

Simpson Primary School

Emergency and Critical Incident Management Plan 2022-2023



1 Cockayne Street, Simpson, VIC, 3266
03 5594 3298 / simpson.ps@education.vic.gov.au

Department of Education and Training

Date Approved: 1/09/2022

Purpose

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

Context

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

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

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

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

Facility Profile

School Name/Campus Name	Simpson Primary School
Address	1 Cockayne Street, Simpson, VIC, 3266
Phone	03 5594 3298
Email	simpson.ps@education.vic.gov.au
Fax	03 5594 3333
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Wimmera South West Area
LGA	Corangamite (S)
BOM/Fire District	South West District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 3
Operating Hours	8.45am - 3.30pm
Number of Students	
Number of Staff	8
Number of Buildings	3
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Early Childhood Learning Centre Corner Baramul & Cockayne Streets
On-site Evacuation Location	School Oval
Off-site Evacuation Location	Primary Off site location: Simpson Hall Secondary Off site location: Simpson Bowling Club

Typical method used for communications to school community	Compass, Newsletter
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
Simpson & District Kindergarten	Early Childhood Learning Centre	30 students 3 staff members	Tuesday 10:15-3:15 Thursday 10:15-3:15 Friday 10:15-3:15	0355943401	0427 107 301
Simpson Playgroup	Early Childhood Learning Centre	10	Tuesday 10:00-1:00	Erin Lomax	0400091681

Building Information Summary

Telephones (landlines)

Location	Number
Simpson Primary School	0355 943 298
Simpson & District Kindergarten	0355 943 401

Alarms

Description	Location	Monitoring Company	Number
Fire	N/A	Geelong Fire Services Maintenance CFA Maintenance team Camperdown	Extinguishers and fire blankets located and signed throughout the buildings as shown on site map

Intrusion	Front Entrance	DET	Fob and activation panel left hand side of front door
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Princetown Rd	Kleenheat	Turn off Gas Tank Also shut off valve located at South East end of main building closest to student toilets
Water	Princetown Rd	Wannon Water	Turn off Princetown RD
Electricity	Outside staffroom	Power Direct	Turn off Main switch board

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
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Building and Site Hazards

Location	Number
Gas Bulk Tank	Princetown Rd Gate Entrance
Tractor Shed	Princetown Rd Gate Entrance
Native Vegetation	South side boundary plantation (approx 10 ha)

Additional Profile Information

Additional Info	Fire Protection Services Hydrant System installed 2017 New hydrant pumping system -stand alone diesel powered water fire fighting facilities available on eastern boundary of school site.
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Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Bushfire/Grassfire	Principal	22/02/2023	22/02/2023
Term 2	Building Fire	Principal	18/05/2023	21/04/2020
Term 3	Intruder/Lockdown	Principal	05/09/2023	20/08/2021
Term 4	Bushfire	Principal	08/11/2023	25/10/2021

First Aid Training

Staff Member	Training Completed	Date Qualified To
Naomi Marr-Vogels	Level 2 WDEA Works	01/03/2024
Maddison McInnes	Level 2 WDEA Works	01/03/2024
Tabatha Robb	Level 2 WDEA Works	01/03/2024
Paula Newcombe	Level 2 WDEA Works	01/03/2024
Jannique Hanegraaf	St Johns Level 2	01/03/2024
Melissa Berry	Level 2 WDEA Works	01/03/2024
Sienna Turner	Level 2 WDEA Works	01/03/2024

Other Training Record

Staff Member	Training Type	Date
Melissa Berry	Asthma First Aid	31/01/2023
Abbey Carlin	Asthma First Aid	10/02/2023
Maddison Mcinnes	Asthma First Aid	01/02/2023
Naomi Marr-Vogels	Asthma First Aid	07/02/2023
Paula Newcombe	Asthma First Aid	04/02/2023
Judi Parkhouse	Asthma First Aid	02/02/2023
Jannique Hanegraaf	Asthma First Aid	04/02/2023
Melissa Berry	Asbestos	01/09/2021
Vanessa Howard	Asthma First Aid	22/02/2023
Maddison Mcinnes	Anaphylaxis	02/03/2023
Melissa Berry	Anaphylaxis	25/02/2023
Judi Parkhouse	Anaphylaxis	02/03/2023
Jannique Hanegraaf	Anaphylaxis	07/03/2023
Paula Newcombe	Anaphylaxis	02/03/2023

Naomi Marr-Vogels	Anaphylaxis	11/03/2023
Tabatha Robb	Anaphylaxis	11/03/2023

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
Wheel Chair access	0	1
Asthma	0	8
Severe behaviour disorder	0	1
Allergy	0	5
Epilepsy	0	2
Cerebral Palsy	0	1
Seizures	0	1

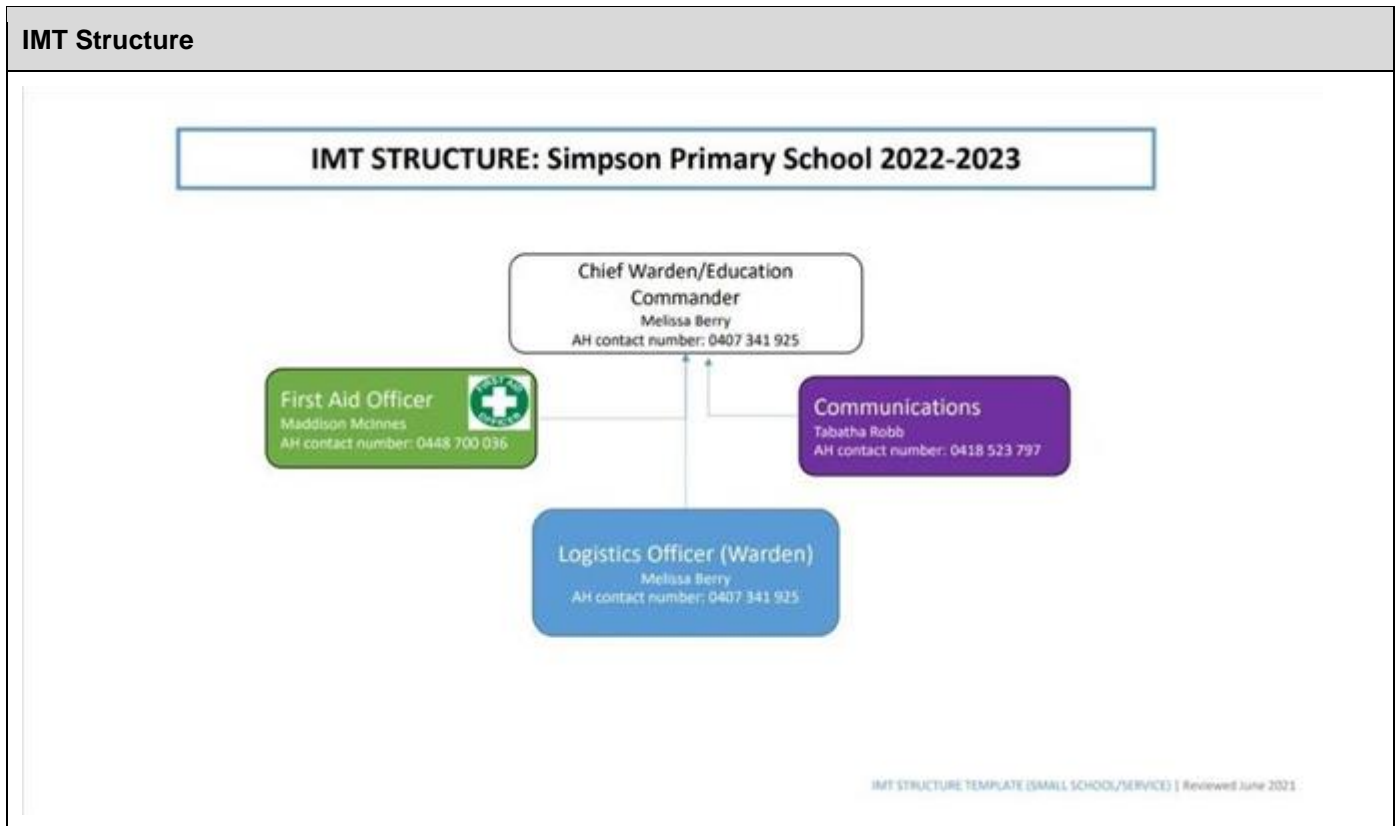
Emergency Kit Checklist

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
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	29/07/2022
Next check date	04/08/2023

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Melissa Berry Phone/Mobile: 0407 341 925	Name: Janine Murray Phone/Mobile: 0417 327 759
Planning Officer	Name: Melissa Berry Phone/Mobile: 0407 341 925	Name: Janine Murray Phone/Mobile: 0417 327 759
Operations Officer (Area Warden)	Name: Tabatha Robb Phone/Mobile:	Name: Janine Murray Phone/Mobile:

	0418 523 797	0417 327 759
Communications Officer	Name: Melissa Berry Phone/Mobile: 0407 341 925	Name: Tabatha Robb Phone/Mobile: 0418 523 797
Logistics Officer (Warden)	Name: Janine Murray Phone/Mobile: 0417 327 759	Name: Maddison McInnes Phone/Mobile: 0448700036
First Aid Officer	Name: Naomi Marr-Vogels Phone/Mobile: 0448 347 153	Name: Maddison McInnes Phone/Mobile: 0448700036

Incident Management Team Roles & Responsibilities

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

	<ul style="list-style-type: none"> • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Phone emergency services 000 • 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>The Principal (Business Manager on work days)</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>Senior Teacher Infant Department</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 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. • 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. • Close all doors after inspected on way past • 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>Qualified First Aid Staff Member</p> <p>Pre-Emergency Ensure first aid kit is current and items in date</p> <p>During Emergency Provide first aid and support as required Document any treatments undertaken Communicate with carers/ ambulance around follow-up requirements</p> <p>Post- Emergency Compile report of actions taken during emergency for debrief Seek counselling if required</p>

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Melissa Berry	+61355943298	0407 341 925	0407 341 925
Business Manager (Part time)	Tabatha Robb	03 5594 3298	03 5235 2586	0418 523 797
Year Level Coordinators P-2	Judi Parkhouse	0355943298	0422 349 035	0422 349 035
Year Level Coordinators 4-5-6	Jannique Hanegraaf	03 5594 3298	0438 986 429	0438 986 429
School Bus Coordinator	Melissa Berry	03 5594 3298	0407 341 925	0407 341 925
Cleaner	Anne Banks	0355943417	03 55 943 417	+61355943298
School Council President	Amanda Neave	0427 556 733	0427 556 733	0427 556 733
Year level Co-ordinator 2/3	Maddison McInnes	03 55943 298	0448 700 036	0448 700 036

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Chris Thompson	03 8468 9202	0409 519 207
Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	

Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Cherie Kilpatrick	03 55643520	0407041585
SSSO Team Leader	Sarah Prescott	03 8871 2547	0437 331 391
Neighbouring School Cobden PS	Jared Bacon	03 5595 1087	
Neighbouring School Timboon P-12 School	Davin Reid	03 5598 3381	
Emergency Security Services DET		9589 6266	

Local / Other Organizations

Name	Phone
Timboon 55586000 Colac 52300100 - Gas - Kleenheat	132180 1800093336
Electricity - RED energy	133466 Powercor 132412
Water Corporation - Wannon Water	1300 926 667 55647600
Facility Plumber - Greg McQuinn	55951061 0408 583 738
Facility Electrician - Zac Tesselaar	0408 138 428
Local Government - Corangamite	0355 937100
Glazier - Andrew Johnson	0427 625 082

School Bus Emergency Contacts

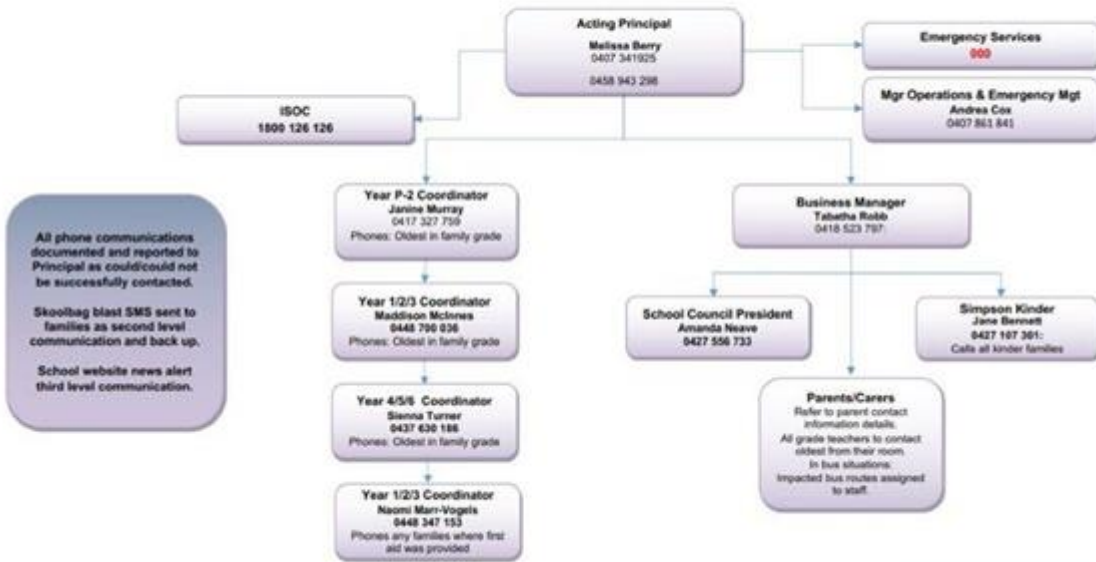
Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Bus 1	Tomahawk Ck - Williams Rd, Simpson	Simpson PS	David Pope 55983031
Bus 2	Centre Rd - Princetown	Simpson PS	David Pope 55983031

Bus 4	Kennedy's Creek	Simpson PS	David Pope 55983031
Bus 5	Colac Rd	Simpson PS	Coles Coaches 52314656

Communication Tree

Communication Tree

COMMUNICATIONS TREE: SIMPSON PRIMARY SCHOOL



COMMUNICATIONS TREE TEMPLATE | Revised June 2021

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	Cause: Bushfire spreading from bushland to south, east & west of school Consequences: Fatality and/or permanent disability from burns Serious injury from smoke inhalation Stress or psychological effect requiring extensive clinical support for multiple individuals	<ul style="list-style-type: none"> Liaison with local CFA throughout the year and ongoing partnerships for drills Conduct emergency response drills each term Monthly grounds rosters to clean & tidy site EMP reviewed before the fire season Staff & School Council aware of plan and their roles Implement Code Red Pre-emptive closure as per EMP Check CFA website, warnings bushfire alerts during season 	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> Communicate school bushfire preparedness to the school community. Maintain vegetation to limit hazards on site On declared day of extreme fire danger activate heightened state of readiness Alter, move or cancel scheduled programs / camps/excursions Consult with local CFA A staff member to regular monitor the horizon. Fire protection services hydrant system available on site. 	Consequence Severe Likelihood Unlikely Risk Level High
Building fire	Cause: Electrical fault Consequences: Risk of injury from burns or smoke inhalation Risk of property damage or loss Risk of Psychological injury	<ul style="list-style-type: none"> Fire Services Equipment (fire hose reel, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards Communication system (PA system) tested on a regular basis A fire blanket is available in all kitchen areas All electrical equipment is tested & tagged as per Australian Standards and damaged equipment disposed of 	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> Practice Evacuation Drills Ensure all electrical and fire equipment is regularly checked Ensure buildings are kept free of rubbish 	Consequence Severe Likelihood Unlikely Risk Level High
Severe weather event	Causes: Flying Debris, Flooding, Falling objects Consequences: Wind damage - trees down, airborne debris, lifting rooves Rain inundation -	Regular and ongoing maintenance of grounds and buildings Review lockdown procedures as per EMP Ensure roofs/gutters/drains are clear	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	<ul style="list-style-type: none"> Liaise with SES/local government to identify potential risks Alter, move or cancel scheduled programs/ camps/ excursions 	Consequence Major Likelihood Possible Risk Level High
Intruder	Causes: Person known/unknown inappropriately engaging with staff/students Consequences: Hospital treatment Stress event requiring professional support	Ensure no one can enter office area without permission. Ensure visitors/contractors sign in & out using the Visitors register at Office Practise lockdown/lockout procedures as per EMP Ensure all staff are aware and have access to Employee Assistance Program	Ineffective	Consequence Major Likelihood Unlikely Risk Level Medium	Maintain line of vision around school Records of Court Orders Keep non visible gates locked Practise stranger danger with students Enforce rule of not playing along fence lines.	Consequence Severe Likelihood Unlikely Risk Level High
School Bus Accident/ Vehicle Incident	Cause Poor Road conditions Mechanical failure Other drivers & damp; vehicles Consequences Injury or death Vehicle damage	Bus Coordinating School Emergency management Plan Safe bus travel guidelines distributed to all parents and students. Bus companies and drivers follow safe work	Acceptable	Consequence Severe	Liaise with Bus Companies to ensure high safety standard Maintain Bus Internal communication roles for staff phoning parents & Communication Tree and distribute to all bus travellers. Internal	Consequence Severe

	Stress requiring extensive clinical support for multiple individuals	procedures and complete prescribed safety check prior to driving vehicle		Likelihood Possible Risk Level Extreme	school notification system including skoolbag SMS option for families	Likelihood Possible Risk Level Extreme
Hazardous Substance Release	Causes Unauthorised access to fuel and chemicals used by facilities and grounds staff Gas leak from bulk gas tank located along Princetown Rd Consequences Fatality and/or permanent disability Stress requiring extensive clinical support for multiple individuals	Follow DEECD's Chemical Management procedures Maintain Chemical register with safety data sheets from Chemwatch Develop and implement safe work procedures for handling chemicals Schedule and practice emergency evacuation drills on a regular basis	Acceptable	Consequence Severe Likelihood Unlikely Risk Level High	Ensure any hazardous goods are in locked cupboards/rooms	Consequence Severe Likelihood Rare Risk Level Medium
Influenza pandemic	Causes Pandemic Event Flu event Consequences Stress requiring extensive clinical support for multiple individuals Fatality and/or permanent disability	Ensure staff are familiar with DEECD's Pandemic Incident Response Procedures Ensure basic hygiene measures are in place & posters displayed Ensure there is convenient access to water and soap and/or hand sanitiser Ensure staff and students are educated about covering their cough to prevent spread of germs	Effective	Consequence Severe Likelihood Rare Risk Level Medium	Ensure facility is kept clean. Promote good hygiene. Parents to be notified of illness. Parents to notify the school of any communicable diseases.	Consequence Major Likelihood Rare Risk Level Medium
Bomb Threat	Causes Bomb threat made to school or adjacent facility or organisation Consequences Stress or psychological effect requiring extensive clinical support for multiple individuals	Ensure staff are trained and aware of the Bomb Threat checklist Ensure all phones have a Bomb Threat checklist and pencil next to them Ensure all staff are aware and have access to the Employee Assistance Program	Acceptable	Consequence Severe Likelihood Rare Risk Level Medium	Practise drills to ensure all know roles in emergency situation. Scripts kept near phones	Consequence Severe Likelihood Rare Risk Level Medium
Off Site Emergencies	Causes Emergency at camp, excursion, PD Day or other off site activity	Complete Student Activity Locator Adhere to Outdoor Education Guidelines and ratios for supervision Staff to adhere to DEECD's Work related procedures.	Acceptable	Consequence Major Likelihood Possible Risk Level High	Teachers in charge of activity to complete SAL Teachers in charge of camps, excursions and off site activities to complete Risk assessments.	Consequence Major Likelihood Unlikely Risk Level Medium
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	Frequent shorter power outages are common and handled via change in technology requirements Water supply interruption is the second issue and we have some stored drink bottles. If known prolonged outage: hire of generator or may cancel school due to hygiene services lost such as water and toilet facilities	Acceptable	Consequence Minor Likelihood Likely Risk Level Medium	Notify students and staff of time outage expected -toilet visits held off Advance planning includes school community notified to send along extra drinks	Consequence Minor Likelihood Likely Risk Level Medium

Snakes	Risk of injury to staff and students Stress or psychological injury requiring clinical support for multiple individuals	Areas around the school ground are well maintained and cleared to ensure fewer hiding places Staff undertaken first aid training with snake bite processes taught Students alerted to appropriate response at sighting	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Information sessions for students around how to respond if sighting occurs are conducted with all classes in the lead up to Summer First Aid training for snake bites	Consequence Moderate Likelihood Possible 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	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Effective	Consequence Major Likelihood Possible Risk Level High		Consequence Major Likelihood Possible Risk Level High
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium		Consequence Moderate Likelihood Possible 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	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium		
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative 	Effective	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	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment • Protocols around tracking group in place 	Acceptable	Consequence Moderate Likelihood Possible 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	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	Consequence Major Likelihood Rare 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	<u>Site based policies and strategies</u> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <u>Training</u>	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium		

		<ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 			
<p>School bus emergencies</p>	<p>Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while school bus enroute to or from school or; while bus conveying staff and students for camp excursion or other school activity; Motor vehicle accident involving pedestrian: occurring inside school grounds; around perimeter of school; within close proximity of the school Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience</p>	<ul style="list-style-type: none"> • Engage approved Accredited Bus Operators Drivers • Buses with seat-belts are used for transporting students <p><u>Controls for bus travel to or from school:</u></p> <ul style="list-style-type: none"> • Complies with School Bus Program Emergency management Operational Guidelines • School's EMP consistent with bus operator's plan. • Student Transport Emergency management procedures socialised with school and bus operator. • Supervision during bus arrival and departure. • Bus coordinator appointed (bus coordinating schools only). • Log of bus travel risks. • School maintains a bus roll to determine who is travelling on the bus each day. • School maintains emergency contact records for all students travelling on buses. <p><u>Controls for bus travel during camp or excursion:</u></p> <ul style="list-style-type: none"> • Staff to follow DET's work-related driving procedure. • Bus driver to maintain log book as required. • 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. • Contact details of emergency contacts for students on camp or excursion. • 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. 	<p>Acceptable</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	

<p>PANDEMIC</p>	<p>Causes Pandemic Event Virus event Consequences School Stress requiring extensive clinical support for multiple individuals Fatality and/or permanent disability School Closure for deep cleaning</p>	<p>Ensure staff are familiar with DET's Pandemic Incident Response Procedures Ensure basic hygiene measures are in place & posters displayed Ensure there is convenient access to water and soap and/or hand sanitiser Ensure staff and students are educated about covering their cough to prevent spread of germs Establish COVID-19 Safety management Plan</p>	<p>Acceptable</p>	<p>Consequence Severe Likelihood Likely Risk Level Extreme</p>	<p>Circulate the latest advice to parents (in multiple languages if appropriate), staff and students (where appropriate), including displaying on-site signage.</p> <p>Consult with HSR and/or OHS Committee about the implementation of controls.</p> <p>Staff undertake on-line training for infection control and covid-19 on-line learning DET offering</p> <p>Discuss implementation issues for on-site service provision, including planning recesses and lunchtimes, use of alternate spaces to increase physical distancing and supervision of hygiene products.</p> <p>Each morning schools shall check the temperature of students attending site.</p> <p>Each morning on arrival students will wash hands with soap and water before entry to classroom areas</p> <p>On-site students will be located in spaces not greater than 1:10 ratio</p> <p>Where required use appropriate Personal Protective Equipment (including face coverings) and don and doff appropriately.</p> <p>Display posters reminding people to wear masks, distribute information about safe use of face coverings.</p> <p>Conduct regular inspections of the workplace to check that recommended risk controls are implemented and working effectively.</p> <p>Ensure staff on-site are familiar with social distancing requirements for office spaces, staff room and general site.</p> <p>Use teaching strategies and communications resources to remind students to wear face coverings and practice good hand hygiene.</p> <p>Remind staff of importance of only attending school when required to for onsite delivery.</p> <p>Ensure contractor sign in requirements are followed by all visitors attending site.</p> <p>Escalate issues to the OHS Advisory Service if issues cannot be resolved locally</p>	<p>Consequence Major Likelihood Likely Risk Level Extreme</p>
<p>COVID-19</p>	<p>Probable Causes: Contagious illness. Probable consequences:</p>	<p>Existing controls are detailed within the following documents:</p>	<p>Acceptable</p>	<p>Consequence</p>	<p>The Principal will monitor the regular COVID updates provided to schools to ensure any</p>	<p>Consequence</p>

	<p>Spread of illness; High absenteeism, school closures</p>	<p>DET <i>School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx.</p>		<p>Severe Likelihood Likely Risk Level Extreme</p>	<p>revised controls are implemented at the school level.</p>	<p>Major Likelihood Possible Risk Level High</p>
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Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>Off-site evacuation procedure code RED</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your Early Childhood Learning Centre, Simpson Hall or Recreation Reserve • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-down procedure code YELLOW</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Sounding of bell 15 on 15 off cycle X2- PA announcement code YELLOW

	<ul style="list-style-type: none"> • 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. <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-out procedure Code RED</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • 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

	<ul style="list-style-type: none"> • Go to the designated assembly point/s Early Childhood learning Centre, Simpson Hall or Recreation Reserve • Check that students, staff and visitors are all accounted for. • Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-out procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Print and issue pre-prepared parent letters and give these to students to take home. • Direct all Media enquiries to DET Media Unit on 8688 7776. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Shelter-in-place procedure Code RED</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area Meeting Room or Early Childhood Learning Centre. • 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.

	<ul style="list-style-type: none"> • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.
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Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions									
School bus emergencies	<p>Use this procedure for an emergency that arises involving a government school bus en route.</p> <p>The Bus Coordinating Principal will:</p> <ul style="list-style-type: none"> • 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 client school principals and any other facility with passengers on the affected service. • Consult to ensure client school principals 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. • Where possible keep an accurate record of the event. • Direct all Media enquiries to DET Media Unit on 8688 7776. • A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP. 									
Bushfire/Grassfire	<p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Triggers for Action.</p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> • is observable, or • identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school. • there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> • If immediate emergency services assistance is required phone '000'. • Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you. <table border="1" data-bbox="531 1659 1541 1693"> <thead> <tr> <th data-bbox="531 1659 687 1693">Name</th> <th data-bbox="687 1659 1334 1693">Role</th> <th data-bbox="1334 1659 1541 1693">Mobile number</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 1693 687 1727">Insert name</td> <td data-bbox="687 1693 1334 1727">Manager Operations and Emergency Management</td> <td data-bbox="1334 1693 1541 1727">Insert Number</td> </tr> <tr> <td data-bbox="531 1727 687 1760">Insert name</td> <td data-bbox="687 1727 1334 1760">Emergency Management Support Officer</td> <td data-bbox="1334 1727 1541 1760">Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Report the incident to ISOC (1800 126 126) • Convene your Incident Management Team (IMT) • Continue to monitor conditions such as wind change, size of fire, direction of travel. • Continue to monitor warnings and advice messages through the VicEmergency App or website. 	Name	Role	Mobile number	Insert name	Manager Operations and Emergency Management	Insert Number	Insert name	Emergency Management Support Officer	Insert Number
Name	Role	Mobile number								
Insert name	Manager Operations and Emergency Management	Insert Number								
Insert name	Emergency Management Support Officer	Insert Number								

- If there is a bushfire or grass fire 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 area

VicEmergency Warning	What it means	School 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; <ul style="list-style-type: none"> • 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. •
Emergency Warning	Issued when the community is in imminent danger of an incident/event and need 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 at 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	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	Evacuate Now – Issued when the community is recommended to immediately leave 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.		

	<p>If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> • Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. • Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the Shelter in Place. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services are maintained. • Advise parents that the school is sheltering in place and they should not come to pick their children up. • If parents arrive, encourage them to stay with their children at the school. • Check all windows and doors in the Shelter in Place are closed (but doors are not locked). • Turn off gas supply • Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems). • If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite Bushfire Evacuation location and Offsite Bushfire Evacuation Location. • Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require. • The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. • Wait for emergency services to arrive or provide further information. • Any decision to leave the Shelter in Place should only occur on advice of emergency services • Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions. • If the building has ignited and is not safe to extinguish – evacuate to the >Onsite Evacuation Location or Offsite Bushfire Evacuation Location, via the defined route. • Maintain a record of actions/decisions undertaken and times. <p>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</p>
<p>Building fire</p>	<p>CODE RED</p> <p>3 minute sounding of evacuation siren or air horn, followed by announcement to identify venue for evacuation</p> <p>Shelter in place on-site- Early years building</p> <p>Off site: Simpson Hotel Car park area</p> <p>Risk of:</p> <p>injury from smoke inhalation or burns</p> <p>radiant heat harm</p> <p>property damage</p> <p>loss of life</p> <p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p>

	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your Early Childhood Learning Centre, Simpson Hall or Recreation Reserve • Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the 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 (for example, parent reunification process or areas of the facility to avoid). • 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 identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Severe weather event</p>	<p>CODE BROWN</p> <p>Potential risks: 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</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: • Remain in the building and keep away from windows.

	<ul style="list-style-type: none"> • 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>Intruder</p>	<p>CODE BLACK</p> <p>Potential risks:</p> <p>Injury to staff and students</p> <p>Psychological health impacted</p> <ul style="list-style-type: none"> • Case by case alert all staff to keep students isolated from the intruder • stay calm and co-operate • Call 000
<p>School Bus Accident/ Vehicle Incident</p>	<p>If a school bus crashes on route:</p> <p>Physical injury to staff or students</p> <p>Stress or psychological injury requiring clinical support for individuals</p> <p>Response:</p> <p>Bus co-ordinating Principal will:</p> <ul style="list-style-type: none"> • Contact emergency services/ agencies to ascertain local information on status of any 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 client school principals and any other facility with passengers on the affected service. • Consult to ensure client school principals 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. • Where possible keep an accurate record of the event. • Direct all Media enquiries to DEECD Media Unit on 9637 2871. • A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP. • Liaise with Bus Companies to ensure high safety standard Maintain Bus Internal communication roles for staff phoning parents & Communication Tree and distribute to all bus travellers. Internal school notification system including Skoolbag SMS option for families

<p>Hazardous Substance Release</p>	<p>CODE ORANGE One minute sounding of alarm followed by announcement for CODE ORANGE Enact evacuation procedure on-site to oval or off site to hotel car park (town safer place) When there is a gas leak or smoke in building:</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. • Turn off all safety valves for gas and power supply • 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 Security Services 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
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Bomb Threat</p>	<p>CODE PURPLE Phone call checklist available at all phones</p> <ul style="list-style-type: none"> • do not hang up • keep caller talking • record exact threat <p>Call 000 Enact search procedures. Based on findings evacuation required Bell sounds for one minute followed by CODE PURPLE announcement</p>
<p>Off Site Emergencies</p>	<p>HEAT HEALTH: Risks include: Hypothermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke. Dehydration exacerbating existing medical conditions</p>

	<p>Power outages due to high use of air-con, refrigeration Failure of public transport (rail)</p> <p>Food poisoning due to unrefrigerated school lunch</p> <p>To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures. Actions may include the following:</p> <ul style="list-style-type: none"> • Call 000 if medical assistance is required <p>Scheduling/Activities</p> <p>Restrict outdoor time.</p> <p>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.</p> <p>Use 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).</p> <p>Reschedule/move classes from classrooms with direct sunlight/no cooling.</p> <p>In extreme weather conditions, schools may:</p> <p>reduce midday recess to no less than thirty minutes</p> <p>adjust dismissal time accordingly.</p> <p>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.</p> <p>Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program.</p> <p>Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.</p> <p>Hydration</p> <p>Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs.</p> <p>Drinks containing caffeine such as coffee and tea should be avoided.</p> <p>Remind parents to provide their child with water and modified uniform</p> <p>Include information on the school's arrangements for managing hot weather in the school newsletter.</p> <p>Ensure staff monitor students for early signs of heat stress/dehydration.</p> <p>Indoors</p> <p>Ensure indoor spaces have appropriate ventilation or air conditioning.</p> <p>Display dealing with heat posters in prominent locations in the school.</p> <p>Review first aid kits and the need to supplement stock of ice packs and hydrolyte.</p> <p>Notification/Information</p> <p>Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 9603 7999.</p> <p>Seek advice from your SEIL or regional emergency management staff if required.</p> <p>Direct any media enquiries to DET Media Unit on 9637 2871.</p>
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur.

	<ul style="list-style-type: none"> • 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 Security Services 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
Snakes	<ul style="list-style-type: none"> • Regular student and staff education sessions regarding snake season issues and responses • 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 SSU.
Child Abuse	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p>

	<p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. 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.
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Information Security	<ul style="list-style-type: none"> • Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ◦ Phone 1800 641 943 ◦ Email servicedesk@edumail.vic.gov.au ◦ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>

<p>Mental Stress</p>	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual

	<ul style="list-style-type: none"> • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>PANDEMIC</p>	<p>Safety management Plan for Covid-19</p>
<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide 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

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| | <ul style="list-style-type: none">• Also see the advice in the Operations Guide regarding Management of an unwell student or staff member• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version. |
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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	If school site requires short term relocation we have potential to use both the Simpson & District Hall or the Football Club rooms temporarily. Longer term loss of site access will be to transport students to other neighbouring schools Cobden Primary School, Timboon P-12 School.
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Name	Contact Details	Support Role
Debra Smith	Simpson District Community Centre 03 55943 448	Hall facility co-ordinator

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	Frequent shorter power outages are common and handled via change in technology requirements Paper copies of attendance and bus rolls are maintained Fire system has diesel motor and power back up Server has limited emergency power back up Water supply interruption is the second issue and we have some stored drink bottles. If known prolonged outage: hire of generator or may cancel school due to hygiene services lost such as water and toilet facilities Notify students and staff of time outage expected -toilet visits held off Advance planning includes school community notified to send along extra drinks
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Name	Contact Details	Support Role

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	Use Teacher Replacement Policy to decide arrangements on case by case basis
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Name	Contact Details	Support Role

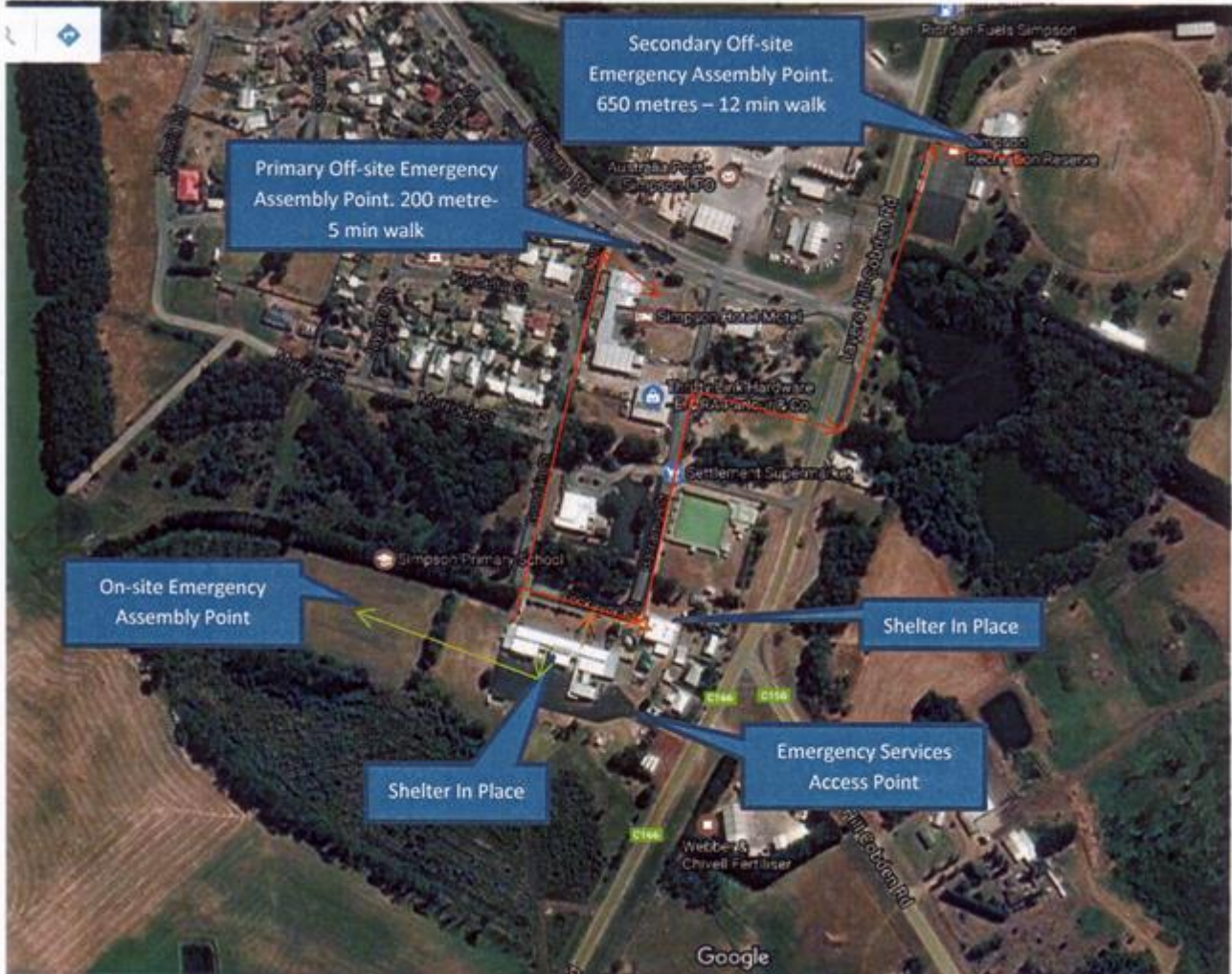
Business Continuity Checklist

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 • 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 	No

<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>No</p>
<p>Establish a register to log all financial expenditure incurred</p>	<p>No</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) 	<p>No</p>

Area Map

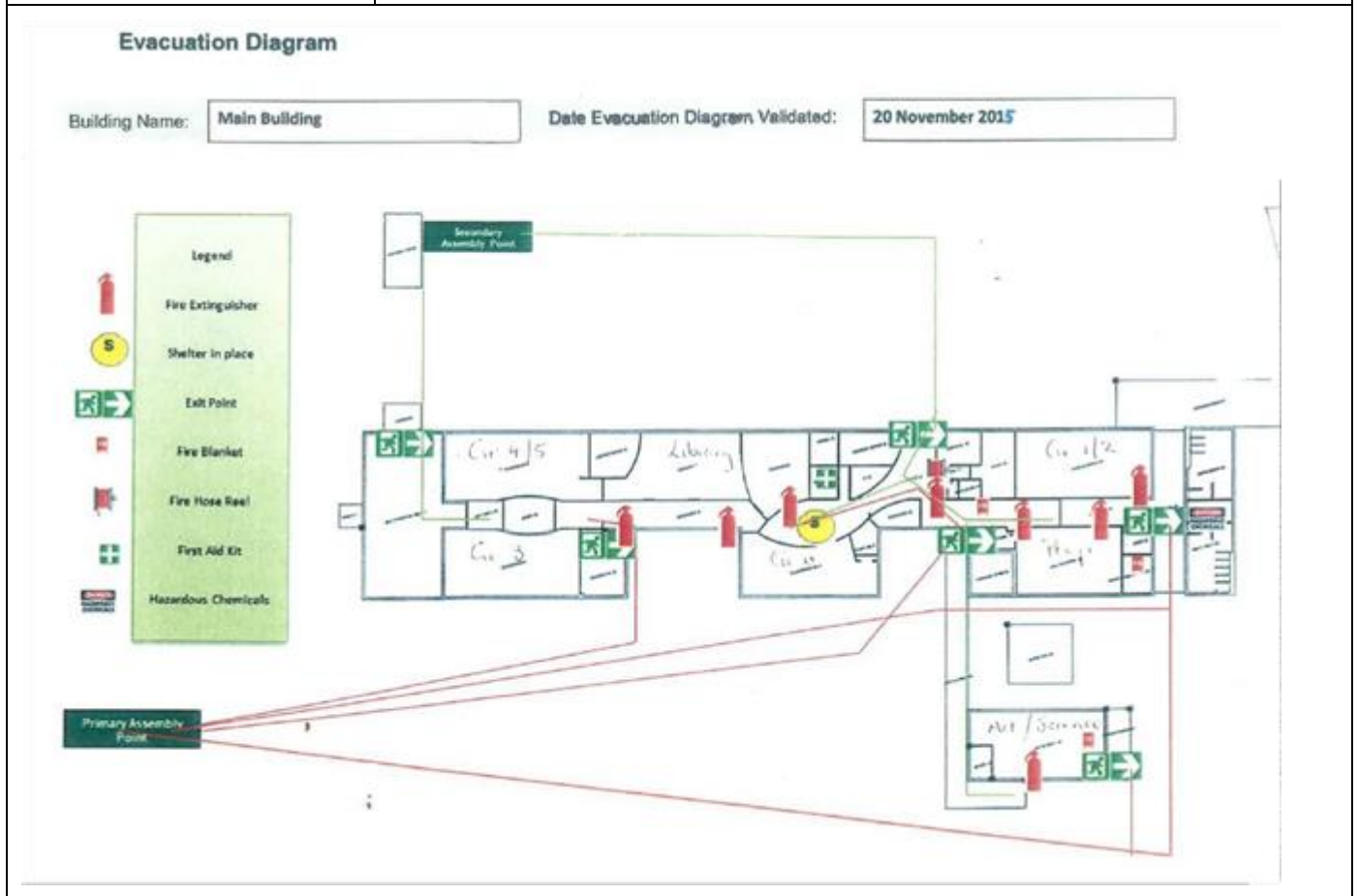
Area Map





Evacuation Map

Building Name	Evacuation Procedures
Colour version of evacuation map main Building	Close classroom windows, turn off heater, lights, computers if safe to do so. Instruct students to leave books, etc. to walk briskly in a calm, orderly manner to the instructed assembly site. Take your class roll with you. Once at Assembly Area, check all children and staff are accounted for and follow instructions of incident control person. Focus on safety and wellbeing of all students and staff. For bushfire drill students are to bring bags with them to Shelter in Place area



Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Officer in Charge	Cobden Police	01/09/2021	Curdie ST, COBDEN
Amanda Neave	School Council President	01/09/2021	Cooriemungle Rd, SIMPSON
All School Councillors	School council member	01/09/2021	electronic version
All School Staff	All school Staff	01/09/2021	electronic version
Jane Bennett	Simpson Kindergarten	01/09/2021	Barramul St, Simpson

