

Weeroona College Bendigo

Emergency and Critical Incident Management Plan 2021-2022

383 Napier Street, Bendigo, VIC, 3550
03 5443 2133 / weeroona.co@education.vic.gov.au

Department of Education and Training

Date Approved: 30/08/2021

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	Weeroona College Emergency Management Team	27/01/2021	Distribution List Weeroona College Bendigo

Facility Profile

School Name/Campus Name	Weeroona College Bendigo
Address	383 Napier Street, Bendigo, VIC, 3550
Phone	03 5443 2133
Email	weeroona.co@education.vic.gov.au
Fax	03 5443 2133
DET Region	NORTH-WESTERN VICTORIA
DET Area	Loddon Area
LGA	Greater Bendigo (C)
BOM/Fire District	Northern Country District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	Monday - Friday 8:30am - 4:30pm
Number of Students	720
Number of Staff	90
Number of Buildings	8
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Gymnasium
On-site Evacuation Location	Site A: School Oval Site C: Katyl down ball courts
Off-site Evacuation Location	Site B: Clearing across from Knight Street Car park

Typical method used for communications to school community	SMS, School Newsletter, College Compass App, Facebook
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
Bendigo and District Cricket Association	Oval	25	Friday 4.30 - 8.00 Saturday 8.30 - 12.30 Sunday 8.30 - 5.30	Travis Harling	0429 950 954
United Cricket Club	Oval	25	Saturday 8.30 - 6.00	Shane Hartney	0428 510 404
White Hills Junior Football Club	Oval	30	Monday 4.00 - 5.30 Wednesday 4.00 - 5.30 Thursday 4.00 - 5.30	Damien O'Brien	0418 123 454

Building Information Summary

Telephones (landlines)

Location	Number
Kappen	Ext 211
Technology	Ext. 243
Katyil	Ext 225
Performing Arts	Ext. 221
Merin	Ext. 236
Gymnasium	Ext. 226
Wannop	Ext. 217
Admin	Ext. 201

Shed	Ext. 213
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Alarms

Description	Location	Monitoring Company	Number
Fire	Front Office	N/A	Push the red button to set off Evacuation alarm, and push the red button again to turn off the alarm.
Intrusion	Front Office	N/A	Push the green to set off Alert alarm, and push the green button again to turn off the alarm.
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Natural Gas connected to each building.	Energy Australia	Shutoff valves located on the outside of buildings as indicated in site maps. Main gas shutoff located near fire booster point on Knight street.
Water	Mains shutoff located near fire booster point on Knight street	Coliban	Town water shutoffs for buildings located behind stainless steel panel in disabled toilets in learning communities
Electricity	Main shutoff for site in cabinet near fire booster point on Knight street.	Red Energy	

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	N/A

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	Backup server room (Merin interview room)- a 4KVA and 2 x 1KVA UPSs to supply backup power to all servers and the switches in Merin. In the storeroom in the Admin portable-1 KVA UPS for the phone system and core network switches. Other all main buildings have a single 1 KVA on the network switches.
Location	See Business Manager
Provides power to	Network switches
Shutoff Instructions Location	See Business Manager

Building and Site Hazards

Location	Number
Hazardous Chemicals in Kappen, Merin, Katyil and Wannop Learning Communities.	Science Preparation areas
Gas cylinders and machinery in technology centre.	Technology Centre
Hazardous Chemicals in Kappen, Merin, Katyil and Wannop Learning Communities.	Shed

Additional Profile Information

Additional Info	The location for the Hazardous material register is found in the front office.
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Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	26/08/2021
Next check date	30/06/2022

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Fire Drill - Site A	SGO	26/02/2020	26/02/2020
Term 2	Silent Lockdown	SGO	02/06/2020	02/06/2020
Term 1	Silent Lockdown	Tara Pocklington	15/03/2021	15/03/2021
Term 3	Fire Drill - Site A	Tara Pocklington	13/08/2021	
Term 4	Whole School Lockdown	Tara Pocklington	22/10/2021	
Term 2	Community Lockdown	Tara Pocklington	15/06/2021	15/08/2021

First Aid Training

Staff Member	Training Completed	Date Qualified To
BERRY, Rhiannon	HLTAID003 - Provide 1st Aid	07/03/2021
BYSOUTH, Trent	HLTFA311A - Apply 1st Aid	01/07/2024
GINNINVAN, James	HLTAID003 - Provide 1st Aid	22/12/2021
MCCORMICK, Shaun	HLTAID003 - Provide 1st Aid	01/08/2024
MCINTOSH, Jack	HLTAID003 - Provide 1st Aid	20/12/2021
NORMOYLE, Donna	HLTAID003 - Provide 1st Aid	22/12/2021
RUSBRIDGE, Carl	HLTFA311A - Apply 1st Aid	22/12/2022
TREW, Sarah	HLTFA311A - Apply 1st Aid	01/08/2024
WHITE, Wendy	HLTAID003 - Provide 1st Aid	15/08/2021
Alford, Sophie	HLTAID003 - Provide 1st Aid	06/05/2021
Currie, ryan	HLTAID003 - Provide 1st Aid	01/12/2021
Elma, MARTine	HLTAID003 - Provide 1st Aid	02/07/2021
Reading, Karen	HLTAID003 - Provide 1st Aid	01/07/2022
Witlock, Carly	HLTAID003 - Provide 1st Aid	22/12/2021
Winzar, Karli	HLTAID003 - Provide 1st Aid	22/12/2021
Baldwin, Sarah	HLTAID003 - Provide 1st Aid	22/12/2021
MCKEMMISH, Keiryn	HLTAID003 - Provide 1st Aid	22/12/2021
MORROW, Maddison	HLTAID003 - Provide 1st Aid	22/12/2021
NOWELL, Brooke	HLTAID003 - Provide 1st Aid	18/08/2022
OSHEA, Paul	HLTAID003 - Provide 1st Aid	22/12/2022
OLIVER, Lisa	HLTAID003 - Provide 1st Aid	22/12/2022
POCKLINGTON, Tara	HLTAID003 - Provide 1st Aid	22/12/2022
ROSE, Tilley	HLTAID003 - Provide 1st Aid	22/12/2022

Other Training Record

Staff Member	Training Type	Date
WHITE, Wendy	22303VIC - Course in use of Injector Pens	09/08/2019

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	10
Asthma	12	78
Mobility issues	0	1
Heart Conditions	0	3
Chronic Renal Faliure	0	1
Epilepsy	0	4
Diabetic	1	2
Anorexia	0	1
Cystic Fibrosis	0	2
Migraine	2	0
Lower back issues	1	0

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
School Bus accident/Vehicle Incident	Injury to passengers and driver of bus Delays and disruptions	Staff to be inducted to use bus safely Checklist of safety procedures and vehicle inspections Regular servicing of bus	Acceptable	Consequence Severe Likelihood Unlikely Risk Level High	<ul style="list-style-type: none"> Ensure the school bus maintenance schedule is up to date Ensure pre driving vehicle inspections are done prior to the vehicle leaving the school grounds. Implement checklist for vehicle inspections 	Consequence Severe Likelihood Rare Risk Level Medium
Off-site emergencies	Risk of injury to staff and student's 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. Staff follow DEECD's Work-related driving procedure. 	Acceptable	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> Ensure staff have the relevant qualifications before granting permission for activity to take place 	Consequence Major Likelihood Unlikely Risk Level Medium
Building fire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.	<ul style="list-style-type: none"> Notify the office that there is a fire and what building it is Office are then to activate alarm Staff, students and visitors to follow the fire drill procedure moving to the appropriate evacuation point. 	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> Ensure that all staff, students and visitors are accounted for wait until emergency services confirm all is clear 	Consequence Major Likelihood Unlikely Risk Level Medium
Intruder	Cause Unknown/known person entering the school building or grounds and verbally and/ or physically causing harm due to: • Custodial dispute • Police operation/ pursuit of an offender • Parent dispute with school • Drug affected or mentally unstable person • Argument between student's parents Consequences Physical and psychological injury to staff and/or students	<ul style="list-style-type: none"> Visitors must report to reception and sign in using the Visitor Register Visitors are required to wear and display visitor pass/badge Parents must make an appointment to meet with teachers/principal Lockdown/lockout/ evacuation procedures are regularly practiced Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced eg at parent forums and in newsletters 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 	Acceptable	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> The school will provide training for staff in managing aggressive people/diffusing tense situations Staff will share information on a 'need to know' basis concerning parent issues The school will develop a process and pre-determined actions to discretely alert others of an intruder The school will increase number of staff on yard duty as required, develop a roster and monitor attendance of yard duty teachers Yard duty staff will be trained to manage intruders on school grounds For parent meetings where staff feel a need for support: <ul style="list-style-type: none"> two staff will attend staff will use a signal to obtain support from another staff member if required 	Consequence Moderate Likelihood Possible Risk Level Medium

					<ul style="list-style-type: none"> an appropriate room for meeting will be selected eg one with two exit points Where necessary, the school will seek legal advice and obtain a trespass order for parents who use threatening behaviour If there is an escalation of Intruder incidents, the school will consider: <ul style="list-style-type: none"> issuing yard duty staff with two-way radios linked to an office base station installing panic/distress button in reception, principal office and/or meeting room liaising with local police to arrange a prompt response to any call for assistance seeking advice from the DEECD region and police, and in exceptional circumstances, on engaging a security guard on an ad hoc basis <p>installing CCTV</p>	
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> Contact 000 complete WCB bomb/chemical checklist note down sounds/voice of caller (if any) contact emergency management complete appropriate lock down/ evacuation procedures 	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> enact emergency drills (once per term) contact 000 complete WCB bomb/chemical checklist note down sounds/voice of caller (if any) contact emergency management complete appropriate lock down/ evacuation procedures 	Consequence Severe Likelihood Unlikely Risk Level High
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<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 A business continuity plan is in place. 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Regularly check that gutters are free from debris Register of any maintenance issues that are required to be completed. Check how guttering copes during heavy downpours 	Consequence Moderate Likelihood Unlikely Risk Level Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)	<ul style="list-style-type: none"> Contact 000 contact Emergency Management Liaise with first aid initiate lock down/ evacuation procedure (if required) 	Acceptable	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> ensure staff are familiar with WCB medical emergencies policy ensure first aid register is updated regularly Contact 000 contact Emergency Management Liaise with first aid initiate lock down/ evacuation procedure (if required) 	Consequence Major Likelihood Unlikely Risk Level Medium

Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	- Contact essential service administrator - Communicate appropriate course of action	Acceptable	Consequence Minor Likelihood Likely Risk Level Medium	- Contact essential service administrator - Communicate appropriate course of action	Consequence Minor Likelihood Likely Risk Level Medium
Internal emissions/spill	Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> Follow DEECD's Chemical Management Procedures. Safe work procedures for handling chemicals are followed. Emergency evacuation drills are scheduled and practiced on a regular basis. Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacture or Chemwatch are followed	Acceptable	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> Remove all non-essential chemicals from the school. Build lockable storage for chemicals kept in the shed 	Consequence Moderate Likelihood Rare 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 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	- Train students and staff to detect inappropriate behaviour - All staff to complete the mandatory child safe reporting.	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 	Acceptable	Consequence Minor Likelihood Possible Risk Level Medium		Consequence Minor Likelihood Unlikely Risk Level Low
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education;	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Acceptable	Consequence Minor Likelihood Possible		Consequence Minor Likelihood Possible

	Psychological distress for those witnessing incident			Risk Level Medium		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 	Acceptable	Consequence Major Likelihood Unlikely Risk Level Medium	- Advise staff of protocols to refer a student to the well-being team - Advise staff through OH&S Committee of the channels that staff can access to help with their mental stress.	Consequence Minor 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 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	- Advise staff that all students must be supervised - Advise staff of the protocol that they will need to follow if a student goes missing	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 	Acceptable	Consequence Severe Likelihood Rare Risk Level Medium		Consequence Moderate Likelihood Rare Risk Level Low
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<u>Site based policies and strategies</u> <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 <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) 	Acceptable	Consequence Major Likelihood Possible Risk Level High	- Train students and staff to detect inappropriate behaviour - All staff to complete the mandatory child safe reporting.	Consequence Minor Likelihood Possible Risk Level Medium

		<ul style="list-style-type: none"> 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 breakfast club (where available) School wide Positive Behaviour Support Koori inclusive School Wide Positive Behaviour Support 				
Engagement with children online	Probable causes: Students attempting to add staff on social media, Staff being engaged in sporting clubs/hobbies outside of the school that students also participate in. Probable Consequences: Physical or Psychological harm: Disruption to learning/community of education;	Child safety code of conduct. Strategies developed to embed culture of child safety	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	- Train students and staff to detect inappropriate behaviour - All staff to complete the mandatory child safe reporting.	Consequence Minor Likelihood Unlikely Risk Level Low
Leaking water found on ground.	When the rain down pours water leaks in the communities causing puddles to be left on the ground on linoleum surface causing a slip hazard.		Acceptable	Consequence Minor Likelihood Likely Risk Level Medium		Consequence Minor Likelihood Likely Risk Level Medium
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/ <i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer	Acceptable	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.	Consequence Major Likelihood Possible Risk Level High

		(https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).				
Bushfire/Grassfire	Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals	<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. EMP is reviewed and socialised with staff before fire season. School communicates plans for days of elevated fire danger to school community via Information booklet at the start of the school year and prior to the fire danger period. 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season A WatchZone of 20 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 the risk assessment and emergency management plan for all excursions. 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. 	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	<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 Moderate Likelihood Unlikely Risk Level Medium
School Bus Program Emergencies – Client School	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> Compliance with the School Bus Program Emergency Management Operational Guidelines School's EMP is consistent with bus operators EMP School Bus Program emergency management procedures are socialised with school and bus operators. Students are supervised during bus arrivals and departures 	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	<ul style="list-style-type: none"> Ensure the school bus maintenance schedule is up to date Ensure pre driving vehicle inspections are done prior to the vehicle leaving the school grounds. Implement checklist for vehicle inspections 	

		<ul style="list-style-type: none"> • Log of bus travel risks maintained. • 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. • School bus routes travelling through determined Code Red weather districts will be cancelled. 				
Severe weather event	<p>Probable Causes: Weather pattern</p> <p>Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications.</p>	<ul style="list-style-type: none"> • Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. • School liaises with SES/local government to identify potential local risks. • School has a contingency for storage of equipment/materials if necessary. • On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured • Communications are tested quarterly. • Utility shut-off instructions/points are known. • Back up communications and contact lists maintained in case power fails. • Condition of large trees regularly checked. • Shade sail structures regularly checked. 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>		
Snakes	<p>Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school</p> <p>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"> • School grounds are cleared of all refuse and grass is cut regularly • Staff with first aid qualifications are trained in responding to a snake bite • Staff wear protective footwear on yard duty • School has a closed shoe policy • Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin • Phone number of snake handler is on display in office 	Effective	<p>Consequence Minor</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	<p>Ensure that grass around the College is clear</p> <p>Staff to be trained in snake bite first aid</p>	<p>Consequence Insignificant</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation/relocation procedure	<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.
Off-site evacuation procedure	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 9589 6266. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Identify which off-site assembly Point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your across from the Wannop car-park near the creek. .

	<ul style="list-style-type: none"> • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. • 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. • Contact parents if required. • Maintain a record of actions/decisions undertaken and times. • Confirm with Emergency Service personnel that it is safe to return to normal operations. <p>Actions After Off-Site Evacuation Procedure</p> <ul style="list-style-type: none"> • 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 the parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure any students, staff or visitors with medical or other needs are supported. • 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 review the off-site and procedural changes that may be required. <p>Complete your Post Emergency Record (refer to Appendix 4 of the Guide)</p>
<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> <p><u>Lock-down during class times:</u></p> <p>(Alarm needed)</p> <ul style="list-style-type: none"> • Initiate lock down procedure - LCL/Leading teachers (if possible) to provide instructions to staff within each community <ul style="list-style-type: none"> ○ Close and lock internal doors and windows ○ Remain in community ○ All students to stay within Socratic's, staff rooms or kitchen area's (if needed) ○ Mark whole school role > compass ○ Allocate staff to be posted at closed doors to allow students, staff and visitors to enter if locked out (if safe to do so) ○ Collect student phones to avoid phone calls and texts to parents • Office to notify LPR and JBY • LPR and JBY to;

	<ul style="list-style-type: none"> ○ Call 000 for emergency services to seek and follow advice ○ To report the emergency and lock down to the Incident Support and Operations Centrey (24/7) on 1800 126 126 ○ Release social media notification for parents • Office staff to delegate jobs (SFE or DNO) <ul style="list-style-type: none"> ○ Lock down admin building ○ Notify each community of the situation <ul style="list-style-type: none"> • Ascertain all staff and visitors are accounted for • RBE to contact bus co-ordinators (if needed) • Ensure a telephone line is free. • Divert parents and returning groups from the school (if required) • Keep main entrance as the only point of entrance. It MUST be constantly monitored and no unauthorised people allowed access • If safe to do so, have a staff member wait at the main entrance to the school to guide emergency service (ES) personnel. • Notify your region and seek advice from your regional management, operations and emergency management (if required) • As appropriate, confirm with ES personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required <p><u>Lock-down outside of class times:</u> (Alarm needed)</p> <ul style="list-style-type: none"> • Yard duty teacher notifies office by contacting emergency number – 5443 2133 • Initiate lock down procedure - LCL/Leading teachers (if possible) to provide instructions to staff within each community <ul style="list-style-type: none"> ○ Close and lock internal doors and windows ○ Remain in community ○ All students to stay within Socratic's, staff rooms or kitchen area's ○ Mark whole school role > compass ○ Allocate staff to be posted at closed doors to allow students, staff and visitors to enter if locked out (if safe to do so) ○ Collect student phones to avoid phone calls and texts to parents • Office to notify LPR and JBY • LPR and JBY to; <ul style="list-style-type: none"> ○ Call 000 for emergency services to seek and follow advice ○ To report the emergency and lock down to the Incident Support and Operations Centrey (24/7) on 1800 126 126 ○ Release social media notification for parents • Office staff to delegate jobs (SFE or DNO) <ul style="list-style-type: none"> ○ Lock down admin building ○ Notify each community of the situation <ul style="list-style-type: none"> • Ascertain all staff and visitors are accounted for • RBE to contact bus co-ordinators (if needed) • Ensure a telephone line is free. • Divert parents and returning groups from the school (if required)
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	<ul style="list-style-type: none"> • Keep main entrance as the only point of entrance. It <u>MUST</u> be constantly monitored and no unauthorised people allowed access • If safe to do so, have a staff member wait at the main entrance to the school to guide emergency service (ES) personnel. • Notify your region and seek advice from your regional management, operations and emergency management (if required) • As appropriate, confirm with ES personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required <p><u>Wandering Intruder:</u> (Silent Alarm)</p> <ul style="list-style-type: none"> • Notifies office of an intruder wandering around campus and notes his behaviours • Initiate lock down procedure - LCL/Leading teachers (if possible) to provide instructions to staff within each community <ul style="list-style-type: none"> ○ Close and lock internal doors and windows ○ Remain in community ○ All students to stay within Socratic's, staff rooms or kitchen area's (if needed) ○ Remark role ○ Allocate staff to be posted at closed doors to allow students, staff and visitors to enter if locked out (if safe to do so) ○ Collect student phones to avoid phone calls and texts to parents ○ If in Wannop someone to go over and lock up Tech building with the key in the LCL's office. • Office to notify LPR and JBY • LPR and JBY to; <ul style="list-style-type: none"> ○ Call 000 for emergency services to seek and follow advice ○ To report the emergency and lock down to the Incident Support and Operations Centrey (24/7) on <u>1800 126 126</u> ○ Release social media notification for parents • Office staff to delegate jobs (SFE or DNO) <ul style="list-style-type: none"> ○ Announce "can Mr/Mrs..... please call the office on Ext" ○ Lock down admin building ○ Notify each community of the situation • Ascertain all staff and visitors are accounted for • RBE to contact bus co-ordinators (if needed) • Contact any organisations that will be using the school grounds (if needed) • Ensure a telephone line is free. • Keep public address system free. • Divert parents and returning groups from the school (if required) • Keep main entrance as the only point of entrance. It <u>MUST</u> be constantly monitored and no unauthorised people allowed access • If safe to do so, have a staff member wait at the main entrance to the school to guide emergency service (ES) personnel.
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	<ul style="list-style-type: none"> • Notify your region and seek advice from your regional management, operations and emergency management (if required) • As appropriate, confirm with ES personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required <p><u>Weather Lock-down:</u> (No alarm needed)</p> <ul style="list-style-type: none"> • Noted by SES > possible extreme weather event • Notify office about outside extreme weather; <ul style="list-style-type: none"> • Smoke • Thunder and Lightening • Sever winds • Initiate lock down procedure - LCL/Leading teachers (if possible) to provide instructions to staff within each community <ul style="list-style-type: none"> ○ Close doors and windows ○ Remain in the community ○ Re-mark roles ○ Allocate staff to be posted at closed doors to allow students, staff and visitors to enter if locked out • Office to notify LPR and JBY • Office staff to delegate jobs (SFE or DNO) <ul style="list-style-type: none"> ○ Notify each community of the situation ○ Announce over the P.A system <p>“Due to weather conditions outside all students will need to stay inside until conditions have reduced. If you need to catch a bus, all buses have been contacted and will return when safe to do so.”</p> <ul style="list-style-type: none"> • Ascertain all staff and visitors are accounted for • RBE to contact bus co-ordinators • Ensure a telephone line is free. • Divert parents and returning groups from the school (if required) • Keep main entrance as the only point of entrance. It <u>MUST</u> be constantly monitored and no unauthorised people allowed access • If weather gets worse and damage occurs call SES on 132 500 • If life-threatening emergencies occur call 000 • If safe to do so, have a staff member wait at the main entrance to the school to guide emergency service (ES) personnel. • Notify your region and seek advice from your regional management, operations and emergency management (if required) • As appropriate, confirm with ES personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required <p><u>Actions after lock-down procedure:</u></p> <ul style="list-style-type: none"> • Once LPR and JBY have been notified that the lock down threat has been minimised from emergency services the office will notify each community that the lock down is finished • Each community need to ensure and check that any students, staff or visitors with medical or other needs are supported, if not notify the office and call 000 if life threatening. <p>LPR and JBY;</p> <ul style="list-style-type: none"> • To advise the Incident Support and Operations Centre and the region that the lock down is over
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	<ul style="list-style-type: none"> • Determine if there is any specific information students, staff and visitors need to know • Determine whether to activate parent re-unification process • Release social media notification for parents <p>The Office are to;</p> <ul style="list-style-type: none"> • Notify communities of parent re-unification process (if needed) • Notify all staff and visitors to direct all Media enquiries to DET Media Unit on 8688 7776 • Print and issue pre-prepared parent letters and give these to each community to distribute to students. <p>LPR, JBY and OH&S team are to;</p> <ul style="list-style-type: none"> • Ensure all staff are made aware of Employee Assistance Program contact details • 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.
Lock-out procedure	<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 the parkland beside the creek on Knight Street. • 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.

	<ul style="list-style-type: none"> • Complete your Post Emergency Record.
Shelter-in-place procedure	<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 the college gymnasium. • 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
School Bus accident/Vehicle Incident	
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the School Oval, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 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 9637 2871.
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 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 9637 2871.
Bomb/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ◦ Ensure students and staff are not directed past the object ◦ Alert any other services co-located at the school site ◦ Check that all students, staff and visitors are accounted for ◦ Restrict all access to the site and ensure there are no barriers inhibiting access by police. <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ◦ call 000 for police on a separate phone ◦ notify the Chief Warden/principal ◦ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ◦ gender of caller ◦ age of caller ◦ accents and speech impediments ◦ background noises ◦ key phrases used ◦ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details?

	<ul style="list-style-type: none"> Once the call is finished: <ul style="list-style-type: none"> DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. Immediately: <ul style="list-style-type: none"> inform the Chief Warden/principal if this has not yet been done call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above report the emergency to the Security Services Unit on 9589 6266 ensure all of the caller information has been written down and provided to police on arrival. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> Place the letter in a clear bag or sleeve and store in a secure place Avoid any further handling of the letter or envelope Call 000 for police and seek and follow advice Notify the Chief Warden/principal If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Report emergency to the Security Services Unit on 9589 6266. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> DO NOT DELETE THE MESSAGE Call 000 for police and seek and follow advice Notify the Chief Warden/principal If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Report emergency to the Security Services Unit on 9589 6266. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> Direct staff to shelter students under sturdy tables or desks if objects are falling around you. Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. Help others to leave the area. Use stairs instead of elevators. Be aware of weakened floors and stairways and watch for falling debris. Once out of the affected building: <ul style="list-style-type: none"> Move students away from windows and glass doors or other potentially hazardous areas Use caution to avoid debris that could be hot or sharp Call 000 for emergency services and seek and follow advice Report the emergency to the Security Services Unit on 9589 6266 Be aware of any potential secondary explosions Limit use of phones as communications systems may become congested.
Severe weather event	<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.
Influenza pandemic	<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>
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
Internal emissions/spill	<ul style="list-style-type: none"> Call 000 for emergency services and seek and follow advice. Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. Move staff and students away from the spill to a safe area and isolate the affected area. Report emergency to the Security Services Unit on 1800 126 126. Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

	<ul style="list-style-type: none"> • Contact parents as required. • Notify the Victorian WorkCover Authority if required. • Report on <i>eduSafe</i>. • Direct all Media enquiries DET Media Unit on 9637 2871.
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> <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)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • First responder to call '000' if immediate/life threatening • Bystander/ Responder 2 to collect first aid equipment (first responder to collect equipment if no bystander/support present) • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency • Complete all required documentation

	<ul style="list-style-type: none">• If necessary update medical management plan																											
Bushfire/Grassfire	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>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><tr><th>Name</th><th>Role</th><th>Mobile number</th></tr><tr><td>Jason Bysouth</td><td>Manager Operations and Emergency Management</td><td>0408 759 011</td></tr><tr><td>Sarah Trew</td><td>Emergency Management Support Officer</td><td>0419301677</td></tr></table> <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><tr><th>VicEmergency Warning</th><th>What it means</th><th>School Actions</th></tr><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. If your school is in a Watch and Act Warning area, seek advice and then decide whether to;</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><ul style="list-style-type: none">• remain on site, shelter in place (if required) and monitor the situation• call parents to pick up their children• evacuate the school to your offsite bushfire evacuation location (if applicable).</td></tr><tr><td>Emergency Warning</td><td>Issued when the community is in imminent danger of an incident/event and needs to take action now.</td><td>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. 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.</td></tr><tr><td>Prepare to Evacuate</td><td>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.</td><td>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</td></tr><tr><td>Evacuate Now</td><td>Issued when it is recommended that the community leave immediately, or processes are in place to evacuate communities.</td><td>If your school is in an Evacuation area; comply with evacuation instructions 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 Gymnasium• 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 Gymnasium 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 Gymnasium and the evacuation path between the Gymnasium and Oval and Grassed area off Knight Street• 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 Gymnasium 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 >Oval or Offsite Bushfire Evacuation Location (grassed area off Knight Street), via the defined route.• Maintain a record of actions/decisions undertaken and times. <p>Pre-emptive Actions:</p> <p>This school is a Category 4 and will relocate/close on code red FDR days in Bendigo. The plan is attached to this EMP.</p>	Name	Role	Mobile number	Jason Bysouth	Manager Operations and Emergency Management	0408 759 011	Sarah Trew	Emergency Management Support Officer	0419301677	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. If your school is in a Watch and Act Warning area, seek advice and then decide whether to;	Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	<ul style="list-style-type: none">• remain on site, shelter in place (if required) and monitor the situation• call parents to pick up their children• evacuate the school to your offsite bushfire evacuation location (if applicable).	Emergency Warning	Issued when the community is in imminent danger of an incident/event and needs to take action now.	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 . 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.	Prepare to Evacuate	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.	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	<p>This school will also close on determined Code Red fire danger days in Bendigo Weather district</p> <p>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</p> <p>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>
Mental Stress	<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 • Consult (check-in) with your staff on how they are feeling with the current situation, encourage managers to be flexible, and support remote contact between colleagues. • Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered (e.g. pre-recorded lessons). • Encourage staff to use EAP and other supports and resources available. • Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.
Snakes	<ul style="list-style-type: none"> • Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. • Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. • If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. • If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. • If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. • If the snake is located inside a building, consider the need to evacuate the classroom or building. • Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. • If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. • Report the incident to the Incident Support and Operations Centre on 1800 126 126.
Missing person - school or school camp/excursion	<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/carers • 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
Off-site emergencies	<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 the parkland beside the creek on Knight Street. • Report the emergency and evacuation to Security Services Unit (24/7) on 9589 6266 • 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 with parents as required. <p>Actions after off-site procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff and visitors with medical or other needs are supported • advise the security services unit and the region (regional manager, operations and emergency management) that the evacuation is over • determine whether to activate your parent reunification process. • determine if there is any specific information students, staff and visitor need to know (e.g. parent reunification process or areas of the facility to avoid) • direct all media enquires to DET Media Unit 9637 2871 • 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>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>School Bus Program Emergencies – Client School</p>	<p>Forecast Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's Emergency Management Plan • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • receive notification of school bus service cancellations from the coordinating principal (or delegate) • notify parents/guardians of affected students of the bus cancellation(s) • notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations • make alternative transport arrangements for students as required • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. <p>Rapid Onset Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's EMP • call 000 to request emergency assistance if required • use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings • receive notification of impacts to the school bus service from the coordinating principal • hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal • notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up • notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. <p>After an Emergency The client school principal will:</p> <ul style="list-style-type: none"> • participate in post-event debriefs led by either DET or DOT as appropriate • document learnings from the event • receive and provide feedback from/to stakeholders as appropriate • update the EMP (as required) with support and advice from DET regional emergency management staff
<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>Severe weather event</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.

	<ul style="list-style-type: none"> • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice.
Engagement with children online	<p>In the event of this incident, disclosure, or suspicion of engaging children online, 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>
COVID-19	<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.
Leaking water found on ground.	

Emergency Contacts

Tags: Your school is tagged as Client School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Jason Bysouth	54432133	0408 759 011	0408 759 011
Assistant Principal/s	Sarah Trew	Ext. 206	0419 301 677	0419 301 677
Business Manager	Sonya Fergus	Ext. 203	0409 564 835	5443 2133
Year Level Coordinators	Marion Stewart, Jack McIntosh Karli Winzar, James Ginnivan, Ryan Pollard, Liam Ireland Nadine Harper, Trent Bysouth	Ext. 211 Ext. 225 Ext. 236 Ext. 217	0408 759 011	0408 759 011
School Bus Coordinator	Rhiannon Berry	Ext. 201	0418 126 991	0418 126 991
First Aid Officer	Wendy White	Ext. 204	0429 931 527	0429 931 527
School Welfare Officer	Julie Nicol	Ext. 233	0421 117 228	0421 117 228
OHS Representative	Tara Pocklington	Ext. 209	54432133	54432133
School Chaplain	Ricky Cawley	Ext. 219	54432133	54432133
School Council President	Peter Johnson	0409 857 596	0409 857 596	0409 857 596
School Welfare Officer	Julie Nicol	Ext. 217, 223	0407 509 744	0407 509 744

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Angela Singh	(03) 7022 1849	0408 745 216
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	John Brownstein	(03) 4433 7585	0418 509 953
Emergency Management Support Officer	TBC		0436 819 074

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	Damien Jenkyn	5440 3130	0428 448 550

Local / Other Organizations

Name	Phone
(03) 5441 0400 - Gas	131 806
Electricity	136 102
Water Corporation	1300 363 200
Facility Plumber	1300 421 240
Facility Electrician	0409 930 161
(03) 5434 6000 - SES (flood, storm and earthquake)	132 500

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
02 - Heathcote to Bendigo	Heathcote	Weeroona College Bendigo	Tony: 0419103178
06-Sedgwick to Bendigo	Sedgwick	WCB, BSE	Rick: 0428367494
07 - Elmore to Bendigo	Elmore	WCB, Girton	John: 0438415235
08-Toolleen - Muskery - Bendigo	Muskerry	WCB, BSE	John: 0438 415 235

01 - Axedale - Bendigo	Axedale	Weeroona College Bendigo	Tony: 0419103178
03 - Heathcote	Heathcote	Weeroona College Bendigo	Tony: 0419103178
04 - Heathcote	Heathcote	Weeroona College Bendigo	Tony: 0419103178
05 - Emu Creek - Axe Creek - Bendigo	Emu Creek - Axe Creek - Bendigo	Weeroona College Bendigo	Tony: 0408509416
09 - Mandurang/Strathfieldsaye	Mandurang/Strathfieldsaye	Weeroona College Bendigo	Rick: 0428367494
10 - Sedwick	Sedwick	Weeroona College Bendigo	Rick: 0428367494
11 - Raywood (Liv)	Raywood	Weeroona College Bendigo	John: 0438415235
18 - Tarnagulla (Carolyn)	Tarnagulla	WCB	John: 0438415235
19 - Bridgewater- Marong- Bendigo (Amelia)	Bridgewater- Marong- Bendigo	WCB	John: 0438415235
25 - Toolleen	Toolleen	WCB	John: 0438415235
28 - Junortoun (BSE)	Junortoun	WCB, BSE	George: 0415828256

Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Jason Bysouth Phone/Mobile: 0408 759 011	Name: Sarah Trew Phone/Mobile: 0419 301 677
Planning Officer	Name: Jason Bysouth Phone/Mobile: 0408 759 011	Name: Sarah Trew Phone/Mobile: 0419 301 677
Operations Officer (Area Warden)	Name: Jason Bysouth Phone/Mobile: 0408 759 011	Name: Sarah Trew Phone/Mobile: 0419 301 677
Communications Officer	Name: Jason Bysouth Phone/Mobile: 0408 759 011	Name: Sarah Trew Phone/Mobile: 0419 301 677
Logistics Officer (Warden)	Name: Donna Normoyle Phone/Mobile: 0419339424	Name: Jason Bysouth Phone/Mobile: 0408 759 011
First Aid Officer	Name: Wendy White Phone/Mobile:	Name: Martine Elms Phone/Mobile:

	Ext.204	Ext. 202
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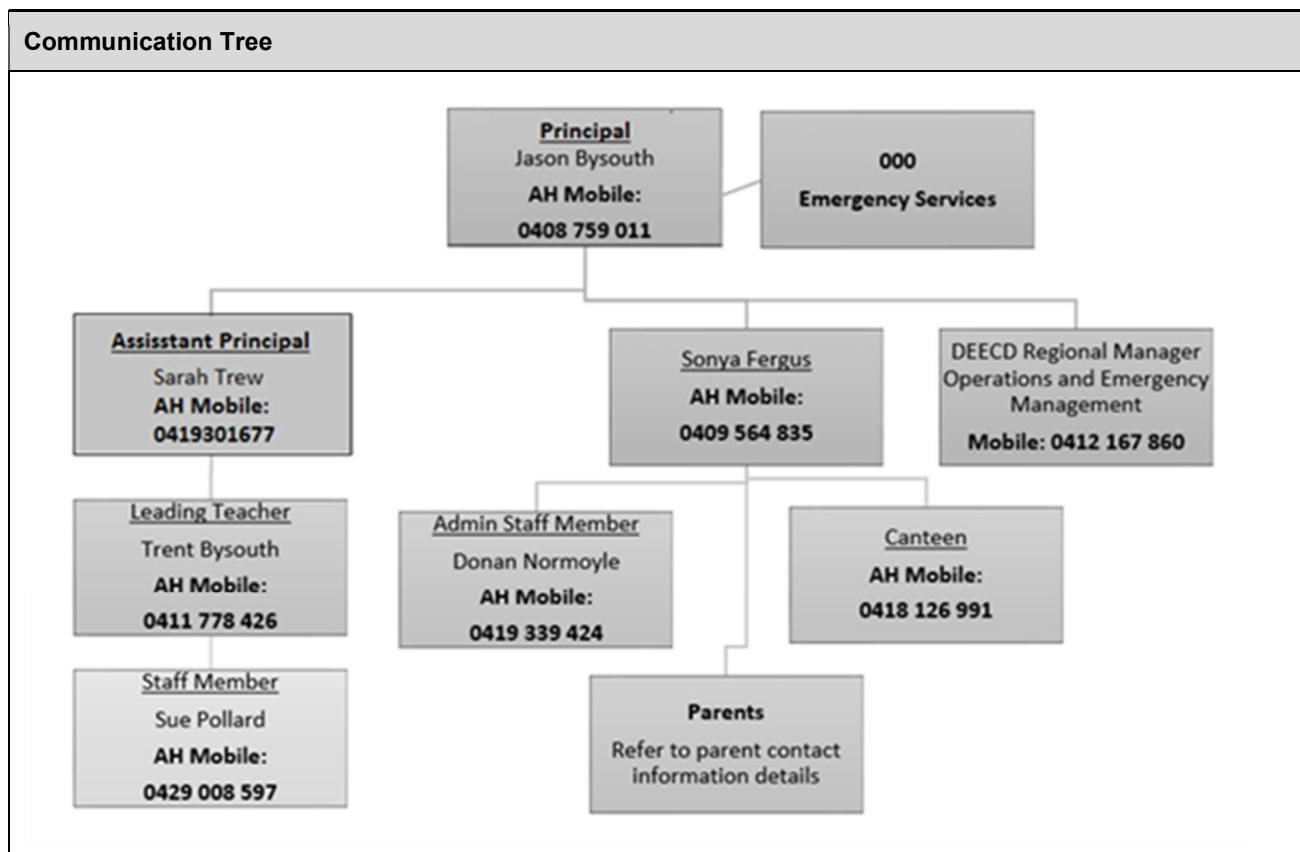
Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<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.
Planning Officer	<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).
Operations Officer (Area Warden)	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p>

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

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	<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 • Bring all emergency equipment • Assist with first aid emergencies • Record any first aid completed <p>Post - Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief. • Contact parents as required. • 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. • Refill any equipment that has been used or needs to be refilled

Communication Tree



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 JBY, STR or SFE
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Name	Contact Details	Support Role
Jason Bysouth	0408 759 011	Principal
Sarah Trew	0419 301 677	Assistant Principal
Sonya Fergus	5443 2133	Business Manager

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	Contact JBY, STR or SFE - School and staff mobile phones - Hard copies of cases data (parent contact data) - Paper rolls for student marking
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Name	Contact Details	Support Role
Sarah Trew	0419 301 677	Assistant Principal
Jason Bysouth	0408 759 011	Principal

Sonya Fergus	5443 2133	Business Manager
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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	Contact JBY, STR, TLE or SFE - Teacher extras - Excursion forms
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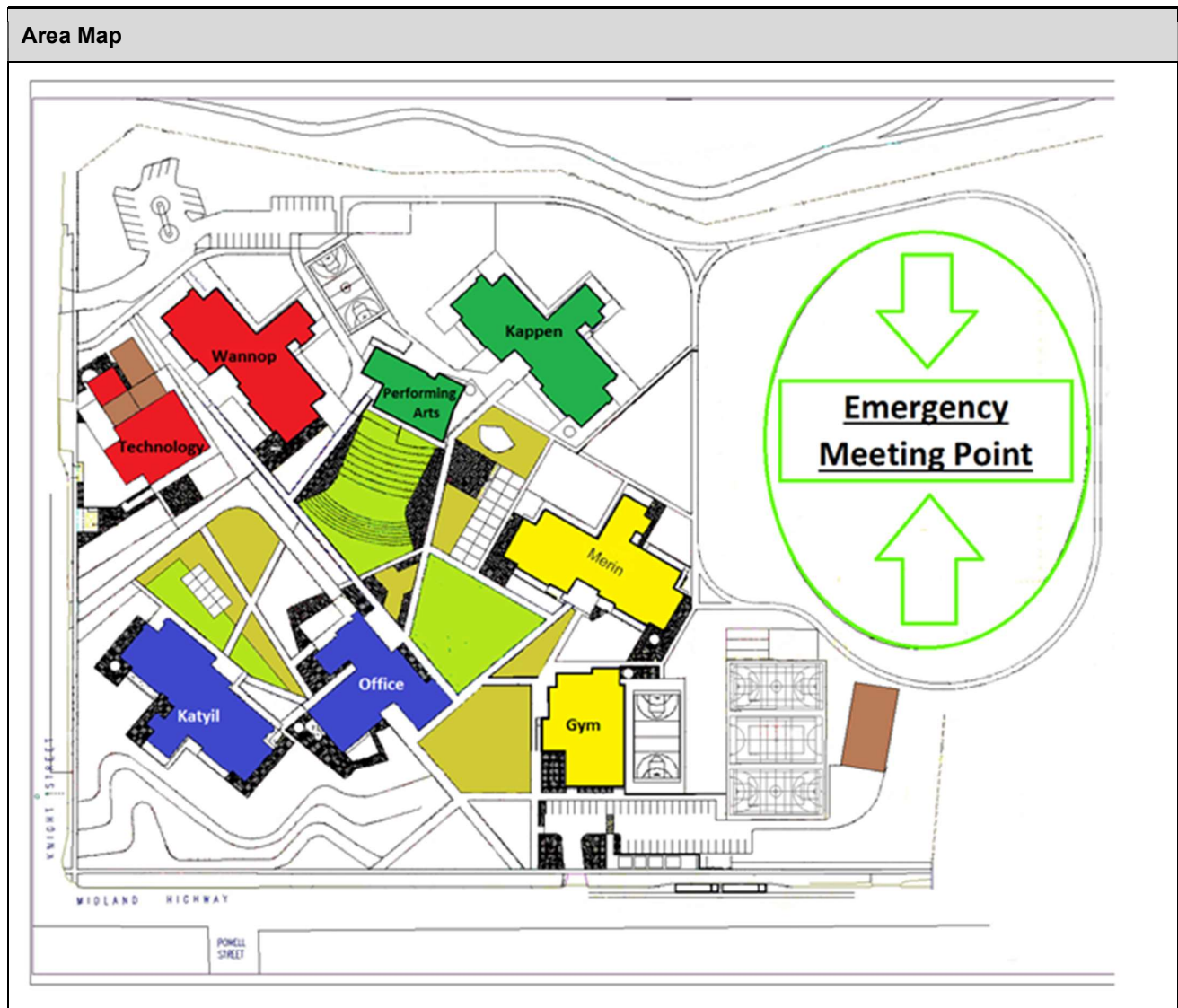
Name	Contact Details	Support Role
Sarah Trew	0419 301 677	Assistant Principal
Jason Bysouth	0408 759 011	Principal
Sonya Fergus	5443 2133	Business Manager
Tracey Lee	0429931527	Daily Organiser

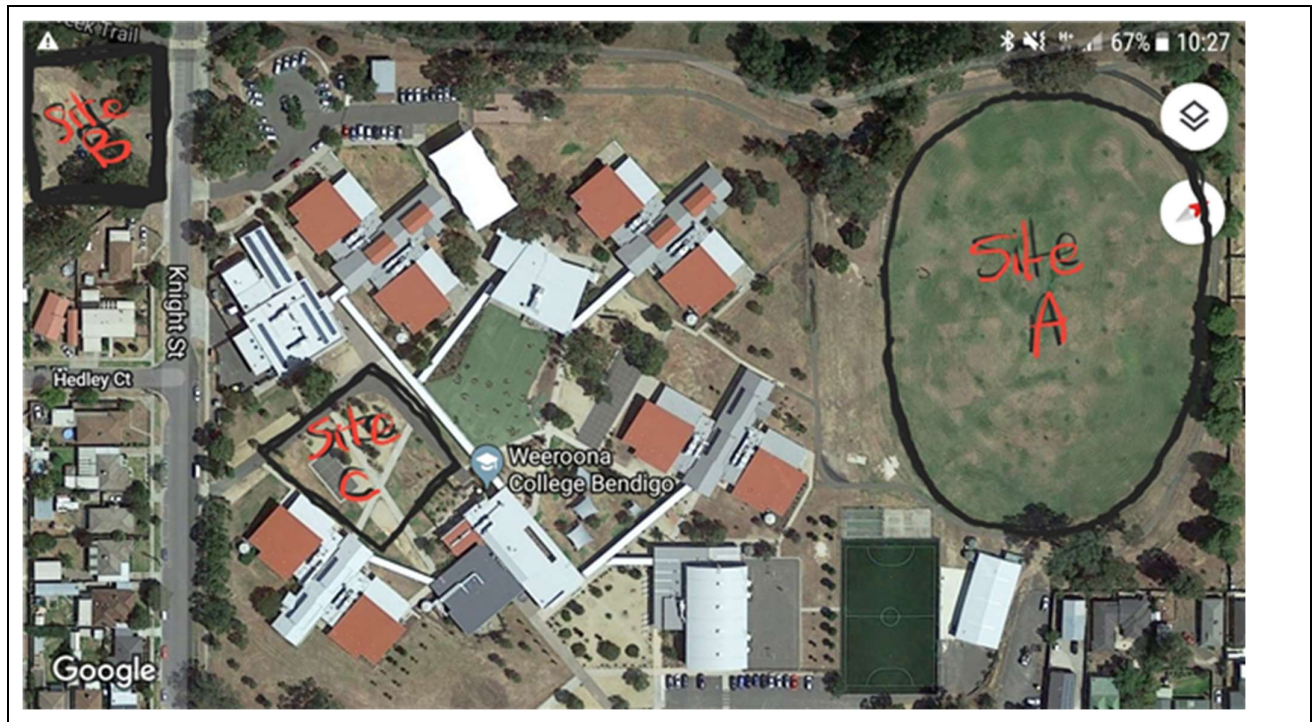
Business Continuity Checklist

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 	Yes

<ul style="list-style-type: none"> • Using generators, portable lighting 	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	Yes
Establish a register to log all decisions and actions	Yes
Establish a register to log all financial expenditure incurred	Yes
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	Yes
Deliver appropriate communications including to: <ul style="list-style-type: none"> • Staff • Parents/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) 	Yes

Area Map





Evacuation Map

Building Name	Evacuation Procedures
Think and Inquire Building	Students stop what they are doing and exit through the foyer doors, locking them on the way to the evacuation point.
<div> <p>Think and INQUIRE Building</p> <div> <p>Code Blue: "In the need for a Lock Down" Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means. Bells are to be turned off. "We have an emergency situation and need to go into our lockdown plan." <u>All staff and students are to remain indoors or go to the nearest indoor room.</u> <u>Await instructions from the Principal or Nominee.</u></p> </div> <div> <p>Code Red: "In the need for an evacuation" The signal is a ringing bell followed by an announcement to evacuate, the bell will continue to ring for a period of time. If power is out, the Claxton will be used. <u>On Leaving the buildings:</u> Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.</p> </div> </div>	
Gymnasium	Students stop what they are doing and exit through the foyer doors, locking them on the way to the evacuation point.

Gym

Code Blue: "In the need for a Lock Down
Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means.

Bells are to be turned off.

"We have an emergency situation and need to go into our lockdown plan."

All staff and students are to remain indoors or go to the nearest indoor room.

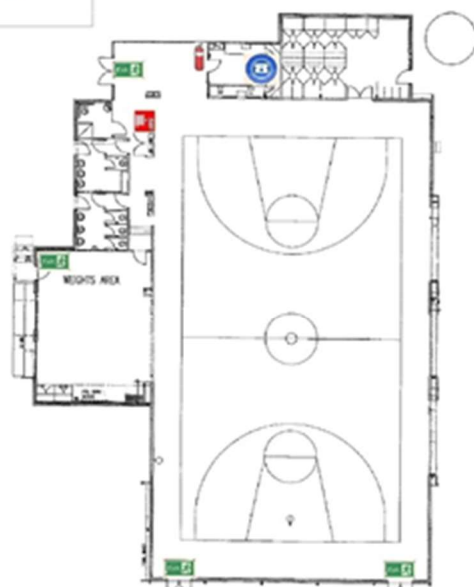
Await instructions from the Principal or Nominee.

Code Red: "In the need for an evacuation"

The signal is a ringing bell followed by an announcement to evacuate, the bell will continue to ring for a period of time. If power is out, the Claxton will be used.

On Leaving the buildings:

Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.

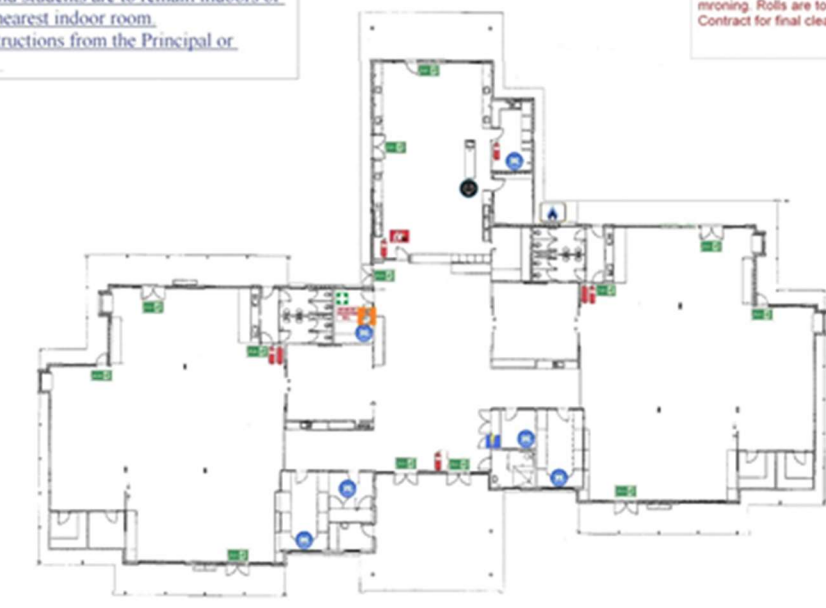


Legend

- Fire Hose Reel
- Fire Extinguisher
- Fire Extinguisher
- Fire Extinguisher
- Phones
- Emergency Exit
- Fire Blanket
- Fire Hydrant
- Electrical Shutoff
- First Aid Kit
- Eye Wash Station
- Gas Shutoff
- Walkie Talkie
- Evacuation Roll

Kappen Learning Community


Students stop what they are doing and exit through the closest door, teachers will then lock them on the way to the evacuation point.

Kappen Learning Community Building	
<div> <div> <p>Code Blue: "In the need for a Lock Down" Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means. Bells are to be turned off. "We have an emergency situation and need to go into our lockdown plan." <u>All staff and students are to remain indoors or go to the nearest indoor room.</u> <u>Await instructions from the Principal or Nominee</u></p> </div> <div> <p>Code Red: "In the need for an evacuation" The signal is a ringing bell followed by an announcement to evacuate, the bell will continue to ring for a period of time. If power is out, the Claxton will be used. On Leaving the buildings: Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.</p> </div> </div> <div>  <div> <p>Legend</p> <ul style="list-style-type: none"> Fire Hose Reel Fire Extinguisher Fire Extinguisher (by Class or Room) Fire Extinguisher (Canteen Kitchen) Phones Emergency Exit Fire Blanket Fire Hydrant Electrical Shutoff First Aid Kit Eye Wash Station Gas Shutoff Walkie Talkie Evacuation Roll </div> </div>	
Katyil Learning Community	Students stop what they are doing and exit through the closest door, teachers will then lock them on the way to the evacuation point.

Katyil Learning Community Building

Code Blue: "In the need for a Lock Down"
 Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means.
 Bells are to be turned off.
 "We have an emergency situation and need to go into our lockdown plan."
All staff and students are to remain indoors or go to the nearest indoor room.
Await instructions from the Principal or Nominee.

Code Red: "In the need for an evacuation"
 The signal is a ringing bell followed by an announcement to evacuate, the bell will continue to ring for a period of time. If power is out, the Claxton will be used.
On Leaving the buildings:
 Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.




Legend

- Fire Hose Reel
- Fire Extinguisher
- Fire Extinguisher
- Fire Extinguisher
- Phones
- Emergency Exit
- Fire Blanket
- Fire Hydrant
- Electrical Shutoff
- First Aid Kit
- Eye Wash Station
- Gas Shutoff
- Walkie Talkie
- Evacuation Roll

Merin Learning Community

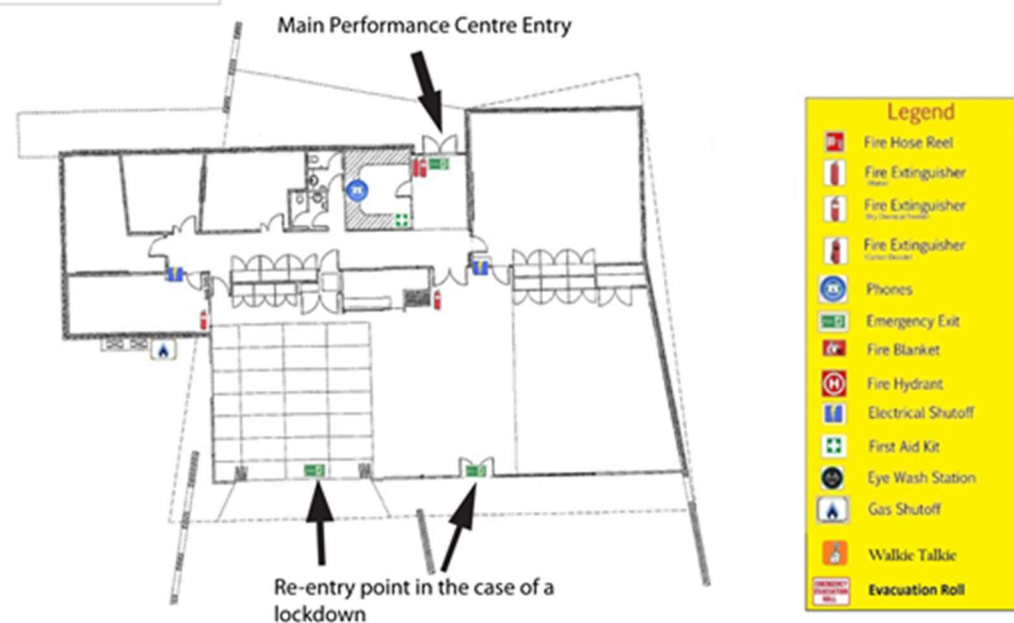
Students stop what they are doing and exit through the closest door, teachers will then lock them on the way to the evacuation point.

Merin Learning Community Building	
<div> <div> <p>Code Blue: "In the need for a Lock Down" Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means. Bells are to be turned off. "We have an emergency situation and need to go into our lockdown plan." <u>All staff and students are to remain indoors or go to the nearest indoor room.</u> <u>Await instructions from the Principal or Nominee.</u></p> </div> <div> <p>Code Red: "In the need for an evacuation" The signal is a ringing bell followed by an announcement to evacuate, the bell will continue to ring for a period of time. If power is out, the Claxton will be used. On Leaving the buildings: Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.</p> </div> </div> <div>  <div> <p>Legend</p> <ul style="list-style-type: none"> Fire Hose Reel Fire Extinguisher Fire Extinguisher (by Class or Teacher) Fire Extinguisher (Canteen Kitchen) Phones Emergency Exit Fire Blanket Fire Hydrant Electrical Shutoff First Aid Kit Eye Wash Station Gas Shutoff Walkie Talkie Evacuation Roll </div> </div>	
Performing Arts Building	Students stop what they are doing and exit through the foyer doors, locking them on the way to the evacuation point.

A.T Dingle Performance Centre

Code Blue: "In the need for a Lock Down"
Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means.
Bells are to be turned off.
"We have an emergency situation and need to go into our lockdown plan."
All staff and students are to remain indoors or go to the nearest indoor room.
Await instructions from the Principal or Nominee.

Code Red: "In the need for an evacuation"
The signal is a ringing bell followed by an announcement to evacuate, the bell will continue to ring for a period of time. If power is out, the Claxton will be used.
On Leaving the buildings:
Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.



Technology Centre

Students stop what they are doing and exit through the closest door, teachers will then lock them on the way to the evacuation point.

Technology Centre

Code Blue: "In the need for a Lock Down"
Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means.
Bells are to be turned off.
"We have an emergency situation and need to go into our lockdown plan."
All staff and students are to remain indoors or go to the nearest indoor room.
Await instructions from the Principal or Nominee.

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The signal is a ringing bell followed by an announcement to evacuate, the bell will continue to ring for a period of time. If power is out, the Claxton will be used.
On Leaving the buildings:
Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.

Ensure gate is locked Main Entry Technology

Legend

- Fire Hose Reel
- Fire Extinguisher
- Fire Extinguisher
- Fire Extinguisher
- Fire Extinguisher
- Phones
- Emergency Exit
- Fire Blanket
- Fire Hydrant
- Electrical Shutoff
- First Aid Kit
- Eye Wash Station
- Gas Shutoff
- Walkie Talkie
- Evacuation Roll

Wannop Learning Community

Students stop what they are doing and exit through the closest door, teachers will then lock them on the way to the evacuation point.

Wannop Learning Community Building

Code Blue: "In the need for a Lock Down"
Communication for the need of a Lock Down will be made either over the PA system, walkie talkie or by other discreet means.
Bells are to be turned off.
"We have an emergency situation and need to go into our lockdown plan."
All staff and students are to remain indoors or go to the nearest indoor room.
Await instructions from the Principal or Nominee

Code Red: "In the need for an evacuation"
The signal is a ringing bell followed by an announcement to evacuate. the bell will continue to ring for a period of time. If power is out, the Claxton will be used.
On Leaving the buildings:
Class teachers are to escort their class out of buildings, locking doors and windows behind them. Students are to take the belongings they have with them to the evacuation point. Advisory Teachers to mark rolls for own group. If absent this is to be done by the same teacher who took the roll in the morning. Rolls are to be passed onto Learning Community Contract for final clearance.



Legend	
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