

Pomonal Primary School

Emergency and Critical Incident Management Plan 2019-2020



2859 Ararat - Halls Gap Road, Pomonal, VIC, 3381
03 5356 6292 / pomonal.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 3/09/2019

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

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All School staff	Pomonal Primary School	08/11/2018	Pomonal Primary School
Peter Shelley	Pomonal Fire Brigade	09/11/2018	C/O Pomonal General Store, Pomonal, Vic, 3381

Facility Profile

School Name/Campus Name	Pomonal Primary School
Address	2859 Ararat - Halls Gap Road, Pomonal, VIC, 3381
Phone	03 5356 6292
Email	pomonal.ps@edumail.vic.gov.au
Fax	0
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Central Highlands Area
LGA	Ararat (RC)
BOM/Fire District	South West District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 2
Operating Hours	8:30-4:30
Number of Students	20
Number of Staff	6
Number of Buildings	6
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Pomonal Primary School
On-site Evacuation Location	Pomonal Primary School Oval
Off-site Evacuation Location	Pomonal Cricket Ground

Typical method used for communications to school community	email, school newsletter, phone
Is this school has other services or users of the site?	No

Other Services/Users of Site

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

Building Information Summary

Telephones (landlines)

Location	Number
Staff room/Office, Senior class room, Junior class room, Art room, shed	53566292

Alarms

Description	Location	Monitoring Company	Number
Fire	N/A		
Intrusion	N/A		
Other	N/A		

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Behind Art building in wire cage		Portable cylinder

Water	Mains located in front garden between the two gates	Grampians Water	
Electricity	Kitchenette in Office		Kitchenette in Office

Sprinkler System

Control Valve Location	Front of school on junior classroom wall
Shutoff Instructions Location	Fire pump near water tanks

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	N/A
Provides power to	N/A
Shutoff Instructions Location	N/A

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	02/09/2019
Next check date	07/09/2020

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
			13/09/2019	09/11/2018
Term 2	Emergency Drill (Go to shelter)		01/11/2019	
Term 3	snake (Go to shelter)	Belinda Wethers	13/08/2019	
Term 4	Bushfire (ember attack) -Full lock down	Belinda Wethers	01/11/2019	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Belinda Wethers	Provide First Aid HLTAID003	19/03/2022
Briana Close	Provide First Aid HLTAID003	19/03/2022
Amber Fraser	Provide First Aid HLTAID003	19/03/2022

Other Training Record

Staff Member	Training Type	Date
Belinda Wethers	Asbestos Training	

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Autism	0	1
Severe behaviour disorder	0	2

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	Probable Cause: Bushfire rapidly spreading from forest in close proximity to the school. Possible Consequences: Fatality and/or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological injury requiring extensive clinical support for multiple individuals.	<ul style="list-style-type: none"> Routine check by plumber of emergency sprinkler system Routine pump inspection and fire hoses Annual Fire drill in conjunction with CFA Ensure gutters are clear of debris. Check CFA website, alerts during the bushfire season. Use CFA app with notifications turned on. Working bees to clear and clean up school twice per year, plus gardener to control grass and foliage. EMP is reviewed and socialised with staff, school council and community before fire season. <p>Staff and parents aware of plan and understand their role within it.</p>	Effective	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	<p>During an elevated fire danger period ensure a heightened state of readiness. As appropriate, this will include:</p> <ul style="list-style-type: none"> Consultation with local/District CFA to obtain advice on current bushfire conditions that could impact the facility. Ensure lines of communication with relevant emergency services are available. good mobile phone coverage A staff member will regularly monitor CFA and Bureau of Meteorology websites, listen to ABC local radio and check the VicRoads website for road closures and CFA App. Consider cancelling excursions. act upon Arborists report as to fire hazards posed by trees Shelter in Place (SIP) maintained in good working order and capable to hold all staff and students <p>Convene the IMT and consider other actions and confirm state of readiness.</p>	<p>Consequence Severe</p> <p>Likelihood Possible</p> <p>Risk Level Extreme</p>
Intruder	Probable Cause: Unknown/known person entering the facility and demonstrating threatening behaviour due to: Police operation/siege, pursuit of an offender. Drug affected or mentally unstable person Armed intruder. Custodial/Parent dispute. Probable Consequences: Physical and/or psychological harm to staff and/or students.	<ul style="list-style-type: none"> Lockdown/lockout/ evacuation procedures practiced. Encourage engagement of parents in school activities. In relation to court orders / custody papers: <ul style="list-style-type: none"> 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. 	Effective	<p>Consequence Minor</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	<ul style="list-style-type: none"> Staff will share information on a 'need to know' basis concerning parent issues. The school will increase number of staff on yard duty as required, develop a roster and monitor attendance of yard duty teachers. Where necessary, the school will seek legal advice and obtain a trespass order for parents who use threatening behaviour. If there is an escalation of Intruder incidents, the school will consider: <ul style="list-style-type: none"> issuing 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 	<p>Consequence Minor</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>

Building fire	Probable Cause: A building fire resulting from: Stored chemicals such as cleaning fluids. Incident in kitchen. Exploding gas tank. Faulty electrical wiring. Faulty electrical equipment. Probable Consequences: Risk of injury from burns or smoke inhalation.	Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. <ul style="list-style-type: none"> A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. Communication systems (telephone system) tested on a regular basis. A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on are disposed of in an appropriate manner. 	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	<ul style="list-style-type: none"> all non-essential electrical equipment to be checked and switched off every day 	Consequence Moderate Likelihood Rare Risk Level Low
snake bite	Probable Cause: Snake hiding in garden/ debris in school yard. Probable Consequences: Poisoning and/or injury requiring urgent medical attention	Inspect school yard for hazardous areas. Remove all timber, building supplies and garden materials around school yard prior to summer.	Needs Improvement	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Ensure working bees are scheduled prior to summer break. 	Consequence Moderate Likelihood Unlikely Risk Level Medium
Flooding	Probable Cause: Iron off building getting blown off in storm Probable Consequences: Electrical wiring getting wet and shorting out; roof collapsing due to moisture in roof cavity; equipment getting wet; mould	Ensure server and other important infrastructure is stored in most secure building.	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	Conduct regular roof inspections and provide report to department to seek additional funding to repair roof/ building (building is 130 years old and has some significant issues). Lock and prohibit access to building if deemed unsafe. Electrical inspection if leaking occurs to ensure building safety.	Consequence Moderate Likelihood Possible Risk Level Medium
Pandemic	Probable Cause: Student attending school unwell Probable Consequences: Spread of illness/ contagious symptoms to other students, parents and the community	Notify parents if students unwell and send them home. Separate unwell student from other students. Encourage regular hand washing. Don't allow students to share food/ water bottles	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Notify school community if there have been reported contagious diseases. Don't permit families to send students to school until they are out of the contagious zone	Consequence Moderate Likelihood Unlikely Risk Level Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	Ensure facilities are regularly maintained. Use public toilets across the road Relocate to Hall if water/ toilets likely to be out for half a day or more. Plan flexible lessons that can be delivered without IT	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	If known in advance that essential services are scheduled, plan to relocate students to merge with Moyston or plan an excursion.	Consequence Insignificant Likelihood Unlikely Risk Level Low

Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioral/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	Engage Student Services to provide additional support for child. Engage Grampians community Health to support family.	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT 	Effective	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	Closely monitor student IT use. Don't allow sharing of passwords	<p>Consequence Minor</p> <p>Likelihood Unlikely</p> <p>Risk Level Low</p>
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Acceptable	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	Obtain up to date medical records before taking students off school grounds on excursions or camps. Ensure students are adequately supervised and not permitted to engage in dangerous behaviour. Ensure adequate staff: student ratios is met for outdoor activities.	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness; ongoing issues with challenging students/ parents Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> Student Support Services Well-being staff in school Safe Minds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative 	Acceptable	<p>Consequence Major</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	Monitor student and staff well-being. Discuss concerns with parents/ staff and provide support to seek counselling assistance. Encourage staff to take time off if they are not coping with the challenging work environment. Modify staff tasks	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> 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. 	Acceptable	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level</p>	Ensure head counts are conducted prior to leaving any locations. Provide comprehensive safety briefings. Advise students to stay in last place and wait for staff to find them	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level</p>

		<ul style="list-style-type: none"> • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 		High		Medium
Traumatic Death/Injury/Grief	<p>Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency</p> <p>Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 				
Violence, Aggression and/or harassment	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors</p> <p>Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviors</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision 	Acceptable	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	<p>School Wide Positive Behaviour strategy</p> <p>Restorative Justice practice</p> <p>Routine detention if students act in an inappropriate manner.</p>	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>

		<ul style="list-style-type: none"> • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
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Core Emergency Response Procedures

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

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

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

Shelter-in-place procedure

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

- Call **000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area **senior and junior classrooms**.
- 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

Specific Procedures	Procedure Instructions
Bushfire/Grassfire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible. • If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> ○ make sure you close all doors and windows ○ turn off power and gas. ○ Turn on Sprinkler system • Check that all students, staff, visitors and contractors are accounted for. • Report the emergency to Security Services Unit on 9603 7999. • Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. • Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Contact parents as required.
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the school oval, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
snake bite	<p>Ensure the snake is away from casualty/ first aider. Avoid moving the casualty</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
Flooding	<ul style="list-style-type: none"> • Contact Plumber to stop leak • If damage to building has occurred, contact • 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
Pandemic	<p>Student arriving with an illness or experiencing illness symptoms at school and spreading germs to other students, staff.</p> <ul style="list-style-type: none"> • Contact family members to ask them to collect unwell student ASAP. • Keep student isolated from other students and staff to avoid the spread of illness. • Disinfect areas students has been in contact with eg. bathrooms, tables etc.

	<ul style="list-style-type: none"> • Contact parent/guardian of student(s) impacted and advise family of Departmental guideline regarding the isolation period (eg. how long they need to stay away from school for). • Notify other parents of reported illness and the signs and symptoms to look out for. • Contact '000' if immediate/life threatening and require police/ambulance attendance • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid as required.
Child Abuse	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. 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If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p>
Information Security	<ul style="list-style-type: none"> • Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ◦ Phone 1800 641 943 ◦ Email servicedesk@edumail.vic.gov.au ◦ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)

<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
<p>Mental Stress</p>	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/career • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program

	<p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Belinda Wethers	53566292		0417010453
Business Manager	Leanne McCready	53566292		
School Council President	Felicity Pitt			
Teacher	Brianna Close			
Art Teacher	Kaye Powell			
Teacher Aide				
CRT	Kim McCann			

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Wendy Timms	8397 0301	
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Paul Nolan		0438 124 383

SSSO Team Leader	Sarina Mirabilli	53378488	0439959778
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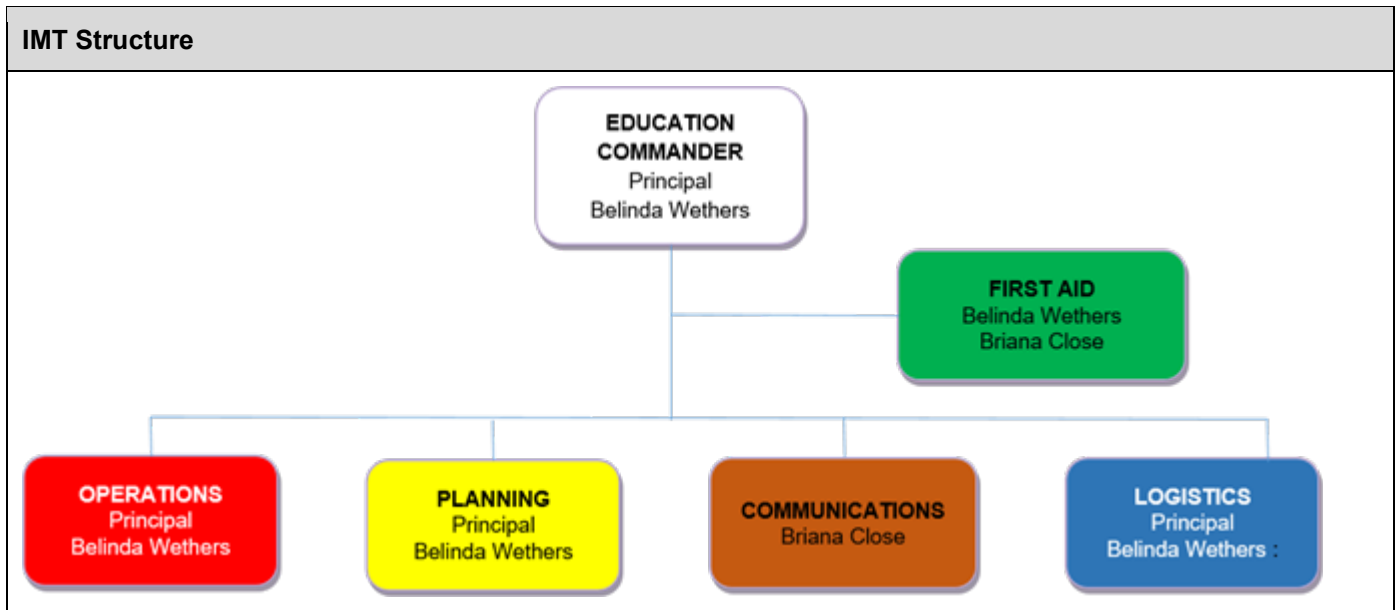
Local / Other Organizations

Name	Phone
Ararat City Council 03 5355 0200 - SES (flood, storm and earthquake)	132 500

School Bus Emergency Contacts

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

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Belinda Wethers Phone/Mobile: 0417010453	Name: Briana Close Phone/Mobile: 0457085809
Planning Officer	Name: Belinda Wethers Phone/Mobile: 0417010453	Name: Briana Close Phone/Mobile: 0457085809
Operations Officer (Area Warden)	Name: Belinda Wethers Phone/Mobile: 0417010453	Name: Briana Close Phone/Mobile: 0457085809
Communications Officer	Name: Briana Close	

	Phone/Mobile: 0457085809	
Logistics Officer (Warden)	Name: Belinda Wethers Phone/Mobile: 0417010453	Name: Briana Close Phone/Mobile: 0457085809
First Aid Officer	Name: Belinda Wethers Phone/Mobile: 0417010453	Name: Briana Close Phone/Mobile: 0457085809

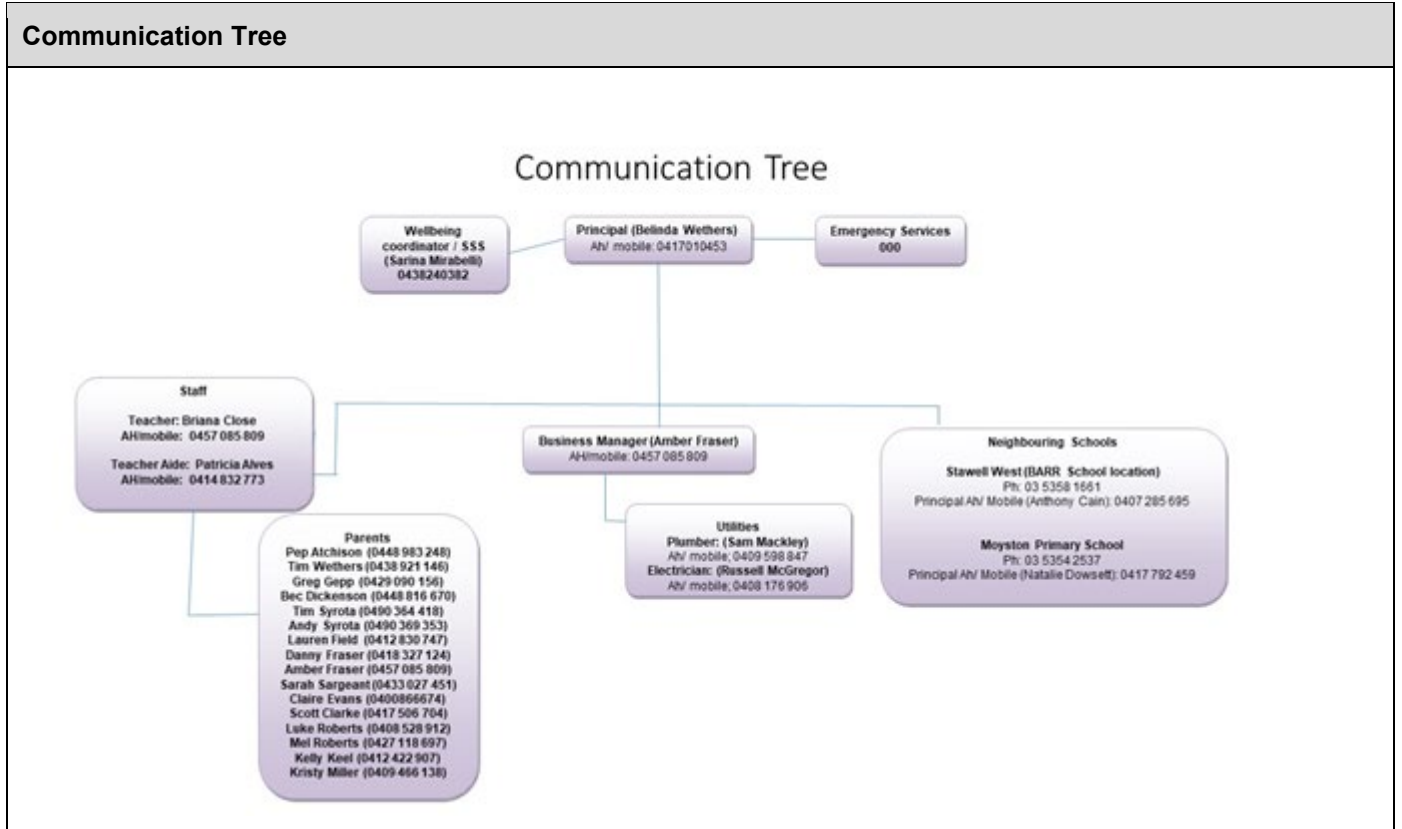
Incident Management Team Roles & Responsibilities

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

	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>First Aid Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Review first aid kit contents 1/ Term • Complete 3 yearly First Aid Training • Complete CPR training annually <p>During Emergency</p> <ul style="list-style-type: none"> • Manage student and render First Aid • Monitor student • Arrange for ambulance to be called if required <p>After Emergency</p> <ul style="list-style-type: none"> • Complete incident report • Contact parents • Re-stock first aid kit

Communication Tree



Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, and reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

Details of arrangements	Stawell West Primary School
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Name	Contact Details	Support Role
James O'Brien	03 553581661	Principal of Stawell West Primary School

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

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

Details of arrangements	Paper copy of school assessment, instructional model, student files etc, Regular server back-up
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Name	Contact Details	Support Role
Josh Whatley	0439450025	IT coordinator

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

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

Details of arrangements	Merge with Moyston Primary School
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Name	Contact Details	Support Role
Anthony Cain	0407 285 695	Principal Moyston Primary School

Business Continuity Checklist

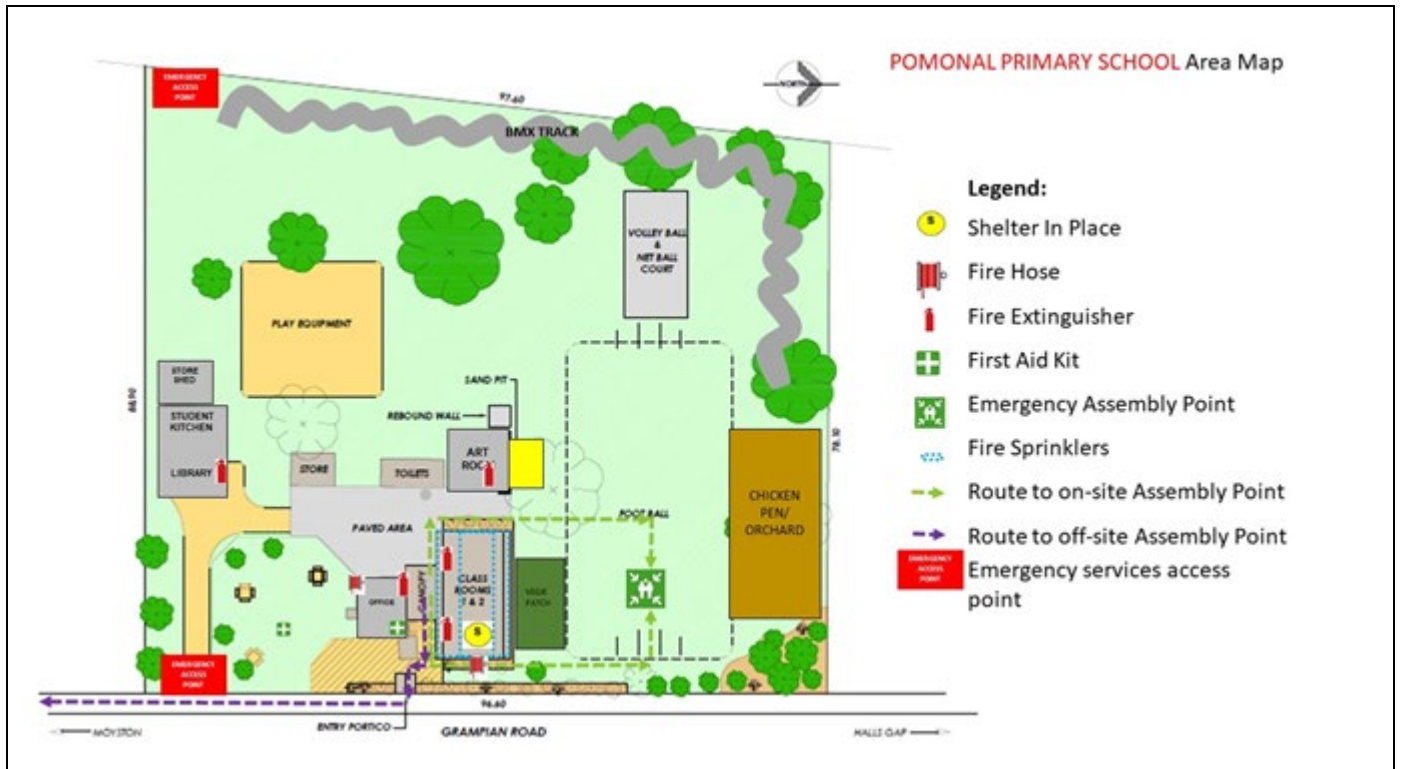
Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: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

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

Area Map

Area Map





Evacuation Map

Building Name	Evacuation Procedures
Pomonal Primary School	
<p>The map shows the layout of Pomonal Primary School. Key features include: <ul style="list-style-type: none"> Buildings: Shed, Sport Store, Toilets, Staff room, Covered area, Art room, and Class room. Outdoor Areas: Playground and a large Oval designated as the EMERGENCY ASSEMBLY AREA. Infrastructure: Rear entrance, Driveway, Gate, and Ararat – Halls Gap Road. Safety Equipment: Extinguishers (red squares with 'E'), Fire Pumps (red squares with 'FP'), Hydrants (red circles with 'H'), Water Tanks (blue circles with 'WT'), and Switchboards (red squares with 'SB'). Other Features: A dashed line indicates a Power Line, and blue dots represent Sprinklers. </p>	
Pomonal Primary School Oval	All Students to evacuate to school oval

