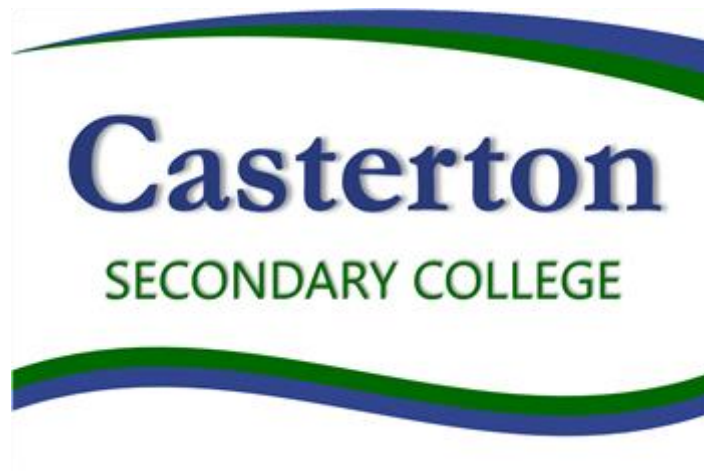


Casterton Secondary College

Emergency and Critical Incident Management Plan 2020-2021



27 Mt Gambier Road, Casterton, VIC, 3311
03 5581 1588 / casterton.sc@education.vic.gov.au

Department of Education and Training

Date Approved: 21/08/2020

Purpose

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

Context

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

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

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

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

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All Staff	All Staff	27/01/2021	Hand delivered
Greg Johnson	School Council President	14/12/2020	10 White St. Casterton, 3311
Casterton Police	Police	14/12/2020	Hand Delivered
Casterton CFA	CFA	14/12/2020	Hand Delivered
Casterton Ambulance	Ambulance	14/12/2020	Hand Delivered
Glenelg Shire Casterton Office	Local Government	14/12/2020	Hand Delivered

Facility Profile

School Name/Campus Name	Casterton Secondary College
Address	27 Mt Gambier Road, Casterton, VIC, 3311
Phone	03 5581 1588
Email	casterton.sc@education.vic.gov.au
Fax	03 5581 1518
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Wimmera South West Area
LGA	Glenelg (S)
BOM/Fire District	South West District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 3
Operating Hours	6.30am - 7.00pm Monday to Friday
Number of Students	117
Number of Staff	30
Number of Buildings	6
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Casterton Secondary College
On-site Evacuation Location	Stadium
Off-site Evacuation Location	Stadium

Typical method used for communications to school community	Newsletter, Letters, Web-site, Facebook, XUNO, radio, newspaper
Is this school has other services or users of the site?	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

Control Valve Location	Block A
Shutoff Instructions Location	At sprinkler valve

Boiler Room

Location	Boiler room no longer exists
Access	Boiler room no longer exists

Emergency Power System

Type	N/A
Location	
Provides power to	
Shutoff Instructions Location	

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	

Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	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
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	20/08/2020
Next check date	27/01/2021

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 principal/OH&S representative	29/01/2019	29/01/2019
Term 3	Lockdown procedures	Assistant principal/OH&S representative	19/07/2019	24/07/2019
Term 3	Lockdown procedures	Assistant principal/OH&S representative	22/07/2020	
Term 4	Evacuation/relocation Drills/ children/staff	Assistant principal/OH&S representative	14/10/2020	
Term 1	Evacuation/relocation Drills/ children/staff	Assistant principal/OH&S representative	06/02/2020	06/02/2020
Term 1	Lockdown procedures	Assistant principal/OH&S representative	26/02/2020	
Term 4	Evacuation/relocation Drills/ children/staff	Assistant principal/OH&S representative	18/10/2019	14/11/2019
Term 1	Staff briefing on EMP, Evacuation drills, Lockdown procedures	Assistant Assistant Principal/OH&S representative	28/01/2020	28/01/2020
Term 1	Staff briefing on EMP, Evacuation drills, Lockdown procedures	Assistant Principal / OH&S representative	27/01/2021	
Term 1	Evacuation/Relocation Drills/ children/staff	Assistant principal/OH&S representative	04/02/2021	
Term 1	Lockdown procedures	Assistant principal/OH&S representative	22/02/2021	

Term 2	Lockdown procedures	Assistant principal/OH&S representative	28/04/2021	
Term 4	Evacuation/RelocationDrills/ children/staff	Assistant Principal / OH&S representative	13/10/2021	

First Aid Training

Staff Member	Training Completed	Date Qualified To
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	01/08/2022
Renae Newell	Certificate 2 in First Aid	01/08/2022
Carina Barton	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
Sarah Moss	HLTAID001, HLTAID002, HLTAID003, HLTAID004	24/01/2021
Bel Kelleway	Div 1 Registered Nurse	

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
Bee stings	0	2
Pollens	0	1

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) Monitor the VicEmergency app VicEmergency hotline 1800 226 226	Effective	Consequence Insignificant Likelihood Unlikely Risk Level Low	As per Current Risk Control.	Consequence Insignificant Likelihood Unlikely Risk Level Low
Bush Fire	Fire in the local environment.	Being aware of weather conditions and following conditions on CFA website ABC radio, Bureau of Meterology, Emergency Services Monitor the VicEmergency app VicEmergency hotline 1800 226 226 ISOC (Incident Support and Operations Centre) 1800 126 126 Follow EMP for bushfires	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	As for Current Risk Control plus Follow directions form CFA and regional officers, police, emergency services	Consequence Minor Likelihood Rare Risk Level 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	Consequence Moderate Likelihood Possible Risk Level Medium	As for current Risk Control plus Annual checks of the electrical system. All high risk areas to be routinely cleaned. Follow directions form CFA and regional officers, police, emergency services	Consequence Minor Likelihood Rare Risk Level Low
Intruder	Verbal, possibe physical abuse, attempt to abduct a student.	Lockdown procedures Staff on yard duty Secure reception area	Acceptable	Consequence Minor Likelihood Rare Risk Level Low	As per Current Risk Control	Consequence Minor Likelihood Rare Risk Level Low
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Practise evacuation procedures	Effective	Consequence Moderate Likelihood Rare Risk Level Low	As per Current Risk Control Practise evacuation procedues.	Consequence Moderate Likelihood Rare Risk Level 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, Vic Emergency app Liaise with Emergency services, Glenleg Shire, Bus operators, Parents, Primary schools, DET - Student Transport, PTV (Public Transport Victoria) IRIS reports	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	As per Current Risk Control	Consequence Minor Likelihood Unlikely Risk Level 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 ISOC (Incident Support and Operations Centre) 1800 126 126	Effective	Consequence Moderate Likelihood Rare Risk Level Low	As per Current Risk Control	Consequence Moderate Likelihood Rare Risk Level 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 ISOC (Incident Support and Operations Centre) 1800 126 126	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	As per Current Risk Control	Consequence Minor Likelihood Unlikely Risk Level Low
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	Practise Evacuation procedures	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	As per Current Risk Control	Consequence Minor Likelihood Unlikely Risk Level 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	Consequence Moderate Likelihood Possible Risk Level Medium	As for bushfire: see above	Consequence Minor Likelihood Rare Risk Level Low
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator Mandatory reporting: DHHS, SOCIT 	Effective	Consequence Moderate Likelihood Possible Risk Level		

	trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder			Medium		
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT 	Effective	Consequence Minor Likelihood Unlikely Risk Level Low		
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer • ISOC (Incident Support and Operations Centre) 1800 126 126 	Effective	Consequence Minor Likelihood Possible Risk Level Medium		
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative • Headspace counselling 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium		
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 	Effective	Consequence Major Likelihood Rare Risk Level Medium		

<p>Traumatic Death/Injury/Grief</p>	<p>Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • ISOC (Incident Support and Operations Centre) 1800 126 126 • Employee Assistance Program 	<p>Effective</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	
<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 	<p>Effective</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	

COVID-19 Pandemic	Risk of health and possible death	Follow DET School Operations Guidelines and procedures implemented at CSC ISOC (Incident Support and Operations Centre) 1800 126 126	Effective	Consequence Major Likelihood Unlikely Risk Level Medium		
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Core Emergency Response Procedures

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

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

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

	<ul style="list-style-type: none"> • Print and issue pre-prepared parent letters and give these to students to take home. • Direct all Media enquiries to DET Media Unit on 8688 7776. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. • Complete your Post Emergency Record. <p>Refer to CSC specific procedures</p>
<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"> • Call 000 for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area is the THE STADIUM • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Flood	<ul style="list-style-type: none"> • Because of its proximity, the school would never be in danger of a flood. • If town access points, and therefore bus routes were affected by floods, which can occur, we would then: • Call 000 if emergency services are needed and seek and follow advice. • Report emergency to the Security Services Unit on 1800 126 126. • Be in contact with the Glenelg Shire, SES for regular updates. • Contact parents, Bus proprietors, Department of Infrastructure, Primary Schools, • Monitor the VicEmergency app • Bureau of Meteorology • VicEmergency hotline 1800 226 226 • ISOC (Incident Support and Operations Centre) 1800 126 126
Bush Fire	<p>Enact evacuation / relocation procedures Monitor the VicEmergency app VicEmergency hotline 1800 226 226 ISOC (Incident Support and Operations Centre) 1800 126 126</p>
Internal Fire	<p>Enact evacuation / relocation procedures</p>
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • ISOC (Incident Support and Operations Centre) 1800 126 126 <p>Refer to CSC specific procedures</p>
Bomb/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • ISOC (Incident Support and Operations Centre) 1800 126 126 • Do not approach, touch, tilt or tamper with the object. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await all clear advice from police before returning to school buildings to resume normal school activities. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p>

	<ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? • Once the call is finished: <ul style="list-style-type: none"> ○ DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.
<p>Severe weather event</p>	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to ISOC (Incident Support and Operations Centre) 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. • Monitor the VicEmergency app • VicEmergency hotline 1800 226 226 • ABC radio • Bureau of Meteorology • Contact the Make-Safe service provider on 1800 133 468 who will arrange for servicemen to attend the school if required
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school.

	<ul style="list-style-type: none"> • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the ISOC (Incident Support and Operations Centre) 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment • Contact the Make-Safe service provider 1300 133 468 who will arrange for service men to attend the school if required 																								
Smoke	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p>Medical</p> <ul style="list-style-type: none"> • Call 000 if anyone is experiencing wheezing, chest tightness and difficulty breathing. • Closely monitor for adverse effects of smoke on students and staff. • Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. • Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. • Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. <p>Activities/Indoors</p> <ul style="list-style-type: none"> • Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. • Close windows and doors. • Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function) • Limit prolonged or heavy physical activity relative to the conditions. <p>Notification/Information</p> <ul style="list-style-type: none"> • As appropriate: <ul style="list-style-type: none"> • report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126 • notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required • direct all Media enquiries to DET Media Unit on 9637 2871. • For health information about smoke go to: www.betterhealth.vic.gov.au/bushfiresmoke or http://www.betterhealth.vic.gov.au/plannedburns • 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 http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days • 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. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment 																								
Bushfire/Grassfire	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Triggers for Action.</p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> • is observable, or • identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school. • there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> • If immediate emergency services assistance is required phone '000'. • Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you. <table border="1" data-bbox="300 1715 1927 1825"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Mobile number</th> </tr> </thead> <tbody> <tr> <td>Insert name</td> <td>Manager Operations and Emergency Management</td> <td>Insert Number</td> </tr> <tr> <td>Insert name</td> <td>Emergency Management Support Officer</td> <td>Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Report the incident to ISOC (1800 126 126) • Convene your Incident Management Team (IMT) • Continue to monitor conditions such as wind change, size of fire, direction of travel. • Continue to monitor warnings and advice messages through the VicEmergency App or website. • If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary. <p>Other sources of Information</p> <ul style="list-style-type: none"> • Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area. • ABC local radio – use a battery powered radio if necessary due to the possibility of power outages. <p style="text-align: center;">Actions for the School when it is within a VicEmergency warning area</p> <table border="1" data-bbox="300 2131 1927 2680"> <thead> <tr> <th>VicEmergency Warning</th> <th>What it means</th> <th>School Actions</th> </tr> </thead> <tbody> <tr> <td>Advice Warning</td> <td>Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. 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	<p>This may include undertaking actions to prepare their family, gather critical items and protect their property.</p> <p>Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.</p> <p>If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.</p> <p>Sheltering in Place. If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> • Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. • Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the Shelter in Place. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services are maintained. • Advise parents that the school is sheltering in place and they should not come to pick their children up. • If parents arrive, encourage them to stay with their children at the school. • Check all windows and doors in the Shelter in Place are closed (but doors are not locked). • Turn off gas supply • Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems). • If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite Bushfire Evacuation Location and Offsite Bushfire Evacuation Location. • Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require. • The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. • Wait for emergency services to arrive or provide further information. • Any decision to leave the Shelter in Place should only occur on advice of emergency services • Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions. • If the building has ignited and is not safe to extinguish – evacuate to the > Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route. • Maintain a record of actions/decisions undertaken and times. <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>
<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"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. 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Information Security	<ul style="list-style-type: none"> • Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ○ Phone 1800 641 943 ○ Email servicedesk@edumail.vic.gov.au ○ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
Mental Stress	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
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"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776
Violence, Aggression	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance

<p>and/or harassment</p>	<ul style="list-style-type: none"> • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
<p>COVID-19 Pandemic</p>	<p>See DET COVID-19 School Operations and CSC procedures ISOC (Incident Support and Operations Centre) 1800 126 126</p>

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
Senior School Leader	Renaë Newell	55811 588	0437859009	0437859009
Middle School Leader	Carina Barton	55811588	0400240152	0400240152
School Bus Coordinators	Tracie Layley	55811 588	0427811968	0427811968
First Aid Officer	Tracie Layley	55811 588	0427811968	0427811968
OH and S Representative	Steven Rathmell	55811588	0425865607	0425865607
School Nurse	Isobel Kelleway	55811588	0448282394	0448282394
School Council President	Greg Johnson	5554 5004	55812927	0408843852
Director of Teaching and Learning	Joanne McKenzie	55811588	0421 756 277	0421756277

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) 8871 2507	
Wimmera South West, Area Executive Director	Michael Fitzgerald	(03) 8871 2506	0418 039 670

Local / Other Organizations

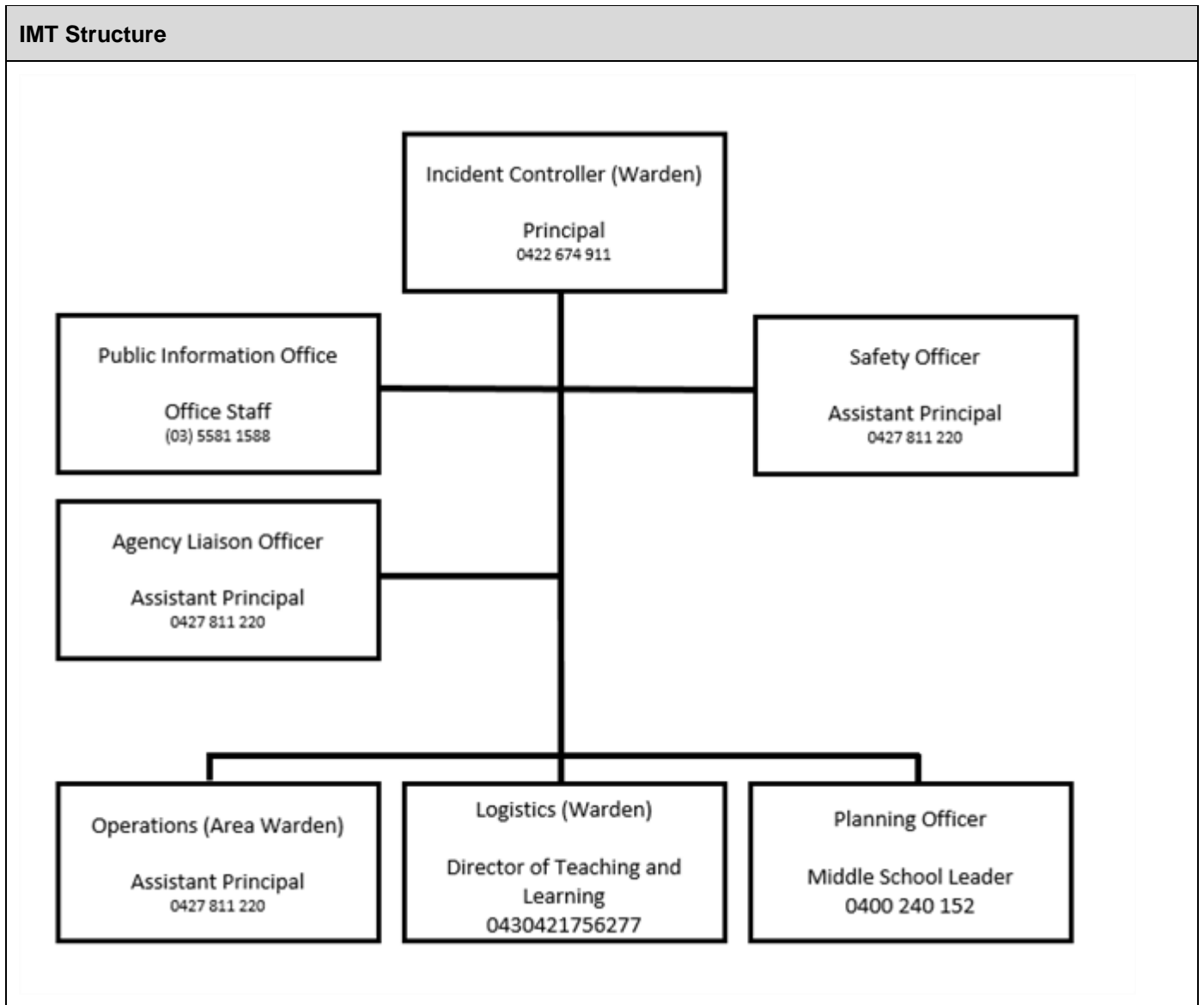
Name	Phone
Police Station	5581 1024
Hospital/s	5554 2555
Gas	1800 819 783
Electricity	132412
Water Corporation	1300 926 666
Facility Plumber	5581 2387, 0419 537 728
Facility Electrician	5581 1154
Local Government Glenelg Shire Casterton	5554 2444
Department of Human Services	5226 4540
EPA	1300 372 842

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 Depot 0419 518 280
Dergholm / Retreat	Dergholm / Retreat	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Pat Chapman 0419 539 912 Depot 0422 341 415
Nareen	Nareen	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Jenny Marsh 0418 844 462 Depot 0422 341 415
Killara	Killara	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Max Beauglehall 0418 350 333 Depot 0422 341 415
Paschendale	Paschendale	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Chris Hutchins 0428 052 000 Depot 0422 341 415
Merino	Merino	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	David Ryan 0459 811 477 Depot 0422 341 415
Strathdownie	Strathdownie	Casterton Sec College Casterton Primary School Sacred Heart Kathleen Millikan Kindergarten	Gary Phillips 0407 807 562 Depot 0400 798 585
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, Depot 0422 341 415`

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Meridith Walker Phone/Mobile: 0422674991	Name: John Webb Phone/Mobile: 55811220
Planning Officer		

	Name: Joanne Mckenzie Phone/Mobile: 0421756277	Name: Meridith Walker Phone/Mobile: 0422674991
Operations Officer (Area Warden)	Name: John Webb Phone/Mobile: 55811220	Name: Carina Barton Phone/Mobile: 0400240152
Communications Officer	Name: Meridith Walker Phone/Mobile: 0422674991	Name: John Webb Phone/Mobile: 55811220
Logistics Officer (Warden)	Name: Joanne Mckenzie Phone/Mobile: 0421756277	Name: Joanne McKenzie Phone/Mobile: 0421756277
First Aid Officer	Name: Tracie Layley Phone/Mobile: 0427811968	Name: Isobel Kelleway Phone/Mobile: ????

Incident Management Team Roles & Responsibilities

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

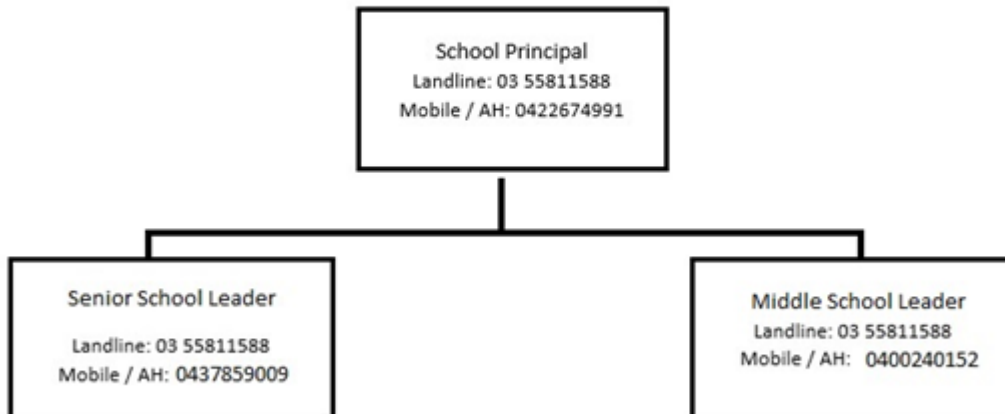
	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant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

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

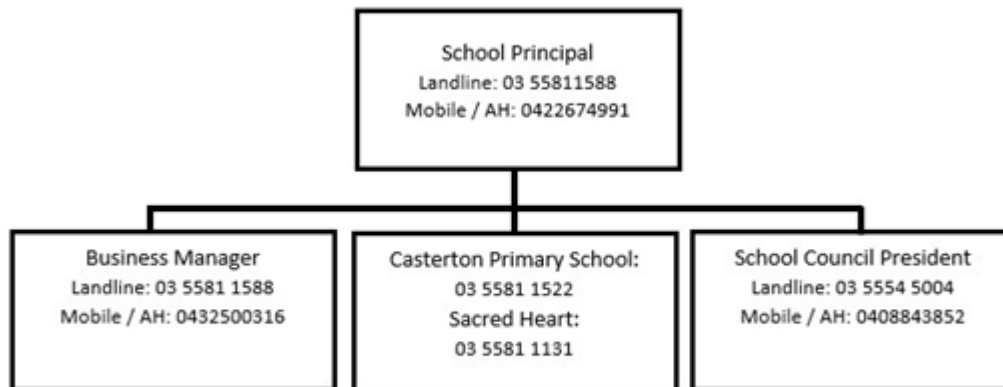
Communication Tree

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



Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

Details of arrangements	Contact 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

Details of arrangements	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
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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)

Details of arrangements	Advertise vacancies, contact local secondary schools 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"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key school data • Using paper based systems 	

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

Area Map

Area Map



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 displays the layout of Casterton Secondary College. Buildings are numbered 1 through 26, including the Main Entrance, Administration, Science Lab, Resource Centre, Staff Room, Home Eco, Art, Music, Canteen, and Technology Centre. Assembly Site A is located at the top right, and Assembly Site B is located near the Stadium. The map also shows the School Farm, Cattle Yards, and various outdoor areas. A legend in the top right corner identifies symbols for buildings, fire equipment (reel, blanket, extinguishers), first aid stations, emergency exits, and EVA (Emergency Vehicle Access) points. A scale bar indicates 0, 2, 4, 8 meters, and a north arrow is present.</p>	