

# **Mill Park Secondary College - Senior Campus**

## **Emergency and Critical Incident Management Plan 2024-2025**



**Civic Drive, Epping, VIC, 3076**

**03 9409 8222 / [mill.park.sc.senior@education.vic.gov.au](mailto:mill.park.sc.senior@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 6/09/2024**

## Purpose

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

## Context

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

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

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

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

## Facility Profile

<b>School Name/Campus Name</b>	Mill Park Secondary College
<b>Address</b>	Civic Drive, Epping, VIC, 3076
<b>Phone</b>	03 9409 8222
<b>Email</b>	mill.park.sc.senior@education.vic.gov.au
<b>Fax</b>	03 9401 5966
<b>DE Region</b>	NORTH-WESTERN VICTORIA
<b>DE Area</b>	
<b>LGA</b>	Whittlesea (C)
<b>BOM/Fire District</b>	Central
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Operating Hours</b>	8:00-4:06
<b>Number of Students</b>	508
<b>Number of Staff</b>	55
<b>Number of Buildings</b>	7
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Gymnasium
<b>On-site Evacuation Location</b>	Oval
<b>Off-site Evacuation Location</b>	Whittlesea Council Parklands Cnr Civic Drive / Findon Rd
<b>Typical method used for communications to school community</b>	Website, Compass, SMS

<b>Is this school has other services or users of the site?</b>	Yes
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## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Victorian Tamil School	Classrooms - Block 8 - 10		Saturdays 8 -1:30pm		0409210539

## Building Information Summary

### Telephones (landlines)

Location	Number
B Block Main Distribution Board	94079700

### Alarms

Description	Location	Monitoring Company	Number
Fire	NA		
Intrusion	YES	Emergency Management	Admin
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front of Admin building	Origin Energy	None
Water	Front of campus, Moorhead Drive	Yarra Valley	None
Electricity	Main Distribution board, Admin building	Red Energy	None

## Sprinkler System

<b>Control Valve Location</b>	NIL
<b>Shutoff Instructions Location</b>	None

## Boiler Room

<b>Location</b>	No
<b>Access</b>	No

## Emergency Power System

<b>Type</b>	NIL
<b>Location</b>	
<b>Provides power to</b>	
<b>Shutoff Instructions Location</b>	

## Building and Site Hazards

<b>Location</b>	<b>Number</b>
Asbestos in eaves and roof lining	Student Engagement Portable.

## Additional Profile Information

<b>Additional Info</b>	<b>Mill Park Secondary College Senior Campus enrollment includes International Students. A list of Term 4 students is attached.</b>

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation overview	Melissa Stephens	20/03/2024	19/04/2024
Term 2	Evacuation Drill	Melissa Stephens	02/05/2024	09/05/2024
Term 3	Lockdown overview	Melissa Stephens	05/08/2024	05/08/2024
Term 4	Lockdown drill	Melissa Stephens	05/12/2024	
Term 1 2025	Evacuation Overview	Melissa Stephens	05/02/2025	
Term 2 2025	Evacuation Drill	Melissa Stephens	05/05/2025	
Term 3 2025	Evacuation Drill Overview - PAC	Melissa Stephens	16/07/2025	
Term 4 2025	Lockdown Drill Overview	Melissa Stephens	10/11/2025	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Various staff	See attachment in Facility Profile	01/09/2024

## Other Training Record

Staff Member	Training Type	Date
First Aid and CPR List		06/09/2024

## 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	7
Asthma	0	41
Epilepsy	0	2
Diabetes	0	1
International Students	0	36



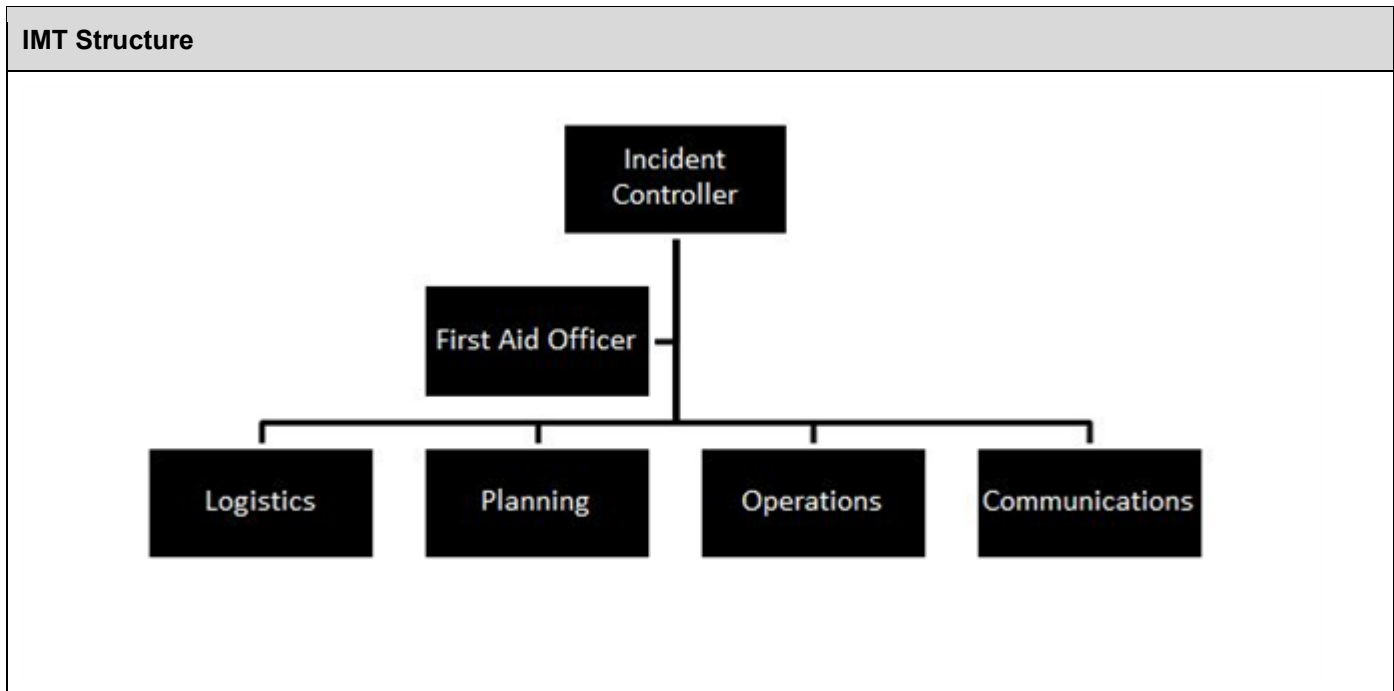
## Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Staff contact information	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
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes
Upon an emergency the following would be readily available: facility keys, the emergency management plan, staff mobile phones, torch, whistle, megaphone, radio, 2litres of drinking water, staff hats.	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	31/08/2022
<b>Next check date</b>	01/02/2023

# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Tim Natoli <b>Phone/Mobile:</b> 0422 992 394	
Planning Officer	<b>Name:</b> Melissa Stephens	
Operations Officer (Area Warden)	<b>Name:</b> Richard Dungey	
Communications Officer	<b>Name:</b> Karlie Carroll	
Logistics Officer (Warden)	<b>Name:</b>	

	Susan Hyland	
First Aid Officer	<b>Name:</b> Natasha Serdar	

# Incident Management Team Roles & Responsibilities

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

	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• 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.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></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"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> </ul>

	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• 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.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
First Aid Officer	<ul style="list-style-type: none"> <li>• Maintain updated Confidential Medical Reports</li> <li>• Maintain Emergency Kit</li> <li>• Keep medication records and any medication for students</li> </ul>

# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Tim Natoli			0422 992 394
Campus Principal	Richard Dungey			
Business Manager	Julie Wolfe			
Assistant Principal	Melissa Stephens			
First Aid Officer	Jennifer Panettieri			
School Welfare Officer	Lukas Farfalla			
OHS Representative	Matt Howden			
International Student Coordinator	Haiying Pan			

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Anastasia Gabriel	03 9084 9098	0400 495 564
Regional Office( <a href="mailto:nwvr@edumail.vic.gov.au">nwvr@edumail.vic.gov.au</a> )	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	Allison Hughes	4433 7547	0477 763 238
Emergency Management Support Officer	David Browne	9056 5187	0436 819 074
Incident Support and Operations Centre (ISOC)		1800 126 126	
MakeSafe Program(VSBA)		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 291 071	

Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Anthony Simone		0417015106
SSSO Team Leader			N/A

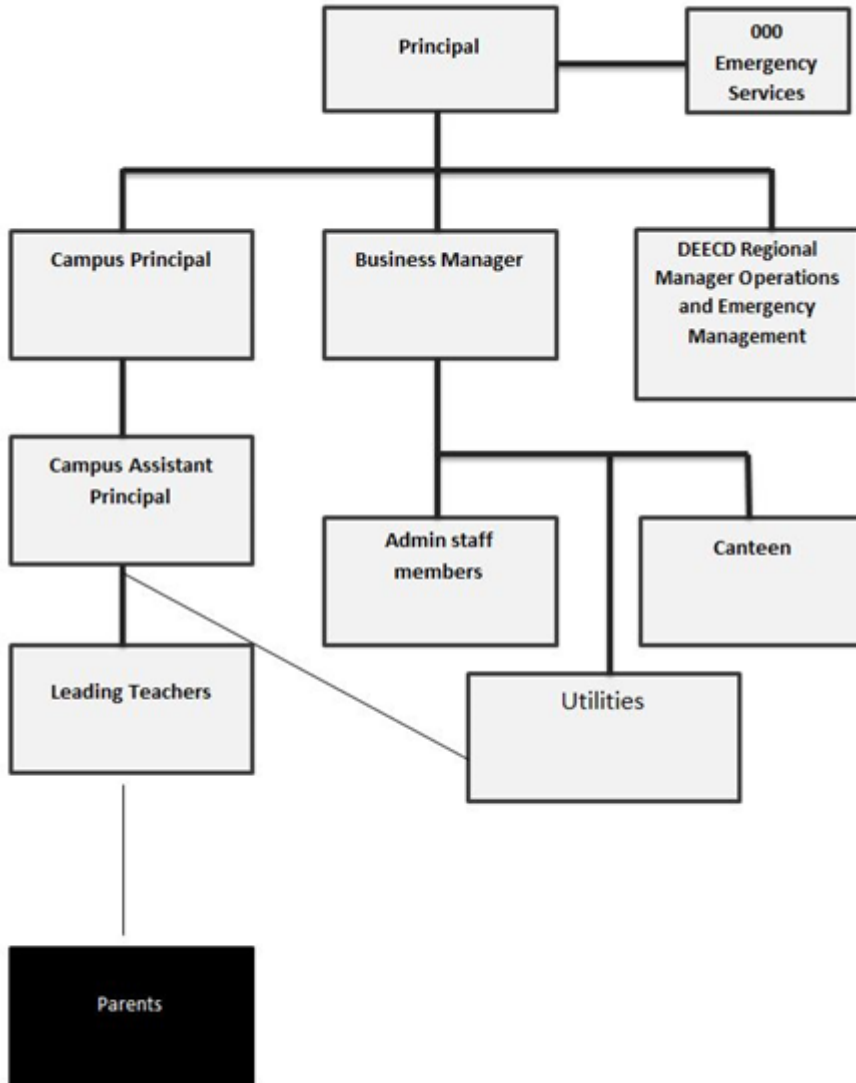
## Local / Other Organizations

Name	Phone
Whittlesea Council 9217 2170 - SES (flood, storm and earthquake)	132 500



# Communication Tree

## Communication Tree



# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
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"> <li>Recognise indicators of Child Abuse</li> <li>Child Safe Standards</li> <li>PROTECT protocol</li> <li>Student Critical Incident Advisory Line</li> <li>Student Support Services/Student Welfare Coordinator</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	1. The school has robust HRM practices and processes. 2. Welfare team works closely with student managers and principals in relation to mandatory reporting obligations 3. Staff do annual mandatory reporting refresher courses	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> 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"> <li>Privacy (including DET's Schools' Privacy Policy)</li> <li>Privacy, Department provided software</li> <li>Privacy (requests for Information about Students)</li> <li>Acceptable use of ICT Resources</li> <li>Staff member manages and reviews school's privacy practices</li> <li>Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>Examine data security arrangements</li> <li>BYOD usage and guidelines</li> <li>Password protocols for ICT</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	1. backup the entire network 2. offsite backup - rotated weekly 3. follow DET security policies	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> <li>Staff trained in first aid</li> <li>First Aid Kit</li> <li>Staff observant to signs of illness</li> <li>Medical history – staff/students</li> <li>First Aid and Infection Control Procedure</li> <li>Medication Authority Form and authority to administer</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	The school has developed robust responses to medical emergencies A Confidential Medical Information Booklet is emailed to all staff at the start of each term listing students with	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> 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"> <li>Student Support Services</li> <li>Well-being staff in school</li> <li>MHP support</li> </ul>	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Critical incident training for school leadership team. Mental Health first-aid raining for leadership team and key staff across college.	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy;	<ul style="list-style-type: none"> <li>School records attendance</li> </ul>	Effective	<b>Consequence</b>	For some excursions and all camps supervising teachers have a record of student mobile numbers.	<b>Consequence</b>

	Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision.</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>• School excursion/camp risk assessment</li> </ul>		Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Staff have with them at all times an 'emergency contact list'. In terms of mitigating truancy, the school has an SMS service informs parents/carers of a student absence. This occurs twice each school day	Moderate <b>Likelihood</b> Rare <b>Risk Level</b> 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"> <li>• Student Support Services</li> <li>• Well-being staff in school</li> <li>• Managing Trauma Guide</li> <li>• Incident Support and Operations Centre referrals</li> <li>• Employee Assistance Program</li> </ul>	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	A robust pastoral program mitigates some of the risks associated with these events together with the creation of 'hubs'  Excellent links with external agencies	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
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	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>• Lunchtime and recess supervision</li> <li>• School based security measures e.g. duress alarm, CCTV</li> <li>• Behavioral Code of Conduct</li> <li>• School social media strategies to address online harassment</li> <li>• Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>• Trespass order</li> <li>• Child Protection referral</li> <li>• Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Student Support Services (SSS)</li> <li>• School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>• Restraint and Seclusion procedures</li> <li>• Respectful Relationships</li> <li>• Health and Human Services Behaviour Support Services</li> <li>• More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>• School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Diffusion strategies and training for staff</li> <li>• Conflict management training</li> <li>• Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p>	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	The school mitigates some of the impacts via the following additional measures:  Teaching and Learning Model Student Engagement Model - with a focus on trauma informed practice Respectful Relationships Curriculum for students	<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium

		<ul style="list-style-type: none"> <li>Employee Assistance Program (EAP) for impacted staff</li> <li>Principal Mentor Program</li> <li>Proactive Wellbeing Supervision</li> <li>Principal Health Checks</li> <li>Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>School breakfast club (where available)</li> <li>School wide Positive Behaviour Support</li> <li>Koori inclusive School Wide Positive Behaviour Support</li> </ul>				
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer (<a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a>).</p>	Acceptable	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> Medium</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
Disruption to international student homestay	<p>Probable causes: Domestic violence; Substance abuse; Stress/isolation; Health problems; Mental health problems/intellectual disability; Natural disaster or emergency event; Lack of skills of host family in caring for student</p> <p>Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Impact on continuity of education; Impact on student safety; Impact on housing and accommodation; Inability to meet legal obligations for international student housing, accommodation and welfare</p>	<ul style="list-style-type: none"> <li>School has nominated after-hours critical incident contact.</li> <li>Critical incident training for homestay hosts, students and school staff.</li> <li>School has prepared emergency homestay options should they be required.</li> <li>Student Safety Cards issued to all international students under the age of 18.</li> <li>School has International Student Coordinator to manage homestay arrangements and provide support to students for matters pertaining to housing and wellbeing.</li> <li>School can seek support through international education cluster for addressing short term accommodation gaps.</li> <li>The school can provide ongoing support to any students who may have experienced disruption to their homestay arrangements via the school's Wellbeing Team as well as other Regional DET wellbeing supports.</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>		
Bus/vehicle emergencies during offsite activities	Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while bus conveying staff and students for camp excursion or other school activity; Probable Consequences:	<ul style="list-style-type: none"> <li>Engage approved Accredited Bus Operators Drivers</li> <li>Buses with seat-belts are used for transporting students</li> <li>Staff to follow DET's work-related driving procedure.</li> </ul>	Acceptable	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b></p>		

	Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience	<ul style="list-style-type: none"> <li>• Bus driver to maintain log book as required.</li> <li>• All excursions, camps and off-site activities adhere to the DET Excursions including camps and adventure activities policy</li> <li>• Students supervised and monitored while participating in off-site school activities, including bus transport.</li> <li>• Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip.</li> <li>• Student Activity Locator (SAL) completed.</li> <li>• Risk assessment planning has occurred for all off-site camps and excursions.</li> <li>• First aid kit to accompany excursions and first aid qualified staff to attend.</li> <li>• Traffic management plan to manage school access/egress at drop off/pick up times.</li> <li>• Supervision to monitor student compliance with school road and bike safety policy.</li> <li>• All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled.</li> </ul>		Medium		
Heat (Extreme)	<p>Probable causes: Prolonged period of excessively hot weather</p> <p>Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (rail); food poisoning due to unrefrigerated school lunch</p>	<ul style="list-style-type: none"> <li>• Sun and UV protection policy</li> <li>• SunSmart program are implemented</li> <li>• Playground areas are shaded</li> <li>• Sufficient shelter available for students awaiting pick-up by parents</li> <li>• Sufficient unrestricted water available</li> <li>• Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event</li> <li>• Staff are trained in identifying early signs of heat stress/dehydration</li> </ul>	Acceptable	<p><b>Consequence</b> Minor</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Low</p>		
Gas Leak/Chemical Spill (on-site)	<p>Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works</p> <p>Probable consequences: Exposure to harmful substance; Poisoning</p>	<ul style="list-style-type: none"> <li>• School Site Safety policy</li> <li>• Chemical management procedures outlined in:</li> <li>• Managing Chemicals</li> <li>• OHSMS Chemical Management policy, covering dangerous goods and hazardous substances</li> <li>• School seeks and follows advice of nominated OHS representative</li> <li>• All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school</li> <li>• School drills evacuation procedures for gas leak/chemical spill.</li> </ul>	Acceptable	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>		

<p>Severe weather event</p>	<p>Probable Causes: Weather pattern 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"> <li>• Maintenance to roofs/gutters/drains to keep clear is scheduled regularly.</li> <li>• School liaises with SES/local government to identify potential local risks.</li> <li>• School has a contingency for storage of equipment/materials if necessary.</li> <li>• On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured</li> <li>• Communications are tested quarterly.</li> <li>• Utility shut-off instructions/points are known.</li> <li>• Back up communications and contact lists maintained in case power fails.</li> <li>• Condition of large trees regularly checked.</li> <li>• Shade sail structures regularly checked.</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>		
<p>Asbestos</p>	<p>Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos Probable Consequences: Area cordoned off and inaccessible; Potential health risks if fibres disturbed and breathed into lungs</p>	<ul style="list-style-type: none"> <li>• Asbestos removal program</li> <li>• OHS Advisory Service</li> <li>• Asbestos Management Plan</li> <li>• Asbestos training/information session</li> <li>• Asbestos Register and quarterly inspections</li> <li>• Asbestos Make Safe Hotline 1300 133 468</li> <li>• All contractors inducted appropriately and supported by Facilities Manager to be aware of Asbestos locations and risks.</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>		
<p>Bomb/substance threat</p>	<p>Probable Causes: Known or unknown person with intent or harm or cause fear to staff and students of the school; Prank 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"> <li>• Bomb Threat Checklist located next to each phone in General Office.</li> <li>• Emergency evacuation drills scheduled and practised on a regular basis.</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>		
<p>Intruder</p>	<p>Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation 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"> <li>• Schools has a daily process of locking external gates to minimise entry points to Front of School.</li> <li>• Visitors must report to reception and sign in using the Visitor Register.</li> <li>• Visitors are required to wear and display visitor pass/badge.</li> <li>• Parents must make an appointment to meet with teachers/principal.</li> <li>• Lockdown/lockout/ evacuation procedures are regularly practiced.</li> <li>• Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.</li> <li>• Encourage engagement of parents in school activities.</li> <li>• In relation to court orders / custody</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<p>School has installed locked doors from school Reception through to admin spaces. Staff have access. Students and visitors need to be 'buzzed in' by reception staff during school hours.</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>

		<ul style="list-style-type: none"> <li>○ the school maintains a register of current documents/concerns</li> <li>○ parents are advised of the relevant school processes and duty of care to other students and staff.</li> <li>● For parent meetings where staff feel a need for support:             <ul style="list-style-type: none"> <li>○ two staff attend</li> <li>○ staff use a signal to obtain support from another staff member if required</li> <li>○ an appropriate room for meeting selected e.g. one with two exit points</li> </ul> </li> </ul>				
Building fire	<p>Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment</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"> <li>● Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>● A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.</li> <li>● Communication systems (PA system) are tested on a regular basis.</li> <li>● A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>● All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</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"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Evacuate students, staff and visitors to your <b>OVAL</b></li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> <li>• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.</li> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.</li> <li>• 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).</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<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"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to your <b>Parklands - Cnr Findon Rd and Civic Drv.</b></li> </ul>



	<ul style="list-style-type: none"> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> <li>• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.</li> </ul> <p><b>Actions after off-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.</li> <li>•</li> <li>• 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).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<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"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• 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.</li> <li>• Check that all external doors (and windows if appropriate) are locked.</li> <li>• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li> <li>• Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep public address system free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• As appropriate, ascertain that all students, staff and visitors are accounted for.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> <li>• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.</li> </ul> <p><b>Actions after lock-down procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• 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).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<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"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ Lock doors to prevent entry</li> <li>○ Check the premises for anyone left inside</li> <li>○ Obtain Emergency Kit</li> </ul> </li> <li>• Go to the designated assembly point/s <b>GYMNASIUM</b>.</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• 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).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area <b>GYMNASIUM</b></li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> <li>• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required.</li> </ul> <p>•</p> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre that shelter-in- place is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• 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).</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li><li>• Print and issue pre-prepared parent letters and give these to students to take home.</li><li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li><li>• Contact the SSSO Network Coordinator if required.</li><li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li><li>• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.</li><li>• Complete your Post Emergency Record.</li></ul> |
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# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
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"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• 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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• 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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• 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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at</li> </ul>

	<p><a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p>
Information Security	<ul style="list-style-type: none"> <li>Contact your IT specialist technician for advice and support</li> <li>If you require support from IMTD contact the Service Desk through one of the following mechanisms:             <ul style="list-style-type: none"> <li>Phone 1800 641 943</li> <li>Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></li> <li>Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>Phone the privacy help desk on 8688 7967</li> <li>Email <a href="mailto:privacy@edumail.vic.gov.au">privacy@edumail.vic.gov.au</a></li> </ul>

	<ul style="list-style-type: none"> <li>• Consider notifying the Media Unit on 8688 7776</li> <li>• If the information security breach is considered malicious contact local police</li> <li>• Offer impacted staff option to access EAP (as applicable)</li> <li>• Offer Student Support Services support to impacted students (as applicable)</li> </ul>
<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"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>
<p>Mental Stress</p>	<ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul>
<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"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing             <ul style="list-style-type: none"> <li>○ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>

<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"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released:             <ul style="list-style-type: none"> <li>○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>○ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>○ Continue to identify those most at risk and triage for support</li> <li>○ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion             <ul style="list-style-type: none"> <li>○ Preserve the evidence</li> <li>○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>○ Contact Legal Division on 9637 3146</li> <li>○ Consider a Worksafe Notification 13 23 60</li> <li>○ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul> <p><b><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></b></p>
<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"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> <li>• Contact parent/guardian of student(s) impacted</li> </ul>



	<ul style="list-style-type: none"> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul> <p><b><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></b></p>
<p>Disruption to international student homestay</p>	<ul style="list-style-type: none"> <li>• Enact the procedure for the relevant critical incident or emergency event (e.g. child abuse, medical emergency, mental stress, missing person), including calling '000' if immediate/life threatening.</li> <li>• Principal (or delegate) to consider whether it is appropriate for the student to remain in their current homestay, and any additional supports that the student or homestay host may require.</li> <li>• If the Principal (or delegate) believes it is most appropriate to move the student to another homestay or an emergency homestay arrangement, request approval from International Education Division to change the student's welfare arrangements.</li> <li>• Ensure International Education Division is kept up to date with any changes to student homestay or welfare arrangements.</li> <li>• Ensure the student's homestay hosts and parents are kept up-to-date throughout the response if appropriate and in line with any directions from emergency services or reporting obligations.</li> </ul>
<p>Bus/vehicle emergencies during offsite activities</p>	<ul style="list-style-type: none"> <li>• Call 000 to request emergency assistance, if required</li> <li>• Contact emergency services agencies to ascertain local information on status of any notified emergency.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Advise emergency services of the status and location of bus services and seek assistance if required.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm/provide instruction to driver with regard to destination.</li> <li>• notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).</li> <li>• Keep an accurate log of all communication in relation to the event.</li> <li>• Receive confirmation of bus's arrival at destination from driver and/or supervising staff</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> </ul>

<p>Heat (Extreme)</p>	<p>To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures. Actions may include the following:</p> <ul style="list-style-type: none"> <li>• Call 000 if medical assistance is required</li> </ul> <p><b>Scheduling/Activities</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor time.</li> <li>• Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks.</li> <li>• Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area).</li> <li>• Reschedule/move classes from classrooms with direct sunlight/no cooling.</li> <li>• In extreme weather conditions, schools may:             <ul style="list-style-type: none"> <li>• reduce midday recess to no less than thirty minutes</li> <li>• adjust dismissal time accordingly.</li> </ul> </li> <li>• Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.</li> <li>• Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program.</li> <li>• Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.</li> </ul> <p><b>Hydration</b></p> <ul style="list-style-type: none"> <li>• Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs.</li> <li>• Drinks containing caffeine such as coffee and tea should be avoided.</li> <li>• Remind parents to provide their child with water and modified uniform</li> <li>• Include information on the school's arrangements for managing hot weather in the school newsletter.</li> <li>• Ensure staff monitor students for early signs of heat stress/dehydration.</li> </ul> <p><b>Indoors</b></p> <ul style="list-style-type: none"> <li>• Ensure indoor spaces have appropriate ventilation or air conditioning.</li> <li>• Display dealing with heat posters in prominent locations in the school.</li> <li>• Review first aid kits and the need to supplement stock of ice packs and hydrolyte.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>• Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126.</li> <li>• Seek advice from your SEIL or regional emergency management staff if required.</li> <li>• Direct any media enquiries to DET Media Unit on 8688 7776.</li> </ul>
<p>Gas Leak/Chemical Spill (on-site)</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Move staff and students away from the spill to a safe area and isolate the affected area.</li> <li>• Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• 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.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact parents as required</li> <li>• Notify Worksafe if required.</li> <li>• Report on <i>eduSafe</i>.</li> <li>• Direct all Media enquiries DET Media Unit on 8688 7776.</li> </ul>
Asbestos	<ul style="list-style-type: none"> <li>• Report the incident to the 24/7 'Asbestos Make Safe' line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation</li> <li>• Isolate the area:             <ul style="list-style-type: none"> <li>○ Vacate everyone from the affected area</li> <li>○ Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area</li> </ul> </li> <li>• Erect signage at entrances to affected area indicating unauthorised personnel must not enter</li> <li>• Report the incident on eduSafe</li> <li>• Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715.</li> <li>• Seek advice from the VSBA Asbestos Reform Unit on <a href="mailto:asbestos.reform@edumail.vic.gov.au">asbestos.reform@edumail.vic.gov.au</a></li> </ul>
Bomb/substance threat	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></p> <p><i>Communication</i></p>

- 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 8688 7776.
- Await "all clear" advice from police before returning to school buildings to resume normal school activities.

***As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.***

**If a bomb/substance threat is received by telephone**

• **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:
  - 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 *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* 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):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

**Ask the caller:**

- 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?
- Once the call is finished:
  - **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:
    - 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
    - o 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 Incident Support and Operations Centre on 1800 126 126.
  - ensure all of the caller information has been written down and provided to police on arrival.

	<p><b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></p> <p><b>If a bomb/substance threat is received by letter</b></p> <ul style="list-style-type: none"> <li>• Place the letter in a clear bag or sleeve and store in a secure place</li> <li>• Avoid any further handling of the letter or envelope</li> <li>• Call 000 for police and seek and follow advice</li> <li>• Notify the Chief Warden/principal</li> <li>• 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.</li> <li>• Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>• Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> <p><b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></p> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ 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.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above.</li> <li>○ Report emergency to the Incident Support and Operations Centre on 1800 126 126.</li> </ul> <p><b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></p> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul> <p><b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></p>
<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> </ul>

	<ul style="list-style-type: none"> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. This includes ensuring that external gates are locked and that Reception doors (Foyer) are locked.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Incident Support and Operations Centre 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>• <b>Review forecasts when severe weather warnings are announced and ensure that any planned or in progress school events have risk mitigation strategies put in place or are cancelled as appropriate.</b></li> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
<p>Building fire</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the <b>oval</b>, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> </ul>

	8688 7776 8688 7776 .
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# 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

<b>Details of arrangements</b>	Move operations offsite to Middle Years Campus.
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Name	Contact Details	Support Role

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

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

<b>Details of arrangements</b>	The school backs up all data from all school servers to a back-up server once a day at night. There is an off-site back up every Friday. In the event of telephony we switch to mobile coverage. The Library has additional mobile phones. In the event of power failure the school has a UPS which keeps the servers running for about half an hour.
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Name	Contact Details	Support Role

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



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

<b>Details of arrangements</b>	Employment agencies and a CRT Register are used for staffing pressures caused by absences. School Leadership Team liaises with Daily Organiser on a day to day basis to manage short and medium term issues. School Operations Team monitor staffing pressures and cancels / postpones approved excursions / events as appropriate.
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Name	Contact Details	Support Role

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

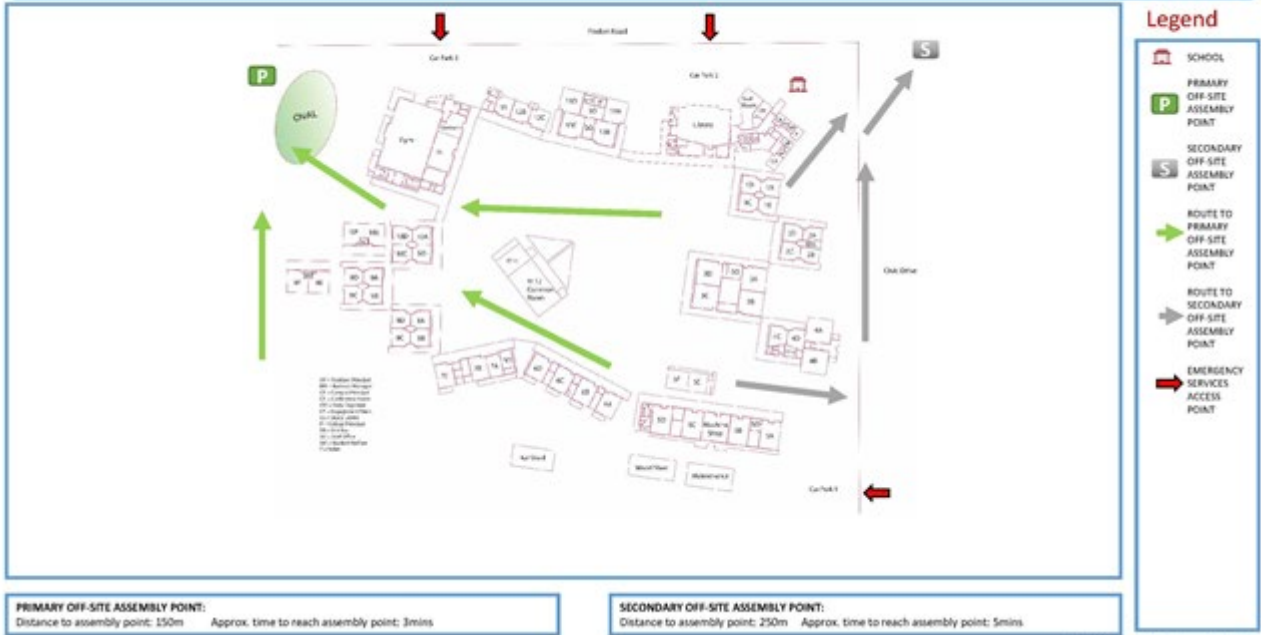
<ul style="list-style-type: none"> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
<p>Establish a register to log all decisions and actions</p>	
<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: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

# Area Map

## Area Map

### AREA MAP – Mill Park Secondary College – Senior Campus

Validation Date: September 2024



# Evacuation Map

Building Name	Evacuation Procedures	
Admin 1		
Admin 2		
Admin 3		
Class 9E		
Class 9F		
ENG HUMS		

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All school staff		05/09/2024	DL email
Hard copies to Principal Team and General Offices		08/09/2024	
School Council President		05/09/2024	randa.rafiq@education.vic.gov.au

