>
<tr>
<th>Core Procedures</th>
<th>Procedure Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-site evacuation/relocation procedure</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>• Call 000 for emergency services and seek and follow advice.</td>
</tr>
<tr>
<td></td>
<td>• Evacuate students, staff and visitors to top oval (Plan A) or Town end paddock (Plan B).</td>
</tr>
<tr>
<td></td>
<td>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</td>
</tr>
<tr>
<td></td>
<td>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</td>
</tr>
<tr>
<td></td>
<td>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</td>
</tr>
<tr>
<td></td>
<td>• Ensure communications with emergency services is maintained.</td>
</tr>
<tr>
<td></td>
<td>• Wait for emergency services to arrive or provide further information.</td>
</tr>
<tr>
<td></td>
<td>• Notify Region and seek advice from Regional Manager, Operations and Emergency Management if required.</td>
</tr>
<tr>
<td></td>
<td>• Confirm with emergency service personnel that it is safe to return to normal operations.</td>
</tr>
<tr>
<td></td>
<td>• Maintain a record of actions/decisions undertaken and times.</td>
</tr>
<tr>
<td></td>
<td>• Contact parents as required.</td>
</tr>
<tr>
<td><strong>Actions after on-site evacuation/relocation procedure</strong></td>
<td>• Ensure any students, staff or visitors with medical or other needs are supported.</td>
</tr>
<tr>
<td></td>
<td>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</td>
</tr>
<tr>
<td></td>
<td>• Determine whether to activate your parent re-unification process.</td>
</tr>
<tr>
<td></td>
<td>• 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).</td>
</tr>
<tr>
<td></td>
<td>• Contact the SSSO Network Coordinator if required.</td>
</tr>
<tr>
<td></td>
<td>• Print and issue pre-prepared parent letters and give these to students to take home.</td>
</tr>
<tr>
<td></td>
<td>• Ensure all staff are made aware of Employee Assistance Program contact details.</td>
</tr>
<tr>
<td></td>
<td>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</td>
</tr>
<tr>
<td></td>
<td>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.</td>
</tr>
<tr>
<td></td>
<td>• Complete your Post Emergency Record.</td>
</tr>
<tr>
<td><strong>Off-site evacuation procedure</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>• Call 000 for emergency services and seek and follow advice.</td>
</tr>
<tr>
<td></td>
<td>• Identify which off-site assembly point you will evacuate staff, students and visitors to.</td>
</tr>
</tbody>
</table>
Evacuate staff, students and visitors to the town end paddock, roll call and walk to off site location - Winterhalter Busline Depot (Site 1) or Korumburra Primary School (Site 2)

- Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

**Actions after off-site evacuation procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record.

<table>
<thead>
<tr>
<th>Lock-down procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>- Call 000 for emergency services and seek and follow advice.</td>
</tr>
<tr>
<td>- 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 if safe to do so.</td>
</tr>
<tr>
<td>- Check that all external doors (and windows if appropriate) are locked.</td>
</tr>
<tr>
<td>- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</td>
</tr>
<tr>
<td>- Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</td>
</tr>
<tr>
<td>- Divert parents and returning groups from the school if required.</td>
</tr>
<tr>
<td>- Ensure a telephone line is kept free.</td>
</tr>
<tr>
<td>Lock-out procedure</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Call 000 for emergency services and seek and follow advice.</td>
</tr>
<tr>
<td>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:</td>
</tr>
<tr>
<td>o Lock doors to prevent entry</td>
</tr>
<tr>
<td>o Check the premises for anyone left inside</td>
</tr>
<tr>
<td>o Obtain Emergency Kit</td>
</tr>
<tr>
<td>• Go to the designated assembly point/s - Top oval (Plan A) or Town end paddock (Plan B)</td>
</tr>
<tr>
<td>• Check that students, staff and visitors are all accounted for.</td>
</tr>
<tr>
<td>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</td>
</tr>
<tr>
<td>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</td>
</tr>
<tr>
<td>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</td>
</tr>
<tr>
<td>• Maintain a record of actions/decisions undertaken and times.</td>
</tr>
<tr>
<td>• Ensure any students, staff or visitors with medical or other needs are supported.</td>
</tr>
<tr>
<td>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</td>
</tr>
<tr>
<td>• Determine whether to activate your parent re-unification process.</td>
</tr>
<tr>
<td>• 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).</td>
</tr>
<tr>
<td>• Direct all Media enquiries to DET Media Unit on 8688 7776.</td>
</tr>
<tr>
<td>• Print and issue pre-prepared parent letters and give these to students to take home.</td>
</tr>
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<td>• Contact the SSSO Network Coordinator if required.</td>
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<tr>
<td>• Ensure all staff are made aware of Employee Assistance Program contact details.</td>
</tr>
<tr>
<td>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</td>
</tr>
<tr>
<td>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</td>
</tr>
<tr>
<td>• Complete your Post Emergency Record.</td>
</tr>
</tbody>
</table>
### Actions after lock-out procedure

- Contact parents as required.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record.

### Shelter-in-place procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area STEAM Building.
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

### Actions after shelter-in-place procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre that shelter-in-place is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.
## Specific Emergency Response Procedures

<table>
<thead>
<tr>
<th>Specific Procedures</th>
<th>Procedure Instructions</th>
</tr>
</thead>
</table>
| **Intruder**        | **Call 000** for emergency services and seek and follow advice.  
• Report the emergency immediately to the Chief Warden.  
• Do not do or say anything to the person to encourage irrational behaviour.  
• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.  
• Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.  
• Evacuation only should be considered if safe to do so.  
• Report emergency to the Security Services Unit on 1800 126 126.  
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.  
• Contact parents as required.  
• Direct all Media enquiries to DET Media Unit on 8688 7776. |
| **Severe weather event** | **Call 000** if emergency services are needed and seek and follow advice.  
• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.  
• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.  
• During a severe storm:  
  o Remain in the building and keep away from windows.  
  o Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.  
• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.  
• Disconnect electrical equipment - cover and/or move this equipment away from windows.  
• Report emergency to the Security Services Unit on 1800 126 126.  
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.  
• Listen to local radio or TV on battery-powered sets for weather warnings and advice.  
**After the severe weather event**  
• After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.  
• Direct all media enquiries to DET Media Unit on 8688 7776.  
• Contact parents as required. |
| **Bushfire/Grassfire** | **A bushfire/grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice and within [insert number] km from the school.**  
• If immediate assistance is required phone ‘000’ |
• Contact Vic Emergency Hotline on 1800 226 226 for information on the fire
• Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response
• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required
• Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)
• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees
• [As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment]
• Direct all Media enquiries to DET Media Unit on 8688 7776
• Contact parents as required
• Staff will remain with children until they are collected by parents or relocated by emergency services.

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible following the identified egress route:

• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)
• Check that all students, staff and visitors are accounted for
• Ensure communications with emergency services is maintained.
• Wait for emergency services to arrive or provide further information
• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations
• Maintain a record of actions/decisions undertaken and times
• Check all windows and doors in the Shelter in Place are closed (but doors are not locked).
• Turn off Gas
• Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers
• Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the Shelter in Place).
• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water based defence systems).
• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite evacuation location or Offsite evacuation location
• Staff to check that students have their shoes on and drink bottles with them
• Staff will endeavour to keep students as calm and hydrated as possible
• Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require.
• A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.
• Consider notifying parents that staff and children are sheltering in place in the Shelter in Place
• Should parents arrive at the school, parents remain in the Shelter in Place with their child. Any decision to leave should only occur on advice and with direct support from emergency services
• Continually monitor **Shelter in Place** for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
• If the building’s fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the **Onsite Evacuation Location** or **Offsite Evacuation Location** via the defined route

**While sheltering at the Onsite evacuation/assembly area or the Offsite evacuation location**

• Check that all students, staff, visitors and contractors are accounted for.
• Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.
• Staff to check that children have their shoes on and drink bottles with them
• Staff will endeavour to keep students as calm and hydrated as possible
• Administer first aid if required
• Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks.
• Maintain communication with emergency services and remain in place until emergency services or additional support arrives
• Communicate to all parents once the all clear has been given.
• Ensure any students, staff or visitors with medical or other needs are supported.
• Advise the Incident Support and Operations Centre on 1800 126 126 that the event is over.
• Determine whether to activate your parent re-unification process.
• Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
• Direct all Media enquiries to DET Media Unit on 8688 7776
• Print and issue pre-prepared parent letters and give these to students to take home.
• Ensure all staff are made aware of Employee Assistance Program contact details.
• Seek support from Student Support Services if required.
• Seek support from your region/regional Manager, Operations and Emergency Management as required.
• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
• Complete your Post Emergency Record.

**A bushfire/grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice**

If immediate assistance is required phone ‘000’

• Contact Vic Emergency Hotline on 1800 226 226 for information on the fire
• Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response
• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126
• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required
• Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)
• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees
[As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment]
Direct all Media enquiries to DET Media Unit on 8688 7776
Contact parents as required
Staff will remain with children until they are collected by parents or relocated by emergency services.

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible following the identified egress route:

- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)
- Check that all students, staff and visitors are accounted for
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations
- Maintain a record of actions/decisions undertaken and times
- Check all windows and doors in the Shelter in Place are closed (but doors are not locked).
- Turn off Gas
- Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers
- Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the Shelter in Place).
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite evacuation location or Offsite evacuation location.
- Staff to check that students have their shoes on and drink bottles with them
- Staff will endeavour to keep students as calm and hydrated as possible
- Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require.
- A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.
- Consider notifying parents that staff and children are sheltering in place in the Shelter in Place.
- Should parents arrive at the school, parents remain in the Shelter in Place with their child. Any decision to leave should only occur on advice and with direct support from emergency services.
- Continually monitor Shelter in Place for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
- If the building’s fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Offsite Evacuation Location via the defined route

While sheltering at the Onsite evacuation/assembly area or the Offsite evacuation location:

- Check that all students, staff, visitors and contractors are accounted for.
- Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.
- Staff to check that children have their shoes on and drink bottles with them
- Staff will endeavour to keep students as calm and hydrated as possible
- Administer first aid if required
- Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks.
- Maintain communication with emergency services and remain in place until emergency services or additional support arrives
- Communicate to all parents once the all clear has been given.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre on 1800 126 126 that the event is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from Student Support Services if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

### Bomb/substance threat

**If a suspicious object is found (or the threat identifies the location of a bomb)**

**Immediate response**

- Immediately clear and cordon off the area in the vicinity of the object.
- Call 000 for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Report the emergency to the Security Services Unit on 1800 126 126.
- Do not approach, touch, tilt or tamper with the object.
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

**Evacuation**

- Evacuate the school and:
  - Ensure students and staff are not directed past the object
  - Alert any other services co-located at the school site
  - Check that all students, staff and visitors are accounted for
  - Restrict all access to the site and ensure there are no barriers inhibiting access by police
  - **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

**Communication**

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
• Contact parents when evacuation is complete and it is safe to do so.
• Notify your regional emergency management contact and seek advice if necessary.
• Direct all Media enquiries to DET Media Unit on 8688 7776.
• Await all clear advice from police before returning to school buildings to resume normal school activities.
• **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

**If a bomb/substance threat is received by telephone**

**DO NOT HANG UP**

• Keep the person talking for as long as possible and obtain as much information as possible.
• Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report emergency to the Security Services Unit on 1800 126 126.
• 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.
  o implement evacuation and communication procedures as indicated in section ”If a suspicious object is found” above
  o report the emergency to the Security Services Unit on 1800 126 126
  o ensure all of the caller information has been written down and provided to police on arrival.
  o As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

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

If a bomb/substance threat is received electronically e.g. by email
  o DO NOT DELETE THE MESSAGE
  o Call 000 for police and seek and follow advice
  o Notify the Chief Warden/principal
  o 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.
  o Implement evacuation and communication procedures as indicated in section ”If a suspicious object is found” above.
  o Report emergency to the Security Services Unit on 9589 6266.
  o As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

If you are at the site of an explosion
  o Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
  o Implement evacuation and communication procedures as indicated in section ”If a suspicious object is found” above. Do not retrieve personal belongings or make phone calls when evacuating.
  o Help others to leave the area. Use stairs instead of elevators.
  o Be aware of weakened floors and stairways and watch for falling debris.
  o Once out of the affected building:
    • Move students away from windows and glass doors or other potentially hazardous areas
    • Use caution to avoid debris that could be hot or sharp
    • Call 000 for emergency services and seek and follow advice
    • Report the emergency to the Security Services Unit on 1800 126 126
    • Be aware of any potential secondary explosions
    • Limit use of phones as communications systems may become congested.
### Influenza pandemic

Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.

#### influenza prevention
- Promote basic hygiene measures within the school by:
  - Providing students and staff with information about the importance of hand hygiene
  - Providing convenient access to water and liquid soap and alcohol based hand sanitiser
  - Educating staff and students about covering their cough with a tissue or their inner elbow to prevent the spread of germs
  - Ensuring careful disposal of used tissues
- Exercise appropriate home-based exclusion from school among staff and students with flu-like illness.

#### Encourage staff to seek immunisation for seasonal influenza

#### Communications
- Communicate personal hygiene messages to staff and students. Convey seasonal influenza messages as directed by DET.

### Loss of essential services

**When there is a loss of essential services (power, water, communications):**

- Determine which services are affected and the extent of the impact.
- Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.
- **Call 000** if emergency services are required to respond e.g. power lines down in front of school.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
- Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.
- Report the loss of essential services to the Security Services Unit on 1800 126 126.
- Contact parents as required.
- Refer to the school’s Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.
- Insert any additional steps, including mitigation steps that you have identified in your risk assessment

### Smoke

This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.

#### Medical
- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on students and staff.
- Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents about school conditions and to ensure they cater for their child’s needs e.g. extra inhaler.

#### Activities/Indoors
- Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.
- Close windows and doors.
- Switch air conditioners to ‘recirculate’ or ‘reuse air’ (turn it off if it doesn’t have this function)
- Limit prolonged or heavy physical activity relative to the conditions.

**Notification/Information**

- As appropriate:
  - report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126
  - notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required
  - direct all Media enquiries to DET Media Unit on 9637 2871.

- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days
- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.

- Insert any additional steps, including mitigation steps that you have identified in your risk assessment

### Child Abuse

In the event of an incident, disclosure, or suspicion of child abuse, the school will:

- Follow the [Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse](https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf)
- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools’ obligations which are outlined in more detail in [Identifying and Responding to All Forms of Abuse in Victorian Schools](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](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](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](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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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:

- 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.

Information Security

- Contact your IT specialist technician for advice and support
- If you require support from IMTD contact the Service Desk through one of the following mechanisms:
  - Phone 1800 641 943
  - Email servicedesk@edumail.vic.gov.au
  - Submit an IT Service Request through the Service Gateway
- If the incident involves sensitive and/or personal information that may identify an individual without their consent
- Phone the privacy help desk on 8688 7967
- Email privacy@edumail.vic.gov.au
|---|---|
| • Consider notifying the Media Unit on 8688 7776  
• If the information security breach is considered malicious contact local police  
• Offer impacted staff option to access EAP (as applicable)  
• Offer Student Support Services support to impacted students (as applicable) | |
| **Medical Emergency** | **If a medical emergency occurs on a school site or on a camp/excursion**  
• Call ‘000’ if immediate/life threatening  
• Administer first aid  
• Contact parent/guardian of affected student  
• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126  
• Record evidence (if applicable)  
• Keep other students away from the emergency/incident  
• Provide support for students who may have witnessed early stage of emergency | |
| **Mental Stress** | **If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’**  
• Administer first aid (if appropriate) – keep physically and emotionally safe  
• Report the incident to the Incident Support and Operations Centre on 1800 126 126  
• Consider whether the following supports are appropriate:  
  o School’s student wellbeing officers  
  o Student Support Services  
  o Doctors in Secondary Schools  
  o Kids Helpline - 1800 55 1800  
  o Headspace in schools 0458 559 736  
  o Lifeline - 13 11 14  
  o Referral to the Navigator program for wrap round support for disengaged learners  
  o Suicide prevention resources from Beyond Blue and/or Headspace  
  o CAT Team – acute mental health triage | |
| **Missing person - school or school camp/excursion** | **If student/child is missing and/or cannot be accounted for:**  
• Search the immediate area  
• Contact the parent/carer  
• Contact ‘000’ for police to report child missing | |
| 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):
| | • Contact ‘000’ for police/ambulance attendance
| | • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
| | • Seek Student Support Services support
| | • Refer to the ‘Managing Trauma’ guide to support, plan for, and lead an effective recovery including:
| | • Develop a Communications Plan – check what information can be released:
| | o Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
| | o Limit exposure to ongoing trauma, distressing sights, sounds and smells
| | o Continue to identify those most at risk and triage for support
| | o Consider tribute, memorial, ritual
| | • Monitor the wellbeing of staff
| | • Actively implement self-care strategies
| | • If the incident occurs on school premises/camp/excursion
| | o Preserve the evidence
| | o Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
| | o Contact Legal Division on 9637 3146
| | o Consider a Worksafe Notification 13 23 60
| | o Contact Communications Division/Media Unit on 8688 7776
|

| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:
| | • Intervene only if safe to do so
| | • Contact ‘000’ if immediate/life threatening and require police/ambulance attendance
| | • Initiate action to confine or isolate the aggressor
| | • Determine whether evacuation, lock-down or Shelter in Place is required.
| | • Administer first aid if required and safe to do so
| | • Contact parent/guardian of student(s) impacted
| | • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126
| | • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan
| | • Record evidence (if applicable)
| | • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place
| | If staff are directly impacted:
• Consider lodging an eduSafe report
• Consider whether a report to WorkSafe is required
• Contact Employee Assistance Program for support
• Consider liaison with the Principal Early Intervention Program

If there is an allegation of reportable conduct:
• Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
## Emergency Contacts

### School Contacts

<table>
<thead>
<tr>
<th>Key Roles</th>
<th>Name</th>
<th>Phone</th>
<th>Phone (After Hours)</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Kaylene Chaproniere</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior School Coordinator</td>
<td>Melissa Neill</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School Coordinator</td>
<td>Christopher Cronin</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Bus Coordinator</td>
<td>Andrea Jenkin</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Tina van't Hoff</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Welfare Officer</td>
<td>Rebecca Anthony</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHS Representative</td>
<td>Catherine McDougall</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Council President</td>
<td>Kamron Whyte</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>Vaya Dauphin</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>John Wilson</td>
<td>03 5655 1566</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DET Contacts

<table>
<thead>
<tr>
<th>Roles</th>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Director</td>
<td>Deborah Locco</td>
<td>(03) 8904 2412</td>
<td></td>
</tr>
<tr>
<td>Regional Office (<a href="mailto:sevr@edumail.vic.gov.au">sevr@edumail.vic.gov.au</a>)</td>
<td>Dandenong, Moe</td>
<td>(03) 8765 5600, (03) 5127 0400</td>
<td></td>
</tr>
<tr>
<td>Manager, Operations &amp; Emergency Management</td>
<td>Therese Carroll</td>
<td>(03) 8904 2473</td>
<td>0419 129 659</td>
</tr>
<tr>
<td>Emergency Management Support Officer</td>
<td>Glen Tarrant</td>
<td>(03) 8904 2406</td>
<td>0438 018 269</td>
</tr>
<tr>
<td>Incident Support and Operations Centre (ISOC)</td>
<td></td>
<td>1800 126 126</td>
<td></td>
</tr>
<tr>
<td>Programmed Maintenance Services</td>
<td></td>
<td>1300 133 468</td>
<td></td>
</tr>
<tr>
<td>OHS Advisory Service</td>
<td></td>
<td>1300 074 715</td>
<td></td>
</tr>
</tbody>
</table>
### Local / Other Organizations

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Station</td>
<td>03 5655 1244</td>
</tr>
<tr>
<td>Hospital/s</td>
<td>03 5654 2777</td>
</tr>
<tr>
<td>Gas</td>
<td>131806</td>
</tr>
<tr>
<td>Electricity</td>
<td>131806</td>
</tr>
<tr>
<td>Water Corporation</td>
<td>1300 301 636</td>
</tr>
<tr>
<td>Facility Plumber</td>
<td>0407 167 735</td>
</tr>
<tr>
<td>Facility Electrician</td>
<td>0437 552 123</td>
</tr>
<tr>
<td>Local Government</td>
<td>03 5662 9200</td>
</tr>
</tbody>
</table>
## School Bus Emergency Contacts

<table>
<thead>
<tr>
<th>Bus Routes</th>
<th>Areas Services</th>
<th>Schools serviced or bus coordinating school</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1</td>
<td>Jeetho/Krowera/Loch</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>Harley’s Bus Lines - 03 5655 2333</td>
</tr>
<tr>
<td>Bus 2</td>
<td>Kardella</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>Harley’s Bus Lines - 03 5655 2333</td>
</tr>
<tr>
<td>Bus 3</td>
<td>Kongwak</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>AM &amp; JH Winterhalter - 03 5655 1145</td>
</tr>
<tr>
<td>Bus 4</td>
<td>McDonalds Track, Nyora, Lang Lang</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>AM * JH Winterhalter - 03 5655 1145</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Nyora</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>O’Neills Buslines - 0428 552 497</td>
</tr>
<tr>
<td>Bus 6</td>
<td>Outtrim</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>Harley’s Buslines - 03 5655 2333</td>
</tr>
<tr>
<td>Bus 7</td>
<td>Poowong</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>O’Neills Buslines - 0428 552 497</td>
</tr>
<tr>
<td>Bus 8</td>
<td>Strzelecki</td>
<td>Korumburra Primary School St Josephs Primary School Korumburra Secondary College</td>
<td>Harley’s Buslines - 03 5655 2333</td>
</tr>
</tbody>
</table>
## Incident Management Team

### IMT Structure

![IMT Structure Diagram]

### Roles

<table>
<thead>
<tr>
<th>Roles</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
</tr>
</thead>
</table>
| Chief Warden/Education Commander | Name: Vaya Dauphin  
Phone/Mobile: 03 5655 1566 | Name: John Wilson  
Phone/Mobile: 03 5655 1566 |
| Planning Officer               | Name: Michael Suckling                               | Name: John Wilson          |
| Operations Officer (Area Warden) | Name: Vaya Dauphin                                  | Name: John Wilson          |
| Logistics Officer (Warden)     | Name: Vaya Dauphin                                  | Name: John Wilson          |
| First Aid Officer              | Name: Tina van't Hoff                                | Name: Karen Sorrell        |
# Incident Management Team Roles & Responsibilities

<table>
<thead>
<tr>
<th>Core Procedures</th>
<th>Procedure Instructions</th>
</tr>
</thead>
</table>
| **Chief Warden / Education Commander** | **Pre-Emergency**  
- Maintain current contact details of IMT members.  
- Conduct regular exercises/drills.  
- Ensure students/staff with special needs list and staff trained in first aid list are up to date.  
- Ensure our emergency response procedures are kept up-to-date.  
- Ensure staff on the IMT are aware of their responsibilities.  

**During Emergency**  
- Attend the emergency control point.  
- Ascerten the nature and scope of the emergency.  
- Ensure that the emergency services have been notified.  
- Ensure the appropriate response has been actioned.  
- Convene our IMT as required.  
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.  
- Brief the incoming emergency services and respond to their requests.  
- Report the emergency to the Security Services Unit on 9589 6266.  

**Post-Emergency**  
- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.  
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.  
- Compile a report for IMT & region and notify Security Services Unit (24 hour, 7 days) and the region. |
| **Planning Officer** | **Pre-Emergency**  
- Assist the Chief Warden.  
- Identify resources required.  
- Participate in emergency exercises/drills.  

**During Emergency**  
- Attend the emergency control point.  
- Ascerten the nature and scope of the emergency.  
- Report any changes in the situation to the Chief Warden.  
- Act as directed by the Chief Warden.  
- Plan for contingencies.  

**Post-Emergency**  
- Collect and evaluate information relating to the emergency.  
- Identify recovery needs and develop a recovery plan (if required). |
| **Operations Officer (Area Warden)** | **Pre-Emergency**  
- Regularly check and report on deficiencies of emergency equipment and kits.  
- Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.  
- Participate in emergency exercises/drills.  

**During Emergency**  
On hearing alarm or becoming aware of an emergency, the Operations Warden will:  
- Attend the emergency control point.  
- Communicate with the Chief Warden by whatever means available and act on instructions.  
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.  
- Direct logistics officer (wardens) to check the floor or area for any abnormal situation.  
- Commence evacuation if the circumstances on their floor or area warrant this. |
• Control the movement of people.
• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.
• Confirm that the logistics officer’s (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

Post Emergency
• Compile report of the actions taken during the emergency for the debrief.

Communications Officer

Pre-Emergency
• Assist the Chief Warden.
• Attend training in the use of the school’s communication system.
• Maintain records and logbooks and make them available for emergency response.
• Ensure emergency and parent contact details are up-to-date.
• Participate in emergency exercises/drills.

During Emergency
• Attend the emergency control point.
• Ascertain the nature and location of the emergency. Maintain up to date information.
• Confirm that emergency services have been notified.
• Notify appropriate IMT members.
• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
• Keep a log of events that occurred during the emergency.
• Act as directed by the Chief Warden.

Post-Emergency
• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
• Contact parents as required.

Logistics Officer (Warden)

Pre-Emergency
• Ensure staff and students are aware of the emergency response procedures.
• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
• Participate in emergency exercises/drills.

During Emergency
Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).
Activities may include the following:
• Attend the emergency control point.
• Operate the communication system in place.
• Check that any fire doors and smoke doors are properly closed.
• Close or open other doors in accordance with the emergency response procedures.
• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
• Ensure orderly flow of people into protected area.
• Assist occupants with disabilities.
• Act as lead of groups moving to nominated assembly areas.
• Report status of required activities to the operations officer (area warden) on their completion.
• Act as directed by the Chief Warden.

Post-Emergency
• Compile report of the actions taken during the emergency for the debrief.
Communication Tree

KSC COMMUNICATION TREE

School Principal
Landline: 5655 1566

Police/Fire
Ambulance
000

Department of
Human Services
1800 020 202

Local Hospital
Landline
5654 2777

Work Safe
Landline
132360

Communication Tree Parent Contact List

Kaylene Chaproniere
Business Manager
To SMS all parents

Tina van’t Hof
To ring parents
from A-M with no email

Janice Dunn
To ring parents from
N-Z with no email

Kaylene Chaproniere
Responsible to notify back to Principal or nominated person of parents
successfully contacted and those that could not be contacted
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

<table>
<thead>
<tr>
<th>Details of arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure business continuity plan which include: Identify minimum requirements and key staff for continued operations (including planning for the absence of the principal). Consider workforce strategies to enable continued operations. Use mutual support agreements with local Primary School. Pre-agreed arrangements with other premises in the community e.g. recreation center, Localise incident and utilise different sites or areas within the school premises. Off-site activities e.g. swimming, school excursions, local venues</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Details of arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back up key school data using CD, Memory Stick, large capacity of hard drives in data banks, : Teachers encouraged to store curriculum documents in school resources on Compass or in cloud Office 365 : Replacement server within 24 hours if required and IT specialist would retrieve information from local backups. : Administration network is backed up remotely on a daily basis by Education Department : Revert to paper based systems, e.g. paper rolls, whiteboards : Flexible lesson plans - plans stored in Compass : Contact the utility company or repair contractor to report loss and establish approximate timeline of outage : Emergency lighting if required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Details</th>
<th>Support Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Energy</td>
<td></td>
<td>Power supplier</td>
</tr>
<tr>
<td>Telstra</td>
<td></td>
<td>School Mobile phones</td>
</tr>
<tr>
<td>Optus</td>
<td></td>
<td>School Land lines</td>
</tr>
<tr>
<td>NEC</td>
<td></td>
<td>School Telephone system</td>
</tr>
</tbody>
</table>
3. Arrangements to manage a loss or shortage of staff or skills

| Details of arrangements | Use of Casual Relief staff to supply teachers - list on mobile phone and hard copy in Daily Organiser's office GBS Education to supply relief teaching staff and administration staff Cross training and multi-skilling staff to ensure different roles and responsibilities are able to be carried out in a professional manner Allow for reduced workforce by: Larger class sizes, Use of Teacher Aids and Education Support staff to support classes, Pre-prepared educational materials that support independent learning, Team activities and sports to accommodate larger class sizes and merging classes |

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Details</th>
<th>Support Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBS Education</td>
<td></td>
<td>Relief teachers and administration staff</td>
</tr>
</tbody>
</table>

**Business Continuity Checklist**

<table>
<thead>
<tr>
<th>Action</th>
<th>Actioned?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate the school's Incident Management Team</td>
<td>No</td>
</tr>
<tr>
<td>Evaluate the impact of the incident for:</td>
<td></td>
</tr>
<tr>
<td>• School activities</td>
<td></td>
</tr>
<tr>
<td>• Impact over time</td>
<td></td>
</tr>
<tr>
<td>• Manageability</td>
<td></td>
</tr>
<tr>
<td>• Staffing levels</td>
<td></td>
</tr>
<tr>
<td>• Resources for recovery</td>
<td></td>
</tr>
<tr>
<td>Identify actions to mitigate impact, including:</td>
<td></td>
</tr>
<tr>
<td>• Suspension of non-critical activities</td>
<td></td>
</tr>
<tr>
<td>• Mutual support arranged with other schools</td>
<td></td>
</tr>
<tr>
<td>• Distance/virtual learning Use of different areas within site</td>
<td></td>
</tr>
<tr>
<td>• Off-site activities</td>
<td></td>
</tr>
<tr>
<td>• Back–up of key school data</td>
<td></td>
</tr>
<tr>
<td>• Using paper based systems</td>
<td></td>
</tr>
<tr>
<td>• Flexible lesson plans</td>
<td></td>
</tr>
<tr>
<td>• Using generators, portable lighting</td>
<td></td>
</tr>
</tbody>
</table>
Produce an Action Plan for maintaining critical activities that includes:

- Priorities
- Communications
- Resource deployment
- Allocation of specific roles
- Monitoring
- Reporting
- Stakeholder engagement

<table>
<thead>
<tr>
<th>Establish a register to log all decisions and actions</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Establish a register to log all financial expenditure incurred</th>
</tr>
</thead>
</table>

Secure resources for continuity/recovery including:

- Staffing
- Premises
- IT and equipment
- Welfare

<table>
<thead>
<tr>
<th>Secure resources for continuity/recovery including:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Deliver appropriate communications including to:</th>
</tr>
</thead>
</table>

- Staff
- Parents/Carers
- School Council
- School bus contractor/bus coordinating school (as appropriate)
- Outside School Hours Care provider
- Other users of site
- Region
- Suppliers
- Local Shire/Municipality (as appropriate)

<table>
<thead>
<tr>
<th>Deliver appropriate communications including to:</th>
</tr>
</thead>
</table>

No

No
Area Map

Korumburra Primary School Off-site assembly point—half hour walk

Show Grounds—Off-site assembly point—half hour walk

Waterhalter Business Depot Off-site assembly point five minute walk

Emergency services access and exit points

Jumbunna Rd (also known as Wonthaggi Inverloch Rd)
## A0

All persons are to exit via the external outside door and walk directly to evacuation point A or B depending on directions given.

## A1, A2 & A3

All persons are to exit the building via the exit between A2 and Library and walk directly to evacuation point A or B depending on directions given.
A4 & A5

All persons are to leave the building via the exit in between A2 and Library and walk directly to evacuation point A or B depending on directions given.

A6 & A7

All persons are to leave the building via the Toilet Block (B Wing) exit and walk directly to evacuation point A or B depending on directions given.
Assisting Principal, Counsellor & Careers

All persons are to leave the building via the exit door between the Library and the Wellbeing Office and walk directly to evacuation point A or B depending on directions given.

Flexi

All persons are to exit via the external rear door and walk directly to evacuation point A or B depending on directions given.
General Office, Principal, Business Manager, Round & Conference rooms

All persons are to exit the building via the main exit door and walk directly to evacuation point A or B depending on directions given.

Library & Wellbeing

All persons are to exit the building via the exit door between A2 & the Library and walk directly to evacuation point A or B depending on directions given.
MSO, Kitchen, Sickbay, Photocopy, Room & Toilets

All persons are to exit the building via the carpark door and walk directly to evacuation point A or B depending on directions given.

Cookery & new Canteen

All persons are to exit via their external door and walk directly to evacuation point A or B depending on directions given.
S1, S3 & Foyer  
All persons are to exit via foyer exit door (towards A Wing) and walk directly to evacuation point A or B depending on directions given.

T3, S2, SSO & Science Office  
All persons are to exit the building via the external door and walk directly to evacuation point A or B depending on directions given.
**T1, T2 & T4**

All persons are to exit the building via the external door and walk directly to evacuation point A or B depending on directions given.

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**T5, T6 & T7 Trade Training**

All persons are to exit via the external door and walk directly to evacuation point A or B depending on directions given.
R1 & R2

All persons are to exit via the external door and walk directly to evacuation point A or B depending on directions given.

PAC, Canteen & Change Rooms

All persons are to exit via the external door and walk directly to evacuation point A or B depending on directions given.
Gym & G2

All persons are to exit via the external door (T5 side) and walk directly to evacuation Point A or B depending on directions given.