**Pyalong Primary School**

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



**10-14 Bourke Street, Pyalong, VIC, 3521**

**03 5785 1291 / pyalong.ps@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 30/08/2024**

Purpose

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

Context

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

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

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

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

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Pyalong Primary School |
| Address | 10-14 Bourke Street, Pyalong, VIC, 3521 |
| Phone | 03 5785 1291 |
| Email | pyalong.ps@education.vic.gov.au |
| Fax | 03 5785 1249 |
| DE Region | NORTH-EASTERN VICTORIA |
| DE Area | Goulburn |
| LGA | Mitchell (S) |
| BOM/Fire District | North Central |
| Is your school on Bushfire At- Risk Register? | Yes |
| Bushfire At-Risk Register Category | Your school is a Category 3 on the Bushfire At-Risk Register |
| Is your school on the Category 4 list? | No |
| Operating Hours | 8:45AM - 3:45PM |
| Number of Students | 88 |
| Number of Staff | 22 |
| Number of Buildings | 4 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Main Building - Open Learning Area |
| On-site Evacuation Location | Main School Oval |
| Off-site Evacuation Location | Pyalong Recreation Reserve |
| Typical method used for communications to school community | SMS, School Newsletter, website |
| Is this school has other services or users of the site? | Yes |

Other Services/Users of Site

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service/User Name | Location | Number of Student or Visitor | Emergency Contact | Phone | Mobile |
| Pyalong Primary School - Out of School Hours | Room 3 Building ID - 61 | Max 25 students before school and 25 students after school | 0700 - 0900 1530 - 1800 | 5785 1291 | 0403 357 962 |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| Office | (03) 5785 1291 |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring  Company | Number |
| Fire | fill this in only if required |  |  |
| Intrusion | Main building | DET | DET - FOB required |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service  Provider | Location of shutoff  Instructions |
| Gas / Propane | LPG - Lower school grounds - Adjacent to old school building | Elgas | Turn off gas bottle at the rear of main building |
| Water | Bourke Street boundary, school water tanks located behind toilet block (Building ID 20, 21, 22) | Goulburn Valley Water | Turn off at Mains, Bourke Street boundary |
| Electricity | Main Switchboard - Administration Building | AGL (Powercor) | Turn off at main power board in Stephanie Alexander Kitchen. Sub-board in staff room. |

Sprinkler System

|  |  |
| --- | --- |
| Control Valve Location |  |
| Shutoff Instructions Location |  |

Boiler Room

|  |  |
| --- | --- |
| Location |  |
| Access |  |

Emergency Power System

|  |  |
| --- | --- |
| Type |  |
| Location |  |
| Provides power to |  |
| Shutoff Instructions Location |  |

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
|  |  |

Additional Profile Information

|  |  |
| --- | --- |
| Additional Info |  |
|  | |

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
| Term 1 | Incident Management Team Training | Jessica Bowen-Duarte | 28/01/2025 | 28/01/2022 |
| Term 1 | Evacuation Procedures and drills (on site) | Jessica Bowen-Duarte | 07/03/2024 | 27/03/2024 |
| Term 2 | Lockdown Procedures and drills (on site) | Jessica Bowen-Duarte | 04/06/2024 | 04/06/2024 |
| Term 3 | Shelter in place | Jessica Bowen-Duarte | 19/09/2024 | 19/09/2024 |
| Term 4 | Offsite Evacuation | Jessica Bowen-Duarte | 27/11/2024 |  |
| Term 1 | Incident Management Team Training | Jessica Bowen-Duarte | 28/01/2025 | 28/01/2025 |
| Term 1 | Evacuation Procedures - onsite evacuation | Jessica Bowen-Duarte | 24/02/2025 |  |
| Term 2 | Lockdown Procedures | Jessica Bowen-Duarte | 28/04/2025 |  |
| Term 3 | Shelter in place | Jessica Bowen-Duarte | 28/07/2025 |  |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Jessica Bowen-Duarte | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Heather Smith | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Stephen Cadusch | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Robyn Dwyer | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Andi Ferraro | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Erica Stute | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Michelle Gyton-Taylor | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Leanne Delany | GoTafe HLTAID004 First Aid/Asthma/ Anaphylaxis Stitches CPR | 18/11/2023 |
| Mandy Wittig | Practical Outcomes HLTAID001/004 First Aid/ Asthma/ Anaphylaxis/CPR | 04/05/2024 |
| Louise Chivell | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |
| Pam Thrift-Mullholland | Stitches Level 2 First Aid / Anaphylaxis / Asthma / CPR (2022) | 08/06/2025 |

Other Training Record

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Type | Date |
| Stephen Cadusch | 22579VIC Verifying Use of Adreline Injectors | 23/06/2022 |
| Stephen Cadusch | Trauma Responsive Practice | 04/08/2020 |
| All staff | Mandatory Reporting | 03/02/2025 |
| Stephen Cadusch | 22578VIC First Aid Management of Anaphylaxis | 23/06/2022 |
| All staff | Asthma First Aid | 01/09/2023 |

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 |
| Asthma | 1 | 9 |
| Severe behaviour disorder | 0 | 4 |
| Intellectual disability | 0 | 2 |
| Epilepsy | 0 | 1 |
| Vision impaired | 0 | 1 |
| Autism Spectrum Disorder | 0 | 5 |
| Attention Deficit Disorder | 0 | 1 |
| Allergies | 0 | 4 |
| Anaphylaxis | 1 | 1 |
| Migraines | 0 | 1 |

Emergency Kit Checklist

|  |  |
| --- | --- |
| Checklist | Yes / No |
| Student and staff with additional needs list (contained in EMP) including any student medications | Yes |
| Staff contact information | Yes |
| List of staff on the IMT | Yes |
| Traffic/emergency safety vests and tabards | 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 |
| Portable battery powered radio | Yes |
| Copy of facility site plan and EMP including evacuation routes | Yes |
| Water | Yes |
| Sunscreen and spare sunhats | Yes |
| Plastic garbage bags and ties | Yes |
| Toiletry supplies | Yes |
| Sanitary products | Yes |
| Student data and parent contact information | Yes |
| Blankets | Yes |

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 22/08/2024 |
| Next check date | 03/02/2025 |

Incident Management Team

|  |
| --- |
| **IMT Structure** |
|  |

|  |  |  |
| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander | |  | | --- | | **Name:** | | Jessica Bowen-Duarte | | **Phone/Mobile:** | | 5785 1291/0422 565 794 | | |  | | --- | | **Name:** | | Heather Smith | | **Phone/Mobile:** | | 5785 1291/0412 122 006 | |
| Communications Officer | |  | | --- | | **Name:** | | Jessica Bowen-Duarte | | **Phone/Mobile:** | | 5785 1291/0422 565 794 | | |  | | --- | | **Name:** | | Heather Smith | | **Phone/Mobile:** | | 5785 1291/0412 122 006 | |
| Planning Officer | |  | | --- | | **Name:** | | Jessica Bowen-Duarte | | **Phone/Mobile:** | | 5785 1291/0422 565 794 | | |  | | --- | | **Name:** | | Heather Smith | | **Phone/Mobile:** | | 5785 1291/0412 122 006 | |
| Operations Officer (Area Warden) | |  | | --- | | **Name:** | | Jessica Bowen-Duarte | | **Phone/Mobile:** | | 5785 1291/0422 565 794 | | |  | | --- | | **Name:** | | Heather Smith | | **Phone/Mobile:** | | 5785 1291/0412 122 006 | |
| Logistics Officer (Warden) | |  | | --- | | **Name:** | | Jessica Bowen-Duarte | | **Phone/Mobile:** | | 5785 1291/0422 565 794 | | |  | | --- | | **Name:** | | Heather Smith | | **Phone/Mobile:** | | 5785 1291/0412 122 006 | |
| First Aid Officer | |  | | --- | | **Name:** | | Steve Cadusch | | **Phone/Mobile:** | | 5785 1291 / 0448 064 275 | | |  | | --- | | **Name:** | | Heather Smith | | **Phone/Mobile:** | | 5785 1291 / 0412 122 006 | |

Incident Management Team Roles & Responsibilities

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| Chief Warden/Education Commander | **Pre-Emergency**   * 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.   **During Emergency**   * 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 1800 126 126.   **Post- Emergency**   * 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. |
| Communications Officer | **Pre-Emergency**   * 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.   **During Emergency**   * 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.   **Post- Emergency**   * 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. |
| Planning Officer | **Pre-Emergency**   * Assist the Chief Warden. * Identify resources required. * Participate in emergency exercises/drills.   **During Emergency**   * 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.   **Post- Emergency**   * Collect and evaluate information relating to the emergency. * Identify recovery needs and develop a recovery plan (if required). |
| Operations Officer (Area Warden) | **Pre-Emergency**   * 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.   **During Emergency**  On hearing alarm or becoming aware of an emergency, the Operations Warden will:   * 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. * 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.   **Post Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| Logistics Officer (Warden) | **Pre-Emergency**   * 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.   **During Emergency**  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:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed * Close or open other doors in accordance with the emergency response procedures. * Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the operations officer (area warden) on their completion. * Act as directed by the Chief Warden.   **Post- Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| First Aid Officer | **Pre-Emergency**   * Regularly check and report on deficiencies of kits. Make sure that all kits are available in the designated areas. * Ensure medical information and medical plans are up to date and copies are located in the emergency kits * Participate in emergency exercises/drills.   **During Emergency**  On hearing alarm or becoming aware of an emergency, the First Aid Officer will:   * Attend the emergency control point and await specific instructions. * Gather medication and forms from the safe * Collect epipen and additional asthma kits from the staff room * Communicate with the Chief Warden by whatever means available and act on instructions. * Co-opt persons as required to assist during an emergency.   **Post Emergency**   * Compile report of the actions taken during the emergency for the debrief. |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal | Jessica Bowen-Duarte | 5785 1291 | 0422 565 794 | 0422 565 794 |
| SSSO Network Leader | Sharon Blackwell | 5784 1200 | 0429 041 776 | 0429 041 776 |
| Business Manager | Heather Smith | 5785 1291 | 0412 122 006 | 0412 122 006 |
| Leader | Stephen Cadusch | 5785 1291 | 0448 064 275 | 0448 064 275 |
| Health and Safety Representative | Heather Smith | 5785 1291 | 0412 122 006 | 0412 122 006 |
| First Aid Officer | Heather Smith and Stephen Cadusch | 5785 1291 | 0412 122 006 | 0448 064 275 |
| School Council President | Julia Gaffney | 0414 607 219 | 0414 607 219 | 0414 607 219 |
| Out of School Hours Care Service Manager | Amanda Wittig | 0403 357 962 | 0403 357 962 | 0403 357 962 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Karen Money | 1300 333 231 |  |
| Regional Office (nevr@edumail.vic.gov.au) | General enquiries, Benalla, Glen Waverley | 1300 333 231 (03) 8392 9500 |  |
| Manager, Operations & Emergency Management | Therese Carroll | 03 8904 2473 | 0448 284 749 |
| Emergency Management Support Officer | Kate Roberts | 03 7022 0190 | 0427 374 563 |
| Incident Support and Operations Centre (ISOC) |  | 1800 126 126 |  |
| MakeSafe Program(VSBA) |  | 1300 133 468 |  |
| OHS Advisory Service |  | 1300 074 715 |  |
| Employee Assistance Program |  | 1300 291 071 |  |
| Media Unit (on call 24/7) |  | (03) 8688 7776 |  |
| SEIL | Rhonda Cole | 0457 525 133 | 0457 525 133 |
| SSSO Team Leader | Sharon Blackwell | (03) 5770 2000 | 0429 041 776 |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Local Police Station | 57 851 212 |
| Ambulance | 000 |
| Fire Services Authority MFB/CFA | 000 |
| State Emergency Service | 132 500 |
| Hospital(s) | Kilmore Hospital - 5734 2000 |
| Gas | Elgas 13 11 61 |
| Electricity | AGL 1300 793 477 |
| Water Corporation | Goulburn Valley Water, 1800 454 500 |
| Department of Human Services (Regional Office) | 5793 6400 |
| Department of Human Services- Child Protection (Regional Office) | 1800 650 227 |
| Local Government | Mitchell Shire 03 5734 6200 |
| Environment Protection Authority | 9695 2722 |

Communication Tree

|  |
| --- |
| **Communication Tree** |
|  |

Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
| Building fire | Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | * Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. * A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. * Communication systems (PA system) are tested on a regular basis. * A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. * All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner. | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Rare | | **Risk Level** | | Medium | | * Ensure Emergency Management Plan is up to date. * Ensure all students and staff participate in emergency drills and know the evacuation process and points * Ensure that all cleaning fluids are stored appropriately (in the outside, locked cleaning cupboard) * Regular maintenance checks as per OHS schedule | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Rare | | **Risk Level** | | Medium | |
| Bushfire/Grassfire | Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals, risk of property damage or property loss. | * Weekly checks of safety equip are conducted during bushfire season. * School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. * WatchZone on VicEmergency App * Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. * Working bees to clear and clean up school site occur at least twice per year. * EMP is reviewed and socialised with staff before fire season. * Staff and parents are aware of EMP and understand their role within it. * ‘Annual facilities bushfire readiness review checklist’ is implemented in October to prepare for the bushfire season * School communicates closure plans for days of elevated fire danger to school community via newsletter at the start of the school year and prior to the fire danger period. * Pre-determined arrangements implemented as fire danger escalates (in accordance with school’s category on the Bushfire at Risk Register)  \*Closure on determined Code Red Days. * School grass is maintained short and any leaf litter/debris is removed on a regular basis. | Effective | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | | * Ensure grounds are kept in good condition with grass cut, long grass beside buildings whipper snipped - fortnightly mowing, weeding * Ensure gutters are cleaned twice yearly * Enact fire prevention maintenance measures using School Council allocated funds * Ensure all parties are aware of the Emergency Management Plan | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Off-site emergencies | Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity. | Complete Student Activity Locator.   Adhere to the Guidelines for Outdoor Education.   Staff should follow DET's Work-related driving procedures.    Complete risk assessment for all off site excursions/camps. | Acceptable | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | Ensure all staff have proper documentation with them on excursions.  Ensure staff complete the Excursions module on eduPay  Adequate student/staff ratios | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Intruder | Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. Students witnessing the event may also be psychologically harmed. | Ensure visitors/contractors sign in through the office area when they first arrive on site.  Ensure contact details for Police and Emergency services are located at the front office.  Practise drills | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Ensure all personnel are vigilant on reporting any visitors to office  Review risk register on a regular basis | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | Ensure each phone has a Bomb Threat Checklist available.   Schedule and practice emergency evacuation drills on a regular basis.   Implement and follow Bomb Threat response procedure (located in EMP) | Effective | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Rare | | **Risk Level** | | Medium | | Ensure checklist available at all phones. | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Rare | | **Risk Level** | | Medium | |
| 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 | Ensure roofs/gutters/drains are clear.   Liaise with SES/Local Government to identify potential risks.   Develop contingency for storage of equipment/materials if necessary.   Test communications. | Acceptable | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Hire personnel to clean gutters as part of yearly maintenance schedule.   Visual check roof structure as part of regular maintenance | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Influenza pandemic | Risk of health and possible death (in extreme cases) | Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Response Plan template.   Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April).   Ensure there is convenient access to water and liquid soap and/or alcohol based sanitiser.  Ensure staff and children are educated about covering their cough to prevent the spread of germs. | Effective | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | | Use newsletter and other technology to advise parents and the community of risk.   Educate parents of necessity of keeping sick children at home.  Offer flu vaccinations onsite for staff | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Unlikely | | **Risk Level** | | High | |
| 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 | Ensure that bottled drinking water is kept on site and encourage students to bring their own bottled water each day.  Tanks are connected to drinking taps (to be used when town water is unavailable).  Permission forms to be distributed at the beginning of each school year, allowing us to access the Recreation Reserve in instances of emergency ie. no flushing toilets.  Contact SEIL and Emergency Services Unit. | Acceptable | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | Tanks to be filled with drinking water when empty. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder | * Recognise indicators of Child Abuse * Child Safe Standards * PROTECT protocol * Student Critical Incident Advisory Line * Student Support Services/Student Welfare Coordinator | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | Provide support to parents in the form of online parenting courses  Ensure all staff are trained in mandatory reporting  Seek early intervention and assistance from visiting SSSO.  Referrals to organisations such as Orange Door  Strong wellbeing supports and structures  Opportunity for all students to identify a person of trust  Regular wellbeing check ins | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | 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 | * [Privacy (including DET’s Schools’ Privacy Policy)](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx) * [Privacy, Department provided software](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx) * [Privacy (requests for Information about Students)](https://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx) * [Acceptable use of ICT Resources](https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx) * 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 * Password protocols for ICT | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | Use of Authenticator app | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| 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 | * Staff trained in first aid * First Aid Kit * Staff observant to signs of illness * Medical history – staff/students * [First Aid and Infection Control Procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx) * Medication Authority Form and authority to administer | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | Ensure medical alert forms are up to date and easily accessible  Induction program includes information sharing about students at risk of anaphylaxis, asthma, diabetes etc  Ensure first aid supplies are audited on a termly basis and supplies are maintained at an adequate level  6 monthly first aid including anaphylaxis briefing | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **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 | * Student Support Services * Wellbeing staff in school * Student Engagement and Inclusion Guidance * Building Resilience Framework * Victorian Anti-bullying and Mental Heath Initiative * Respectful Relationships Initiative | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Minimise workload through ensuring face to face teaching load does not exceed set guidelines  Mentoring for new staff  Access to EAP 1300 361 008  Weekly check-in on staff wellbeing   Staff education on self care | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **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 | * 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** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | 1:1 supervision for students at risk  Frequent home - school contact  Regularly review risk assessments | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support | * Student Support Services * Wellbeing staff in school * Managing Trauma Guide * Incident Support and Operations Centre referrals * Employee Assistance Program | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  |  |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education | Site based policies and strategies   * Lunchtime and recess supervision * School based security measures such as dual entry points * Behavioral Code of Conduct * Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student   School pursues specific interventions or referrals as required/appropriate:   * Trespass order * Child Protection referral * Family violence referral   Specific supports for students with challenging behaviors and interventions:   * 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   Training   * Diffusion strategies and training for staff * Conflict management training * Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism   Specific support for teacher/staff in dealing with challenging behaviours   * Employee Assistance Program (EAP) for impacted staff * Principal Mentor Program * Proactive Wellbeing Supervision * Principal Health Checks * Early Intervention Principal Support Service   Refer to additional resources for impacted persons   * School breakfast club (where available) * School wide Positive Behaviour Support * Koori inclusive School Wide Positive Behaviour Support | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | Staff not to be at school alone in the evenings | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Heat (Extreme) | Probable causes: Prolonged period of excessively hot weather Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (rail); food poisoning due to unrefrigerated school lunch | * Sun and UV protection policy * SunSmart program are implemented * Playground areas are shaded * Sufficient shelter available for students awaiting pick-up by parents * Sufficient unrestricted water available * Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event * Staff are trained in identifying early signs of heat stress/dehydration | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | * Move students into the areas with an air conditioner installed | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Snakes | Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | * School grounds are cleared of all refuse and grass is cut regularly * Staff with first aid qualifications are trained in responding to a snake bite * Staff wear protective footwear on yard duty * School has a closed shoe policy * Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin * Phone number of snake handler is on display in office | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | * Students educated in safety around snakes * Ensure snake first aid kit is available in the First Aid cupboard | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Smoke | Probable Causes: Fire at nearby factory/premises; Road accident involving a vehicle transporting a hazardous substance; bushfire/grassfire; planned burning Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | * Medical treatment plans for children with pre-existing heart or lung conditions are current and accessible i.e. asthma * Medication is kept accessible * Air conditioners allow recirculation of air * Watch Zone on VicEmergency App * [EPA AirWatch](https://www.epa.vic.gov.au/our-work/monitoring-the-environment/epa-airwatch) * Follow precautionary health advice on smoky days – i.e. limit outside activity, limit physical activity, consider rescheduling outdoor events | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | * Keep students inside the building for recesses and lunchtimes | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Bus/vehicle emergencies during offsite activities | Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while bus conveying staff and students for camp excursion or other school activity; Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience | * Engage approved Accredited Bus Operators Drivers * Buses with seat-belts are used for transporting students * Staff to follow DET’s [work-related driving procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/driverfatigue.aspx). * Bus driver to maintain log book as required. * All excursions, camps and off-site activities adhere to the [DET Excursions including camps and adventure activities policy](https://www2.education.vic.gov.au/pal/excursions/policy) * Students supervised and monitored while participating in off-site school activities, including bus transport. * Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip. * Student Activity Locator (SAL) completed. * Risk assessment planning has occurred for all off-site camps and excursions. * First aid kit to accompany excursions and first aid qualified staff to attend. * Traffic management plan to manage school access/egress at drop off/pick up times. * Supervision to monitor student compliance with school road and bike safety policy. * All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled. | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  |  |
| Gas Leak/Chemical Spill (on-site) | Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning | * School Site Safety policy * Chemical management procedures outlined in: * [Managing Chemicals](https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/chemicals.aspx) * OHSMS [Chemical Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/chemicalmgt.aspx#link56) policy, covering dangerous goods and hazardous substances * School seeks and follows advice of nominated OHS representative * All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school * School drills evacuation procedures for gas leak/chemical spill. | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | * Chemicals stored in locked cleaners cupboard outside of main school building | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:    DET *School Operations Guide*  [*https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/)    *Safety Management Plan for COVID-19 (COVID-Safe Plan):*[*https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx*](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx)      *Health and safety advice for all Victorian schools:*[*https://www.coronavirus.vic.gov.au/health-and-safety-advice-all-victorian-schools*](https://www.coronavirus.vic.gov.au/health-and-safety-advice-all-victorian-schools) | Acceptable | |  | | --- | | **Consequence** | | Severe | | **Likelihood** | | Likely | | **Risk Level** | | Extreme | | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |

Bushfire Preparedness and Readiness

Bushfire Preparedness

1. Site readiness

|  |  |  |  |
| --- | --- | --- | --- |
| School site bushfire/grassfire readiness review checklist | Date completed | Follow up actions identified? | Files uploaded |
| 28/08/2024 | Yes | school-bushfire-site-readiness-review-checklist-2343 (1).docx |

1. Vegetation management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vegetation management plan | Date completed | Date of next review | Comments | Files uploaded |
| 01/10/2023 | 01/10/2026 | Uploaded most recent plan VSBA notes: The VMP has been uploaded here by the VSBA in August 2024. (Your school will have received a copy of this VMP previously via email from Spiire, the bushfire planning practitioner.) This VMP applies to the summers 23-24, 24-25 and 25-26. The next 3-year VMP for this school site will be scheduled for late 2026. | Veg Mgt Plan\_BPVP - Pyalong Primary School\_v2.pdf |

1. Communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Communication product/method | Date of distribution | Details | Responsible | Files uploaded |
| Communications to parents | 08/10/2024 | emailed and printed copy attached to newsletter | Heather Smith | communications-to-parents-fire-preparation-category-3-4-schools-1334.docx |
| Phone recording |  | Phone message to be recorded on Extreme or Catastrophic fire days. Script has been printed and laminated next to phone | Heather Smith/Jess Bowen-Duarte | pre-emptive-action-or-catastropic-closure-phone-script-2408 (1).docx |
| Confirmation of school closure for parents |  | Letter to be sent to parents if a catastrophic fire day is declared | Heather Smith/Jess Bowen-Duarte | confirmation of school closure on catastropic fire day.docx |
| Socialising the EMP |  | Letter to be sent to all families at the beginning of Term 4 regarding the EMP | Heather Smith/Jess Bowen-Duarte | Socialise-the-emergency-management-plan letter.docx |
| Cancellation of off-site activities due to elevated fire danger/catastropic fire danger |  | Letter needs to be edited depending on activity | Jess Bowen-Duarte | cancellation-off-site-activities-elevated-catastrophic-fire-danger-day-letter (needs to be edited).docx |
| Potential Catastrophic Day School closure |  | Letter to be dated prior to be sent | Jess Bowen-Duarte | potential-school-closure-catastrophic-fdr-day-letter.docx |
| Cancellation of potential Catastrophic day school closure |  | Letter to be dated prior to distribution | Jess Bowen-Duarte | cancellation-of-potential-catastrophic-day-school-closure-letter.docx |

Bushfire Readiness

1. Pre-emptive actions

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Trigger for action | | Details |
| Category 3 | Close on Catastrophic fire danger rating in fire weather district | | LGA: Mitchell (S), BOM: North Central |
| For schools in Category 0, 1 and 2 only, name of approved host school for relocation? |  | | |
| Regional director approval | Name | Date | |
|  |  | |
| Files uploaded |  | | |

1. Triggers for response and monitoring arrangements

|  |  |
| --- | --- |
| Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms) | 20 km from the school |
| Staff responsible for monitoring VicEmergency watch zone | Jessica Bowen-Duarte, Heather Smith and Stephen Cadusch |

Other bushfire/grassfire preparedness or readiness information and documents

|  |  |
| --- | --- |
| Is your school a designated Neighborhood Safer Place – Bushfire Place of Last Resort? Check [here](https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice/neighbourhood-safer-places) | No |
| Is your school a designated Community Fire Refuge? Check [here](https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice/community-fire-refuges) | No |
| Additional information |  |
| Files uploaded |  |

Core Emergency Response Procedures

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| On-site evacuation/relocation procedure | 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.   * Call **000** for emergency services and seek and follow advice. * Evacuate students, staff and visitors to your main school oval. * Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). * Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Confirm with emergency service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions after on-site evacuation/relocation procedure**   * 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. |
| Off-site evacuation procedure | 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.   * Call **000** for emergency services and seek and follow advice. * Identify which off-site assembly point you will evacuate staff, students and visitors to. * Evacuate staff, students and visitors to the Pyalong Recreation Reserve, Northern Highway Pyalong, declared a Safe Bushfire Shelter. * 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.   **Actions after off-site evacuation procedure**   * 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. |
| Lock-down procedure | 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.   * Call **000** for emergency services and seek and follow advice. * Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. * Check that all external doors (and windows if appropriate) are locked. * If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. * Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Divert parents and returning groups from the school if required. * Ensure a telephone line is kept free. * Keep public address system free. * Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. * If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. * As appropriate, ascertain that all students, staff and visitors are accounted for. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions after lock-down procedure**   * 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. |
| Lock-out procedure | 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.   * 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:   + Lock doors to prevent entry   + Check the premises for anyone left inside   + Obtain Emergency Kit * Go to the designated assembly point/s at the far end of the Pyalong Primary School Oval (signed). * 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.   **Actions after lock-out procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). * Print and issue pre-prepared parent letters and give these to students to take home. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Ensure all staff are made aware of Employee Assistance Program contact details. * Contact the SSSO Network Coordinator if required. * Seek support from your region/regional Manager, Operations and Emergency Management as required. * Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. * Complete your Post Emergency Record. |
| Shelter-in-place procedure | When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** for emergency services and seek and follow advice. * Chief Warden activates the Incident Management Team. * Move all students, staff and visitors to the pre-determined shelter-in-place area Main school building - Central Learning Area. * Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). * Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Check that all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions after shelter-in-place procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre that shelter-in- place is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). * Direct all Media enquiries to DET Media Unit on 8688 7776. * Print and issue pre-prepared parent letters and give these to students to take home. * Ensure all staff are made aware of Employee Assistance Program contact details. * Contact the SSSO Network Coordinator if required. * Seek support from your region/regional Manager, Operations and Emergency Management as required. * Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. * Complete your Post Emergency Record. |

Specific Emergency Response Procedures

|  |  |
| --- | --- |
| Specific Procedures | **Procedure Instructions** |
| Building fire | * **Call 000** for emergency services and seek and follow advice. * Activate the fire alarm. * If appropriate, follow the procedure for on-site evacuation. * Report the emergency immediately to the Chief Warden (Jess Bowen-Duarte) who will convene your IMT if necessary. * Extinguish the fire (only if safe to do so). * Evacuate to the ***onsite evacuation point at the far end of the school oval (signed)***, closing all doors and windows. * Check that all areas have been cleared and notify the Chief Warden. * Check that all students, staff, visitors and contractors are accounted for. * Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126. * 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 8688 7776   8688 7776  8688 7776  . |
| Bushfire/Grassfire | If immediate assistance is required phone ‘000’   1. Contact Vic Emergency 1800 226 226 for information on the fire   Report the emergency immediately to the Chief Warden who will convene your IMT and in consultation with emergency services determine the appropriate response  Report the emergency 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  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)  Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees  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.    **Bushfire/Grassfire Specific Emergency Response Procedures.**  **Triggers for Action.**  The need for action by the school is triggered when there is a bushfire or grassfire that;   * is observable, or * identified via Vic Emergency App within 20km from the school. * there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.   **Immediate Actions / Seek Advice .**   * 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.**Mobile number**   Manager, Operations and Emergency Management:  Therese Carroll 03 8904 2473 or 0448 284 749  Emergency Management Support Officer  Kate Roberts 03 7022 0190 or 0427 374 563   * 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.   **Other sources of Information**   * 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.   **Actions for the School when it is within a VicEmergency warning areaSchool Actions**  **Advice Warning**  Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.  If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.  **Watch and Act Warning**  Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.  If your school is in a Watch and Act Warning area, seek advice and then decide whether to;   * remain on site, shelter in place (if required) and monitor the situation * call parents to pick up their children * evacuate the school to your offsite bushfire evacuation location (if applicable).   **Emergency Warning**  Issued when the community is in imminent danger of an incident/event and needs to take action now.  If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice.  Advise parents that they should not travel to the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.  **Prepare to Evacuate**  Issued when it is recommended that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.  If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice.  **Evacuate Now**  Issued when it is recommended that the community leave immediately, or processes are in place to evacuate communities.  If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.  **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.   * 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.   **Pre-emptive Actions:**  This school is a Category 3 and will close on Catastrophic FDR days in Mitchell Shire. The plan is attached to this EMP.  This school will also close on determined Catastrophic fire danger days in North Central District.  When relocating due to elevated fire danger in line with this plan, the school will use the following relocation checklist: <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx>  When closing due to elevated fire danger in line with this plan, the school will use the following closure checklist: <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx> |
| Off-site emergencies | Risk assessment template completed for all camps and excursions.  Ensure that all camps and excursions are listed on the Student Activity Locator.  Contact 000 and follow advice.  Check that all students, staff, parent assistants etc are accounted for.  Report the incident to the Incident Support and Operations Centre on 1800 126 126.  Notify the region and seek advice from the Regional Manager, Operations and Emergency Management if required.  Direct all Media enquiries to the DET Media unit on 8688 7776.  Ensure that all families are contacted as soon as possible. |
| Child Abuse | In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* 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.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* 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.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* 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.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* 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.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf>  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* 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.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* 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.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf |
| Information Security | * 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:   + 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) |
| Intruder | 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 in consultation with police where possible. Evacuation only should be considered if safe to do so.  Report emergency to the Incident Support and Operations Centre on 1800 126 126  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 8688 7776 |
| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)**  *Immediate response*   * 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. * Report the emergency to the Security Services Unit on 1800 126 126. * Do not approach, touch, tilt or tamper with the object.   *Evacuation*   * Evacuate the school and:   + 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   *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 8688 7771. * Await "all clear" advice from police before returning to school buildings to resume normal school activities.   **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 1800 126 126. * 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   + report the emergency to the Security Services Unit on 1800 126 126.   + ensure all of the caller information has been written down and provided to police on arrival.   **If a bomb/substance threat is received by letter**   * Place the letter in a clear bag or sleeve and store in a secure place * Avoid any further handling of the letter or envelope * Call 000 for police and seek and follow advice * Notify the Chief Warden/principal * If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. * Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. * Report emergency to the Security Services Unit on 1800 126 126.   **If a bomb/substance threat is received electronically e.g. by email**   * + **DO NOT DELETE THE MESSAGE**   + Call 000 for police and seek and follow advice   + Notify the Chief Warden/principal   + If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.   + Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.   + Report emergency to the Incident Support and Operations Centre on 1800 126 126.   **If you are at the site of an explosion**   * + 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:     - 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 1800 126 126.     - Be aware of any potential secondary explosions     - Limit use of phones as communications systems may become congested. |
| Severe weather event | * **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:   + 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 the Incident Support and Operations Centre on 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   **After the severe weather event**   * After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm. * Contact parents as required. |
| Influenza pandemic | 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)](https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame.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. |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion   * 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 | * 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:   + 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 wrapround support for disengaged learners   + Suicide prevention resources from Beyond Blue and/or Headspace   + CAT Team – acute mental health triage |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):**   * 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. * 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 Incident Support and Operations Centre on 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. |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:   * Search the immediate area * Contact the parent/carer * Contact ‘000’ for police to report child missing   + Provide a description, time last seen and location * Report the incident to the Incident Support and Operations Centre on 1800 126 126 |
| Heat (Extreme) | To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures.  Actions may include the following:   * Call 000 if medical assistance is required   ***Scheduling/Activities***   * Restrict outdoor time. * Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks. * Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area). * Reschedule/move classes from classrooms with direct sunlight/no cooling. * In extreme weather conditions, schools may: * reduce midday recess to no less than thirty minutes * adjust dismissal time accordingly. * Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities. * Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program. * Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.   ***Hydration***   * Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs. * Drinks containing caffeine such as coffee and tea should be avoided. * Remind parents to provide their child with water and modified uniform * Include information on the school's arrangements for managing hot weather in the school newsletter. * Ensure staff monitor students for early signs of heat stress/dehydration.   ***Indoors***   * Ensure indoor spaces have appropriate ventilation or air conditioning. * Display dealing with heat posters in prominent locations in the school. * Review first aid kits and the need to supplement stock of ice packs and hydrolyte.   ***Notification/Information***   * Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126. * Seek advice from your SEIL or regional emergency management staff if required. * Direct any media enquiries to DET Media Unit on 8688 7776. |
| Snakes | * Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. * Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. * If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. * If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. * If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. * If the snake is located inside a building, consider the need to evacuate the classroom or building. * Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. * If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. * Report the incident to the Incident Support and Operations Centre on 1800 126 126. |
| Smoke | This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.  **Medical**   * **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.   ***Activities/Indoors***   * 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 're-circulate' or 'reuse air’ (turn it off if it doesn’t have this function) * Limit prolonged or heavy physical activity relative to the conditions.   ***Notification/Information***   * As appropriate: * report the incident to the Incident Support & Operations Centre (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 8688 7776. * For health information about smoke go to: [www.betterhealth.vic.gov.au/bushfiresmoke](http://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 |
| Bus/vehicle emergencies during offsite activities | * Call 000 to request emergency assistance, if required * Contact emergency services agencies to ascertain local information on status of any notified emergency. * Report emergency to the Security Services Unit on 1800 126 126. * Advise emergency services of the status and location of bus services and seek assistance if required. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Confirm/provide instruction to driver with regard to destination. * notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). * Keep an accurate log of all communication in relation to the event. * Receive confirmation of bus’s arrival at destination from driver and/or supervising staff * Direct all Media enquiries to DET Media Unit on 8688 7776. |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):   * 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 *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including: * Develop a Communications Plan – check what information can be released:   + 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   + 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 and/or harassment | Violence, aggression, harassment, on school site:   * Intervene only if safe to do so * Contact ‘000’ if immediate/life threatening and require police/ambulance attendance * Initiate action to confine or isolate the aggressor * Determine whether evacuation, lock-down or Shelter in Place is required. * Administer first aid if required and safe to do so * Contact parent/guardian of student(s) impacted * Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan * Record evidence (if applicable) * If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place    If staff are directly impacted:   * 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    If there is an allegation of reportable conduct:   * Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the [Safety Management Plan for COVID-19 (COVIDSafe Plan):](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx%20)   * For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) for **Managing a suspected or confirmed case of coronavirus (COVID-19)** * For suspected cases in staff, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools** * Also see the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Management of an unwell student or staff member** * Principals are also to implement the actions outlined within the [action checklist for principals PDF](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.pdf) or in a [word accessible version](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.docx). |
| Gas Leak/Chemical Spill (on-site) | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. * Move staff and students away from the spill to a safe area and isolate the affected area. * Turn off gas tanks if safe to do so. * Report emergency to the Incident Support and Operations Centre on 1800 126 126. * Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required * Notify Worksafe if required. * Report on *eduSafe*. * Direct all Media enquiries DET Media Unit on 8688 7776. |

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

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| --- | --- |
| Details of arrangements | Workaround Partial site unavailable: -Revise timetable and relocate students and staff to other facilities ie. large outdoor shed, Stephanie Alexander Kitchen -Admin staff may need to work remotely from home -Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed -Confirm possible accommodation availability with Willowmavin Primary School for admin staff -Implement remote learning - Provide regular updates to the school community via SMS, emails and newsletter - Notify Out of School Hours Service and cleaning staff - If other sites unavailable, contact local Hall committee to obtain permissions to use the site. Whole site unavailable: - Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed - Confirm possible accommodation availability with Willowmavin Primary School for admin staff - Provide regular updates to the school community via SMS, emails and newsletter - Implement remote learning - Notify Out of School Hours Service, playgroup and cleaning staff - If other sites unavailable, contact local Hall committee to obtain permissions to use the site. |

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| Name | Contact Details | Support Role |
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2. Arrangements to manage a loss of technology / telephony / data / power

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

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| --- | --- |
| Details of arrangements | Data/technology: - Relocate admin and staff facilities to another networked space within the school - Utilise laptops where available to provide access to networks - School data (U Drive) is backed up each night and the curriculum server - Lesson plans are to be printed at the beginning of each week once they have been uploaded to the Google classroom - Plans uploaded on the Google classroom so that they can be printed from alternate site if necessary Telephony: - Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. - Paper based rolls are to be used as a backup should Compass not be accessible. - Mobile phones maybe used if the landline becomes unavailable - Place message on answering machine, if possible, referring callers to the Principal's number (0422 565 794) or alternative contact Power: - Emergency lighting is in place should power be lost to the facility. - Restructure school program to account for the loss of power Considerations: - Ensure OH&S issues are considered when using back up power - Ensure staff contact details are updated and include mobile numbers - Staff and student wellbeing Key Contacts: CASES 21 Support - 1800 641 943 DET IT helpdesk - (03) 9637 3333 Telephone provider - 1300 659 746 |

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| Name | Contact Details | Support Role |
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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)

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| Details of arrangements | Workaround: - Prioritise work allocations for remaining staff - Determine the number of CRT's required CRT's to be sourced from: - School access bank of Casual Relief Teachers - Agency - Merge classes where possible to make up full class groups - Implement succession plan for key roles within the school - Communications sent to surrounding schools requesting assistance - Ensure individual and behaviour management places are up to date and included as part of the staff induction process. - Lesson plans are to be printed at the beginning of each week once they have been uploaded to the Google classroom. Considerations: Workload of staff and emergency teachers Key Contacts: CRT list located in the main office |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
|  |  |  |

Business Continuity Checklist

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| Action | Actioned? |
| Activate the school’s Incident Management Team |  |
| Evaluate the impact of the incident for:   * School activities * Impact over time * Manageability * Staffing levels * Resources for recovery |  |
| Identify actions to mitigate impact, including:   * Suspension of non-critical activities * Mutual support arranged with other schools * Distance/virtual learning Use of different areas within site * Off-site activities * Back–up of key school data * Using paper based systems * Flexible lesson plans * Using generators, portable lighting |  |
| Produce an Action Plan for maintaining critical activities that includes:   * Priorities * Communications * Resource deployment * Allocation of specific roles * Monitoring * Reporting * Stakeholder engagement |  |
| Establish a register to log all decisions and actions |  |
| Establish a register to log all financial expenditure incurred |  |
| Secure resources for continuity/recovery including:   * Staffing * Premises * IT and equipment * Welfare |  |
| Deliver appropriate communications including to:   * 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

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| **Area Map** |
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Evacuation Map

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| **Building name and evacuation diagram location** | **Evacuation Procedures** |  |
| Pyalong Primary School | School Evacuation Procedures 2024 -2025 For all evacuation procedures, collect class roll and line students up at door. Lead students to the relevant area dependent on type of emergency. Follow instructions of Evacuation Wardens. For Shelter-in-Place emergencies, lead students into main building and follow Shelter-in-Place procedures. For On-site evacuations, lead students to Emergency Assembly area on far side of oval. For Off-site evacuations lead students to Pyalong Recreation Reserve Off-site Emergency Assembly area. |  |

Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
| Therese Carroll | Manager Operations and Emergency Management, Regional Office, DEECD&#62; | 30/08/2024 | therese.carroll@education.vic.gov.au |
| Brendan Kelly | CFA - Pyalong | 30/08/2024 | c/o Pyalong Post Office/General Store |
| Pyalong Police Station | Police - Pyalong | 30/08/2024 | c/o Pyalong Post Office/General Store |
| All school staff | Pyalong Primary School | 30/08/2024 | c/o Pyalong Primary School |
| All visitors to school | All visitors | 30/08/2024 | On display on noticeboard in main office |
| All School parents | Pyalong Parents | 30/08/2024 | On display on noticeboard in main office, on school website |