

Pomonal Primary School

Emergency and Critical Incident Management Plan 2024-2025



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

Department of Education and Training

Date Approved: 06/05/2024

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	15/05/2024	Pomonal Primary School
Steve Field	Pomonal Fire Brigade	15/05/2024	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@education.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	23
Number of Staff	15
Number of Buildings	6
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Pomonal Primary School Junior Classrooms
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, uEducateus
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Out of School Hours Care	Pomonal Primary School - Shed	15	3.15-5.30pm Monday - Thursday	04222465207	04222465207

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	Right of door in admin (original school) building		Swipe FOB until red light goes off
Other	N/A		

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Behind Art building in wire cage	Portable cylinders (Pomonal Store swap and go)	Portable cylinder

Water	Mains located in front garden between the two gates	Grampians Water	
Electricity	Kitchenette in Office and between classrooms		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	Pomonal Primary School's South boundary backs onto crown -open woodland and the western boundary backs onto the densely forested Millers Creek Reserve.

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
Venotilin/ Epipen	No
NB: The green first aid kit will be stored in the middle room	

Review Emergency kit checked date

Date emergency kit checked	27/02/2024
Next check date	27/08/2025

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 2	Internal Fire - Evacuate	Belinda Wethers	13/05/2024	
Term 3	snake (Go to shelter)	Belinda Wethers	19/09/2024	
Term 4	Bushfire (ember attack) -Full lock down	Belinda Wethers	18/10/2024	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Belinda Wethers	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	31/07/2024
Leanne McCready	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	Will be renewing June 2024
Jess Mackley	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	31/07/2024
Kim McCann	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	Will be renewing June 2024
Rowena Withmam	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	31/05/2024
Janice Jendye	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	30/06/2024
Cat Fleming	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	30/11/2024
Michelle Wharton	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	Will be renewing June 2024
Tania Radford	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	23/04/2024
Stacey Hewitt	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	Will be renewing June 2024
Jenny Mackley	Provide Emergency Response HLTAID004 /Provide CPR HLTAID001/ Provide First AidHLTAID003	Will be renewing June 2024

Other Training Record

Staff Member	Training Type	Date
Belinda Wethers	Asbestos Training	20/08/2018

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Severe behaviour disorder	0	3
Hearing impaired	0	2
Asthma	1	6
ADHD	0	1
Alpha Mannosidosis -Storage Disorder (Intellectual Disability, Hearing Loss, Poor Balance/ Coordination, Autistic/ Severe Behaviour tendencies)	0	1
Heart Condition	0	2
Anaphylaxis	0	2

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating												
Intruder	<p>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.</p> <p>Probable Consequences: Physical and/or psychological harm to staff and/or students.</p>	<p>Lockdown/lockout/ evacuation procedures practiced.</p> <ul style="list-style-type: none"> ● 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	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Minor</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Rare</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Low</td></tr> </table>	Consequence	Minor	Likelihood	Rare	Risk Level	Low	<p>Staff will share information on a 'need to know' basis concerning parent issues.</p> <ul style="list-style-type: none"> ● 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 ensure: <ul style="list-style-type: none"> ● staff carry mobile phones at all times, whilst on yard duty ● Areas for designated play are contained away from entrance points and are well supervised. 	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Minor</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Rare</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Low</td></tr> </table>	Consequence	Minor	Likelihood	Rare	Risk Level	Low
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					<ul style="list-style-type: none"> that they liaise with local police to arrange a prompt response to any call for assistance 													
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	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Possible	Risk Level	Medium	<ul style="list-style-type: none"> Ensure working bees are scheduled prior to summer break. 	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Unlikely</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Unlikely	Risk Level	Medium
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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 cavit; equipment getting wet; mould	Ensure server and other important infrastructure is stored in most secure building and appropriate cabinet.	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Major</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>High</td></tr> </table>	Consequence	Major	Likelihood	Possible	Risk Level	High	<p>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.</p>	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Possible	Risk Level	Medium
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Loss of essential services	Lack of availability of school resources such as computers. Loss of power for heating/ cooling 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.	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Unlikely</td></tr> </table>	Consequence	Moderate	Likelihood	Unlikely	<p>If known in advance that essential services are scheduled, plan to relocate students to merge with Moyston or plan an excursion.</p>	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Insignificant</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Unlikely</td></tr> </table>	Consequence	Insignificant	Likelihood	Unlikely				
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		Plan flexible lessons that can be delivered without IT. Use a different classroom if heater/ cooler not working.		Risk Level Medium		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/behavioural/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	Consequence Major Likelihood Rare Risk Level Medium	Engage Student Services to provide additional support for child. Engage Grampians community Health to support family.	Consequence Moderate Likelihood Unlikely Risk Level Medium
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	Consequence Moderate Likelihood Possible Risk Level Medium	Closely monitor student IT use. Don't allow sharing of passwords	Consequence Minor Likelihood Unlikely Risk Level Low
Medical Emergency	Probable causes: Accident/misadventure;	<ul style="list-style-type: none"> ● Staff trained in first aid 	Acceptable	Consequence	Obtain up to date medical records before taking students	Consequence

	<p>known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p>	<ul style="list-style-type: none"> ● 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 		<p>Major Likelihood Possible Risk Level High</p>	<p>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>	<p>Minor Likelihood Unlikely Risk Level Low</p>
Mental Stress	<p>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</p>	<ul style="list-style-type: none"> ● Student Support Services ● Monitor Well-being of staff in school ● SafeMinds ● Navigator Program ● Student Engagement and Inclusion Guidance ● Building Resilience Framework ● Victorian Anti-bullying and Mental Health Initiative 	Acceptable	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	<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>	<p>Consequence Moderate Likelihood Unlikely Risk Level Medium</p>
Missing person - school or school camp/excursion	<p>Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress</p>	<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. ● Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) 	Acceptable	<p>Consequence Major Likelihood Possible Risk Level High</p>	<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>	<p>Consequence Moderate Likelihood Unlikely Risk Level Medium</p>

		<ul style="list-style-type: none"> List of students to attend camp to be held at school site and by Teacher in Charge on camp. School excursion/camp risk assessment 																
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 	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Major</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>High</td></tr> </table>	Consequence	Major	Likelihood	Possible	Risk Level	High	Effective risk management with all learning activities, grounds/ buildings camps and excursions	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Major</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Unlikely</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Major	Likelihood	Unlikely	Risk Level	Medium
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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 	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Major</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>High</td></tr> </table>	Consequence	Major	Likelihood	Possible	Risk Level	High	School Wide Positive Behaviour strategy Restorative Justice practice Routine detention if students act in an inappropriate manner.	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Possible	Risk Level	Medium
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		<ul style="list-style-type: none"> ● 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 behaviours</u></p> <ul style="list-style-type: none"> ● Employee Assistance Program (EAP) for impacted staff ● Principal Mentor Program ● Proactive Wellbeing Supervision ● 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 																
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	Existing controls are detailed within the following documents: <i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Severe</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Likely</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Extreme</td></tr> </table>	Consequence	Severe	Likelihood	Likely	Risk Level	Extreme	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Major</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>High</td></tr> </table>	Consequence	Major	Likelihood	Possible	Risk Level	High
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		<p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria’s Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p>																
Heat (Extreme)	<p>Probable causes: Prolonged period of excessively hot weather Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; food poisoning due to unrefrigerated school lunch</p>	<ul style="list-style-type: none"> • Sun and UV protection policy • SunSmart program are implemented • Playground areas are shaded • Sufficient shelter available for students awaiting pick-up by parents • Sufficient unrestricted water available • Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event • Staff are trained in identifying early signs of heat stress/dehydration 	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Unlikely</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Unlikely	Risk Level	Medium	<p>In the likelihood or extreme weather:</p> <ul style="list-style-type: none"> -plan indoor activities, -cancel excursions -ensure airconditioners are serviced weekly and keep blinds close to block out external heat -ensure students have water bottles and drink regularly -enforce -no hat, no outside play rule - 	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Rare</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Low</td></tr> </table>	Consequence	Moderate	Likelihood	Rare	Risk Level	Low
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Loss of essential services	<p>Probable Causes: Issue with supply due to storm/accident; Planned outage Probable Consequences: Lack of availability of school resources such as computers; Lack of availability of fresh drinking water and water for flushing toilets</p>	<ul style="list-style-type: none"> • The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary • Alternative communication source such as charged mobile phone/satellite phone are available • Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit 	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Minor</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Minor	Likelihood	Possible	Risk Level	Medium	<p>The school has installed back up battery packs to run the emergency blinds, server and administration computer. Ensure batteries are checked regularly.</p>	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Insignificant</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Low</td></tr> </table>	Consequence	Insignificant	Likelihood	Possible	Risk Level	Low
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Low																		

		<ul style="list-style-type: none"> • A list of emergency phone numbers is located next to all office phones • Business continuity plan 			<p>Use natural light via windows, open door for cooling or teach outside.</p> <ul style="list-style-type: none"> -Use hall toilet if required. -Emergency water supply (water bottles) located in classrooms. -If planned outage, ensure students fill water bottles and use the toilet before hand. 													
Bushfire/Grassfire	<p>Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn</p> <p>Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> • 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. • Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. • Working bees to clear and clean up school site occur twice per year. • EMP is reviewed and socialised with staff before fire season. • School communicates [relocation and/or closure] plans for days of elevated fire danger to school community via [information] 	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Major</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>High</td></tr> </table>	Consequence	Major	Likelihood	Possible	Risk Level	High	<p>In the case of a known bushfire/ grassfire in the area, school operations will relocate to Stawell West.</p> <ul style="list-style-type: none"> -Inform CFA how to operate school sprinkler system and leave pump lock open. -Clear any gutters, debris around buildings etc. -Turn school watering systems on to wet down grass and gardens -Pack the following into tubs to enable continuity of learning:- staff and student laptops /ipads; student book boxes; first aid and student medication/ emergency plans; stationary; mini whiteboards 	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Possible	Risk Level	Medium
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		<p><i>session, newsletter, letter</i>] at the start of the school year and prior to the fire danger period.</p> <ul style="list-style-type: none"> • ‘Annual facilities bushfire readiness review checklist’ is implemented in October to prepare for the bushfire season • A WatchZone of <i>[insert your predetermined watch zone]</i>kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents. • Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for <i>Excursions including camps and adventure activities</i>, and will be reassessed if the forecast Fire Danger Rating is severe or extreme, or cancelled if in a determined Code Red weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before and during excursions is factored into 			
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		<p>the risk assessment and emergency management plan for all excursions.</p> <ul style="list-style-type: none"> ● Pre-determined arrangements implemented as fire danger escalates in accordance with school's category on the Bushfire at Risk Register and the Bushfire Preparedness Relocation and Closure Procedures. <ul style="list-style-type: none"> ○ Closure on determined Code Red days ○ For Categories 0, 1, 2 relocation/closure on [relevant Fire Danger Rating] days 																
Building fire	<p>Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> ● Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. ● A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. ● Communication systems (PA system) are 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 	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Possible</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Possible	Risk Level	Medium	<p>All non essential electrical equipment to be checked and switched off every day</p> <ul style="list-style-type: none"> -Regular Test and Tagging -Regular OHS checks 	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Moderate</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Unlikely</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Moderate	Likelihood	Unlikely	Risk Level	Medium
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		and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.																
Influenza pandemic	<p>Probable causes: contagious illness; Influenza virus; Vulnerability to infection</p> <p>Probable consequences: Spread of illness; High absenteeism</p>	<ul style="list-style-type: none"> ● Sick and ill students and staff discouraged from being at school ● Flu injections offered to staff annually ● Regular risk infection procedures outlined at staff meetings by nursing staff ● Parents/carers informed of school policy regarding sick children in newsletter 	Acceptable	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Minor</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Likely</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Medium</td></tr> </table>	Consequence	Minor	Likelihood	Likely	Risk Level	Medium	<p>Seperate unwell students from other</p> <p>Encourage regular hand washing.</p> <p>Don't allow students to share food/ water bottles.</p>	<table border="1"> <tr><td>Consequence</td></tr> <tr><td>Minor</td></tr> <tr><td>Likelihood</td></tr> <tr><td>Unlikely</td></tr> <tr><td>Risk Level</td></tr> <tr><td>Low</td></tr> </table>	Consequence	Minor	Likelihood	Unlikely	Risk Level	Low
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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. (Aides Responsible for students with needs; Michelle (Mickey) Wharton - Sam Whyte & Ace Lovett-Sweet. Tania Radford - Bohdi Wethers & Archie Hill) ● 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. ● 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>

- 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.

Actions after lock-down 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 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.
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event</p>

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
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.
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
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. 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>
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Information Security	<ul style="list-style-type: none"> ● Contact your IT specialist technician for advice and support

	<ul style="list-style-type: none"> ● 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/carer ● 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

	<ul style="list-style-type: none"> ● 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
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> ● Determine which services are affected and the extent of the impact. ● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. ● Call 000 if emergency services are required to respond e.g. power lines down in front of school. ● Contact the relevant provider/s to report outage and ascertain when restoration will occur. ● Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. ● Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. ● Report the loss of essential services to the Security Services Unit on 1800 126 126. ● Contact parents as required. ● Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. ● Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Heat (Extreme)	<p>To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures. Actions may include the following:</p> <ul style="list-style-type: none"> ● Call 000 if medical assistance is required <p>Scheduling/Activities</p> <ul style="list-style-type: none"> ● Restrict outdoor time.

	<ul style="list-style-type: none"> ● Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks. ● Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area). ● Reschedule/move classes from classrooms with direct sunlight/no cooling. ● In extreme weather conditions, schools may: <ul style="list-style-type: none"> ● reduce midday recess to no less than thirty minutes ● adjust dismissal time accordingly. ● Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities. ● Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program. ● Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents. <p>Hydration</p> <ul style="list-style-type: none"> ● Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs. ● Drinks containing caffeine such as coffee and tea should be avoided. ● Remind parents to provide their child with water and modified uniform ● Include information on the school's arrangements for managing hot weather in the school newsletter. ● Ensure staff monitor students for early signs of heat stress/dehydration. <p>Indoors</p> <ul style="list-style-type: none"> ● Ensure indoor spaces have appropriate ventilation or air conditioning. ● Display dealing with heat posters in prominent locations in the school. ● Review first aid kits and the need to supplement stock of ice packs and hydrolyte. <p>Notification/Information</p> <ul style="list-style-type: none"> ● Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126. ● Seek advice from your SEIL or regional emergency management staff if required. ● Direct any media enquiries to DET Media Unit on 8688 7776.
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p>

	<ul style="list-style-type: none"> ● For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) ● For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of coronavirus (COVID-19) in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools ● Also see the advice in the Operations Guide regarding Management of an unwell student or staff member ● Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> ● Determine which services are affected and the extent of the impact. ● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. ● Call 000 if emergency services are required to respond e.g. power lines down in front of school. ● Contact the relevant provider/s to report outage and ascertain when restoration will occur. ● Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. ● Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. ● Report the loss of essential services to the Incident Support & Operations Centre 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
Bushfire/Grassfire	<p>Bushfire/Grassfire Specific Emergency Response Procedures. Triggers for Action.</p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> ● is observable, or ● identified via Vic Emergency App within 20 km from the school. ● there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p>

	<ul style="list-style-type: none"> ● If immediate emergency services assistance is required phone '000'. ● Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you. 									
	<table border="1"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">Role</th> </tr> </thead> <tbody> <tr> <td>Insert name</td> <td>Manager Operations and Emergency Management</td> </tr> <tr> <td>Insert name</td> <td>Emergency Management Support Officer</td> </tr> </tbody> </table>	Name	Role	Insert name	Manager Operations and Emergency Management	Insert name	Emergency Management Support Officer			
Name	Role									
Insert name	Manager Operations and Emergency Management									
Insert name	Emergency Management Support Officer									
	<ul style="list-style-type: none"> ● Report the incident to ISOC (1800 126 126) ● Convene your Incident Management Team (IMT) ● Continue to monitor conditions such as wind change, size of fire, direction of travel. ● Continue to monitor warnings and advice messages through the VicEmergency App or website. ● If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary. <p>Other sources of Information</p> <ul style="list-style-type: none"> ● Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area. ● ABC local radio – use a battery powered radio if necessary due to the possibility of power outages. <p>Actions for the School when it is within a VicEmergency warning area</p> <table border="1"> <thead> <tr> <th style="width: 30%;">VicEmergency Warning</th> <th style="width: 40%;">What it means</th> <th style="width: 30%;">School Actions</th> </tr> </thead> <tbody> <tr> <td>Advice Warning</td> <td>Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.</td> <td>If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.</td> </tr> <tr> <td>Watch and Act Warning</td> <td>Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.</td> <td>If your school is in a Watch and Act Warning area, seek advice and then decide whether to; <ul style="list-style-type: none"> ● remain on site, shelter in place (if required) and monitor </td> </tr> </tbody> </table>	VicEmergency Warning	What it means	School Actions	Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.	Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, seek advice and then decide whether to; <ul style="list-style-type: none"> ● remain on site, shelter in place (if required) and monitor
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Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, seek advice and then decide whether to; <ul style="list-style-type: none"> ● remain on site, shelter in place (if required) and monitor 								

			<p>the situation</p> <ul style="list-style-type: none"> • call parents to pick up their children • evacuate the school to your offsite bushfire evacuation location (if applicable).
	Emergency Warning	<p>Issued when the community is in imminent danger of an incident/event and needs to take action now.</p>	<p>If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice.</p> <p>Advise parents that they should not travel to the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.</p>
	Prepare to Evacuate	<p>Issued when it is recommended that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.</p>	<p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p>
	Evacuate Now	<p>Issued when it is recommended that the community leave immediately, or processes are in place to evacuate communities.</p>	<p>If your school is in an Evacuation area; comply with evacuation instructions</p>

	<table border="1" data-bbox="507 286 1428 360"> <tr> <td data-bbox="507 286 707 360"></td> <td data-bbox="707 286 1193 360"></td> <td data-bbox="1193 286 1428 360">provided and seek advice.</td> </tr> </table> <p>Sheltering in Place.</p> <p>If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> ● Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. ● Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the Shelter in Place. ● Check that all students, staff and visitors are accounted for. ● Ensure communications with emergency services are maintained. ● Advise parents that the school is sheltering in place and they should not come to pick their children up. ● If parents arrive, encourage them to stay with their children at the school. ● Check all windows and doors in the Shelter in Place are closed (but doors are not locked). ● Turn off gas supply ● 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 Bushfire Evacuation location and Offsite Bushfire Evacuation Location. ● Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require. ● The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. ● Wait for emergency services to arrive or provide further information. ● Any decision to leave the Shelter in Place should only occur on advice of emergency services ● Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions. ● If the building has ignited and is not safe to extinguish – evacuate to the >Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route. ● Maintain a record of actions/decisions undertaken and times. 			provided and seek advice.
		provided and seek advice.		

	<p><u>Pre-emptive Actions:</u> This school is a Category 2 and will relocate/close on For categories 2 FDR days in [insert relevant LGA here]. The plan is attached to this EMP. This school will also close on determined Code Red fire danger days in [insert relevant weather district here]. When <u>relocating</u> due to elevated fire danger in line with this plan, the school will use the following relocation checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx When <u>closing</u> due to elevated fire danger in line with this plan, the school will use the following closure checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx</p>
<p>Building fire</p>	<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 Incident Support and Operations Centre (ISOC) 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 8688 7776 8688 7776
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>

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	0417010453
Business Manager	Leanne McCreedy	0439048813	0439048813	0439048813
School Council President	Felicity Pitt	0409515496	0409515496	0409515496
Teacher	Cat Flemming	0404006884	0404006884	0404006884
Art Teacher	Kaye Powell	0409259250	0409259250	0409259250
Teacher Aide	Tania Radford	0400908744	0400908744	0400908744
CRT	Kim McCann	0409433281	0409433281	0409433281

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Chris Thompson	03 8468 9202	0409 519 207
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
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	Dale Power		
SSSO Team Leader	Sarina Mirabilli	53378488	0439959778

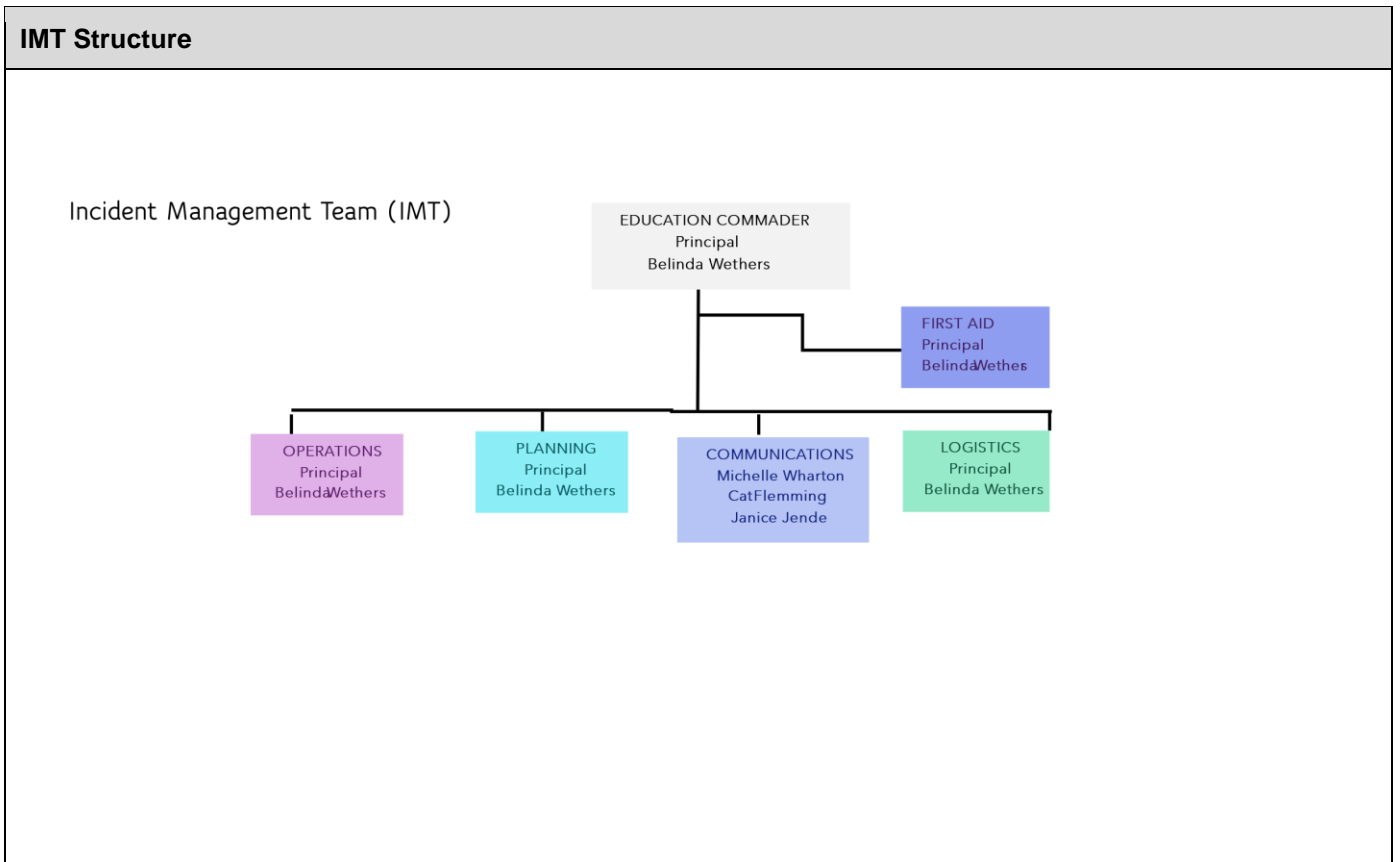
Local / Other Organizations

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	<table border="1"> <tr><td>Name:</td></tr> <tr><td>Belinda Wethers</td></tr> <tr><td>Phone/Mobile:</td></tr> <tr><td>0417010453</td></tr> </table>	Name:	Belinda Wethers	Phone/Mobile:	0417010453	<table border="1"> <tr><td>Name:</td></tr> <tr><td>Janice Jende</td></tr> <tr><td>Phone/Mobile:</td></tr> <tr><td>0439881206</td></tr> </table>	Name:	Janice Jende	Phone/Mobile:	0439881206
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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.

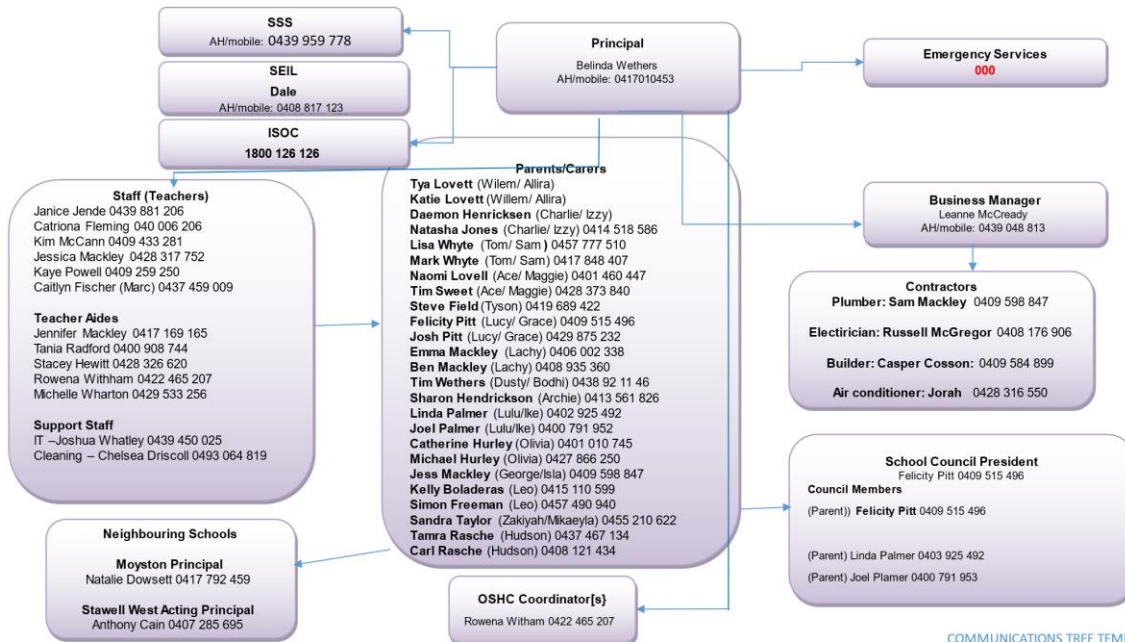
	<ul style="list-style-type: none"> ● Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. ● Participate in emergency exercises/drills. <p>During Emergency On hearing alarm or becoming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

Communication Tree

COMMUNICATIONS TREE: POMONAL PRIMARY SCHOOL



COMMUNICATIONS TREE TEMPLATE | Reviewed June 2021

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Stawell West Primary School
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Name	Contact Details	Support Role
Anthony Cain	0407 285 695	Acting Principal

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 or Remote Schooling
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Name	Contact Details	Support Role
Natalie Dowsett	0417792459	Acting Principal

Business Continuity Checklist

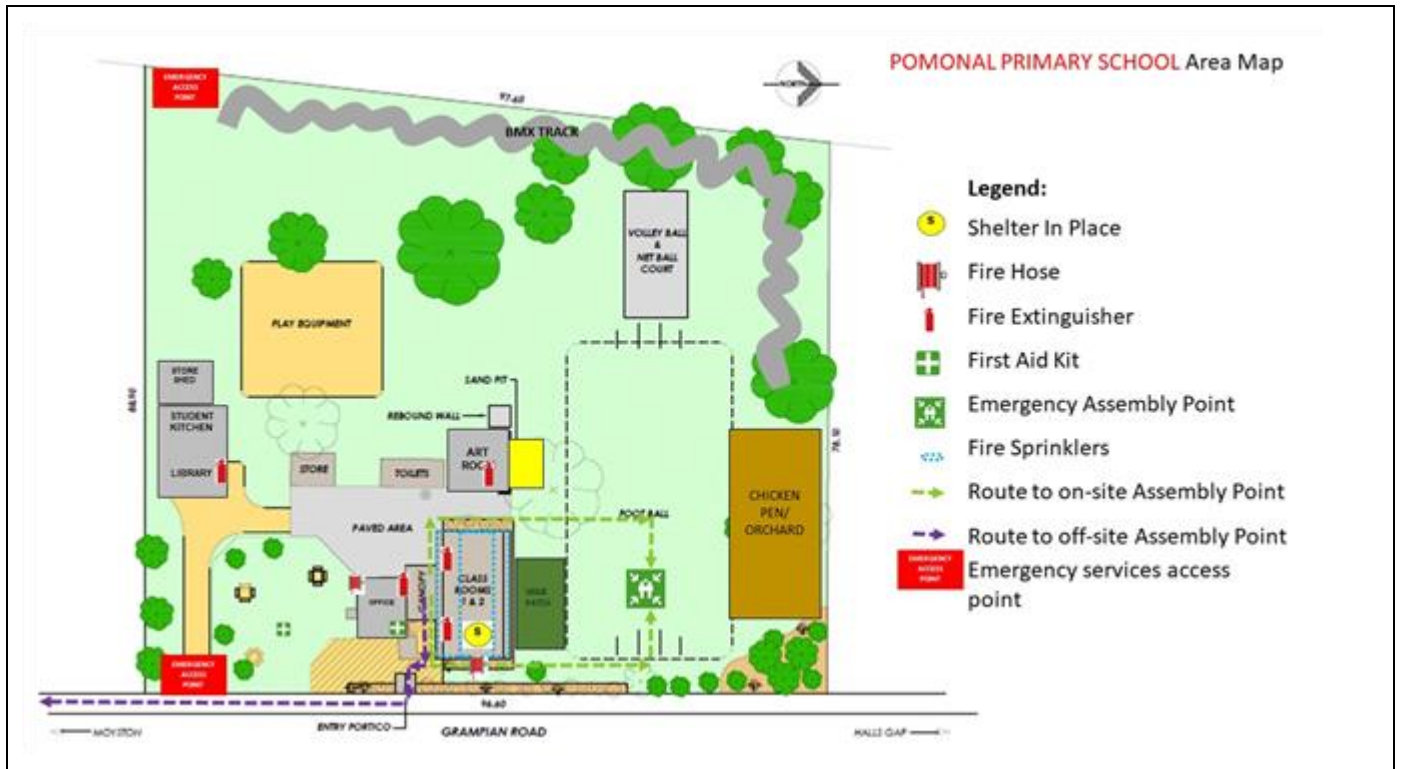
Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> ● School activities ● Impact over time ● Manageability ● Staffing levels ● Resources for recovery 	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: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

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

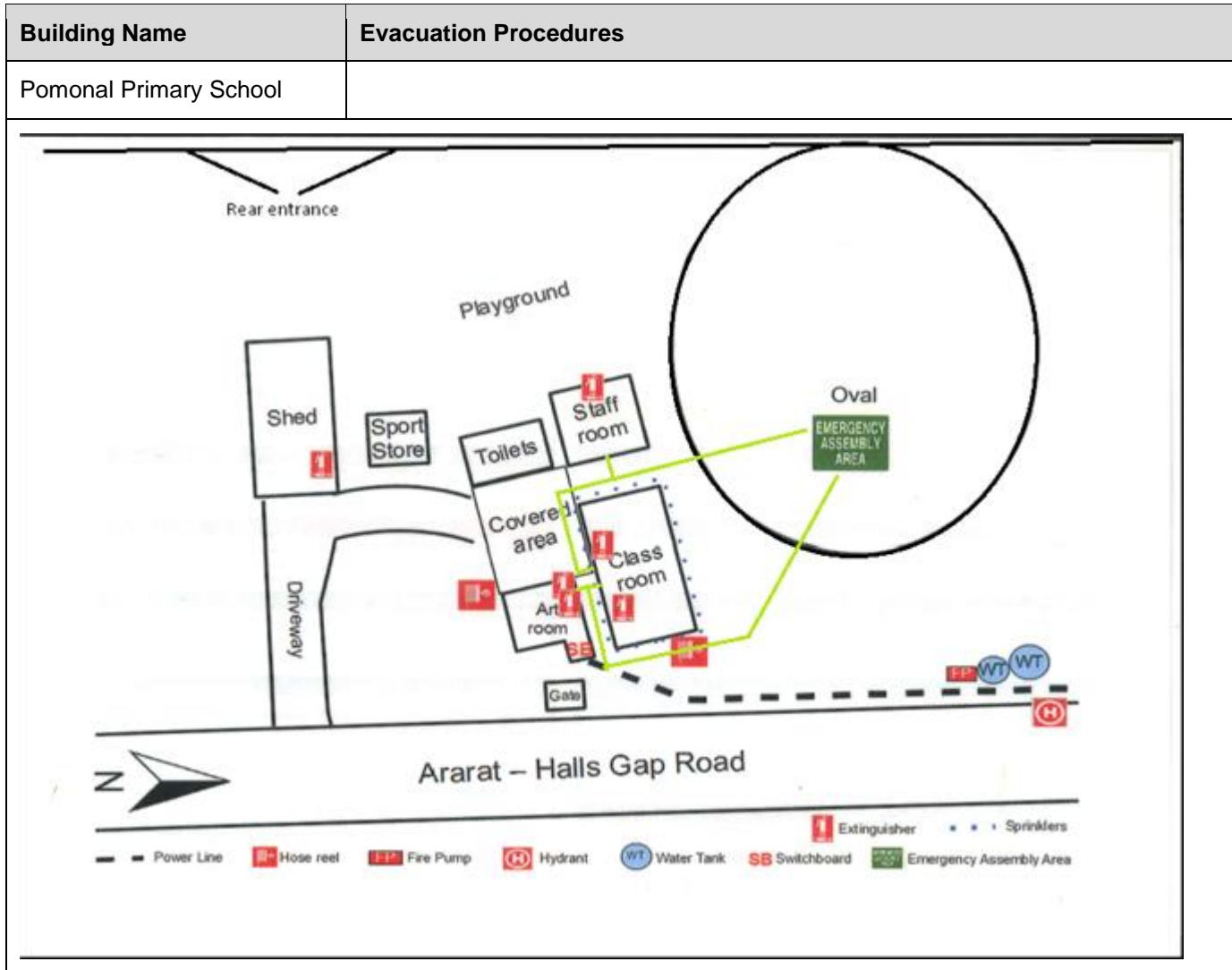
Area Map

Area Map





Evacuation Map



Pomonal Primary School
Oval

All Students to evacuate to school oval

