

Old Orchard Primary School

Emergency and Critical Incident Management Plan 2020-2021



88 Koonung Road, Blackburn North, VIC, 3130
03 9877 7899 / old.orchard.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 27/08/2020

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
Duncan Cant	Old Orchard Primary School	01/09/2020	duncan.cant@education.vic.gov.au
All school staff	Old Orchard Primary School	01/09/2020	DL Old Orchard primary School@education.vic.gov.au
Deborah Gray	School Council President	01/09/2020	bdgrey@optusnet.com.au

Facility Profile

School Name/Campus Name	Old Orchard Primary School
Address	88 Koonung Road, Blackburn North, VIC, 3130
Phone	03 9877 7899
Email	old.orchard.ps@education.vic.gov.au
Fax	03 9877 7345
DET Region	NORTH-EASTERN VICTORIA
DET Area	Inner Eastern Melbourne Area
LGA	Whitehorse (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	7.30 am to 6.00 pm (students generally on site from 8.30 - 3.45 but staff are on site well beyond this timeframe and occasionally in the evening and on weekends) (OHSC also operate from 7.00am to 8.45am and 3.30pm to 6.00pm)
Number of Students	490
Number of Staff	52
Number of Buildings	7
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Old Orchard Gymnasium
On-site Evacuation Location	Main School Oval

Off-site Evacuation Location	Koonung Reserve
Typical method used for communications to school community	CENTRAL Parent Portal, Email, School Newsletter
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
Showdown Events	Canteen	2 staff members	Wednesday to Friday 9.00am - 2.00pm	0417 380 032	0417 380 032
TeamKids	Gymnasium - Out of Hours School Care Room	2 staff members Up to 30 children	Before Care 7.00am - 8.45am After Care 3.30pm - 6.00pm School holiday & Pupil Free Day program 7.00am - 6.00pm	0421 825 049	0421 825 049
Klad Sport	Gymnasium - Uniform Shop, adjacent to Canteen	1 staff member	Monday 2.30pm to 4.00pm Thursday 8.30am to 10.30am	03 9763 0266	0431 878 077

Building Information Summary

Telephones (landlines)

Location	Number
Principal, AP, Main Office	03 9877 7899
Conference Room, Specialists	03 9877 7243

Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	Office Foyer BER Building Gymnasium Drayton Hall	Emergency Management Services	Emergency Management Services 039589 6266
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Main entrance (Koonung Rd.) - to the left of the front steps as you face them	AGL	Main entrance (Koonung Rd.) - to the left of the front steps as you face them
Water	Front of School - more info	Yarra Valley Water	Front of School outside Admin Office
Electricity	Sth East corner of site - adjacent to Koonung Rd	Red Energy	Sth East corner of site - adjacent to Koonung Rd

Sprinkler System

Control Valve Location	fill this in only if required
Shutoff Instructions Location	fill this in only if required

Boiler Room

Location	fill this in only if required
Access	fill this in only if required

Emergency Power System

Type	fill this in only if required
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Location	fill this in only if required
Provides power to	
Shutoff Instructions Location	fill this in only if required

Building and Site Hazards

Location	Number
Hazard - Cleaners Storeroom	B Wing - Room B (room number CLR 209)
Hazard - Garden store	A Wing - Breezeway (room number 45)

Additional Profile Information

Additional Info	

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	18/08/2020
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Next check date	01/06/2020
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Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 4	Emergency Evacuation - off-site Koonung Reserve	Duncan Cant	21/10/2020	
Term 1	Lock Down	Duncan Cant	18/02/2021	
Term 2	Emergency evacuation - on site	Duncan Cant	20/05/2021	
Term 3	Anaphylaxis drill in playground	Duncan Cant	25/08/2021	
Term 4	Emergency Evacuation - off-site Koonung Reserve	Duncan Cant	25/11/2021	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Leanne Trembath	First Aid and CPR Training, Anaphylaxis	31/08/2021
Jane Burkitt	First Aid and CPR Training, Anaphylaxis	31/08/2021
Sam Snow	First Aid and CPR Training, Anaphylaxis	31/08/2021
Andrea Peters	First Aid and CPR Training, Anaphylaxis	31/08/2021
Michelle Faulisi	First Aid and CPR Training, Anaphylaxis	31/08/2021
Jenny McCann	First Aid and CPR Training, Anaphylaxis	31/08/2021
Ellen Hurley	First Aid and CPR Training, Anaphylaxis	31/08/2021
Nicola Major	First Aid and CPR Training, Anaphylaxis	31/08/2021
Elizabeth Jackson	First Aid and CPR Training, Anaphylaxis	31/08/2021
Michelle Harris	First Aid and CPR Training, Anaphylaxis	31/08/2021
Michael Findlay	First Aid and CPR Training, Anaphylaxis	31/08/2021
Fiona Kirby	First Aid and CPR Training, Anaphylaxis	31/08/2021
Wendy Scott	First Aid and CPR Training, Anaphylaxis	31/08/2021
Lauren Todd	First Aid and CPR Training, Anaphylaxis	31/08/2021
Craig Gooding	First Aid and CPR Training, Anaphylaxis	31/08/2021
Hanna Whatley	First Aid and CPR Training, Anaphylaxis	31/08/2021

Other Training Record

Staff Member	Training Type	Date

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	13	16
Asthma	1	56
Mobility issues	0	1
Hearing impaired	0	1
Intellectual disability	0	6

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	<ul style="list-style-type: none"> Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Emergency lights tested twice a year by fully qualified electrician. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place. 	Effective	Consequence Severe Likelihood Rare Risk Level Medium	<ul style="list-style-type: none"> Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. Ensure there is a business continuity plan in place. 	Consequence Major Likelihood Rare Risk Level Medium
Severe weather, storms and flooding	Risk of roof down flooding Risk of injury. Risk of property damage.	<ul style="list-style-type: none"> Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. Complete the Flood risk identification assessment. <p>The current controls are inadequate in a number of locations - we have had ongoing roof & ceiling damage for a number of years with only bandaid solutions.</p>	Ineffective	Consequence Major Likelihood Likely Risk Level Extreme	<ul style="list-style-type: none"> We require urgent and adequate infrastructure modifications (new roofing) to adequately address the issue. Additionally, we require structural engineers to assess the safety of ceilings and internal structures. <p>School staff are not qualified to make assessments of this nature. As an interim and ongoing measure we will:</p> <ul style="list-style-type: none"> Ensure roofs/gutters/drains are clear. Use Sentral, SMS, Parent Portal & Cases SMS to notify families of incidents 	Consequence Major Likelihood Likely Risk Level Extreme
Intruders/personal threat	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> Ensure any visitors/contractors sign in through the office area when they first arrive on site. All visitors must wear a visitors badge 	Acceptable	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> Duress in phone system Visitors must sign in at office Visitors must wear visitor's badge Staff not to be at school by themselves Lock down drill each term Pass-tab to be installed 	Consequence Major Likelihood Possible Risk Level High

Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> Ensure each phone has a Bomb Threat Checklist available. Schedule and practise emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP). 	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	<ul style="list-style-type: none"> Bomb threat checklist located near phones in Admin area Evacuation drills each term 	Consequence Minor Likelihood Unlikely Risk Level Low
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs. Covid 19 procedures for health and safety 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Posters around toilet areas All rooms to have hand and table/ surface sanitiser Access to hygiene materials Educating students regarding hygienic practises Staff invited to have Flu shot Staff and students to adhere to hygienic practises COVID19 Operational Guide 	Consequence Minor Likelihood Possible Risk Level Medium
Major medical emergency	There is a risk to health and possibly death.	<ul style="list-style-type: none"> First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DET'S First Aid and Infection Control Procedure. Staff are aware of emergency procedures. 	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> First Aid officer on site All staff trained in Anaphylaxis and large percentage of staff with first aid qualifications Community awareness of allergens ie nuts, eggs Families sent letters if child in their class has allergy Training of our defibrillator 	Consequence Moderate Likelihood Possible 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"> Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff to follow DET's Work-related driving procedures 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Designated first aider on any excursion/ camp. Planner always contains risk management assessment and appropriate emergency phone numbers Complete Student Activity Locator Staff phone numbers accessible 	Consequence Moderate Likelihood Possible Risk Level Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Effective	Consequence Severe Likelihood Possible	<ul style="list-style-type: none"> Mandatory training of all staff All staff aware of Child Safe standards and Code of conduct Clear child safety reporting procedures PROTECT posters around school Discussions with students 	Consequence Severe Likelihood Unlikely

	trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder			Risk Level Extreme	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour • Ensure appropriate settings on all student technologies • WWCC / VIT all up to date • Pre employment reference check includes asking about child safety 	Risk Level High
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT 	Effective	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • Manage and review privacy practises • BYOD usage and guidelines • Password protocols adhered to • Acceptable use of ICT resources signed by all students/ families 	Consequence Major Likelihood Possible Risk Level High
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer 	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> • Staff trained in first aid • First aid kits to be updated on a regular basis • Staff to notify office if they observe signs of illness • Yard duty staff in 4 areas of playground • Illness and accidents recorded in CASES21 	Consequence Severe Likelihood Unlikely Risk Level High
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 • staff are made aware of the Employer Assistance Program (EAP) - Poster is placed on OH&S notice board • Staff to be made aware of Lifeworks Health and Well-being Online Platform on the DET website 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> • Student support services made available • Well being staff in school • Student engagement and inclusion • School wide positive behaviours • Share resources made available during COVID • Continue to include Employer Assistance Program on OH&S minutes sent to staff and include in briefing at start of every year 	Consequence Moderate Likelihood Possible Risk Level Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted	<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. 	Effective	Consequence Severe Likelihood	<ul style="list-style-type: none"> • Teachers to mark roll before 9.30am and again straight after lunch • parents of any student marked as Unexplained will have a message sent 	Consequence Major Likelihood

	education; psychological trauma/distress	<ul style="list-style-type: none"> 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 		Possible Risk Level Extreme	<p>to their mobile phone asking for a reason by 9.30am</p> <ul style="list-style-type: none"> Yard duty is divided into 4 areas Student Activity Locator used for all overnight excursions Risk assessments completed for all excursions Leadership team to regularly discuss absences Student counted on and off buses Students counted before proceeding to camp activity, once they have reach the activity and on departure from activity. 	Possible Risk Level High
Traumatic Death/Injury/Grief	<p>Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency</p> <p>Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> Student Support Services Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program 	Effective	<p>Consequence Severe</p> <p>Likelihood Possible</p> <p>Risk Level Extreme</p>	<ul style="list-style-type: none"> ensure all staff are aware of support available Well being staff at school Employee Assistance program - ensure all staff have access to number 	<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>
Violence, Aggression and/or harassment	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors</p> <p>Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> Lunchtime and recess supervision School based security measures e.g. duress alarm, CCTV Behavioral Code of Conduct School social media strategies to address online harassment Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> Trespass order Child Protection referral Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> Referral to Student Support Services (SSS) School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) Restraint and Seclusion procedures Respectful Relationships Health and Human Services Behaviour Support Services More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> Diffusion strategies and training for staff Conflict management training 	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	<ul style="list-style-type: none"> Duress on all phones CCTV cameras around school At least two staff members to be present at meetings involving aggressive staff and parents 	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>

		<ul style="list-style-type: none"> Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> Employee Assistance Program (EAP) for impacted staff Principal Mentor Program Proactive Wellbeing Supervision Principal Health Checks Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> School breakfast club (where available) School wide Positive Behaviour Support Koori inclusive School Wide Positive Behaviour Support 				
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria’s Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

Core Emergency Response Procedures

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

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

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

Shelter-in-place procedure

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

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

Actions after shelter-in-place procedure

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

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Severe weather, storms and flooding	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice- if required • If appropriate, follow the procedure for on-site lock down or shelter in place. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Close all doors and windows. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • IRIS Alert 1800 126 126 • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Intruders/personal threat	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required • IRIS alert 1800 126 126
Bomb Threat	<ul style="list-style-type: none"> • Stay calm • Don't hang up and keep caller talking <ul style="list-style-type: none"> ○ when is bomb going to explode ○ where is the bomb ○ what will make bomb explode ○ what kind of bomb is it ○ what does the bomb look like ○ what is your name ○ who placed the bomb • Get other admin to call 000 and notify Principal • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • IRIS Alert 1800 126 126 • Action evacuation off site if safe to do so • Bomb threat checklist to be keep next to each Admin phone
Pandemics and communicable diseases	<ul style="list-style-type: none"> • Obtain as much information as possible from family involved • Report the information to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126 • Check Immunisation forms for students who may not have been immunised. These students must be excluded from school • Inform families and staff • Follow directions from DET • Details to be entered into Cases against student
Major medical emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency • Details to be entered into Cases
Off-site emergencies	<p>If a medical emergency occurs off school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident

	<ul style="list-style-type: none"> • Provide support for students who may have witnessed early stage of emergency • Details to be entered into Cases
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)
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice.

	<ul style="list-style-type: none"> • 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 Old Orchard Primary Sports Oval or Koonung Reserve, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • IRIS Alert 1800 126 126 • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency • Details to be entered into Cases
<p>Mental Stress</p>	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ◦ School's student wellbeing officers ◦ Student Support Services ◦ Employee Assistance Program EAP for staff ◦ 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 ◦ employeehealth@education.vic.gov.au
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Admin to continue to make announcement over PA • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ◦ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ◦ Preserve the evidence ◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ◦ Contact Legal Division on 9637 3146 ◦ Consider a Worksafe Notification 13 23 60 ◦ Contact Communications Division/Media Unit on 8688 7776

<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • 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>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of coronavirus (COVID-19) in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools • Also see the advice in the Operations Guide regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Duncan Cant	03 9877 7899	03 9726 8653	0401 145 975
Assistant Prin. 1	Matt O'Hern	03 9877 7899	-	0431 112 811
Business Manager	Fiona Kirby	03 9877 7899	03 9893 4377	0412 908 971
Year leader 1	Ellen Hurley	03 9877 7899	-	0401 258 138
First Aid Officer	Leanne Trembath	03 9877 7899	03 9879 9919	0434 399 376
Assistant Prin 2	Rachel Barnes	03 9877 7899	-	0402 135 148

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Terry Bennett	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Cristina Perra	03 7505 3641	0448 284 749
Emergency Management Support Officer	Eloise Martin		0427 374 563
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Clayton Sturzaker	03 8392 9300	0418 343 954

SSSO Team Leader			
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Local / Other Organizations

Name	Phone
Local Police Station - Forest Hill Emergency Police	03 8847 360 000
Ambulance	000
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Hospital(s) Box Hill Emergency	1300 342 255
Gas (check for local number)	132691
Electricity (check for local number)	132099
Water Corporation (check for local number)	132762
Department of Human Services (Regional Office)	1800 641 943
Department of Human Services- Child Protection (Regional Office)	1300 369 146
Local Government (City of Whitehorse)	9262 6333
Environment Protection Authority	1300 372 842
Forest Hill Police Station	03 8847 3600
Police - No sirens	131 444

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
e.g. Route 776	Lake Valley Cheshire	Lake Valley Primary School Spring Gully Primary School	Principal: Luke Dawson Phone: 0411 111 111

			Principal: Mary Contrary Phone: 0422 222 222
e.g. Route 546	Armadale Legadale	Tally Ho Primary School Villageville Primary School	Principal: Katherine Inthahat Phone: 0433 333 333 Principal: Ched Flego Phone: 0444 444 444

Incident Management Team

IMT Structure

Incident Management Team

IMT Member	Tasks	Name of Staff member and contact details	Name of 'Back up' staff member and contact details
Incident Controller	In charge of overall management of emergency situation	Duncan Cant 0401 145 975	Matt O'Hern 0431 112 811 Rachel Barnes 0402 135 148
Communication Officer	All media/internal & external information management/ will be supported by regions/DECD media unit	Duncan Cant 0401 145 975	Matt O'Hern 0431 112 811 Rachel Barnes 0402 135 148
Operations Officer	Student care/ensuring adherence to school protocols, procedures	Rachel Barnes 0402 135 148	Duncan Cant 0401 145 975 Ellen Hurley 0401 258 138
Logistics Officer	Responsible for securing materials, Resources, services, additional staff	Fiona Kirby 0412 908 971	Jane Burkitt 0400 846 387 Sheree Knight 0423 778 363
First Aid Officer	Responsible for all asthma/anaphylaxis kits and first aid kits	Leanne Trembath 0412 193 503	Fiona Kirby 0412 908 971 Jane Burkitt 0400 846 387 Sheree Knight 0423 778 363
Planning Officer	Collects and evaluates information related to development of incident/status of resources	Fiona Kirby 0412 908 971	Leanne Trembath 0412 193 503 Jane Burkitt 0400 846 387 Sheree Knight 0423 778 363

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Duncan Cant Phone/Mobile: 0401 145 975	Name: Matt O'hern Phone/Mobile: 0431 112 811
Communications Officer	Name:	Name:

	<p>Duncan Cant Phone/Mobile: 0401 145 975</p>	<p>Matt O'hern Phone/Mobile: 0431 112 811</p>
Operations Officer (Area Warden)	<p>Name: Rachel Barnes Phone/Mobile: 0402 135 148</p>	<p>Name: Duncan Cant Phone/Mobile: 0401 145 975</p>
Logistics Officer (Warden)	<p>Name: Fiona Kirby Phone/Mobile: 0412 908 971</p>	<p>Name: Jane Burkitt Phone/Mobile: 0400 846 387</p>
First Aid Officer	<p>Name: Leanne Trembath Phone/Mobile: 0412 193 503</p>	<p>Name: Jane Burkitt Phone/Mobile: 0400 846 387</p>
Planning Officer	<p>Name: Leanne Trembath Phone/Mobile: 0412 193 503</p>	<p>Name: Fiona Kirby Phone/Mobile: 0412 908 971</p>

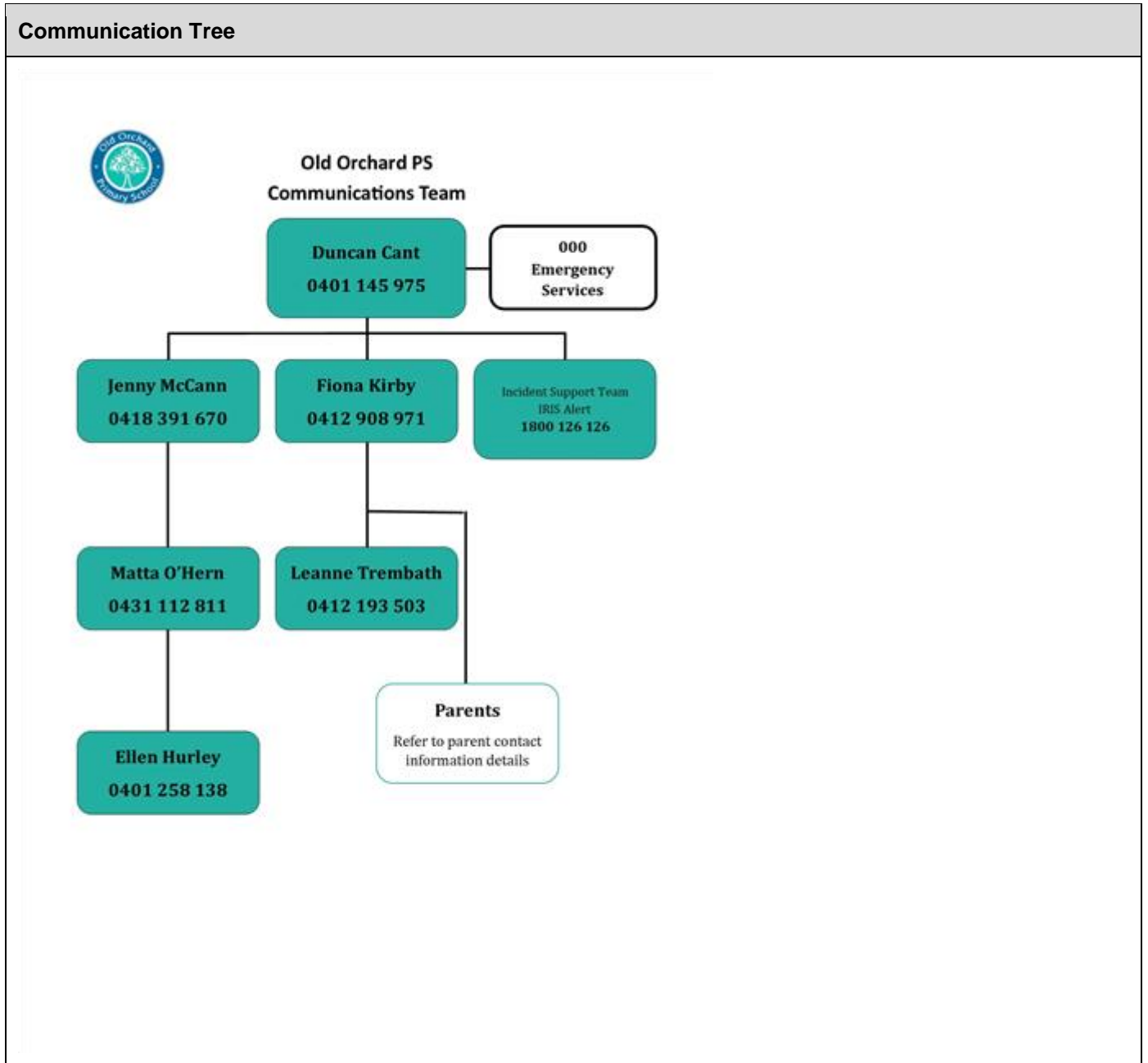
Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members • Conduct regular exercises/drills • Ensure students/staff with special needs list is current • Ensure staff trained in first aid is current • Ensure emergency response procedures are current • 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 services • Compile a report for the IMT and Regional Office and notify Security Services Unit (24 hour, 7 days) and the region
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden • Attend training in the use of the school's communication system • Maintain records and logbooks and make them available for emergency response • Ensure emergency and parent contact details are up-to-date • Participate in emergency exercises/drills <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point • Ascertain the nature and location of the emergency. Maintain up to date information • Confirm that emergency services have been notified • Notify appropriate IMT members • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required • Keep a log of events that occurred during the emergency • Act as directed by the Chief Warden <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference • Communicate with parents as required

<p>Operations Officer (Area Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on status of emergency equipment and kits - specific attention to any deficiencies • Coordinate safety drills (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas • Participate in emergency exercises/drills <p>During Emergency</p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point • Communicate with the Chief Warden by whatever means available and act on instructions • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified • Direct logistics officer (wardens) to check the floor or area for any abnormal situation • Commence evacuation if the circumstances on their floor or area warrant this • Control the movement of people • Co-opt persons as required to assist a logistics officer (wardens) during an emergency • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) • Participate in emergency exercises/drills <p>During Emergency</p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden)</p> <p>Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point • Operate the communication system in place • Check that any fire doors and smoke doors are properly closed • Close or open other doors in accordance with the emergency response procedures • Search the floor or area to ensure all people have evacuated - this function is of greater importance than a later physical count of those evacuated • Ensure orderly flow of people into protected area • Assist occupants with disabilities • Act as lead of groups moving to nominated assembly areas • Report status of required activities to the operations officer (area warden) on their completion • Act as directed by the Chief Warden <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief
<p>First Aid Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure First Aid kit is fully stocked

	<ul style="list-style-type: none"> • Ensure student at risk information is up to date <p>During Emergency</p> <ul style="list-style-type: none"> • Collect Emergency Kit from main office • Be visible • Collect water from first aid room <p>Post Emergency</p> <ul style="list-style-type: none"> • Ensure first aid kit is fully restocked • Identify any additions to kit
<p>Planning Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden • Identify resources required • Participate in emergency exercises/drills <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point • Ascertain the nature and scope of the emergency • Report any changes in the situation to the Chief Warden • Act as directed by the Chief Warden • Plan for contingencies <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency • Identify recovery needs and develop a recovery plan (if required)

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	<p>We have an agreement with Blackburn High School to support each other in cases of an emergency, particularly in relation to emergency shelter, access to toilets, etc. Perhaps go to remote learning depending on length of closure</p> <p>Partial site unavailable:</p> <ul style="list-style-type: none"> • Revise timetable to relocate students and staff to other facilities on site (gym, hall) • Relocate admin and staff facilities to other networked space within school. • Admin staff may need to work remotely from Old Orchard PS • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with Blackburn High School • Provide regular updates to the school community via SMS, emails, social media and newsletter and Sentral • Notify site users. e.g. Out of School Hours Care provider, Canteen contractor, site users. <p>Whole site unavailable:</p> <ul style="list-style-type: none"> • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local school Blackburn High school for admin team and student groups • Provide regular updates to the school community via SMS, emails, social media, Sentral and newsletter • Consider remote learning options • Notify site users. e.g. Out of School Hours Care provider, cleaning contractors, Canteen contractor, site users. • Redirect suppliers to alternate site. IT Resources required • CASES admin network • Access to wireless network. • School curriculum network <p>Considerations</p> <ul style="list-style-type: none"> • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools • Demands placed on staff due to loss of resources, relocation, etc. • Students' access
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Name	Contact Details	Support Role
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Blackburn High School	8804 6464	BHS Assistant Principal
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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	<p>Loss of Technology - Paper based programs used in classrooms Workaround Data/technology: • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from Old Orchard PS to access Cases network • Utilise laptops where available to provide access to network Telephony: • Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible,secure location. - Admin and Principal team to have Sentral on their personal mobile phones • Utilise mobile phones to contact staff. • Redirect phones to Admin or Principal mobile Power: • Determine the requirement for the operation of the school. ie water pump for toilet operation. • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure school program to account of the lack of power. - Ensure all emergency lighting is working Considerations • Ensure OH&S issues are considered when using back up power and water pumps • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems • Staff and student wellbeing. Key contacts • Cases 21 support – 1800 641 943 • DET IT helpdesk - (03) 9637 3333 • Optus - 1300 659 746 Telstra - 1800 650 607</p>
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Name	Contact Details	Support Role
Cases 21 support	1800 641 943	Assist with Cases issues
DET IT helpdesk	03 9637 333	Assist with IT issues
Chris Bazelman	0412 397 799	Assist with IT issues
Matthew Greening	0429 954 138	JBHIFI IT support

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

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

Details of arrangements	<p>Shortfall of Teaching and Education Support Staff - Contract with ANZUK Education - Phone number 03 9249 2455 Contact SEIL (Clayton Sturzaker - 0418-343-954) for immediate advice and support</p> <p>Workaround • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from: ANZUK and casual pool • School's own pool of emergency teachers. • School's preferred CRT agency ANZUK • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Assistany Principal, Business Manager • Inform school community of issues via Sentral, newsletter or note home with students. Considerations • Workload of staff and emergency teachers</p>
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Name	Contact Details	Support Role
ANZUK Education	03 9249 2455	Teaching and education support

Business Continuity Checklist

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

<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	
<p>Establish a register to log all decisions and actions</p>	
<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate) 	

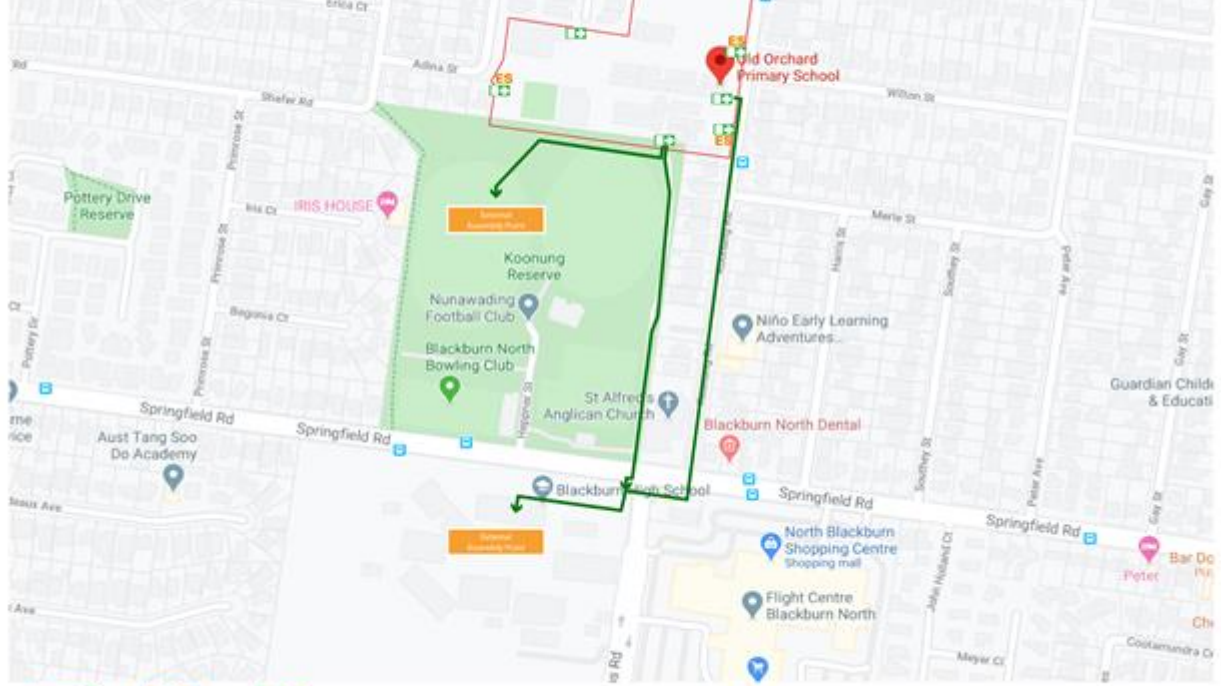
Area Map

Area Map

OLD ORCHARD PRIMARY SCHOOL AREA MAP

Validated 20/08/2020

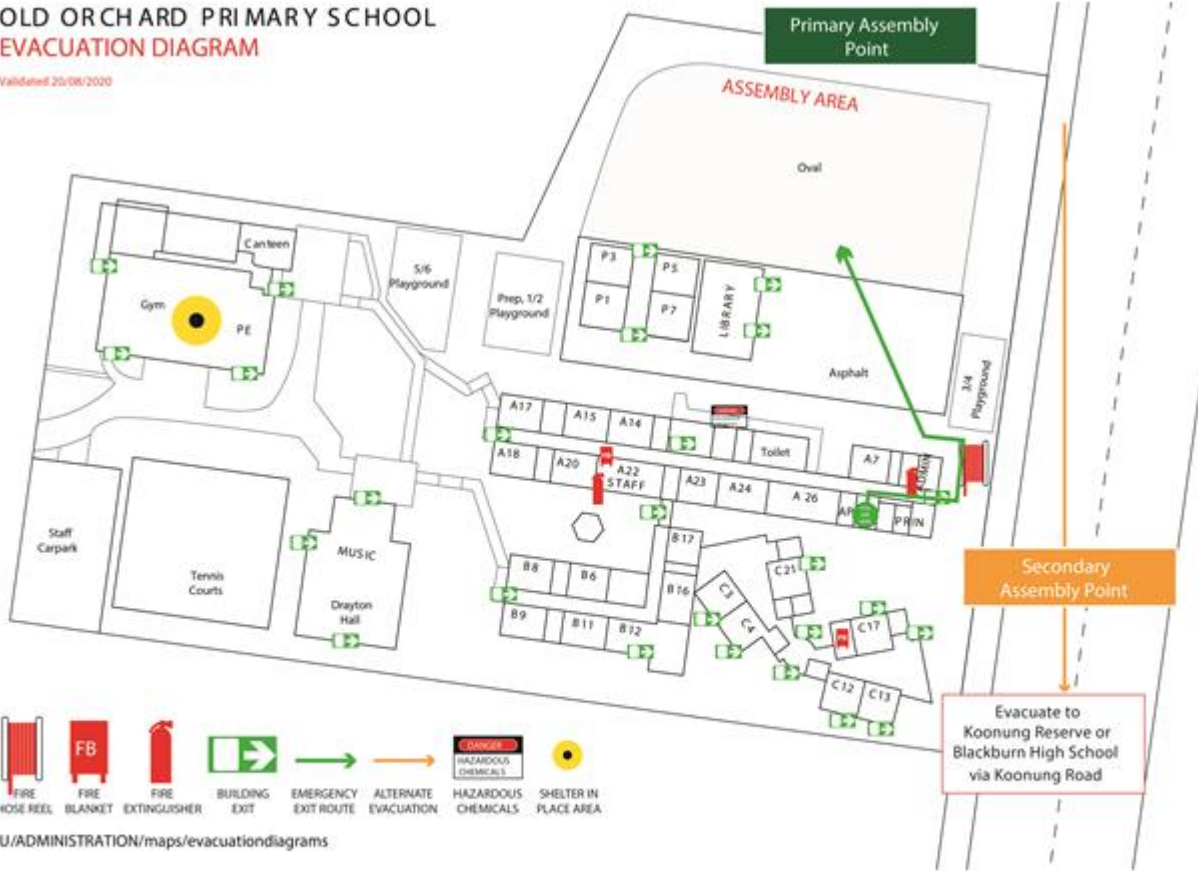
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-  EXTERNAL EVACUATION ROUTE
-  EMERGENCY SERVICES ACCESS POINT
-  EXIT POINT

OLD ORCHARD PRIMARY SCHOOL EVACUATION DIAGRAM

Validated 29/06/2020



Evacuation Map

Building Name	Evacuation Procedures
Old Orchard Primary School Evacuation map	<p>Evacuation Alarm Sounded Phone Emergency Services 000 PRINCIPAL Call Schools Incident Management 1800 126 126 Check conference room and Specialist room Liase with Emergency Services when they arrive ASSISTANT PRINCIPAL Check Staffroom Check student toilets Locate any missing students ADMINISTRATION STAFF Collect Evacuation bag/ Epipens/Water Collect any students from sickbay Check Admin Toilets Place phone on Lockdown Lock all doors including Safe, Fire cabinet PARENT HELPERS/VISITORS/CONTRACTORS Parent helpers to remain with classroom All contractors and visitors to report to front office CLASSROOM TEACHER Direct students to stand in quiet line at door collect class list close all windows Turn off fan, heaters, lights, computers Accompany students through exit door Proceed to Assembly Point - School Oval / School Gym (Shelter in Place) / Koonung Oval / or Blackburn High School (this will be announced with Evacuation Alarm Check children are all present Report any missing students to Assistant Principal Wait further instructions</p>