

Kiewa Valley Primary School

Emergency and Critical Incident Management Plan 2023-2024



81 Kiewa East Road, Tangambalanga, VIC, 3691
02 6027 3275 / kiewa.valley.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 13/09/2023

Purpose

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

Context

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

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

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

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

Facility Profile

School Name/Campus Name	Kiewa Valley Primary School
Address	81 Kiewa East Road, Tangambalanga, VIC, 3691
Phone	02 6027 3275
Email	kiewa.valley.ps@education.vic.gov.au
Fax	
DET Region	NORTH-EASTERN VICTORIA
DET Area	Ovens Murray Area
LGA	Indigo (S)
BOM/Fire District	North East District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	7:30am to 6:00pm
Number of Students	178
Number of Staff	17
Number of Buildings	6
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	School Library
On-site Evacuation Location	Football oval
Off-site Evacuation Location	Banksia Park and then to Coulston Park if necessary

Typical method used for communications to school community	School Newsletter, Compass, email and SMS
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
Kiewa Valley Primary School - Before and After School Care	School Library and Multi Purpose Rooms	Ranging from 3 to 40 changing each day	7.30am to 8.45am 3.30pm to 6.pm	0438 537 592	0438 537 592
Kiewa Valley Kids Kindergarten	Early Learning Centre - BER Building	Approximately three staff and thirty children	Monday to Friday 8.30-4.30pm	02 60273600	0409979407
Maternal Child Health Unit	Early Learning Centre - BER Building	Varies	Thursdays 8.30am to 5.pm	Sarah DeWitt (MCH)	0400 577 949

Building Information Summary

Telephones (landlines)

Location	Number
Office (2), Principal's Office, Staff room	02 6027 3275
Office (2), Principal's Office, Staff room	60273275
All other class rooms have a phone	02 6027 3441

Alarms

Description	Location	Monitoring Company	Number
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Fire	Security Room	Security Systems One	TBC
Intrusion	Early Learning Centre	DET	Fob panel located at double glass doors opposite administration entrance. Swipe fob til panel light goes green.
Other	Remainder of school - excluding Multi Purpose Room/Canteen Multi Purpose Room/Canteen including Literacy/Numeracy store rooms	DET	Security key panel located on left hand side of administration entrance. Insert security key and turn to off position. Security key panel is located on the left hand side of the canteen door in multi purpose room. Insert security key and turn to off position.

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Main Valve - Oval fence line - in cage. Small Administration office - heater Rooms 1, 2, 3, 4, 6, 7, 8, & 9 - heaters Library - heater Multi purpose Room - heater Old Music Room - heater Art Room - heater	Origin Energy - Emergencies and Gas Leaks - 1800 676 300	Main Gas valve is on the western boundary fence with Kiewa Valley Court at the gas main. Not locked.
Water	Throughout the school	North East Water 1300 361 644	Main Valve is located beside the main gate entry into the school.
Electricity	Throughout the school	Ausnet - 13 17 99 Customer ID - 264943 NMI - 63050097100	Main switchboards for electricity are at the eastern end of the main administration building. The doors

			for this are key locked with a separate key which is kept in the administration office. Smaller switch boards are located through the building - BER switch located in the kitchen - LOCKED.
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Sprinkler System

Control Valve Location	NA
Shutoff Instructions Location	NA

Boiler Room

Location	NA
Access	NA

Emergency Power System

Type	NA
Location	NA
Provides power to	NA
Shutoff Instructions Location	NA

Building and Site Hazards

Location	Number
General Purpose Garden Chemicals	Garden Shed
Paints and paint thinners/cleaners	Garden Shed
Petrol/Diesel/Oil	Garden Shed

Asbestos

As per division 5 register.
No identified asbestos
currently..

Additional Profile Information

Additional Info

LOCATION OF HAZARDOUS CHEMICALS – SHED AND ART ROOM 2021



Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Shelter In Place	Kelli Jacobsen	25/03/2024	25/03/2022
Term 2	Evacuation - Off site evacuation	Kelli Jacobsen	27/05/2024	27/05/2022
Term 3	Lock Down	Kelli Jacobsen	09/09/2024	09/09/2022
Term 4	Lock Out	Kelli Jacobsen	14/11/2024	08/11/2022

First Aid Training

Staff Member	Training Completed	Date Qualified To
Tanya Anderson	HLTAID011 'Provide first aid'	31/08/2026
Donna Sutherland	HLTAID011'Provide first aid'	29/11/2026
Ashlee MacCalman	HLTAID003 'Provide first aid'	15/08/2024
Lydia Litchfield	HLTAID003 "Provide First Aid."	15/08/2024
Lisa Ranton	HLTAID011 "Provide First Aid."	15/08/2024
Kelli Jacobsen	HLTAID011 "Provide First Aid."	15/08/2024
Briana Grimm	HLTAID011 "Provide First Aid."	15/08/2024
Ebony Ridoutt	HLTAID011 "Provide First Aid".	15/08/2024
Tylah Shields	HLTAID011 "Provide First Aid"	12/05/2026
Amanda Hawkins	HLTAID011 "Provide First Aid"	31/08/2026
Jacqui Miller	HLTAID011 "Provide First Aid"	15/08/2025
Paula Mcmurtrie	HLTAID011 "Provide First Aid"	15/08/2025
Tylah Shields	HLTAID011 "Provide First Aid"	12/05/2026

Other Training Record

Staff Member	Training Type	Date
Lydia Litchfield	Anaphylaxis 10710 Nat and 10392 Emergency Asthma Management	01/05/2024
Kelli Jacobsen	Anaphylaxis 10710 Nat and 10392 Emergency Asthma Management	01/05/2024
Gail Vogel	Anaphylaxis 10710 Nat and 10392 Emergency Asthma Management	01/05/2024
Donna Sutherland	Anaphylaxis 10710 Nat and 10392 Emergency Asthma Management	01/05/2024
Lisa Ranton	22303 Verifying correct use auto adrenaline injectors	08/05/2026

Tanyia Anderson	22579VIC Verifying correct use auto adrenaline injector devices	08/05/2026
Kelli Jacobsen	22303 Verifying correct use auto adrenaline injectors	27/11/2020
Ashlee MacCalman	Anaphylaxis 10710 Nat and 10392 Emergency Asthma Management	01/05/2024
Briana Grimm	Anaphylaxis 10710 Nat and 10392 Emergency Asthma Management	01/05/2024
Ebony Ridoutt	Anaphylaxis 10710 Nat and 10392 Emergency Asthma Management	01/05/2024
Tanyia Anderson	22578VIC Course in First Aid Management of Anaphylaxis	08/05/2026
Lisa Ranton	225787VIC Course in First Aid Managemnet of Anaphylaxis	08/05/2026

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	0
Hearing impaired	0	0
Intellectual disability	0	0
Asthma	2	32
Autism	0	6
ADHD	0	36
	0	0

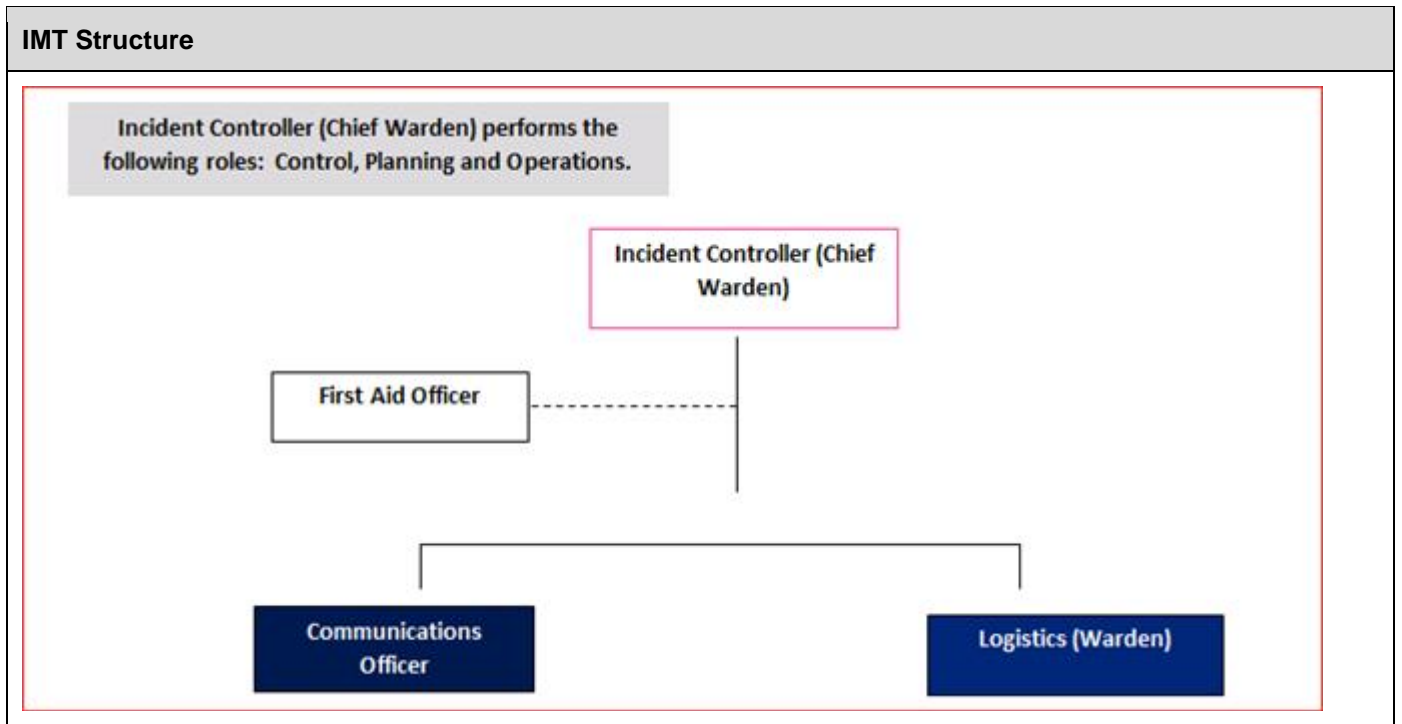
Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	No
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	02/09/2022
Next check date	02/09/2022

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Kelli Jacobsen Phone/Mobile: 0439323053	Name: Leanne Hadley Phone/Mobile: 0403644548
Communications Officer	Name: Lisa Ranton Phone/Mobile: 0418162619	Name: Tanyia Anderson Phone/Mobile: 0458109531
Logistics Officer (Warden)	Name: Tanyia Anderson Phone/Mobile: 0458109531	Name: Leanne Hadley Phone/Mobile: 0403644548
First Aid Officer		

	<p>Name: Jacqui Miller and Donna Sutherland</p> <p>Phone/Mobile: 0438 537 592 (Jacqui) 0414340868 (Donna)</p>	<p>Name: Lisa Ranton and Tanyia Anderson</p> <p>Phone/Mobile: Lisa 0418 162 619 Tanyia 0458 109 531</p>
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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>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 • Close or open other doors in accordance with the emergency response procedures. • Search toilets 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. • 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>	<ul style="list-style-type: none"> • Attend the emergency control point and collect the emergency kit including first aid items • Attend the evacuation assembly area and move throughout classes to ascertain need for assistance • Assist the chief warden and maintain high visibility should first aid assistance be required so timely response can be provided

Emergency Contacts

Tags: Your school is tagged as Client School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Kelli Jacobsen	60273275	0439 323 053	0439 323 053
Senior Education Improvement Leader	Jody Grimmond	na	0437072830	0437072830
SSSO Network Leader	Vern Hilditch Chris Downing	02 6043 7500	na	0403 736 962
Business Manager	Lisa Ranton	02 6027 3275	0418 162619	Lisa 0418162619
Unit Leader Yr 5-6	Leanne Hadley Felicite Grogan	02 6027 3275	02 6027 3348	0403 644 548(Leanne) 0451 179 988 (Felicite)
Unit Leader Yr F-2	Catherine Ash	02 6027 3275	60273275	0407 400 735
Unit Leader Yr 3-4	Janene Elliott	02 6027 3275	60273275	0474 453 155
Health and Safety Representative	Tanyia Anderson	02 6027 3275	60273275	0458 109 531
First Aid Officer	Lisa Ranton	02 6027 3275	60273275	0418 162 619
School Council President	JohnMcCrohan	60273275	60273275	0488 007 103
School Bus Coordinator	Lisa Ranton	02 6027 3275	60273275	0418 162 619

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Karen Money	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231 (03) 8392 9500	

Manager, Operations & Emergency Management	Therese Carroll	03 8904 2473	0448 284 749
Emergency Management Support Officer	Kate Roberts		0427 374 563
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	Jody Grimmond	0437072830	0437072830
SSSO Team Leader	Sally Daniels	02 6043 7500	0436 858 047

Local / Other Organizations

Name	Phone
Indigo Shire - 1300 365 003 or 03 5728 8000 - SES (flood, storm and earthquake)	132 500
Kiewa Valley Kids Kindergarten - Tamara Elkington	0409979407

School Bus Emergency Contacts

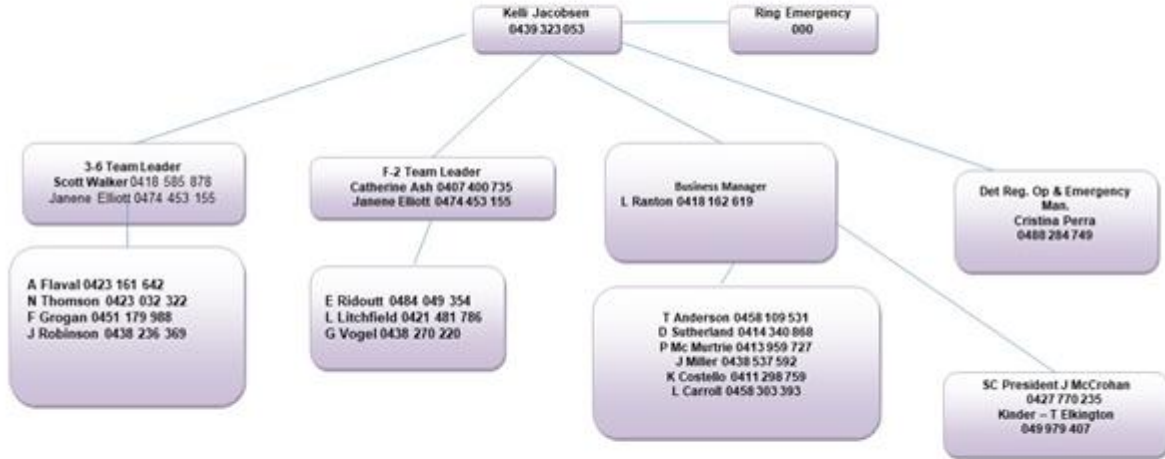
Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Gundowring	Red Bluff, Gundowring, Upper Gundowring	Kiewa Valley Primary School	C. Hamilton. 0429 969 413 Driver: Craig 0429 969 413
Charleroi	Charleroi, Huon, Kiewa	Kiewa Valley Primary School	J.Bartel 0418 924 169 Driver: Josh 0408 020 667

Kergunyah	Stag Horn Flat	Kiewa Valley Primary School	M. Bartel 0438 273 543 Driver: John 0427 770 235
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Communication Tree

Communication Tree

Communication Tree 2022/ 2023



Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Grassfires (or Bushfire)	Risk of death/injury from burns or smoke inhalation. Risk of psychological injury.	<ul style="list-style-type: none"> Liaise with local fire services regarding clearing trees, building safety etc. Check CFA website, alerts during the bushfire season. Emergency evacuation/ shelter in place drills occur in advance of the bushfire season. Emergency services app on staff mobiles 	Effective	Consequence Severe Likelihood Unlikely Risk Level High	<ul style="list-style-type: none"> On a declared day of severe or extreme fire danger activate heightened state of readiness. This may include: As appropriate, consult with local CFA. As appropriate, ensure open lines of communication with emergency services. A staff member monitors CFA and Bureau of Meteorology websites and media. Consider cancelling staff travel during work hours. Consider cancelling scheduled camps and excursions. 	Consequence Major Likelihood Unlikely Risk Level Medium
Building fire	Risk of injury from burns or smoke inhalation.	<ul style="list-style-type: none"> Fire services equipment (fire extinguishers, fire blankets, hydrants) are 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) 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 etc. are disposed of in an appropriate manner. 	Effective	Consequence Severe Likelihood Rare Risk Level Medium	<ul style="list-style-type: none"> Ensure that all hazardous and flammable materials are stored safely and securely. Ensure that smoke detectors are working and that battery operated smoke detectors have their batteries changed twice per year. Induction processes are to include the safe operation of machinery and equipment. Open flame activities prohibited. <p>Practise safe evacuation of the school at least once per year (along with other types of evacuation/shelter drills)</p>	Consequence Moderate Likelihood Rare Risk Level Low
Severe weather and storms	Risk of injury due to roof down flooding. Risk of injury due to trees falling on buildings or windows.	<ul style="list-style-type: none"> Roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Contingency for storage of equipment/materials if necessary. Test communications/PA on regular basis 	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	<ul style="list-style-type: none"> As appropriate, ensure open lines of communication with emergency services. A staff member monitors Bureau of Meteorology websites and media. Consider cancelling staff travel during work hours. Ensure annual tree inspection and lopping of trees near buildings Consider cancelling scheduled camps and excursions and school events 	Consequence Moderate Likelihood Possible Risk Level Medium

					<ul style="list-style-type: none"> Practise lock in procedures, including sheltering in safe places within the classroom. Enact Lock in procedures 	
Flooding	Risk of Riverine Flooding Risk of injury.	<ul style="list-style-type: none"> Liaise with SES/local government to identify potential risks. Contingency for storage of equipment/materials if possible. Monitor SES app and BOM 	Effective	Consequence Minor Likelihood Rare Risk Level Low	<ul style="list-style-type: none"> As appropriate, ensure open lines of communication with emergency services. A staff member monitors Bureau of Meteorology websites and media. Monitor any road closures to ensure that bus routes do not become closed. Consider contacting parents to send students home prior to the end of the school day. Buses prohibited from crossing floodways Consider cancelling scheduled camps and excursions and school events. 	Consequence Minor Likelihood Unlikely Risk Level Low
Intruders/personal threat	Physical or psychological injury could occur to staff, students and others if threatened or physically assaulted by an intruder	<ul style="list-style-type: none"> Visitors/contractors sign in through the office area when they first arrive on site. Signage directs visitors to the administration area. Yard duty staff monitor unknown visitors on site 	Effective	Consequence Major Likelihood Rare Risk Level Medium	<ul style="list-style-type: none"> All staff are briefed on the need to be vigilant and on the look-out for visitors to the school. Staff briefed on any court orders or custody issues which may be pending. Work in co-operation with local Police in the case of family break down and court orders. All staff briefed on protective behaviours in a threatening or violent situation. 	Consequence Moderate Likelihood Rare Risk Level Low
Earthquakes	Risk of death or injury	<ul style="list-style-type: none"> Training provided to staff and students in emergency response procedures during an earthquake. 	Effective	Consequence Major Likelihood Rare Risk Level Medium	<ul style="list-style-type: none"> As appropriate, ensure open lines of communication with emergency services. 	Consequence Major Likelihood Rare Risk Level Medium
Bomb threat	Physical or psychological injury could occur to staff, students and others.	<ul style="list-style-type: none"> Bomb Threat Checklist located next to each phone. Emergency evacuation drills scheduled and practised on a regular basis. 	Effective	Consequence Severe Likelihood Rare Risk Level	As appropriate, ensure open lines of communication with emergency services.	Consequence Severe Likelihood Rare Risk Level

				Medium		Medium
School Bus accident/Vehicle Incident	Risk of death/injury	<ul style="list-style-type: none"> Drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers follow Safe Work Procedures and complete a safety check prior to driving the vehicle. Drivers have a valid driver's licence. Drivers required to check adverse weather conditions e.g. floods, bushfires (check CFA website), and road closures prior to leaving and if necessary postpone the trip. 	Effective	Consequence Severe Likelihood Unlikely Risk Level High	<ul style="list-style-type: none"> Ensure that all bus travellers are aware of the rules for safe travel and that these rules are enforced with bus behaviour warnings and suspensions Bus meetings are held once per term to reinforce bus travel rules. Information about expectations of safe travel to and from school are broadly distributed through the newsletter, information booklets, parent information meetings and website. Buses will contain seat belts as they are renewed 	Consequence Severe Likelihood Unlikely Risk Level High
Influenza pandemic	Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) There is convenient access to water and liquid soap and/or alcohol-based sanitiser Staff and students are educated about covering their cough to prevent the spread of germs. 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	<ul style="list-style-type: none"> As appropriate, ensure open lines of communication with emergency services. Ensure that updates as provided by the DEECD and the Department of Health are enacted. Follow up on any unexplained absences of longer than three days. Parents are required to keep sick children at home 	Consequence Major Likelihood Rare Risk Level Medium
Off-site emergencies	Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	<ul style="list-style-type: none"> Student Activity Locator is completed. Guidelines for Outdoor Education are adhered to. All necessary pre-planning and risk assessments are completed <p>Staff follow DEECD's <u>Work-related driving procedure</u>.</p>	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	<ul style="list-style-type: none"> Ensure that lines of communication between DEECD Emergency Management and school are kept open and updated regularly. <ul style="list-style-type: none"> Ensure that communication methods with parents are regularly tested, efficient and can be accessed from an off site location. Ensure open, honest communication with parents during and after the incident. Follow up with debriefing of staff, parents and students, if necessary. 	Consequence Major Likelihood Unlikely Risk Level Medium
Snake bite	Death or serious illness		Effective			

		<ul style="list-style-type: none"> Regular program of slashing or mowing of long grass Clearing away any materials that may be laying around the grounds, especially at the start of Terms 1 & 4 Train staff in first aid, including an emphasis on snake bites. Ensure their first aid training remains current and that the school's first aid kit is complete and in date. Educate staff and students on the risks and measures the school is undertaking or has undertaken, particularly in Term 1 when the school has a number of new children and families 		<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>	<ul style="list-style-type: none"> A regular program of slashing or mowing of long grass Clearing away any materials that may be laying around the grounds, especially at the start of Terms 1 & 4 Eradicate food sources such as mice that are lured to open bags of feed by putting the feed into well sealed containers Educate staff and students on the risks and measures the school is undertaking or has undertaken, particularly in Term 1 when the school has a number of new children and families Train staff in first aid, including an emphasis on snake bites. Ensure their first aid training remains current and that the school's first aid kit is complete and in date. Practise a snake sighting as one of our emergency management drills. Staff carry snake bite bandage kit Students are not allowed to play in particular areas during warm hot weather 	<p>Consequence Severe</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
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	Liaise with local support services e.g. plumber, North East Water Maintain regular plumbing checks	Effective	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	Ensure maintenance of plumbing is up to date Purchase bottled water for on site use	<p>Consequence Minor</p> <p>Likelihood Unlikely</p> <p>Risk Level Low</p>
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	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	Child safe policy & procedures enacted and reviewed each year All staff on site present working with children's check prior to working on school site Supervision of visitors in school grounds by staff	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to	<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 	Effective	<p>Consequence Moderate</p> <p>Likelihood</p>	Designated IT staff member to manage IT Regular It training and parent/student information to be circulated.	<p>Consequence Minor</p> <p>Likelihood</p>

	access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> 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 		Possible Risk Level Medium	Liaise with DET appointed IT technician re new programs an installation of software .	Rare Risk Level Low
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 Appropriate and safe behaviour rules known by all students and staff First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Updated staff FA training planned for each year. Defibrillator located on school site.	Consequence Moderate Likelihood Unlikely Risk Level Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Ongoing staff & student training in respectful relationships School staff to undertake OHS training modules in Occupational Violence and Addressing workplace bullying	Consequence Moderate Likelihood Possible Risk Level Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<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) List of students to attend camp to be held at school site and by Teacher in Charge on camp. School excursion/camp risk assessment 	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	Regular head checks and counting of students before leaving an event/location Student buddy system in place for camps and excursions Badges with emergency contacts to be worn on junior excursions. SMS sent daily to families of absent children	Consequence Minor Likelihood Unlikely Risk Level Low
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<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 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Regular staff circle times and well being meetings implemented when needed staff training and mental health support through well being meetings e.g. mental health FA training offered to staff 	Consequence Moderate Likelihood Possible Risk Level Medium

<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors 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 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 wide Positive Behaviour Support Koori inclusive School Wide Positive Behaviour Support 	<p>Effective</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	<p>Check in systems in place for vulnerable students Regular SSG for identified students & engagement of external services to support school & Family Multiple staff members attendance in meetings school procedure for addressing unacceptable behaviour in place Staff training and check in processes in place School staff to undertake OHS training modules in Occupational Violence and Addressing workplace bullying</p>	<p>Consequence Minor Likelihood Unlikely Risk Level Low</p>
<p>COVID-19</p>	<p>Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures</p>	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <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%20Document)</p>	<p>Acceptable</p>	<p>Consequence Severe Likelihood Likely Risk Level Extreme</p>	<p>The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.</p>	<p>Consequence Major Likelihood Possible Risk Level High</p>

		s/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).				
School Bus Program Emergencies – Coord Schools	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> • Compliance with School Bus Program Emergency Management Operational Guidelines • Bus operator's EMP is consistent with School's EMP • School Bus Program emergency management procedures are socialised with the school, client schools and bus operators • Student supervision during bus arrivals and departures • Bus coordinator appointed • Log of bus travel risks kept • School maintains accurate bus rolls to determine who is travelling on a school bus each day • School maintains emergency contact records for all students travelling on buses • • 	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> • Buses will not OPERATE on a CODE RED DAY 	Consequence Severe Likelihood Rare Risk Level Medium

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Evacuate students, staff and visitors to the 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. <ul style="list-style-type: none"> • Evacuate staff, students and visitors to Banksia Park, evacuating from the oval through the side gate to Kiewa Valley Court and proceeding down Kiewa Valley Court to Banksia Park at the end of the court. From here a decision will be made as to whether to evacuate to the secondary off site point which is the Community Centre at Coulston Park. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.

	<ul style="list-style-type: none"> • 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> <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.

	<ul style="list-style-type: none"> • 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. • 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 on the school oval • 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.

	<ul style="list-style-type: none"> • 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 is handled), 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. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area which is our school library • 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. <p>Actions after shelter-in-place 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 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
Flooding	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and well being of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice.
Intruders/personal threat	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary. • 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 if evacuation or lock-down is required. Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DEECD Media Unit on 03 86887776
Earthquakes	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • The Incident Controller (Chief Warden) will convene the IMT if necessary. • Report emergency to the Security Services Unit on 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p>

	<ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD • DROP to the ground • Take COVER by covering your head and neck with their arms and hands • HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves etc. • DROP, COVER and HOLD • DROP to the ground. • Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms. • HOLD on until the shaking stops. <p>After the Earthquake</p> <ul style="list-style-type: none"> • Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. • If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. • Arrange medical assistance where required. • Help others if you can. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Incident Controller (Chief Warden). • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is OK to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DEECD Media Unit on 03 86887776
<p>Bomb threat</p>	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary. • If a bomb/chemical threat is received by telephone: <ul style="list-style-type: none"> ○ do not hang up ○ refer to the bomb threat checklist. ○ • If a bomb/chemical threat is received by mail: <ul style="list-style-type: none"> ○ avoid handling of the letter or envelope ○ place the letter in a clear bag or sleeve ○ inform the Police immediately. • If a bomb/chemical threat is received electronically or through the schools website:

- do not delete the message
- contact police immediately.

- Ensure the school's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.
- Report emergency to the Security Services Unit on 1800 126 126
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DEECD Media Unit on **03 86887776**

<p>School Bus accident/Vehicle Incident</p>	<p>The Bus Coordinating Principal will:</p> <ul style="list-style-type: none"> • Contact emergency services agencies to ascertain local information on status of any notified emergency. • Report emergency to the Security Services Unit on 1800 126 126. • Advise emergency services of the status and location of bus services and seek assistance if required. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm/provide instruction to driver with regard to destination. • Notify client school principals and any other facility with passengers on the affected service. • Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver. • Where possible keep an accurate record of the event. • Direct all Media enquiries to DET Media Unit on 8688 7776. • A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP.
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Off-site emergencies</p>	<p>Check for any threatening situation and remove or control it (if safe to do so).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remain with the casualty and provide appropriate support. <input type="checkbox"/> Notify the ambulance by dialling "000". <input type="checkbox"/> Designate someone to meet and direct the ambulance to the location of the casualty. <input type="checkbox"/> Do not leave the casualty alone unless emergency help arrives. <input type="checkbox"/> Do not move the casualty unless exposed to a life threatening situation. <input type="checkbox"/> Report to the principal and the DEECD Security Services Unit on 1800 126126 . <p>Ensure the safety of students and staff and reassure them calmly</p>

<p>Grassfires (or Bushfire)</p>	<ul style="list-style-type: none"> • Phone 000 to notify the emergency fire services and seek advice. • If appropriate, follow the procedure for Shelter-In-Place. • Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary. • Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings. • If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows. • Turn off power and gas. • Check that all students, staff and visitors contractors are accounted for. • Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice. • Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. • Report the emergency to Security Services Unit on 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DEECD Media Unit on 03 86887776
<p>Snake bite</p>	<p>Check the location of the snake and ensure safety of all involved. Have a staff member activate lock in procedures to remove students from the yard.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remain with the casualty and provide appropriate first aid treatment for snake bite whilst having another staff member notify the ambulance by dialling "000". <input type="checkbox"/> Designate someone to meet and direct the ambulance to the location of the casualty. <input type="checkbox"/> Do not leave the casualty alone. <input type="checkbox"/> Do not move the casualty unless in danger <input type="checkbox"/> Report to the DEECD Security Services Unit on 1800 126 126 <input type="checkbox"/>
<p>Loss of essential services</p>	<p>In event of the loss of essential services - telephone, internet, water, power and/or gas:</p> <ul style="list-style-type: none"> • Telephone and Internet - A hotspot will be run by the Principal to inform families of the inability to make contact via phones. Include the Principal's mobile phone number in the messaging. • Water - the school will use its supply of bottled water for emergency situations only. For a short term shut down an announcement will go out to all staff and students around the toilets not being in use. If prolonged shut down, contact will be made with DET around possible closure.

	<ul style="list-style-type: none"> • Power- For a short term shut down an message will be sent to all staff and students around the power outage and predicted length. If prolonged shut down, contact will be made with DET around possible closure. • Gas - Is only used for heating, alternate heating will be used. Message to all staff around the gas being shut down and resort to split systems. If no other heating system available teachers will encourage students to place warm clothes on and stay warm.
<p>Child Abuse</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> <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> <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>
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)
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 <i>middle of the oval, beyond the cricket pitch</i>, 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 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 03 86887776.

<p>Severe weather and storms</p>	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and well being of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice.
<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><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
<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

	<ul style="list-style-type: none"> ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<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 • Any available staff to commence visual search of school area and township due ot a major road.
<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>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.
<p>School Bus Program Emergencies – Coord Schools</p>	<p>No longer a coordinating school.</p>
<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><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>

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	Contact SEIL Jody Grimmond & Regional Office Area Manager Bernie Boulton Utilise Coulston Park e.g Community Centre and football club rooms as alternative location for school site.
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Name	Contact Details	Support Role

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

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

Details of arrangements	Utilise mobile phones Paper based rolls as back up Compass to be utilised with regard to communication to parents Should students need to spend any time at home then consider reactivating google classrooms as was used in remote learning
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Name	Contact Details	Support Role

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

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

Details of arrangements	<p>Ceasing of specialist programs/excursions etc to cover staff shortages in the event that CRT replacement is not available for multiple staff members. Seek support from cluster schools if needed.</p>
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Name	Contact Details	Support Role

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <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 	Yes

<ul style="list-style-type: none"> • Monitoring • Reporting • Stakeholder engagement 	
<p>Establish a register to log all decisions and actions</p>	<p>Yes</p>
<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

Kiewa Valley Primary School Area Map



Legend:

- ☆ School
- ★ Primary off-site assembly point
- ★ Secondary off-site assembly point
- Route to Primary off-site assembly point
- - - - Route to Secondary off-site assembly point
- ⇒ Emergency services access point

Distance to Primary off-site assembly point: 350m

Approx. time to reach Primary off-site assembly point: 6 min

Distance to Secondary off-site assembly point: 1.1km

Approx. time to reach Secondary off-site assembly point: 20 min

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Aaron Wallace	Captain - Kiewa CFA	12/09/2022	C/O Kiewa CFA Tangambalanga VIC 3691
Lisa Lorenz - Officer in Charge	Tangambalanga Police	12/09/2022	lisa.lorenz@police.vic.gov.au
Chris Rule	Indigo Shire	12/09/2022	info@indigoshire.vic.gov.au
All School Staff	All school staff	12/09/2022	DL Kiewa Valley Primary
Tamara Elkington	Kiewa Valley Kids Kindergarten	12/09/2022	To be hand delivered
Sarah DeWitt (MCH)	Maternal Child Health KVPS	12/09/2022	To be hand delivered

