

# **Beveridge Primary School - Ambrosia Way Campus**

## **Emergency and Critical Incident Management Plan 2022-2023**



**30 Ambrosia Way, Beveridge, VIC, 3753  
03 9216 3400 /  
beveridge.ps.ambrosia@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 31/08/2022**

## 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](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 and Training web site for incident updates.

## Facility Profile

<b>School Name/Campus Name</b>	<b>Beveridge Primary School</b>
<b>Address</b>	30 Ambrosia Way, Beveridge, VIC, 3753
<b>Phone</b>	03 9216 3400
<b>Email</b>	beveridge.ps.ambrosia@education.vic.gov.au
<b>Fax</b>	
<b>DET Region</b>	NORTH-EASTERN VICTORIA
<b>DET Area</b>	Goulburn Area
<b>LGA</b>	Mitchell (S)
<b>BOM/Fire District</b>	North Central District
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8:30am to 4:00pm
<b>Number of Students</b>	241
<b>Number of Staff</b>	30
<b>Number of Buildings</b>	4
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Gymnasium
<b>On-site Evacuation Location</b>	Basketball court
<b>Off-site Evacuation Location</b>	Greater Beveridge Community centre

<b>Typical method used for communications to school community</b>	SMS - Compass parent portal
<b>Is this school has other services or users of the site?</b>	Yes

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
TeamKids - OSHC	OSHC building	45-75	7:00am - 8:45am 3:30pm - 6:00pm	TeamKids	

## Building Information Summary

### Telephones (landlines)

Location	Number
Administration	03 9216 3400

### Alarms

Description	Location	Monitoring Company	Number
Fire	Staff Carpark	CFA	
Intrusion	Administration	DET Security Services	Alarm swipe in admin air lock door foyer area
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions

Gas / Propane		Origin Energy 13 24 61	
Water		Yarra Valley Water 1300 304 688	
Electricity		Red Energy 131 806	



# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<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>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Prepare the First aid evacuation bags ensuring they are always stocked &amp; in date</li> <li>• Maintain the list of students and staff that will require assistance during an emergency</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>• Take all medication and evacuation pack to the evacuation point (refer to list inside first door at back)</li> <li>• Evacuate any students currently in sick bay and ensure they are accounted for on roll.</li> <li>• Attend to any staff, students or visitors that require first aid and medication</li> </ul> <p><b>Post-Emergency</b></p> <ul style="list-style-type: none"> <li>• Pack up emergency first aid equipment</li> <li>• Record any first aid administered</li> <li>• Contact parents as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Debrief Area Warden</li> </ul>
<p>Planning Officer</p>	<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>
<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> <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>
<p>Operations Officer (Area Warden)</p>	<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>

# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Christine Cole	9216 3400		
Business Manager	Kerrie Driver	9216 3400		
Administration Manager	Vicki Albert	9216 3400		
First Aid Officer	Maxine Chrystie	9216 3400		
OH&S Representative	Vicki Albert	9216 3400		
School Council President	Hollie Prossor			
School Bus Emergency Contact	Seymour Coaches	5792 1181		

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Karen Money	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231 (03) 8392 9500	
Manager, Operations & Emergency Management	Therese Carroll		
Emergency Management Support Officer	Kate Roberts		
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	Rhonda Cole		
SSSO Team Leader	Sharon Blackwell		

## Local / Other Organizations

Name	Phone
SES (Flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089
Wallan Police Station	03 5783 0400
Northern Hospital	03 8405 8000
Facility Plumber	1300 763 559
Facility Electrician	0422 037 929
Local Government	03 5734 6200



# 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 basketball court.</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> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the Regional Manager, Operations and Emergency Management that On-site evacuation is over</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Security Services Unit 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>• 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> </ul>

	<ul style="list-style-type: none"> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to Greater Beveridge Community Centre on Lithgow Street.</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 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> </ul> <p><b>Actions after off-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the Regional Manager, Operations and Emergency Management that Off-site evacuation is over</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Security Services Unit 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>• 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> </ul> <p>Complete your Post Emergency Record.</p>
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>ALERT / ALARM:</b> the announcement will state the following: <b>Mr LOCK could you please come to the office - repeat 3 times</b></li> </ul> <p>Initiate the lock-down: <b><u>LOCK DOWN PRACTICES:</u></b> <b><u>OUT OF CLASS TIME</u></b> (BEFORE SCHOOL / RECESS / LUNCH / AFTER SCHOOL)</p> <ol style="list-style-type: none"> <li>1. All students go to their classrooms unless otherwise instructed.</li> <li>2. <b>STAFF MEMBERS IN MAIN STAFFROOM GO TO THEIR CLASSES</b></li> </ol>

3. Staff present in appropriate building need to ensure that doors are accessible.
4. Follow procedure from step 3 in "During Class time" below

#### **DURING CLASS TIME**

1. In this case it is mandatory that all students and adults remain in the classroom.
2. If children, a **class** or an adult is caught outside a classroom when the announcement is announced they must immediately go to the closest room/building they can before that room is locked down and join whoever is in that room.
3. Staff who are not teaching at the start of lock down should go to the nearest classroom. Staff, should check outside areas for students and direct them to the nearest classroom.
4. Lock doors, windows and close blinds in room. Turn off lights. (STAFF)
5. Position students, visitors and teachers on the floor against the door wall or in the **most non-visible positions** (predetermined) NB: This procedure must be tailored for the individual rooms being used.
6. In the classroom:  
Mark the class rolls, report any teachers / student absences to the office via email [beveridge.ps@education.vic.gov.au](mailto:beveridge.ps@education.vic.gov.au). If you are unable to email or do not have access to a laptop you can then call through to the office to report of any absences, emergency lockdown rolls are located in the red folders in the classroom.
7. Chief Warden to check school grounds to check if any students or staff are outside of classrooms and then direct to nearest room.
8. Office to liaise with Daily Org/Business Manager to relay any missing staff to be verified via diary and to notify those staff not to approach the school and to notify the police of any missing students or staff members.
9. Do **not** allow students to use the classroom phone if there is one available.
10. Insist students and adults remain quiet.
11. Once lock-down has been initiated (rooms are locked), no one is to open the door under any circumstance.
12. Remain in this position until "all clear" is announced.
13. After the all clear is sounded the Incident Controller can authorize the contacting of parents.

#### **ALL CLEAR**

**ALL CLEAR'** announcement will be communicated by the Chief Warden only via announcement system.

The 'ALL CLEAR' announcement will state the following: "***The LOCKDOWN has now ended.***" **repeat 3 times**

It is critical that staff who are out of school, for whatever reason, register their absence with the Daily Organiser.

1. Call **000** for emergency services and seek and follow advice.
2. Provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.
3. Check that all external doors (and windows if appropriate) are locked.
4. If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
5. Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
6. Divert parents and returning groups from the school if required.
7. Ensure a telephone line is kept free.
8. Keep public address system free.

	<ol style="list-style-type: none"> <li>9. Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>10. If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>11. As appropriate, ascertain that all students, staff and visitors are accounted for.</li> <li>12. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>13. As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>14. Maintain a record of actions/decisions undertaken and times.</li> <li>15. Contact parents as required.</li> </ol> <p><b>Actions after lock-down procedure</b></p> <ol style="list-style-type: none"> <li>1. Advise the Incident Support and Operations Centre and the Regional Manager, Operations and Emergency Management that Lock-down is over</li> <li>2. Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>3. Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>4. Determine whether to activate your parent re-unification process.</li> <li>5. 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>6. Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>7. Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>8. Contact the SSSO Network Coordinator if required.</li> <li>9. Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>10. Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>11. Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> </ol> <p>Complete your Post Emergency Record</p>
<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 - Beveridge Community Centre</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> </ul>



	<ul style="list-style-type: none"> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the Regional Manager, Operations and Emergency Management that Lock-out is over</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Security Services Unit 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 - classrooms in Bluestone building.</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> </ul> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>○ Advise the Incident Support and Operations Centre and the Regional Manager, Operations and Emergency Management that Shelter-in-place is over</li> <li>○ Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>○ Advise the Security Services Unit that shelter-in-place is over.</li> <li>○ Determine whether to activate your parent re-unification process.</li> </ul>

	<ul style="list-style-type: none"><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>○ 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
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <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>
Medical Emergency	<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>
Mental Stress	<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>
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <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>
Traumatic Death/Injury/Grief	<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> </ul>

	<ul style="list-style-type: none"> <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>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> <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>Bushfire/Grassfire</p>	<p><b>A bushfire/grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice and within [insert number] km from the school.</b></p> <ul style="list-style-type: none"> <li>• If immediate assistance is required phone '000'</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact Vic Emergency Hotline on 1800 226 226 for information on the fire</li> <li>• Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response</li> <li>• Report the emergency 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>• Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)</li> <li>• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees</li> <li>• [As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment]</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> <li>• Contact parents as required</li> <li>• Staff will remain with children until they are collected by parents or relocated by emergency services.</li> </ul> <p><b>If sheltering-in-place is required, move all students, staff and visitors to the Gym if possible following the identified egress route:</b></p> <ul style="list-style-type: none"> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)</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>• 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>• Check all windows and doors in the Gym are closed (but doors are not locked).</li> <li>• Turn off Gas</li> <li>• Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers</li> <li>• Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the Gym.</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Gym and the evacuation path between the Gym and the Basketball court or the Greater Beveridge Community Centre</li> <li>• Staff to check that students have their shoes on and drink bottles with them</li> <li>• Staff will endeavour to keep students as calm and hydrated as possible</li> </ul>
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- Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require.
- A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.
- Consider notifying parents that staff and children are sheltering in place in the Gym
- Should parents arrive at the school, parents remain in the Gym with their child. Any decision to leave should only occur on advice and with direct support from emergency services
- Continually monitor Gym for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
- If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the Basketball court or the Greater Beveridge Community Centre via the defined route

**While sheltering at the the Basketball court or the Greater Beveridge Community Centre**

- Check that all students, staff, visitors and contractors are accounted for.
- Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.
- Staff to check that children have their shoes on and drink bottles with them
- Staff will endeavour to keep students as calm and hydrated as possible
- Administer first aid if required
- Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks.
- Maintain communication with emergency services and remain in place until emergency services or additional support arrives
- Communicate to all parents once the all clear has been given.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre on 1800 126 126 that the event 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.
- Seek support from Student Support Services if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.



	<ul style="list-style-type: none"> <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>
<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 Community Centre on Lithgow street, 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 8688 7776 8688 7776</li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <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>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 who will convene the IMT if necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>• Turn off gas supply.</li> <li>• If the gas leak is onsite, notify your gas provider.</li> <li>• If safe to do so, evacuate staff, students, visitors and contractors to basketball court or Community Centre.</li> <li>• Check students, staff and visitors are accounted for.</li> <li>• Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</li> <li>• Direct all Media enquiries to the DET Media Unit on 8688 7776.</li> <li>• Contact parents as required.</li> </ul>
<p>Bomb/substance threat</p>	<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><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Security Services Unit on 9589 6266.</li> </ul> </li> <li>• Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "<b>Related forms</b>" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):</li> </ul>

- 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
    - 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.

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

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"**
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.

**If a bomb/substance threat is received electronically e.g. by email**

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"**
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.

**If you are at the site of an explosion**

	<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>" 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>
Vehicle Incident - Risk of death/injury	
Pandemics and communicable diseases	
Off-site emergencies	
Loss of essential services	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Incident Support &amp; Operations Centre on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>
COVID-19	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <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> </ul>

	<ul style="list-style-type: none"> <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>School Bus Program Emergencies – Client School</p>	<p><b>Forecast Emergencies</b> The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school’s Emergency Management Plan</li> <li>• monitor the VicEmergency website, app or telephone service for emergency forecast warnings</li> <li>• receive notification of school bus service cancellations from the coordinating principal (or delegate)</li> <li>• notify parents/guardians of affected students of the bus cancellation(s)</li> <li>• notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations</li> <li>• make alternative transport arrangements for students as required</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required.</li> </ul> <p><b>Rapid Onset Emergencies</b> The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> <li>• enact the school’s EMP</li> <li>• call 000 to request emergency assistance if required</li> <li>• use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings</li> <li>• receive notification of impacts to the school bus service from the coordinating principal</li> <li>• hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal</li> <li>• notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up</li> <li>• notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information</li> <li>• seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event.</li> </ul> <p><b>After an Emergency</b> The client school principal will:</p> <ul style="list-style-type: none"> <li>• participate in post-event debriefs led by either DET or DOT as appropriate</li> <li>• document learnings from the event</li> <li>• receive and provide feedback from/to stakeholders as appropriate</li> <li>• update the EMP (as required) with support and advice from DET regional emergency management staff</li> </ul>

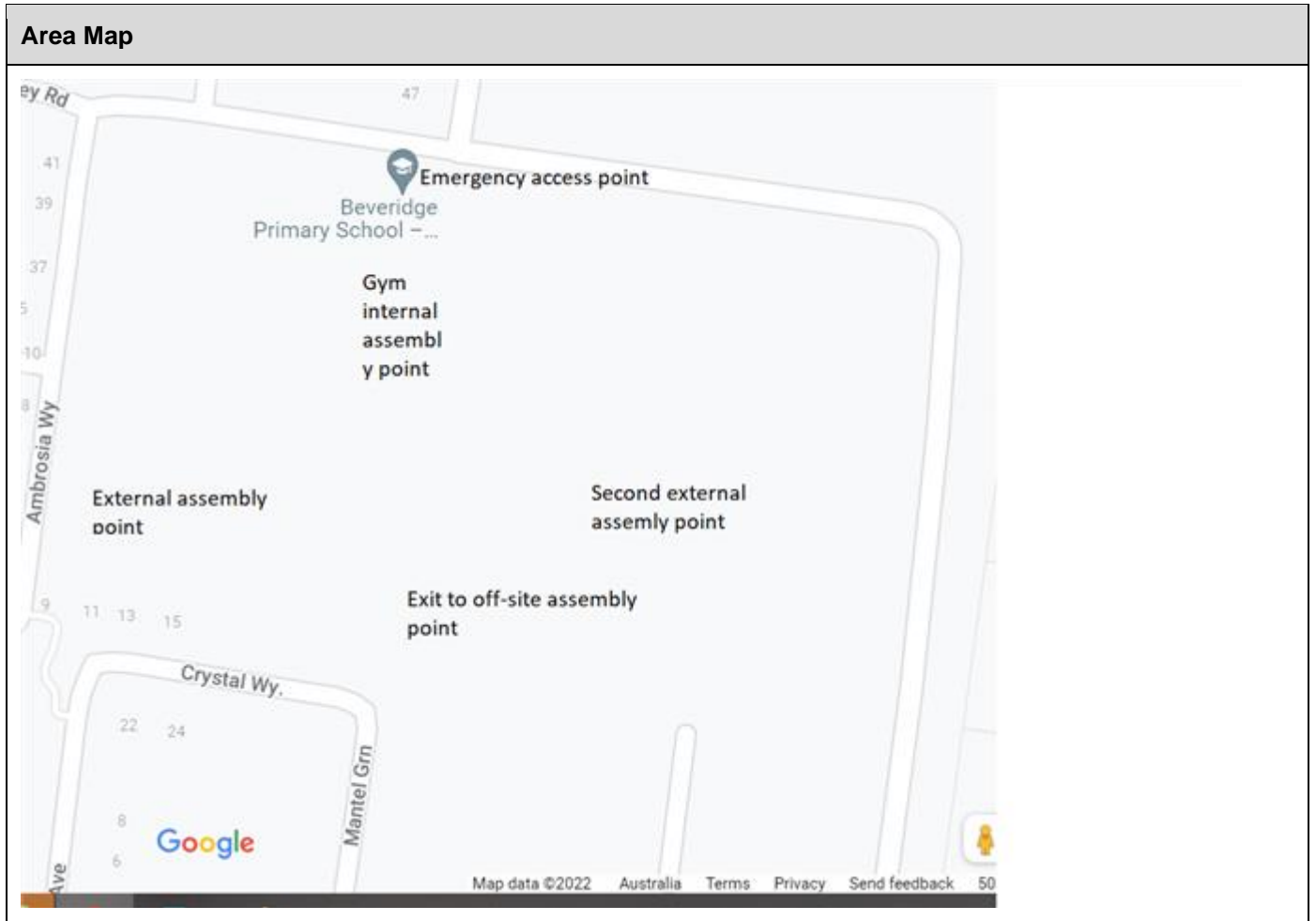
<p>Snakes</p>	<ul style="list-style-type: none"> <li>• Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.</li> <li>• Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.</li> <li>• If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.</li> <li>• If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.</li> <li>• If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.</li> <li>• If the snake is located inside a building, consider the need to evacuate the classroom or building.</li> <li>• Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.</li> <li>• If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here.</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126.</li> </ul>
<p>Major external emissions/spill</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 the IMT if necessary.</li> <li>• Turn off gas supply.</li> <li>• If the gas leak is onsite, notify your gas provider.</li> <li>• If safe to do so, evacuate staff, students, visitors and contractors to basketball court or Community Centre.</li> <li>• Check students, staff and visitors are accounted for.</li> <li>• Report the emergency to the Incident Support and Operations Centre on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</li> <li>• Direct all Media enquiries to the DET Media Unit on 8688 7776.</li> <li>• Contact parents as required.</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> </ul>

	<ul style="list-style-type: none"> <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>
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# Area Map



# Evacuation Map

Building Name	Evacuation Procedures
Ambrosia Way Campus Evacuation Map	



## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Sean Kennedy	FRV District 14	02/09/2022	s.kennedy@cfa.vic.gov.au
Jason Elvey	Kalkallo FB, Captain	02/09/2022	kalkallocfa@virginbroadband.com.au
Senior Sergeant Steven Conlin	Wallan Police	02/09/2022	steven.conlin@police.vic.gov.au
Kathy Quinlan	Mitchell Shire	02/09/2022	kathyq@mitchellshire.vic.gov.au
N/A	DET	02/09/2022	on the portal
All staff	Beveridge Primary School	02/09/2022	All Staff

