

Dhurringile Primary School

Emergency and Critical Incident Management Plan 2018-2019



605 Langham Road, Dhurringile, VIC, 3610
03 5826 6222 / dhurringile.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 21/11/2018

Purpose

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

Scope

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

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Stuart Brain	Manager Operations and Emergency Management, Regional Office, DEECD	10/08/2017	brain.stuart.a@edumail.vic.gov.au
Ian MacAuley	Murchison Fire Brigade	10/08/2017	fbmurc@cfa.vic.gov.au
R. Keast	Murchison Police	10/08/2017	murchison.uni@police.vic.gov.au
Lisa Wilson	Chief Warden Dhurringile Primary School	21/11/2018	wilson.lisa.j@edumail.vic.gov.au
Jennifer Naughton	Logistics Warden Dhurringile Primary School	21/11/2018	naughton.jenny.j@edumail.vic.gov.au

Facility Profile

School Name/Campus Name	Dhurringile Primary School
Address	605 Langham Road, Dhurringile, VIC, 3610
Phone	03 5826 6222
Email	dhurringile.ps@edumail.vic.gov.au
Fax	03 5826 6277
DET Region	NORTH-EASTERN VICTORIA
DET Area	Goulburn Area
LGA	Greater Shepparton (C)
BOM/Fire District	Northern Country District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8.30am - 4.00pm
Number of Students	8
Number of Staff	3
Number of Buildings	4
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Dhurringile Primary school
On-site Evacuation Location	Basketball Court
Off-site Evacuation Location	Community Centre

Typical method used for communications to school community	Newsletter, Website
Is this school has other services or users of the site?	No

Other Services/Users of Site

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

Building Information Summary

Telephones (landlines)

Location	Number
Admin Office, Principals Office, Staffroom	5826 6222

Alarms

Description	Location	Monitoring Company	Number
Fire	N/A		
Intrusion	N/A		
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	East End of Building and West end of toilet block	Renegade Gas and Hunters Hardware	Turn off at tank

Water	Water tanks on side of main building, and beside toilet block for drinking water. channel water provided by direct pipe into pump in shed and backup storage for winter in concrete tank beside pump shed.	Goulburn Murray Water - channel water Willies Water - drinking water	Turn off power and tanks
Electricity	Inside passageway, main building	Powerdirect	Turn off power

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	N/A

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	N/A
Provides power to	N/A
Shutoff Instructions Location	N/a

Building and Site Hazards

Location	Number

Additional Profile Information

Additional Info	

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	01/03/2019
Next check date	01/11/2019

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Lockdown Drill Emergency evacuation (on-site Incident Management Team Training	Lisa Wilson	11/02/2019	
Term 2	Fire Drill	Lisa Wilson	13/05/2019	
Term 3	Emergency evacuation (on-site) Emergency evacuation (off-site)	Lisa Wilson	19/08/2019	
Term 4	Lock out drill	Lisa Wilson	12/11/2019	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Lisa Wilson	Level 2 HLTAID003	07/01/2020
Jennifer Naughton	Senior First Aid	18/05/2020

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	0
Asthma	1	1

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bush\ Grass Fires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	<ul style="list-style-type: none"> • Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. • Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. • Check CFA website, alerts during the bushfire season. • Schedule and practice emergency evacuation drills on a regular basis. • Employee Assistance Program. • Grief counselling services. • Ensure there is a business continuity plan in place. 	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> • Keep Grounds clean and grass mown. • Dhurringile Community Centre to be identified shelter-in-place 	Consequence Major Likelihood Possible Risk Level High
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	<ul style="list-style-type: none"> • Ensure fire services equipment (fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. • Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. • Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. • Ensure there is a business continuity plan in place. 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	<ul style="list-style-type: none"> • Unplug all portable electrical appliances (ie: kettle, toaster etc) each night. • Orientation of staff on location and use of extinguishers. • Keep mobile phone charged. 	Consequence Major Likelihood Unlikely Risk Level Medium
Severe Weather and Storms	Risk of roof down flooding Risk of injury. Risk of property damage	<ul style="list-style-type: none"> • 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. • Ensure there is a business continuity plan in place. • Complete the Flood risk identification assessment. 	Acceptable	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • Keep mobile phone charged 	Consequence Major Likelihood Possible Risk Level High
Intruders/ personal threat	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.	<ul style="list-style-type: none"> • Ensure any visitors/contractors sign in through the office area when they first arrive on site. • Employee Assistance Program. 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> • Ensure all interviews with visitors are held in a room with two exit doors. • Two adults on site at all times, where possible. • Students trained in dialing 000. • Mobile phone to be on hand during meetings. 	Consequence Moderate Likelihood Possible Risk Level Medium

Bomb Threat	Physical or psychological injury could occur to staff, students, visitors or contractors.	<ul style="list-style-type: none"> • 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 Unlikely Risk Level High	<ul style="list-style-type: none"> • Inservice Staff, display bomb threat checklist, include in induction program and staff manual 	Consequence Major Likelihood Unlikely Risk Level Medium
Pandemics and Communicable diseases	Risk of health and possible death (in extreme cases)	<ul style="list-style-type: none"> • Ensure relevant staff are familiar with DET's Pandemic. • Incident Response Procedures including the School Influenza Pandemic 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 Possible Risk Level Extreme	<ul style="list-style-type: none"> • Ensure all hygiene measures are in place. • Follow periods of exclusion as per Department of Health and Human Services recommendations. 	Consequence Major Likelihood Possible Risk Level High
Major Medical Emergency	There is a risk to health and possible death.	<ul style="list-style-type: none"> • First Aid Officer is appointed and training is up-to-date. • First Aid Officers are aware of and follow DET's First Aid and Infection Control Procedure. • Staff are aware of emergency procedures. 	Effective	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • Update First Aid and CPR as required. • Maintain First Aid equipment and consumables. • Mobile phone to be with staff on duty at all times 	Consequence Major Likelihood Possible Risk Level High
Offsite emergencies	Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	<ul style="list-style-type: none"> • Complete the Student Activity Locator. • Adhere to the Guidelines for Outdoor Education. • Staff should follow DET's Work-related driving procedure. • Complete risk management for all excursions and camps. 	Effective	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • Inservice all staff on correct procedures. 	Consequence Major Likelihood Possible Risk Level High
Snake	There is a risk to health and possible death	<ul style="list-style-type: none"> • First Aid Officer is appointed and training is up-to-date. • First Aid Officers are aware of and follow DET's First Aid and Infection Control Procedure. • Staff are aware of emergency procedures. • Students follow snake management plan. 	Effective	Consequence Major Likelihood Possible Risk Level High	<ul style="list-style-type: none"> • Curriculum includes snake identification and first aid management for students. 	Consequence Major Likelihood Possible Risk Level High

Prison escape	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> Follow lockdown procedures. Contact 000 Police. Implement Student Engagement and Wellbeing Policy and CSS suite. 	Acceptable	Consequence Major Likelihood Rare Risk Level Medium	<ul style="list-style-type: none"> All staff, students and families aware of lockdown procedures. 	Consequence Major Likelihood Rare 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.	<ul style="list-style-type: none"> Ensure any visitors/contractors sign in through the office area when they first arrive on site. Employee Assistance Program. 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Ensure all interviews with visitors are held in a room with two exit doors. Two adults on site at all times, where possible. Students trained in dialing 000. Mobile phone to be on hand during meetings. 	Consequence Moderate Likelihood Possible Risk Level Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> 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). 	Acceptable	Consequence Severe Likelihood Unlikely Risk Level High	Inservice all staff on correct procedures.	Consequence Severe Likelihood Unlikely Risk Level High
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff, students, visitors or contractors. Stress or psychological injury requiring clinical support for multiple individuals		Ineffective	Consequence Insignificant Likelihood Rare Risk Level Low		Consequence Insignificant Likelihood Rare Risk Level Low
Influenza pandemic	Risk of health and possible death (in extreme cases)	<ul style="list-style-type: none"> Ensure relevant staff are familiar with DET's Pandemic. Incident Response Procedures including the School Influenza Pandemic 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. 	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> Ensure all hygiene measures are in place. Follow periods of exclusion as per Department of Health and Human Services recommendations. 	Consequence Major Likelihood Possible Risk Level High

<p>Loss of essential services</p>	<p>Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets. Loss of electricity resulting in no heating, cooling, pumps. Loss of phone landline.</p>	<ul style="list-style-type: none"> • Relocation of students and staff to a suitable venue ie Dhurringile Community Hall or Murchison School. • Contact Powercor. • Advise parents of loss of service. 	<p>Effective</p>	<p>Consequence Major Likelihood Possible Risk Level High</p>	<ul style="list-style-type: none"> • Ensure supply of drinking water. • Mobile phone to be with staff on duty. 	<p>Consequence Major Likelihood Possible Risk Level High</p>
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Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-Site Evacuation/Relocation Procedure	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Evacuate students, staff and visitors out of the building to your Basketball Court. • Report the emergency and evacuation to ISOC Unit (24 hour, 7 days) on 1800 126 126. • Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan. • 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. • Maintain a record of actions/decisions undertaken and times. • Confirm with emergency service personnel that it is safe to return to normal operations. • Contact parents as required. <p>Actions After On-Site Evacuation/Relocation Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit 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 (e.g. parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • 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 review any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-Site Evacuation Procedure	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to Dhurringile Community Centre. • Report the emergency and evacuation to ISOC Unit (24 hour, 7 days) on 1800 126 126. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid and this Plan.

	<ul style="list-style-type: none"> • 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. • Maintain a record of actions/decisions undertaken and times. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Contact parents if required. <p>Actions After Off-Site Evacuation Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit 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 (e.g. areas of the facility to avoid or parent reunification process). • Direct all Media enquiries to DET Media Unit on 9637 2871. • 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 review any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-Down Procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Initiate the lock-down and provide instructions to staff e.g. close internal doors and windows, remain in classroom, sit below window level or move into corridors, etc. • 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 ISOC Unit (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 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.

	<ul style="list-style-type: none"> • Contact parents as required. <p>Actions After Lock-Down Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • 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 review any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-Out Procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside ○ Obtain Emergency Kit • Go to the designated assembly point/s Basketball Court. • Report the emergency and lock-out to the ISOCUnit (24 hour, 7 days) on 1800 126 126. • Check that students, staff and visitors are all accounted for. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions After Lock-Out Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit 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 (e.g. areas of the facility to avoid or parent reunification process). • Print and issue pre-prepared parent letters and give these to students to take home. • Direct all Media enquiries to DET Media Unit on 9637 2871. • 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.

	<ul style="list-style-type: none"> • Undertake operational debrief with staff and Incident Management Team to review any lock-out and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Shelter-In-Place Procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place location main classroom. • Report the emergency and shelter-in-place to the ISOC Unit (24 hour, 7 days) on 1800 126 126. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. • 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. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. <p>Actions After Shelter-In-Place Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the 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 (e.g. areas of the facility to avoid or parent reunification process). • Direct all Media enquiries to DET Media Unit on 9637 2871. • 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 review any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bush\ Grass Fires	<ul style="list-style-type: none"> • Phone 000 to notify the emergency fire services and seek advice. • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings. • If a threat exists decide appropriate action e.g. evacuation, moving to your pre-determined shelter-in-place location, closing all doors and windows etc. • Turn off power and gas. • Check that all students, staff and visitors, contractors are accounted for. • Report the emergency to ISOC on 1800 126 126. • Listen to local radio on battery-powered sets for bushfire/weather warning and advice. • Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. • Notify your region and seek advice from your regional Manager, Operations and Emergency management if required. • Direct all Media enquiries to DET Media Unit n 9637 2871
Building fire	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • Activate the fire alarm. • If appropriate, follow the procedure for On-site Evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the Basketball Court, 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 ISOC Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Severe Weather and Storms	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm store or secure loose items external to the buildings, 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 sa severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.

	<ul style="list-style-type: none"> • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the ISOC Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio on battery-powered sets for weather warnings and advice.
<p>Intruders/ personal threat</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 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 9637 2871. • •
<p>Bomb Threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by telephone</p>

	<ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? • Once the call is finished: <ul style="list-style-type: none"> ○ DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i>
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	<p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i>
<p>Pandemics and Communicable diseases</p>	<p>For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to: Human Influenza Pandemic Incident Response Procedures If you have any queries about pandemic response, contact the DET Manager, Operations and Emergency Management in your region. See http://www.education.vic.gov.au/Documents/school/principals/health/pandemicprocedure.docx for full document</p> <ul style="list-style-type: none"> ● Call 000 if emergency services are needed and seek and follow advice. ● See http://www.education.vic.gov.au/Documents/school/principals/health/pandemicprocedure.docx for full document ● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. ● Report emergency to the ISOC Unit on 1800 126 126. ● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
<p>Major Medical Emergency</p>	<ul style="list-style-type: none"> ● Phone 000 to notify the emergency services and seek advice. ● Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. ● Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings.

	<ul style="list-style-type: none"> • If a threat exists decide appropriate action e.g. evacuation, moving to your pre-determined shelter-in-place location, closing all doors and windows etc. • Turn off power and gas if required • Check that all students, staff and visitors, contractors are accounted for. • Report the emergency to ISOC on 1800 126 126. • Listen to local radio on battery-powered sets for bushfire/weather warning and advice if needed • Ensure staff and students do not hinder emergency services or put themselves at risk • Notify your region and seek advice from your regional Manager, Operations and Emergency management if required. • Direct all Media enquiries to DET Media Unit n 9637 2871
<p>Offsite emergencies</p>	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • report the emergency to the chief warden at the offsite venue if possible and follow their emergency plan and instructions • Report the emergency immediately to the Chief Warden at Dhurringile PS who will convene the IMT if necessary. • If a threat exists decide appropriate action e.g. evacuation, moving to your pre-determined shelter-in-place location, closing all doors and windows etc. • Check that all students, and staff who are off-site are accounted for. • Report the emergency to ISOC on 1800 126 126. • Ensure staff and students do not hinder emergency services or put themselves at risk • Notify your region and seek advice from your regional Manager, Operations and Emergency management if required. • Direct all Media enquiries to DET Media Unit n 9637 2871
<p>Snake</p>	<p>Snake seen only:</p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the snake if safe to do so. • remove all students from location if safe to do so. • Remain calm and locate snake from safe distance if possible. • keep eyes on snake • determine species of snake (brown, tiger or red belly black) • Determine whether evacuation, lock-down or shelter-in-place is required. • Call local snake catcher <p>Snake has bitten someone:</p> <ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • administer emergency first aid to bitten person • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Immediately clear and cordon off the area in the vicinity of the snake if safe to do so. • remove all students from location if safe to do so. • Remain calm and locate snake from safe distance if possible. • keep eyes on snake • determine species of snake (brown, tiger or red belly black) • Determine whether evacuation, lock-down or shelter-in-place is required. • Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings. • If a threat exists decide appropriate action e.g. evacuation, moving to your pre-determined shelter-in-place location, closing all doors and windows etc. • Check that all students, staff and visitors, contractors are accounted for. • Call local snake catcher • Report the emergency to ISOC on 1800 126 126.

	<ul style="list-style-type: none"> • Notify your region and seek advice from your regional Manager, Operations and Emergency management if required. • Direct all Media enquiries to DET Media Unit n 9637 2871
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 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 9637 2871
Bomb/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the ISOC Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266.

	<ul style="list-style-type: none"> • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> • where exactly is the bomb/substance located? • what time will the bomb explode/the substance be released? • what will make the bomb explode/how will the substance be released? • what does the bomb look like? • what kind of device/substance is it? • who put the bomb/substance there? Why was it put there? • what kind of substance is it (gas, powder, liquid)? How much is there? • where are you? Where do you live? • what is your name? What are your contact details? • Once the call is finished: <ul style="list-style-type: none"> ○ DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> • Place the letter in a clear bag or sleeve and store in a secure place • Avoid any further handling of the letter or envelope • Call 000 for police and seek and follow advice • Notify the Chief Warden/principal • If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. • Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. • Report emergency to the Security Services Unit on 9589 6266. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
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	<ul style="list-style-type: none"> ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. ○ <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ ○
<p>Severe weather event</p>	<ul style="list-style-type: none"> ● Call 000 if emergency services are needed and seek and follow advice. ● Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. ● Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. ● During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. ● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. ● Disconnect electrical equipment - cover and/or move this equipment away from windows. ● Report emergency to the Security Services Unit 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.
<p>Prison escape</p>	<ul style="list-style-type: none"> ● Call 000 for emergency services and seek and follow advice. ● Report the emergency immediately to the Chief Warden. ● Do not do or say anything to the person to encourage irrational behaviour. ● Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. ● Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. ● Evacuation only should be considered if safe to do so. ● Report emergency to the Security Services Unit on 1800 126 126.

	<ul style="list-style-type: none"> • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871
<p>Influenza pandemic</p>	<p>For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to: Human Influenza Pandemic Incident Response Procedures If you have any queries about pandemic response, contact the DET Manager, Operations and Emergency Management in your region. See http://www.education.vic.gov.au/Documents/school/principals/health/pandemicprocedure.docx for full document</p> <ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • See http://www.education.vic.gov.au/Documents/school/principals/health/pandemicprocedure.docx for full document • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Report emergency to the ISOC Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the ISOC Unit 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. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Lisa Wilson	5826 6222	0418 383 064	0418 383 064
Classroom Teacher	Jennifer Naughton	5826 6222	5798 5366	0481 186 590
Business Manager	Joyce Caiafa	5826 6222	5824 1525	0417 314 323
First Aid Officer	Jennifer Naughton	5826 6222	5798 5366	0481 186 590
School Council President	Sally Livesay	0428 480 038	0428 480 038	0428 480 038

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Terry Bennett	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Peter Chambers		0448 284 749
Emergency Management Support Officer	TBC		0427 374 563
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Scott Watson	0403589567	0403589567
SSSO Team Leader	Dianne Boulton	0357721366	

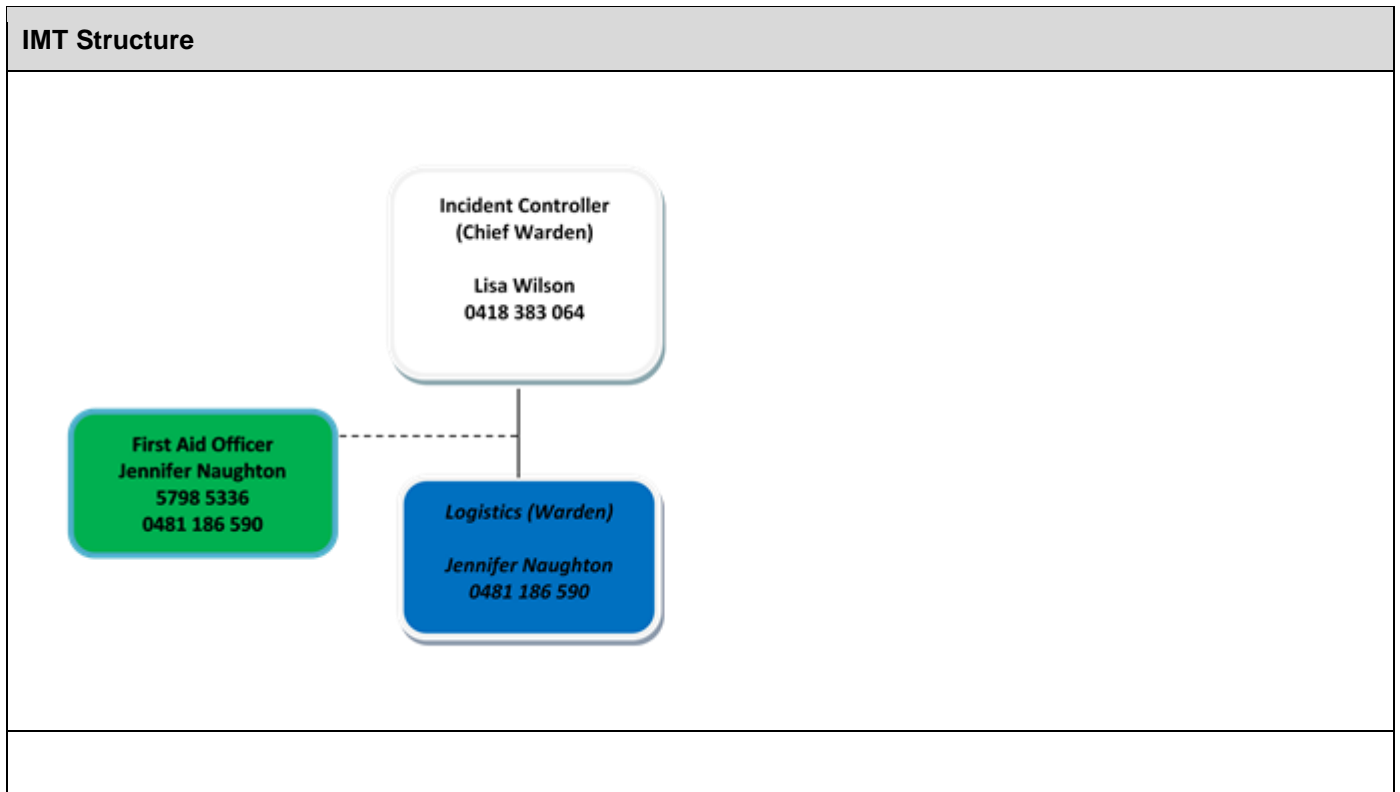
Local / Other Organizations

Name	Phone
Goulburn Valley Health	5832 2322
Electricity	132412
Water Corporation	1800 064 184
Facility Plumber	0419 347 304
Facility Electrician	5824 2317
Local Government	5832 9700
SES (flood, storm and earthquake)	132 500
Renegade Gas	8788 4487
Gas	02 8788 4487

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
N/A			

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Lisa Wilson Phone/Mobile: 0418 383 064	Name: Jennifer Naughton Phone/Mobile: 0481 186 590
Planning Officer	Name: Lisa Wilson Phone/Mobile: 0418 383 064	Name: Jennifer Naughton Phone/Mobile: 0481 186 590
Operations Officer (Area Warden)	Name: Lisa Wilson Phone/Mobile: 0418 383 064	Name: Jennifer Naughton Phone/Mobile: 0481 186 590

<p>Communications Officer</p>	<p>Name: Lisa Wilson Phone/Mobile: 0418 383 064</p>	<p>Name: Jennifer Naughton Phone/Mobile: 0481 186 590</p>
<p>Logistics Officer (Warden)</p>	<p>Name: Jennifer Nughton Phone/Mobile: 0481 186 590</p>	<p>Name: Jennifer Naughton Phone/Mobile: 0481 186 590</p>
<p>First Aid Officer</p>	<p>Name: Jennifer Naughton Phone/Mobile: 0481 186 590</p>	<p>Name: Lisa Wilson Phone/Mobile: 0418 383 064</p>

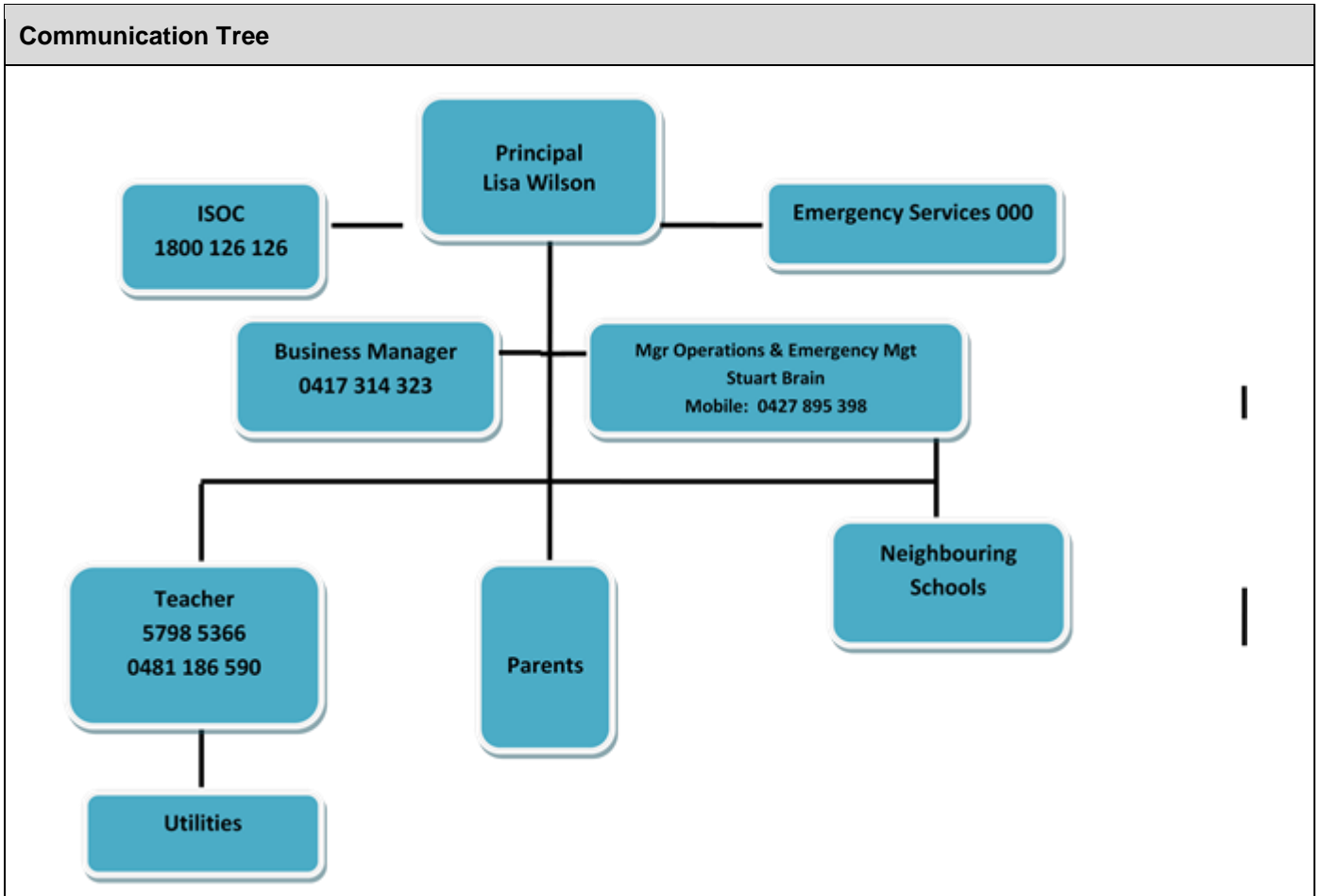
Incident Management Team Roles & Responsibilities

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

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

	<ul style="list-style-type: none"> • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>First Aid Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Participate in emergency exercises/drills. • Carry out safety practises in relation to first aid • regularly check and report on deficiencies of first aid kits. <p>During emergency</p> <ul style="list-style-type: none"> • attend the emergency control point • Ascertain the nature and location of persons requiring first aid • administer first aid as required • liaison with emergency personal as needed (fire, police, ambulance) • Keep a log of first aid administered during the emergency. • Act as directed by the Chief Warden. <p>post-emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief and ensure they are secured for future reference. • contact parents as required

Communication Tree



Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	<p>Workaround Partial site unavailable: • relocate students and staff to other facilities on site - additional classroom, staffroom • Relocate admin and staff facilities to other networked space within school. ie staffroom • Admin staff may need to work remotely from Murchison PS or other school that Business manager works from. Alternatively, may be able to rework days attended at each school. • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local school Murchison PS if necessary • Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify site users. eg cleaner</p> <p>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 local school Murchison PS for admin team and student groups. Possibility of using local community hall as located beside Dhurringile PS • Provide regular updates to the school community via SMS, emails, social media and newsletter • Consider student transport arrangements if using Murchison PS • Notify site users .eg cleaner • Redirect suppliers to alternate site, if required. IT Resources required • CASES admin network • Access to wireless network. • School curriculum network Considerations • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools • Demands placed on staff due to loss of resources, relocation, etc Key Contacts can be found in the Contacts section of the Emergency Management Plan.</p>
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Name	Contact Details	Support Role
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Lisa Wilson	0428858738	Principal Dhurringile PS
Karen Goodwin	03 58252060	principal Murchison PS
Sharon McCarthy	0406070975	Dhurringile Community Hall
Scott watson	0403 589 567	SEIL

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

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

Details of arrangements	<p>Workarounds Data/technology:</p> <ul style="list-style-type: none"> • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from Murchison PS to access Cases network or business manager could work remotely from her other schools (Girgarre, Mooroopna North or Ardmona PS) • Utilise laptops where available to provide access to network Hotspot computers to school mobile phone for essential requirements <p>Telephony:</p> <ul style="list-style-type: none"> • Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff and parents • note: with loss of power or telephone system at Dhurringile PS, landline phones will not work and are unable to be used as answering machine or to redirect calls. <p>Power:</p> <ul style="list-style-type: none"> • where possible, relocate students and staff to Murchison PS or Dhurringile Community Hall so that toilets and water are still available. Without power, school is unable to access toilets or water. Determine the requirement for the operation of the school. I.e water pump for toilet operation. and drinking water • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure school program to account of the lack of power. Considerations • Ensure OH&S issues are considered when using back up power and water pumps • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems <p>Key contacts</p> <ul style="list-style-type: none"> • Cases 21 support – 03 11111111 • DET IT support - contact number • Phone provider – contact number <p>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</p>
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Name	Contact Details	Support Role
Lisa Wilson	0428858738	Principal Dhurringile PS

Karen Goodwin	03 58252060	principal Murchison PS
Sharon McCarthy	0406070975	Dhurringile Community Hall
Scott Watson	0403 589 567	SEIL

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

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

Details of arrangements	<p>Workarounds • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from: o School's own pool of emergency teachers. • Inform school community of issues via social media, newsletter or note home with students. contact local schools to see if any teachers are available to assist contact SEIL for advice Considerations • Workload of staff and emergency teachers Table of key contacts CRT list in school Google Drive Teams available to all Dhurringile staff</p>
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Name	Contact Details	Support Role
Scott Watson	0403 589 567	SEIL

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	No
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical activities 	

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

Area Map

Area Map



Distance to Primary Off-site Assembly Area: 200m

Estimated time to reach Off-site Assembly Area: 3min

LEGEND Off-Site
Relocation
route



Evacuation Map

Building Name	Evacuation Procedures
Main Building	
<p>The map shows Block A with the following rooms and features:</p> <ul style="list-style-type: none"> TOOL SHED 13 (left) STORE (top left) SHED (top left) 6152 (left side) MALE 10 and FEMALE 10 (left side) SPORTS STORE 11 (left side) COVERED AREA 14 (left side) STAFF OFFICE 8 (top center) RECEPTION 9 (top center) WAITING 12 (top center) PASSAGE WAY 1 (center) CLASSROOM 2 (bottom center) CLASSROOM 3 (top right) STAFF ROOM 21 (bottom center) CONSULT./FIRST AID 23 (right side) MULTI PURPOSE 22 (bottom right) EXT. RAMP (right side) Fire Extinguishers (indicated by red icons and lines pointing to them) Exit Signs (green icons with running figures) Evacuation Route A (green circle with 'A' and arrows showing the path from the building to the Basketball Court) 	