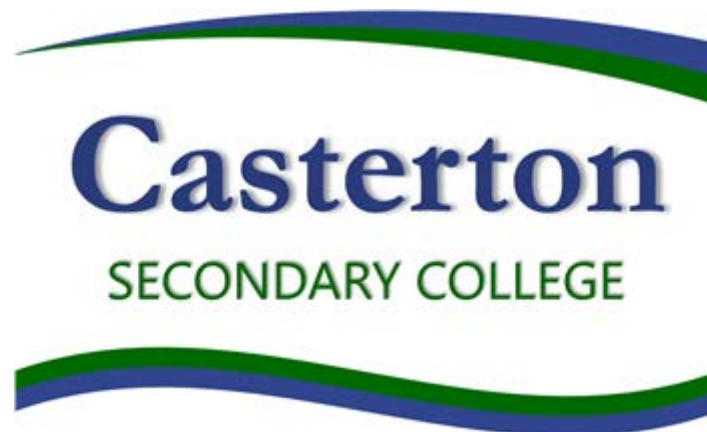


# Casterton Secondary College

## Emergency and Critical Incident Management Plan 2018-2019



**27 Mt Gambier Road, Casterton, VIC, 3311  
03 5581 1588 / [casterton.sc@edumail.vic.gov.au](mailto:casterton.sc@edumail.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 10/10/2018**

## Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergency situations.

## Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All Staff	All Staff	29/01/2019	Hand delivered
Greg Johnson	School Council President	14/12/2018	10 White St. Casterton, 3311
Casterton Police	Police	14/12/2018	Hand Delivered
Casterton CFA	CFA	14/12/2018	Hand Delivered
Casterton Ambulance	Ambulance	14/12/2018	Hand Delivered
Glenelg Shire Casterton Office	Local Government	14/12/2018	Hand Delivered



## Facility Profile

<b>School Name/Campus Name</b>	<b>Casterton Secondary College</b>
<b>Address</b>	27 Mt Gambier Road, Casterton, VIC, 3311
<b>Phone</b>	03 5581 1588
<b>Email</b>	casterton.sc@edumail.vic.gov.au
<b>Fax</b>	03 5581 1518
<b>DET Region</b>	SOUTH-WESTERN VICTORIA
<b>DET Area</b>	Wimmera South West Area
<b>LGA</b>	Glenelg (S)
<b>BOM/Fire District</b>	South West District
<b>Is your school on Bushfire At- Risk Register?</b>	Yes
<b>Bushfire At-Risk Register Category</b>	Category 3
<b>Operating Hours</b>	6.30am - 7.00pm Monday to Friday
<b>Number of Students</b>	124
<b>Number of Staff</b>	34
<b>Number of Buildings</b>	6
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Casterton Secondary College
<b>On-site Evacuation Location</b>	Stadium
<b>Off-site Evacuation Location</b>	Stadium

<b>Typical method used for communications to school community</b>	Newsletter, Letters, Web-site, SkoolBag app, radio, newspaper
<b>Is this school has other services or users of the site?</b>	No

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile

## Building Information Summary

### Telephones (landlines)

Location	Number
Casterton Secondary College	0355811588

### Alarms

Description	Location	Monitoring Company	Number
Fire	N/A	N/A	N/A
Intrusion	Block A, C, TTC & Stadium	Emergency Management	N/A
Other			

### Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front of school, and Trade training Centre	Elgas	Near shutoff

Water	Front gate	Wannon water	shutoff valve
Electricity	Block A	red energy	In cabinet

## Sprinkler System

<b>Control Valve Location</b>	Block A
<b>Shutoff Instructions Location</b>	At sprinkler valve

## Boiler Room

<b>Location</b>	Boiler room no longer exists
<b>Access</b>	Boiler room no longer exists

## Emergency Power System

<b>Type</b>	N/A
<b>Location</b>	
<b>Provides power to</b>	
<b>Shutoff Instructions Location</b>	

## Building and Site Hazards

Location	Number

## Additional Profile Information

<b>Additional Info</b>	

## Emergency Kit Checklist

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



## Review Emergency kit checked date

<b>Date emergency kit checked</b>	08/10/2018
<b>Next check date</b>	29/03/2019

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Staff briefing on EMP Evacuation/relocation Drills/ children/staff	Assistant principal/OH&S representative Assistant princiapl/OH&S representative	29/01/2019	29/01/2019
Term 1	Lockdown procedures	Assistant principal/OH&S representative	20/02/2019	
Term 3	Evacuation/relocation Drills/ children/staff	Assistant principal/OH&S representative	26/07/2019	
Term 4	Evacuation/relocation Drills/ children/staff	Assistant principal/OH&S representative	18/10/2019	
Term 1	Evacuation/relocationDrills/ children/staff	Assistant principal/OH&S representative Assistant princiapl/OH&S representative	06/02/2019	06/02/2019

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Delma Fidler	Certificate 2 in First Aid	01/08/2019
Renee Jukes	Certificate 2 in First Aid	01/08/2021
Tracie Layley	Certificate 2 in First Aid	01/08/2021
Ann Hirst	Certificate 2 in First Aid	01/08/2019
Renaë Newell	Certificate 2 in First Aid	01/08/2019
Georgie Sweeney	Certificate 2 in First Aid	01/08/2021
Carina Dare	Certificate 2 in First Aid	01/08/2021
Annalee McKinnon	Certificate 2 in First Aid	01/08/2020
Joseph McArlein	Certificate 2 in First Aid	01/08/2021

## Other Training Record

Staff Member	Training Type	Date

## Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	2
Bullant bites allergy	0	1
Mosquito bites allergy	0	1
Bacon allergy	1	0
Shell fish allergy	1	0

# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Flood	Flooding to parts of Casterton and neighbouring districts - the school would never be at risk from floods. Bus runs are affected by floods.	Liaise with Emergency services, Glenleg Shire, Bus operators, Parents, Primary schools, DET - Student Transport, PTV (Public Transport Victoria)	Effective	<b>Consequence</b> Insignificant <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	As per Current Risk Control.	<b>Consequence</b> Insignificant <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Bush Fire	Fire in the local environment.	Being aware of weather conditions and following conditions on CFA website ABC radio, Bureau of Meteorology, Emergency Services IRIS reports Follow EMP for bushfires	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	As for Current Risk Control plus Follow directions from CFA and regional officers, police, emergency services	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Internal Fire	Fire within the school building. Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.	Follow evacuation plan and guidance from CFA.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	As for current Risk Control plus Annual checks of the electrical system. All high risk areas to be routinely cleaned. Follow directions from CFA and regional officers, police, emergency services	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Intruder	Verbal, possible physical abuse, attempt to abduct a student.	Lockdown procedures Staff on yard duty Secure reception area	Acceptable	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low	As per Current Risk Control	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Practise evacuation procedures	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low	As per Current Risk Control Practise evacuation procedures.	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low

Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Being aware of weather conditions and following conditions on CFA website ABC radio, Bureau of Meterology, Emergency Services Liaise with Emergency services, Glenleg Shire, Bus operators, Parents, Primary schools, DET - Student Transport, PTV (Public Transport Victoria) IRIS reports	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	As per Current Risk Control	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Influenza pandemic	Risk of health and possible death (in extreme cases)	Promotion of basic hygiene measures within the school Contact lists of staff, students, families, local services and DHHS	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low	As per Current Risk Control	<b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	Contact Manager of Operations and Emergency Management, Andrea Cox: 5337 8429, 0407 861 841 Tank water for drinking and toilets	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	As per Current Risk Control	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	Practise Evacuation procedures	Effective	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low	As per Current Risk Control	<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low
Bushfire/Grassfire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals	As for bushfire: see above	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	As for bushfire: see above	<b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low

# 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 to <b>Assembly site A -the front lawn closest to Mount Gambier Road and the Casterton town centre (front east fence). If this is deemed inappropriate evacuate to Assembly site B - the school oval. Then relocate to the Stadium</b></li> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999.</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>• 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> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to.</li> <li>• Evacuate to <b>Assembly site A -the front lawn closest to Mount Gambier Road and the Casterton town centre (front east fence). If this is deemed inappropriate evacuate to Assembly site B - the school oval. Then relocate to the Stadium which is considered to be OFF SITE.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999.</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>• 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 9637 2871.</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 Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <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> </ul>



	<ul style="list-style-type: none"> <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> </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 Security Services Unit 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 9637 2871.</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. Off site evacuation assembly point is the stadium - a joint school community facility. This building is a significant distance from the main school buildings as seen on site map and is considered to be OFF SITE.</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9603 7999.</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> <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 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> </ul>

	<ul style="list-style-type: none"> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</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 is the <b>THE STADIUM</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 Security Services Unit (24 hour, 7 days) on 9603 7999.</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>• 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> <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 9637 2871.</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>

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Flood	<ul style="list-style-type: none"> <li>• <b>Because of its proximity, the school would never be in danger of a flood.</b></li> <li>• <b>If town access points, and therefore bus routes were affected by floods, which can occur, we would then:</b></li> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Be in contact with the Glenelg Shire, SES for regular updates.</li> <li>• Contact parents, Bus proprietors, Department of Infrastructure, Primary Schools,</li> </ul>
Bush Fire	Enact evacuation / relocation procedures
Internal Fire	Enact evacuation / relocation procedures
Intruder	<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> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</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 Security Services Unit on 9603 7999.</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 9637 2871.</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 Security Services Unit on 1800 126 126.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> <li>• <b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</b></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> </ul> </li> </ul>

- Restrict all access to the site and ensure there are no barriers inhibiting access by police
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

*Communication*

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Await all clear advice from police before returning to school buildings to resume normal school activities.
- **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
    - 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

	<ul style="list-style-type: none"> <li>○ report the emergency to the Security Services Unit on 9589 6266</li> <li>○ ensure all of the caller information has been written down and provided to police on arrival.</li> <li>○ <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></li> </ul> <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 Security Services Unit on 9589 6266.</li> <li>● <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></li> </ul> <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 Security Services Unit on 9589 6266.</li> <li>○ <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></li> </ul> <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 Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> <li>○ <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></b></li> </ul>
Severe weather event	<ul style="list-style-type: none"> <li>● <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> </ul>

	<ul style="list-style-type: none"> <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>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Loss of essential services</p>	<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 Security Services Unit 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>
<p>Smoke</p>	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> if anyone is experiencing wheezing, chest tightness and difficulty breathing.</li> <li>• Closely monitor for adverse effects of smoke on students and staff.</li> <li>• Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.</li> <li>• Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler.</li> </ul> <p><b>Activities/Indoors</b></p> <ul style="list-style-type: none"> <li>• Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.</li> <li>• Close windows and doors.</li> <li>• Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function)</li> <li>• Limit prolonged or heavy physical activity relative to the conditions.</li> </ul> <p><b>Notification/Information</b></p> <ul style="list-style-type: none"> <li>• As appropriate:             <ul style="list-style-type: none"> <li>• report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126</li> <li>• notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required</li> <li>• direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul> </li> <li>• For health information about smoke go to: <a href="http://www.betterhealth.vic.gov.au/bushfiresmoke">www.betterhealth.vic.gov.au/bushfiresmoke</a> or <a href="http://www.betterhealth.vic.gov.au/plannedburns">http://www.betterhealth.vic.gov.au/plannedburns</a></li> <li>• For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at <a href="http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days">http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days</a></li> <li>• Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</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> <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> </ul>

- [As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment]
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Contact parents as required
- Staff will remain with children until they are collected by parents or relocated by emergency services.

**If sheltering-in-place is required, move all students, staff and visitors to the *Shelter in Place* if possible following the identified egress route:**

- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)
- Check that all students, staff and visitors are accounted for
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations
- Maintain a record of actions/decisions undertaken and times
- Check all windows and doors in the *Shelter in Place* are closed (but doors are not locked).
- Turn off Gas
- Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers
- Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the *Shelter in Place* .
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the *Shelter in Place* and the evacuation path between the *Shelter in Place* and *Onsite evacuation location* or *Offsite evacuation location*
- Staff to check that students have their shoes on and drink bottles with them
- Staff will endeavour to keep students as calm and hydrated as possible
- 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 *Shelter in Place*
- Should parents arrive at the school, parents remain in the *Shelter in Place* with their child. Any decision to leave should only occur on advice and with direct support from emergency services
- Continually monitor *Shelter in Place* 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 **Onsite Evacuation Location** or **Offsite Evacuation Location** via the defined route

**While sheltering at the Onsite evacuation/ assembly area or the Offsite evacuation location**

- 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.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

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

# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Meridith Walker	55811 588	0422674991	0422674991
Assistant Principal/s	John Webb	55811 588	55811220	0427811220
Business Manager	Renee Jukes	55811 588	0432500316	0432500316
Educational Leader Senior Years	Joanne McKenzie	55811 588	0421756277	0421756277
Educational Leader Middle Years	Carina Barton	55811588	0400240152	0400240152
School Bus Coordinators	Tracie Layley	55811 588	0427811968	0427811968
First Aid Officer	Tracie Layley	55811 588	0427811968	0427811968
School Welfare Officer	Brianna Mello	55811588	0404709908	0404709908
OH and S Representative	Steven Rathmell	55811588	0425865607	0425865607
School Nurse	Georgie Sweeney	55811588	0408249633	0408249633
School Council President	Greg Johnson	5554 5004	55812927	0408843852

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Wendy Timms	8397 0301	
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268

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	Joanna Day	(03) 5310 5300	0429 601 282
SSSO Team Leader	Mardi Nestor	(03) 5564 3544	

## Local / Other Organizations

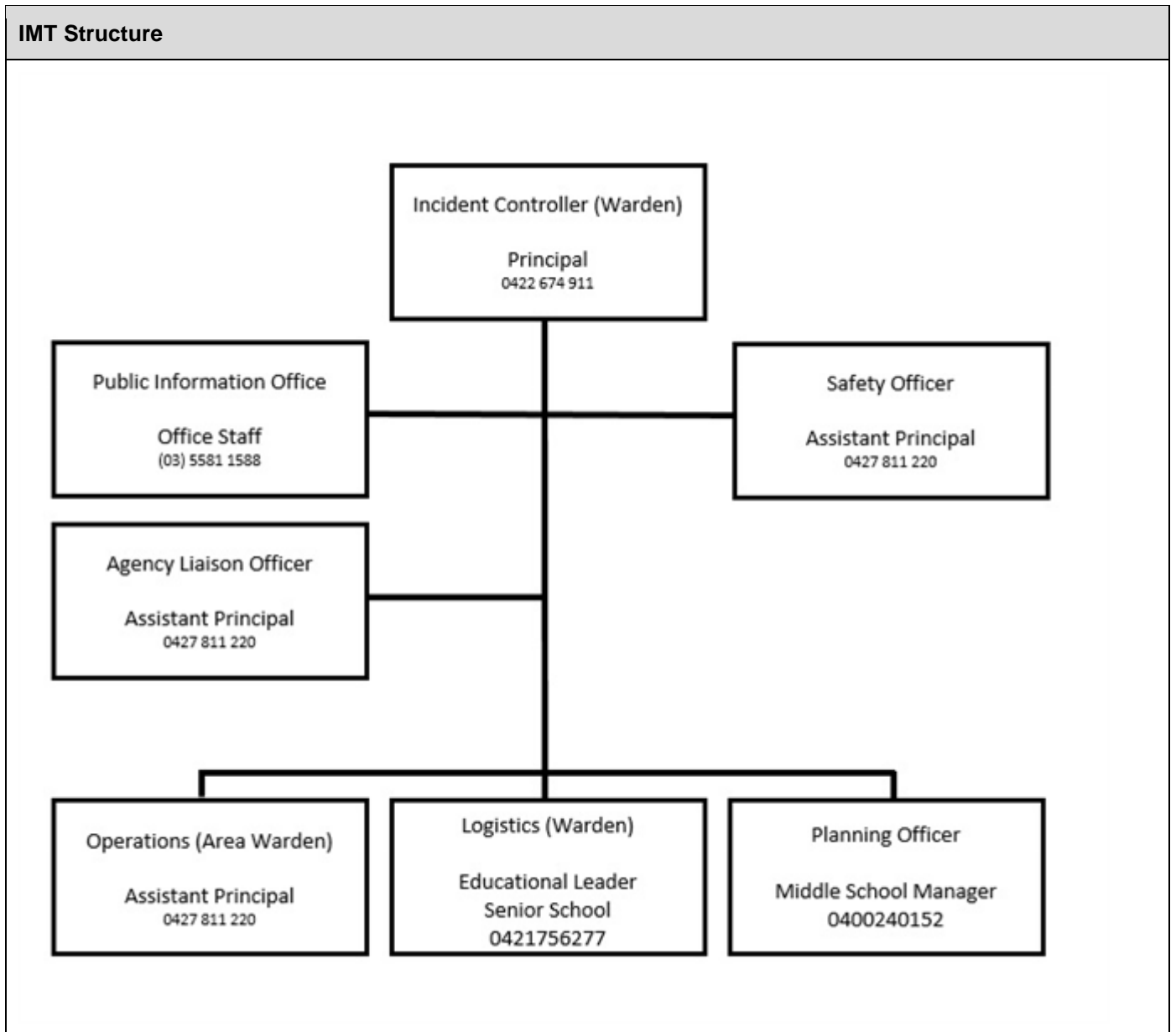
Name	Phone
Police Station	55811024
Hospital/s	55542555
Gas	132771
Electricity	132412
Water Corporation	1300 926 666 1300 926 668 (AH)
Facility Plumber	55811664, 55812387, 0419537728
Facility Electrician	55811154
Local Government Glenelg Shire Casterton	5554 2444
Department of Human Services	5226 4540
EPA	1800 444 004

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
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Wando Vale	Wando Vale	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Richard Layley 0438 545 624 0419 518 280 (Depot)
Dergholm / Retreat	Dergholm / Retreat	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Pat Chapman 0419 539 912 55 811 361 (Work) 0423 181 747 (Depot)
Nareen	Nareen	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	John Cook 0419 031 314
Killara	Killara	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Garry Condon 0418 852 437 0423 181 747 (Depot)
Paschendale	Paschendale	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Chris Hutchins 0428 052 000 0423 181 747 (Depot)
Merino	Merino	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Russell Sawyer 0428 811 799 0423 181 747 (Depot)
Strathdownie	Strathdownie	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Gary Phillips 0407 807 562 0400 798 585 (Depot)
Coleraine / Carapook	Coleraine / Carapook	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Richard Tait 0417 882 640 55 811 328
Lake Mundi	Lake Mundi	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Wayne Richardson 0422 341 415 0428 504 339 (Depot)

# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Meridith Walker <b>Phone/Mobile:</b> 0422674991	<b>Name:</b> John Webb <b>Phone/Mobile:</b> 55811220

Planning Officer	<b>Name:</b> Joanne Mckenzie <b>Phone/Mobile:</b> 0421756277	<b>Name:</b> Meridith Walker <b>Phone/Mobile:</b> 0422674991
Operations Officer (Area Warden)	<b>Name:</b> John Webb <b>Phone/Mobile:</b> 55811220	<b>Name:</b> Carina Barton <b>Phone/Mobile:</b> 0400240152
Communications Officer	<b>Name:</b> Meridith Walker <b>Phone/Mobile:</b> 0422674991	<b>Name:</b> John Webb <b>Phone/Mobile:</b> 55811220
Logistics Officer (Warden)	<b>Name:</b> Joanne Mckenzie <b>Phone/Mobile:</b> 0421756277	<b>Name:</b> Joanne McKenzie <b>Phone/Mobile:</b> 0421756277
First Aid Officer	<b>Name:</b> Tracie Layley <b>Phone/Mobile:</b> 0427811968	<b>Name:</b> Georgie Sweeney <b>Phone/Mobile:</b> 0438827228

# 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>

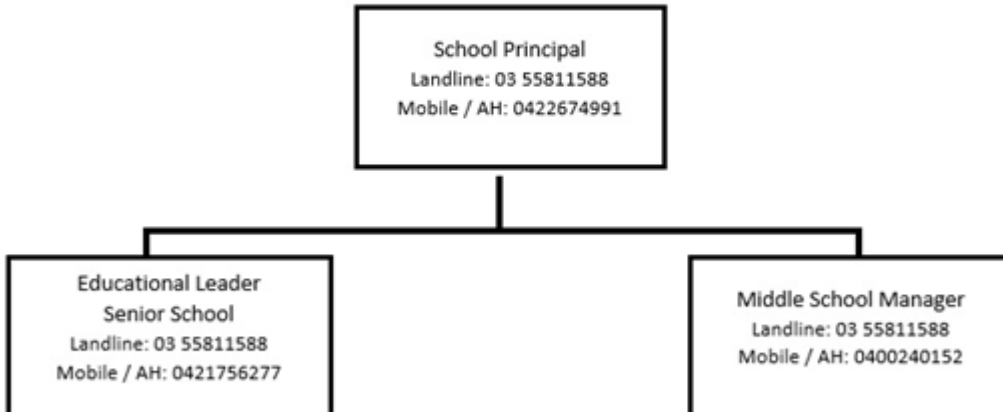


	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly 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	

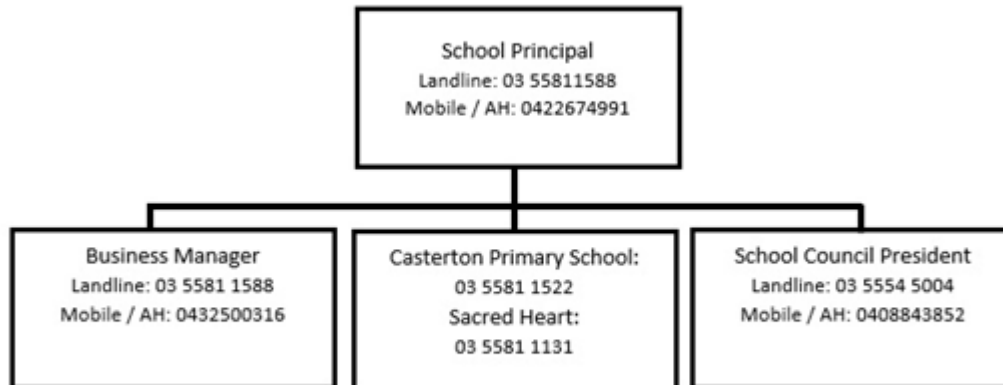
# Communication Tree

## Communication Tree

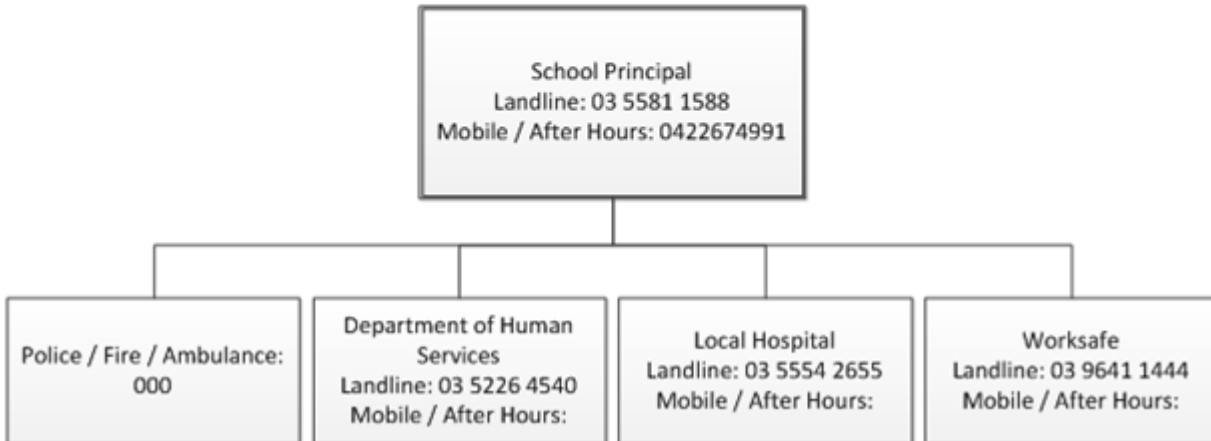
1. Contacting Parents: The Principal or Delegate will coordinate contacting parents when deemed necessary



2. The Principal or Delegate will contact the Business Manager, neighbouring Schools and the School Council President



3. The Principal or delegate will contact the Regional Director and Regional Emergency Management Coordinator  
See South Western Victoria Region DEECD Emergency Management Communication Flowchart.
4. The Principal or delegate will contact the following



# 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>	Contact Manger - Operations & Emergency management, SEIL, Regional Director, Emergency and Security Management, Contact local primary school, Contact parents, Contact bus proprietors, Glenelg Shire. Ensure that polycom systems are available to support student learning.
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Name	Contact Details	Support Role
Meridith Walker	5581588, 0422 674 991	Principal
John Webb	55811588, 0427 811 220	Assistant Principal

## 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>	Contact power company, Contact Manger - Operations & Emergency management, SEIL, Regional Director, Emergency and Security Management, School data backed up daily, Hard copies for recording absences etc. Hard copies of detailed course outlines, work would be available for students, possibility of hiring a generator.
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Name	Contact Details	Support Role

Meridith Walker	5581588, 0422 674 991	Principal
John Webb	55811588, 0427 811 220	Assistant Principal

### 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>	Advertise vacancies, contact local secondary school to find out if suitable staff are available short term, use of CRTs , combine classes, run an alternative program, inform SEIL and Regional Director of the situation
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Name	Contact Details	Support Role
Meridith Walker	5581588, 0422 674 991	Principal
John Webb	55811588, 0427 811 220	Assistant Principal

## 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> </ul>	

<ul style="list-style-type: none"> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <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> <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



### KEY

**A1** = Preferred Assembly Site

**A2** = Secondary Assembly Site

**S** = Stadium / Safer Area

— Casterton Secondary College Main Buildings and Grounds

— Casterton Secondary College Relocation Route

Evacuation Time to A1 or A2 : 5 Minutes

Relocation Time to Stadium / Safer Area : 10 Minutes

— Emergency Vehicle Access

# Evacuation Map

Building Name	Evacuation Procedures
All buildings	Relocate to front lawn and relocate to stadium as outlined elsewhere in the EMP.
<p>The map illustrates the layout of Casterton Secondary College, including buildings such as the Science Lab, Main Entrance, Administration, Resource Centre, Staff Room, Home Eco, Art, Music, Canteen, and Technology Centre. It also shows outdoor areas like the School Farm, Cattle Yards, and Assembly Sites A and B. A legend identifies symbols for buildings, fire safety equipment (reel, blanket, extinguishers), first aid, exits, and emergency vehicle access (EVA). A scale bar indicates 0.2, 0.4, and 0.8 meters, and a north arrow is provided.</p>	