Wayi School

Emergency and Critical Incident Management Plan 2022-2023

1200 Aitken Boulevard, Craigieburn, VIC, 3064

wayi.school@education.vic.gov.au

Department of Education and Training

Date Approved: 28 October 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.

Communication

This policy will be communicated to our school community in the following ways:
- EMPs are not to be publicly available.
- School to use newsletters to inform parents that the school has an EMP and those procedures are practiced via drills throughout the school year.
- Evacuation diagrams, procedures and area maps available in each classroom and high traffic areas like corridors, reception, admin areas.
- Principal to present to school council for noting
- Principal to circulate to all school staff annually and when updated
- All staff and students to be trained in the school's emergency procedures

Review

In line with Department of Education and Training requirements the school will review this EMP at least annually by 1 September, and/or following an emergency or critical incident.

Facility Profile

School Name/Campus Name	**Wayi School**
Address	1200 Aitken Boulevard, Craigieburn, VIC, 3064
Phone	03 7300 6600
Email	wayi.school@education.vic.gov.au
Fax	03 7300 6116
DET Region	NORTH-WESTERN VICTORIA
DET Area	Hume Moreland Area
LGA	Hume (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	N/A
Operating Hours	8:30am to 4:30pm
Number of Students	60
Number of Staff	24
Number of Buildings	4
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Community Hub Building "C"
On-site Evacuation Location	Sports Field
Off-site Evacuation Location	Highlands Shopping Centre (primary) Mount Ridley College Oval (secondary)

Typical method used for communications to school community	Compass - Push notifications, SMS and SeeSaw
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
OSHC – Their Care	Community Building "c"	5	7:00am to 9:00am 3:00pm to 6:00pm	1300 072 410	0412 877 460

Building Information Summary

Telephones (landlines)

Location	Number
Phones located in every workspace and classroom - Dial 0 to gain an outside line.	TBC

Alarms

Description	Location	Monitoring Company	Number
Fire	Community Building "C"; entry.	FRV/ISOC	1800 126 126
Intrusion	Administration Building in Server Room	ISOC 1800 126 126.	Fob keys de-activate alarms

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	N/A	N/A	N/A
Water	Grand Boulevard; near carpark entrance	Yarra Valley Water	Grand Boulevard; near carpark entrance

Electricity	Aitken Boulevard, within car park area	Red Energy	Community Building "C"; External entrance to Engineering Room. Each building has its own distribution board within the Comms Room

Sprinkler System

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

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	Solar Power
Location	Secondary Building - Building
Provides power to	All Buildings
Shutoff Instructions Location	Secondary Building within the Comms Room

Building and Site Hazards

Location	Number
Administration Building "A" – Cleaners Cupboard	DA21.1
Community Building "C" – Cleaners Cupboard	B.14
Learning Neighborhood Building "B" & "D" – Cleaners Cupboard	C21.1

Additional Profile Information

Additional Info	
Solar Panels located on Secondary Building "D" roof. Main switchboard located in Secondary Building within the Comms Room	

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 4	* Lock Down	Leanne Sinnadurai	23/11/2022	
Term 1	On-site Evacuation	Leanne Sinnadurai	17/02/2023	
Term 2	Lock Out	Leanne Sinnadurai	31/05/2023	
Term 3	Off-Site Evacuation	Leanne Sinnadurai	16/08/2023	
Term 4	Shelter in Place	Leanne Sinnadurai	24/11/2023	

*** This schedule will be conducted before the 2023 year commences with staff only.**

First Aid Training

Staff Member	Training Completed	Date Qualified To
Leanne Sinnadurai	First Aid Level 2 - HLTAID011	21/10/2024
Belinda Kemp	First Aid Level 2 - HLTAID011	21/10/2024
Natasha Vignjevic-Jockovic	First Aid Level 2 - HLTAID011	21/10/2024
Leanne Sinnadurai	CPR - HLTAID009	14/10/2023
Belinda Kemp	CPR - HLTAID009	14/10/2023
Natasha Vignjevic-Jockovic	CPR - HLTAID009	05/09/2023
Hannah Virmani	First Aid Level 2 - HLTAID011	14/10/2023
Hannah Virmani	CPR - HLTAID009	14/10/2023

Other Training Record

Staff Member	Training Type	Date Qualified To
Leanne Sinnadurai	Management of Asthma 22556VIC & Anaphylaxis 22578VIC	14/10/2024
Belinda Kemp	Management of Asthma 22556VIC & Anaphylaxis 22578VIC	14/10/2024
Natasha Vignjevic-Jockovic	Management of Asthma 22556VIC & Anaphylaxis 22578VIC	05/09/2024
Hannah Virmani	Management of Asthma 22556VIC & Anaphylaxis 22578VIC	14/10/2024

*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	0	0
Hearing impaired	0	0
Mobility issues	0	0
Vision impaired	0	0
Autism	0	0
Allergies	0	0
Cerebral palsy	0	0
Epilepsy	0	0

∗ Enrolments not confirmed - this information will be updated as and when it becomes available before the commencement of Term 1, 2023

Emergency Kit Checklist

Checklist	Contents included in emergency kit - 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 (using online system - COMPASS)	No
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility Keys	No
Spare FOB	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
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	No
Sanitary products	Yes
IMT Education Commander tabard	Yes
Emergency iPad for Compass Access	Yes

Review Emergency kit checked date

Date emergency kit checked	27/01/2023
Next check date	29/01/2024

Incident Management Team

IMT Structure
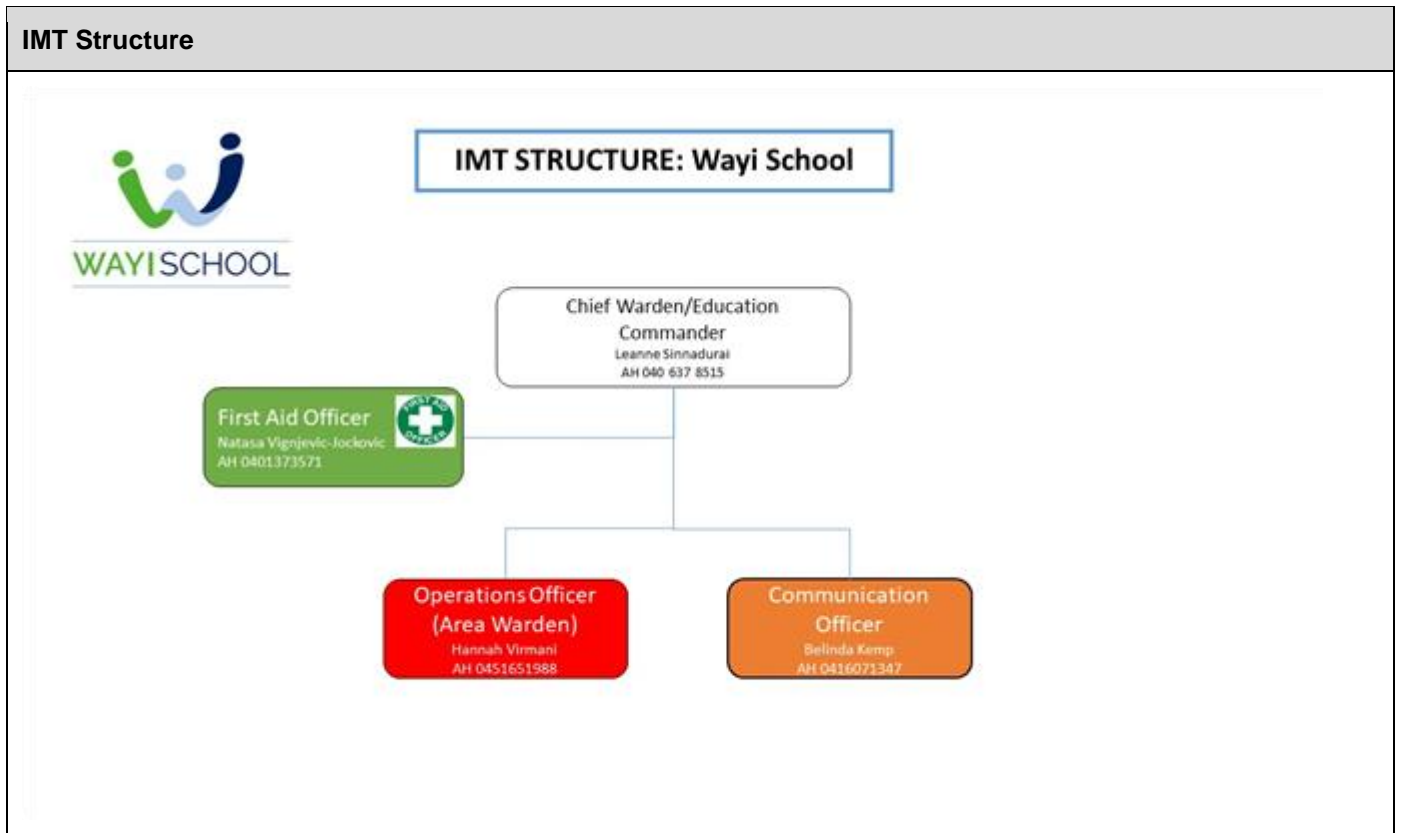
Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Leanne Sinnadurai **Phone/Mobile:** 0406378515	**Name:** Hannah Virmani **Phone/Mobile:** 0451651988
First Aid Officer	**Name:** Natasa Vignjevic-Jockovic **Phone/Mobile:** 0401373571	**Name:** Leanne Sinnadurai **Phone/Mobile:** 0406378515
Communications Officer	**Name:** Belinda Kemp **Phone/Mobile:**	**Name:** Natasa Vignjevic-Jockovic **Phone/Mobile:**

	0416071347	0401373571
Operations Officer (Area Warden)	**Name:** Hannah Virmani **Phone/Mobile:** 0451651988	**Name:** Belinda Kemp **Phone/Mobile:** 0416071347

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. **Post- Emergency** • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
First Aid Officer	**Pre-Emergency** • Maintain their First Aid accreditation to the level of 'Provide First Aid HLTAID003', through a Registered Training Organisation. • Complete 'Provide CPR HLTAID001' refresher training every 12 months, through a Registered Training Organisation. • Ensure that they are physically able to perform techniques such as CPR resuscitation should the need arise.

	• Familiarise themselves with medical resources throughout the school, for example, the location of first aid kits and where to access a defibrillator.
	• Participate in emergency exercises/drills.
	During Emergency
	    • Take out the First Aid Kit and students medications
	    • Attend the emergency control point.
	    • Ascertain the nature and scope of the emergency.
	    • Ensure that adequate Personal Protective Equipment is worn prior to providing any first aid where contact with blood or bodily fluids may occur, as set out in our First Aid Policy and the Cleaning and Handling of Blood and Bodily Fluids Safe Work Procedure.
	    • Provide first aid to all people as required, within the scope of practice provided by their level of training.
	    • Keep a record of any first aid treatment provided.
	    • In a medical emergency, immediately seek appropriate medical assistance.
	    • Notify appropriate IMT members of any medical emergencies and subsequent calls for emergency medical assistance.
	    • Act as directed by the Education Commander.

Communications Officer	**Pre-Emergency**
	    • Assist the Chief Warden.
	    • Attend training in the use of the school's communication system.
	    • Maintain records and logbooks and make them available for emergency response.
	    • Ensure emergency and parent contact details are up-to-date.
	    • Participate in emergency exercises/drills.
	
	During Emergency
	    • Attend the emergency control point.
	    • Ascertain the nature and location of the emergency. Maintain up to date information.
	    • Confirm that emergency services have been notified.
	    • Notify appropriate IMT members.
	    • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.
	    • Keep a log of events that occurred during the emergency.
	    • Act as directed by the Chief Warden.
	
	Post- Emergency
	    • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
	    • Contact parents as required.

Operations Officer (Area Warden)	**Pre-Emergency**
	    • Ensure staff and students are aware of the emergency response procedures.
	    • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
	    • Participate in emergency exercises/drills.
	
	During Emergency
	Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:
	    • Attend the emergency control point.

- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed
  .
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the operations officer (area warden) on their completion.
- Act as directed by the Chief Warden.

Post- Emergency
- Compile report of the actions taken during the emergency for the debrief.

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Leanne Sinnadurai	0406378515	0406378515	0406378515
Business Manager	Belinda Kemp	0416071347	0416071347	0416071347
School Bus Coordinator	Belinda Kemp	0416071347	0416071347	0416071347
First Aid Officer	Natasa Vignjevic-Jockovic	0401373571	0401373571	0401373571
School Welfare Officer	TBC	TBC	TBC	TBC
OH&S Representative	TBC	TBC	TBC	TBC
School Council President	Riva Sauer	0423836133	0423836133	0423836133

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Angela Singh	03 7022 1849	0408 745 216
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	1300 338 691	
Manager, Operations & Emergency Management	Allison Hughes	4433 7547	0477 763 238
Emergency Management Support Officer	David Browne	9056 5187	0436 819 074
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	Vivienne Tellefson	9084 9080	0438899372
SSSO Team Leader	Nicole Francke	9305 1688	0437640947

Local / Other Organizations

Name	Phone
SES (Flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089
Police	9303 4433
Fire Station	9662 2311
SES	8746 1400

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
TBC	TBC	TBC	TBC

Communication Tree

Communication Tree

COMMUNICATIONS TREE: Wayi School

- **$$$**
  Nicole Francke
  AH/mobile: 0437 640 947
- **SEIL**
  Vivienne Tellefson
  AH/mobile: 0438 899 372
- **ISOC**
  1800 126 126
- **Principal**
  Leanne Sinnadurai
  AH/mobile: 0406 378 515
- **Emergency Services**
  000
- **Snr Emergency Management Support Officer**
  David Browne
  0436 819 074
- **Assistant Principal**
  Hannah Virmani
  AH/mobile: 0451 651 988
- **Admin staff**
- **Business Manager**
  Belinda Kemp
  AH/mobile: 0416 071 347
- **Mount Ridley College**
  8338 3600
- **Learning Specialist**
  XXXX
  AH/mobile:
- **Student Enrolment & Transition Leader**
  Natasa Vignjevic-Jockovic
  AH/mobile: 0401 373 571
- **Contractors**
- **School Council President**
  Riva Sauer
  AH/mobile: 0423 836 133
- **Bus Contractors**
  ?????
  AH/mobile:
- **Teachers & ES**
- **Allied Health**
  XXXX
  AH/mobile:
- **Parents/Carers**
- **OSHC**
  XXXX
  AH/mobile:

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; eating disorder	• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Educate the students to report any abuse • Educate parents	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• Privacy (including DET's Schools' Privacy Policy) • 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 • ICT usage and guidelines • Password protocols for ICT	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low		
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	• 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	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Victorian Anti-bullying and Mental Heath Initiative	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Refer staff to EAP • Provide opportunities for de-briefing after incidents and planning next steps strategies.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

Risk	Probable causes/consequences	Control measures	Rating	Risk assessment	Further actions	Residual risk
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e., distress Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment	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	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	• Refer staff to EAP services • Provide on site psychological support	**Consequence** Severe **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	Site based policies and strategies • 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 School pursues specific interventions or referrals as required/appropriate: • Trespass order • Child Protection referral • Family violence referral Specific supports for students with challenging behaviours and interventions: • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged Training • Diffusion strategies and training for staff • Conflict management training	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Staff analyse incidents to determine early triggers and if opportunity exists to defuse the situation before the student loses control. • PCT to complete The School Community Safety Order training.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

| | | • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism | | | | |

Specific support for teacher/staff in dealing with challenging behaviours
- Employee Assistance Program (EAP) for impacted staff
- Principal Mentor Program
- Proactive Wellbeing Supervision
- Principal Health Checks
- Early Intervention Principal Support Service

Refer to additional resources for impacted persons
- School breakfast club (where available)
- School wide Positive Behaviour Support
- Koori inclusive School Wide Positive Behaviour Support

| COVID-19 | Probable Causes: Contagious illness.

Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:

DET School Operations Guide: *https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*

Safety Management Plan for COVID-19 (COVID-Safe Plan)*: https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx*

 Health and safety advice for all Victorian schools: *https://www.coronavirus.vic.gov.au/health-and-safety-advice-all-victorian-schools* | Acceptable | **Consequence**
Moderate
Likelihood
Possible
Risk Level
Medium | | |
| Bomb/substance threat | Probable Causes: Known or unknown person with intent or harm or cause fear to staff and students of the school; Prank

Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | • Bomb Threat Checklist located next to each phone.
• Emergency evacuation drills scheduled and practised on a regular basis. | Acceptable | **Consequence**
Moderate
Likelihood
Possible
Risk Level
Medium | | |
| Building fire | Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment

Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring | • Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.
• A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working.
• Communication systems (PA system) are tested on a regular basis.
• A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. | Acceptable | **Consequence**
Major
Likelihood
Unlikely
Risk Level
Medium | • New staff get inducted with the Evacuation process.
• Regular evacuation drills procedures practised ensuring staff can evacuate safely. | **Consequence**
Major
Likelihood
Unlikely
Risk Level
Medium |

	clinical support for multiple individuals	• All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.				
Gas Leak/Chemical Spill (on-site)	Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning	• School Site Safety policy • Chemical management procedures outlined in: • Managing Chemicals • OHSMS Chemical Management policy, covering dangerous goods and hazardous substances • School seeks and follows advice of nominated OHS representative • All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school • School drills evacuation procedures for gas leak/chemical spill.	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
Heat (Extreme)	Probable causes: Prolonged period of excessively hot weather Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (rail); food poisoning due to unrefrigerated school lunch	• Sun and UV protection policy • SunSmart program are implemented • Playground areas are shaded • Sufficient shelter available for students awaiting pick-up by parents • Sufficient unrestricted water available • Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event • Staff are trained in identifying early signs of heat stress/dehydration	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Staff are trained in identifying early signs of heat stress/dehydration • Ensure air conditioners are working in classroom on days of high temperature. • School policy prohibits excursions where temperatures expected to be 35 degrees & over. • Ensure students wear appropriate clothing, sun hats & sunscreen in summer.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Industrial fire/chemical emissions incident	Probable Causes: Fire/chemical incident at high risk industrial site Probable Consequences: Poor air quality; Modification to programs keep staff/students indoors; health impacts due to smoke; Traffic access/egress – disruption	• Lockdown & evacuation procedures documented and practiced • Existing legislation for management of Dangerous Goods • Watch Zone on VicEmergency App	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		
Influenza pandemic	Probable causes: contagious illness; Influenza virus; Vulnerability to infection Probable consequences: Spread of illness; High absenteeism	• Sick and ill students and staff discouraged from being at school • Flu injections offered to staff annually • Regular risk infection procedures outlined at staff meetings by nursing staff • Parents/carers informed of school policy regarding sick children in newsletter	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Increase the training for staff and student to follow basic hygiene and covering cough and sneeze in elbow • Enhance cleaning due to COVID-19 pandemic	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

Risk	Probable Causes / Consequences	Prevention/Mitigation Activities	Current Risk	Risk Rating	Further Actions	Residual Risk Rating
Intruder	Probable Causes: Substance abuse/drug affected; Mental health issues; Custodial/Parent dispute; Political views; Police operation Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• Visitors must report to reception and sign in using the Visitor Register. • Visitors are required to wear and display visitor pass/badge. • Parents must make an appointment to meet with teachers/principal. • Lockdown/lockout/ evacuation procedures are regularly practiced. • Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. • Encourage engagement of parents in school activities. • In relation to court orders / custody 　○ the school maintains a register of current documents/concerns 　○ parents are advised of the relevant school processes and duty of care to other students and staff. • For parent meetings where staff feel a need for support: 　○ two staff attend 　○ staff use a signal to obtain support from another staff member if required 　○ an appropriate room for meeting selected e.g. one with two exit points	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Visitors are required to wear and display visitor pass/badge. • Lockdown /lockout/ evacuation procedures placed on staff lanyards	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Loss of essential services	Probable Causes: Issue with supply due to storm/accident; Planned outage Probable Consequences: Lack of availability of school resources such as computers; Lack of availability of fresh drinking water and water for flushing toilets	• The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary • Alternative communication source such as charged mobile phone/satellite phone are available • Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit • A list of emergency phone numbers is located next to all office phones • Business continuity plan	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		
Severe weather event	Probable Causes: Weather pattern Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications.	• Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. • School liaises with SES/local government to identify potential local risks. • School has a contingency for storage of equipment/materials if necessary. • On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured • Communications are tested quarterly. • Utility shut-off instructions/points are known. • Back up communications and contact lists maintained in case power fails. • Condition of large trees regularly checked. • Shade sail structures regularly checked.	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium		

Risk	Probable Causes/Consequences	Controls	Rating	Consequence/Likelihood	Additional Controls	Residual Rating
Smoke	Probable Causes: Fire at nearby factory/premises; Road accident involving a vehicle transporting a hazardous substance; bushfire/grassfire; planned burning Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• Medical treatment plans for children with pre-existing heart or lung conditions are current and accessible i.e. asthma • Medication is kept accessible • Air conditioners allow recirculation of air • Watch Zone on Vic Emergency App • EPA AirWatch • Follow precautionary health advice on smoky days – i.e. limit outside activity, limit physical activity, consider rescheduling outdoor events	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Vulnerable students identified e.g those with respiratory conditions and parents notified so they can choose to pick up students from school. • Monitor breathing of all students and staff. • Vulnerable staff evacuated • Based on Emergency advice, consider closing the school and requesting all parents to pick up students.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
School Bus Program Emergencies – Client School	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Stress or psychological injury requiring clinical support for multiple individuals	• Compliance with the School Bus Program Emergency Management Operational Guidelines • School's EMP is consistent with bus operators EMP • School Bus Program emergency management procedures are socialised with school and bus operators. • Students are supervised during bus arrivals and departures • Log of bus travel risks maintained. • School maintains accurate bus rolls to determine who is travelling on a school bus each day. • School maintains emergency contact records for all students travelling on buses. • School bus routes travelling through determined Code Red weather districts will be cancelled.	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		
Car Accident at Intersection	Probable cause: Road accident involving a vehicle at major intersection on Grand Boulevard and Aitken Boulevard. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	• **Call 000** for emergency services and seek and follow advice. • All staff and students to avoid playground 1 to reduce students observing the incident. • Families contacted regarding the incident and notified of impact on traffic flow during drop off and pick up. • Staff and students affected offered debriefing and EAP if applicable.	Acceptable	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium		
Camps and Offsite activities	Risk/s There is a risk of injury during camps and excursions. Probable causes • Transportation of group • Incident involving an adventure activity • Bushfire or other adverse weather event Probable consequences • Fatality and/or permanent disability.	• All camps and excursions are approved by School Council/Principal as per DET policy and procedures. • All adventure activities will follow DET Safety Guidelines for Education Outdoors. Appropriate details entered into Student Activity Locator. • All Staff PD approved by School Council/Principal or PD Coordinator. • All staff to follow DET Work-related driving procedure. • Ensure staff are experienced in outdoor recreation activities. • Staff are to closely supervise the students at all times.	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	• Risk management register to be conducted prior to all excursions and signed off by team leader and principal • Follow school procedure for managing emergencies off-site	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium

	• Stress event requiring extensive clinical support for multiple individuals	• Staff are to monitor the welfare of students and ensure all students adhere to the Safety Rules and Guidelines. • Explain goals and possible safety risks, to students. • Staff have Vic Emergency App on phones with Watch Zone set up for the area during all excursions to monitor any emergency activity in the area to enable them to action their emergency procedures as required.				

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation/relocation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Evacuate students, staff and visitors to the **Sports Field.** • Utilise visual communication systems/resources to support students to comprehend instructions. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after on-site evacuation/relocation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Utilise visual communication systems/resources to support students to comprehend instructions. • 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). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-site evacuation procedure	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to **Highlands Shopping Centre (Primary) or Mount Ridley College Oval (Secondary)** • Utilise visual communication systems/resources to support students to comprehend instructions. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.

	• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
	• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
	• Ensure communications with emergency services is maintained.
	• Wait for emergency services to arrive or provide further information.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Confirm with Emergency Service personnel that it is safe to return to normal operations.
	• Maintain a record of actions/decisions undertaken and times.
	• Contact parents as required.
	Actions after off-site evacuation procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Utilise visual communication systems/resources to support students to comprehend instructions.
	• 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 8688 7776.
	• Contact the SSSO Network Coordinator if required.
	• Print and issue pre-prepared parent letters and give these to students to take home.
	• Ensure all staff are made aware of Employee Assistance Program contact details.
	• Seek support from your region/regional Manager, Operations and Emergency Management if required.
	• Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
	• Complete your Post Emergency Record.
Lock-down procedure	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** for emergency services and seek and follow advice.
	• Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.
	• Check that all external doors (and windows if appropriate) are locked.
	• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
	• Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
	• Divert parents and returning groups from the school if required.
	• Ensure a telephone line is kept free.
	• Keep public address system free.
	• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
	• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
	• As appropriate, ascertain that all students, staff and visitors are accounted for.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

	• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. DO NOT PRINT **Actions after lock-down procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Utilise visual communication systems/resources to support students to comprehend instructions. • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.

Lock-out procedure	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** for emergency services and seek and follow advice.
	• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
	    ○ Lock doors to prevent entry
	    ○ Check the premises for anyone left inside
	    ○ Obtain Emergency Kit
	• Go to the designated assembly point **Highlands Shopping Centre or Mount Ridley College Oval (Secondary)**
	• Check that students, staff and visitors are all accounted for.
	• Utilise visual communication systems/resources to support students to comprehend instructions.
	• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
	• Maintain a record of actions/decisions undertaken and times.
	• Contact parents as required.
	Actions after lock-out procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Utilise visual communication systems/resources to support students to comprehend instructions.
	• 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 (for example, parent reunification process or areas of the facility to avoid). - Print and issue pre-prepared parent letters and give these to students to take home. - Direct all Media enquiries to DET Media Unit on 8688 7776. - Ensure all staff are made aware of Employee Assistance Program contact details. - Contact the SSSO Network Coordinator if required. - Seek support from your region/regional Manager, Operations and Emergency Management as required. - Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. - Complete your Post Emergency Record.
Shelter-in-place procedure	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. - Call **000** for emergency services and seek and follow advice. - Chief Warden activates the Incident Management Team. - Move all students, staff and visitors to the pre-determined shelter-in-place area **Community Hub Building (C).** - Utilise visual communication systems/resources to support students to comprehend instructions. - Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). - Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. - Check that all students, staff and visitors are accounted for. - Ensure communications with emergency services is maintained. - Wait for emergency services to arrive or provide further information. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. - Maintain a record of actions/decisions undertaken and times. - Contact parents as required. **Actions after shelter-in-place procedure** - Ensure any students, staff or visitors with medical or other needs are supported. - Utilise visual communication systems/resources to support students to comprehend instructions. - Advise the Security Services Unit 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.

	o Seek support from your region/regional Manager, Operations and Emergency Management as required. o Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. o Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Child Abuse	In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

Information Security	• Contact your IT specialist technician for advice and support
	• If you require support from IMTD contact the Service Desk through one of the following mechanisms:
	    o Phone 1800 641 943
	    o Email servicedesk@edumail.vic.gov.au
	    o 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	If a medical emergency occurs on a school site or on a camp/excursion • Call' 000' if immediate/life threatening • Administer first aid • Utilise visual communication systems/resources to support students to comprehend instructions. • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency

Mental Stress	• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'
	• Administer first aid (if appropriate) – keep physically and emotionally safe
	• Report the incident to the Incident Support and Operations Centre on 1800 126 126
	• Consider whether the following supports are appropriate:
	    ○ School's student wellbeing officers
	    ○ Student Support Services
	    ○ Doctors in Secondary Schools
	    ○ Kids Helpline - 1800 55 1800
	    ○ Headspace in schools 0458 559 736
	    ○ Lifeline - 13 11 14
	    ○ Referral to the Navigator program for wrapround support for disengaged learners
	    ○ Suicide prevention resources from Beyond Blue and/or Headspace
	    ○ CAT Team – acute mental health triage

Missing person - school or school camp/excursion	If student/child is missing and/or cannot be accounted for: • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
Traumatic Death/Injury/Grief	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff): • Contact '000' for police/ambulance attendance

	• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
	• Seek Student Support Services support
	• Refer to the *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including:
	• Develop a Communications Plan – check what information can be released:
	    o Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	    o Limit exposure to ongoing trauma, distressing sights, sounds and smells
	    o Continue to identify those most at risk and triage for support
	    o Consider tribute, memorial, ritual
	• Monitor the wellbeing of staff
	• Actively implement self-care strategies
	• If the incident occurs on school premises/camp/excursion
	    o Preserve the evidence
	    o Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	    o Contact Legal Division on 9637 3146
	    o Consider a Worksafe Notification 13 23 60
	    o Contact Communications Division/Media Unit on 8688 7776

Violence, Aggression and/or harassment	Violence, aggression, harassment, on school site: • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place If staff are directly impacted: • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program If there is an allegation of reportable conduct: • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
COVID-19	Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):

	- 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'** - 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.
Bomb/substance threat	**If a suspicious object is found (or the threat identifies the location of a bomb)** *Immediate response* - Immediately clear and cordon off the area in the vicinity of the object. - Call **000** for police and seek and follow advice. - Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. - Report the emergency to the Incident Support and Operations Centre on 1800 126 126. - Do not approach, touch, tilt or tamper with the object. *Evacuation* - Evacuate the school and: - Ensure students and staff are not directed past the object - Alert any other services co-located at the school site - Check that all students, staff and visitors are accounted for - Restrict all access to the site and ensure there are no barriers inhibiting access by police *Communication* - Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. - Contact parents when evacuation is complete and it is safe to do so. - Notify your regional emergency management contact and seek advice if necessary. - Direct all Media enquiries to DET Media Unit on 8688 7776. - Await "all clear" advice from police before returning to school buildings to resume normal school activities. **If a bomb/substance threat is received by telephone** **DO NOT HANG UP** - Keep the person talking for as long as possible and obtain as much information as possible. - Without alerting the caller, signal a co-worker to: - call 000 for police on a separate phone - notify the Chief Warden/principal - report emergency to the Security Services Unit on 9589 6266. - Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls): - gender of caller - age of caller - accents and speech impediments

- o background noises
- o key phrases used
- o whether the threat is automated/taped/recorded.

Ask the caller:
- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
  - o **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.
  - o Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - 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.
  - o implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
  - o report the emergency to the Incident Support and Operations Centre on 1800 126 126.
  - o ensure all of the caller information has been written down and provided to police on arrival.

If a bomb/substance threat is received by letter
- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.

If a bomb/substance threat is received electronically e.g. by email
- o **DO NOT DELETE THE MESSAGE**
- o Call 000 for police and seek and follow advice
- o Notify the Chief Warden/principal
- o 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.
- o Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- o Report emergency to the Incident Support and Operations Centre on 1800 126 126.

If you are at the site of an explosion
- o Direct staff to shelter students under sturdy tables or desks if objects are falling around you.

	- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating. - Help others to leave the area. Use stairs instead of elevators. - Be aware of weakened floors and stairways and watch for falling debris. - Once out of the affected building: - Move students away from windows and glass doors or other potentially hazardous areas - Use caution to avoid debris that could be hot or sharp - Call 000 for emergency services and seek and follow advice - Report the emergency to the Incident Support and Operations Centre on 1800 126 126. - Be aware of any potential secondary explosions - Limit use of phones as communications systems may become congested. Click here for Bomb Threat Response Form
Building fire	**Call 000** for emergency services and seek and follow advice. - Activate the fire alarm. - If appropriate, follow the procedure for on-site evacuation. - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. - Extinguish the fire (only if safe to do so). - Evacuate to the Sports Field, closing all doors and windows. - Check that all areas have been cleared and notify the Chief Warden. - Check that all students, staff, visitors and contractors are accounted for. - Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 8688 7776.
Gas Leak/Chemical Spill (on-site)	**Call 000** for emergency services and seek and follow advice. - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. - Move staff and students away from the spill to a safe area and isolate the affected area. - Utilise visual communication systems/resources to support students to comprehend instructions. - Report emergency to the Incident Support and Operations Centre on 1800 126 126. - Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required - Notify Worksafe if required. - Report on *eduSafe.* - Direct all Media enquiries DET Media Unit on 8688 7776.

Heat (Extreme)	To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures. Actions may include the following:
	- Call 000 if medical assistance is required
	Scheduling/Activities
	    - Restrict outdoor time.
	    - Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks.
	    - Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area).
	    - Reschedule/move classes from classrooms with direct sunlight/no cooling.
	    - In extreme weather conditions, schools may:
	        - reduce midday recess to no less than thirty minutes
	        - adjust dismissal time accordingly.
	    - Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.
	- Utilise visual communication systems/resources to support students to comprehend instructions.
	    - Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program.
	    - Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.
	Hydration
	    - Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs.
	    - Utilise visual communication systems/resources to support students to comprehend instructions.
	    - Drinks containing caffeine such as coffee and tea should be avoided.
	    - Remind parents to provide their child with water and modified uniform
	    - Include information on the school's arrangements for managing hot weather in the school newsletter.
	    - Ensure staff monitor students for early signs of heat stress/dehydration.
	Indoors
	    - Ensure indoor spaces have appropriate ventilation or air conditioning.
	    - Display dealing with heat posters in prominent locations in the school.
	    - Review first aid kits and the need to supplement stock of ice packs and hydrolyte.
	Notification/Information
	    - Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126.
	    - Seek advice from your SEIL or regional emergency management staff if required.
	    - Direct any media enquiries to DET Media Unit on 8688 7776.

Industrial fire/chemical emissions incident	In the event of an industrial fire or chemical emissions incident at a nearby location: - Call 000 for emergency services and seek and follow any advice from Emergency Services - Report the emergency immediately to the Chief Warden - If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning. - Check staff, students and visitors are accounted for

	- Utilise visual communication systems/resources to support students to comprehend instructions. - Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school. - Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 - Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required - Monitor the VicEmergency website at www.emergency.vic.gov.au, or the VicEmergency App on your mobile device, for any warnings and advice - Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day) - Await advice from emergency services or from the Department before resuming normal school activities outdoors - Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 - Follow-up communications with parents as required. **Specific actions prior to the start of school:** - Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider: - Contacting families and advising them that students are not to come to the school until further notice - Follow relevant steps in the School Bus Program Emergency Management Guidelines: - For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures and notify client schools - For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted. **Specific actions at the end of the day:** - Await advice from emergency services or further advice before resuming normal end of day procedures - Consider contacting families and advising and not to come to the school for collection until the 'all clear' has been given - If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements and follow the relevant steps in the School Bus Program Emergency Management Guidelines: - For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures for School Bus Coordinating Schools and notify client schools - For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted.
Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions

	for schools to implement at each of the preparedness and response stages of a pandemic influenza event.
Intruder	- Call 000 for emergency services and seek and follow advice - Report the emergency immediately to the Chief Warden (or Principal) - Do not do or say anything to the person to encourage irrational behaviour. Empathise and respond as positively as possible to the intruder - Activate duress alarm (if installed at the school) - Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants - Determine whether **evacuation, lockdown** or **shelter in place** is required. Do this in consultation with the Police if possible. - Evacuation should only be considered if safe to do so - Report the emergency to the Security 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 the Media Unit on 8688 7666.
Loss of essential services	**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 Incident Support and Operations Centre 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 8688 7776 **When there is a loss of essential services (power, water, communications):** - Determine which services are affected and the extent of the impact. - Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. **Call 000** if emergency services are required to respond e.g. power lines down in front of school. - Contact the relevant provider/s to report outage and ascertain when restoration will occur. - Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. - Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. - Report the loss of essential services to the Incident Support & Operations Centre on 1800 126 126. - Contact parents as required. - Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. - Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Severe weather event	**Call 000** if emergency services are needed and seek and follow advice. - Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. - Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. - During a severe storm: - Remain in the building and keep away from windows. - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. - Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. - Disconnect electrical equipment - cover and/or move this equipment away from windows. - Report emergency to the 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.
Smoke	This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions. **Medical** **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing. - Closely monitor for adverse effects of smoke on students and staff. - Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. - Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. - Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. *Activities/Indoors* - Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. - Close windows and doors. - Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function) - Limit prolonged or heavy physical activity relative to the conditions. *Notification/Information* - As appropriate: - report the incident to the Incident Support & Operations Centre (24 hour, 7 days) 1800 126 126 - notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required - direct all Media enquiries to DET Media Unit on 8688 7776. - For health information about smoke go to: www.betterhealth.vic.gov.au/bushfiresmoke or http://www.betterhealth.vic.gov.au/plannedburns - For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days

	• Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
School Bus Program Emergencies – Client School	**Forecast Emergencies** The client school principal (or delegate) will: • enact the school's Emergency Management Plan • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • receive notification of school bus service cancellations from the coordinating principal (or delegate) • notify parents/guardians of affected students of the bus cancellation(s) • notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations • make alternative transport arrangements for students as required • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. **Rapid Onset Emergencies** The client school principal (or delegate) will: • enact the school's EMP • call 000 to request emergency assistance if required • use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings • receive notification of impacts to the school bus service from the coordinating principal • hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal • notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up • notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. **After an Emergency** The client school principal will: • participate in post-event debriefs led by either DET or DOT as appropriate • document learnings from the event • receive and provide feedback from/to stakeholders as appropriate • update the EMP (as required) with support and advice from DET regional emergency management staff
Car Accident at Intersection	• **Call 000** for emergency services and seek and follow advice. • Report the emergency immediately to the Principal • Initiate action to restrict access to Playground 1. • Determine whether **evacuation.** Do this in consultation with the Police where possible. • Report emergency to the Incident Support and Operations Centre 1800 126 126.

	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required to notify them of possible traffic flow impact during drop off and pick up times. • Direct all Media enquiries to DET Media Unit on 8688 7776
Camps and Offsite activities	If student/child is missing and/or cannot be accounted for: • Secure the immediate area • Contact '000' for Required Emergency Services o Provide a description, time and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Contact the parent/carer (if required)

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	**Whole site unavailable**: • Parents notified by SMS / Facebook/ Compass, newsletter that school site is not accessible and kept updated • Student Bus Services would be notified as soon as issue is known. • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local schools Mount Ridley College, Aiken Creek Primary School team, Newbury Primary School and student groups • Consider student transport arrangements • Notify site users- cleaning contractors, OSHC provider • Redirect suppliers to alternate site • Determine options for remote learning • Ring Hume Global Learning Centre – Craigieburn and negotiate evacuation to there, if necessary, until parents collect students. Partial site unavailable: • Revise timetable to relocate students and staff to other facilities on site - Community Building • Relocate admin and staff facilities to other networked space within school. i.e. Library Office • Admin staff may need to work remotely from home or Mount Ridley College or Hume Global Learning Centre – Craigieburn • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local schools Mount Ridley College, Aiken Creek Primary School, Newbury Primary School if necessary. • Determine accommodation available at Hume Global Learning Centre – Craigieburn

	• Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify site cleaners and OSHC provider IT Resources required • CASES admin network • Access to wireless network. • Compass Considerations • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools • Separation of family groupings if spread across multiple sites • Demands placed on staff due to loss of resources, relocation

Name	Contact Details	Support Role
Carmelo Pagano – Mount Ridley College	carmelo.pagano@education.vic.gov.au 0427 348 834	Principal – possible local school accommodation
Peter KATSIKAPIS – Aitken Creek PS	peter.katsikapis@education.vic.gov.au 0438 383 854	Principal – possible local school local school accommodation
Michelle Nunn – Newbury PS	michelle.nunn@education.vic.gov.au 0403 776 694	Principal – possible local school local school accommodation
Hume Global Learning Centre - Craigieburn	hccfacilities@hume.vic.gov.au 9356 6768	Possible long term accommodation
Bus Service Coordinator	TBC	Student Transport - Bus Service Coordinator

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	**Telephone system failure:** • Members of leadership team have mobile phones. Most parents have access to these phone numbers of staff most relevant to them. • Student Absence mobile phone number is known to all parents as would be usable.

	• School Emergency Mobile Phone is available.
	• If internet is available SMS message / Facebook could be sent to parents advising to use absence line.
	• Admin team to notify staff on excursion of school access numbers to call if support is necessary.
	• Hard copy of student emergency contact information available Internet /Data/technology failure
	• Classrooms would be restricted to programs which did not require internet use.
	• Leadership phones could be tethered to computers to maintain continuity.
	Power:
	• Ensure that battery backs up for servers is turned on - UPS have one hour capacity
	• Restructure program due to lack of power.
	• All heating & cooling is provided by electricity so depending on the temperature, notify parents to collect student from school e.g. 30 degrees plus.
	Water:
	• If advance warning given - notify school staff of expected closure so they can make necessary arrangements e.g. take students to toilet before shut off, collect water for period of outage.
	• No notice - determine cause and potential period of outage.
	• If outage for a long period (over an hour) consider notifying parents and need to collect students.
	• Notify Emergency Management & Region.
	    o Key contacts
	    o Cases 21 support – 1800 641 943 or
	    o via the Services Portal: https://services.educationapps.vic.gov.au/dp
	    o DET IT support - 1800 641 943 or
	    o via the Services Portal: https://services.educationapps.vic.gov.au/dp
	    o Phone provider – TBC

Name	Contact Details	Support Role
Peter Nunn	0459029275	Service Delivery Manager
Leanne Sinnadurai	0406378515	School Principal

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

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

Details of arrangements	**STAFFING SHORTFALLS DAILY**:
	• Notify ANZUK agency as soon as absences are known.
	• Ensure each class has a teacher - combine classes if necessary and student numbers are low.
	• Members of leadership will supervise classes if necessary.
	• Re-deploy teacher aides to share support and expertise around the school.
	• Long term shortages advertise positions through RoL, and seek for specific skills esp. therapy,
	• Support staff to access Special Education Scholarships.
	• Advise and seek support through PASS network
	• Advise community through social media that during the period of high absences, there will be:
	o No offsite excursions
	o Evaluation of all planned Incursions prior to enacting
	o No scheduled meetings after school except for staff briefings
	• Maintain constant communication & updates to staff and school community
	• Consideration for additional resources e.g. CRT's (beyond 1:1 replacements)
	STAFFING SHORTFALLS PANDEMIC:
	On-site: the school requires a minimum of:
	• 1 member PCT/leadership to be the teacher in charge,
	• 1 leading teacher to oversee on-site learning
	• 1 teacher required to support 8 students
	• 1 admin person on site
	• ICT Member
	• Classroom limited to 4 students per ES staff
	• Maintenance and supervision of programs developed by class teachers remotely

Name	Contact Details	Support Role
Leanne Sinnadurai	0406378515	Principal - delegating advertisements to be placed; advertising through professional networks

Hannah Virmani	0451651988	Assistant Principal - Manage school in Principals Absence

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	To be activated in Jan 2023.
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	To be activated in Jan 2023.
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back–up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting	To be activated in Jan 2023.
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	To be activated in Jan 2023.
Establish a register to log all decisions and actions	To be activated in Jan 2023.
Establish a register to log all financial expenditure incurred	To be activated in Jan 2023.
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	To be activated in Jan 2023.

Deliver appropriate communications including to: - Staff - Parents/Carers - School Council - School bus contractor/bus coordinating school (as appropriate) - Outside School Hours Care provider - Other users of site - Region - Suppliers - Local Shire/Municipality (as appropriate)	To be activated in Jan 2023.

Area Map

Area Map

Evacuation Map

Building Name	Evacuation Procedures
Wayi School – Administration Building	Call 000 for emergency services and seek and follow advice.
	Evacuate students, staff and visitors to onsite or offsite evacuation point (as appropriate)
	Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
	Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
	Once at your assembly point, 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.

Evacuation Diagram

Date Issued: 26/10/2022
Building Reference: Ground Level

Wayi School
1200 Aiken Boulevard, Craigieburn

Onsite Evacuation Assembly Points

Primary:
Sports Field

000 EMERGENCY

IN CASE OF EMERGENCY

R REMOVE people from immediate danger

A ALERT others, call emergency services 000

C CONTAIN or isolate the threat if safe to do so

E EVACUATE to the designated evacuation assembly location

Legend

Emergency Exit	Primary Assembly Point	Evacuation Route to Primary Assembly Point	You are here	PA System	Switchboard	Fire Extinguisher (DC)	Shelter-In-place	Fire Hydrant

EVACUATION DIAGRAM TEMPLATE | Reviewed October 2021

Building Name	Evacuation Procedures
Wayi School – Junior Learning	Call 000 for emergency services and seek and follow advice. Evacuate students, staff and visitors to onsite or offsite evacuation point (as appropriate) Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). Once at your assembly point, 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.

Evacuation Diagram

Wayi School
1200 Aiken Boulevard, Craigieburn

Date Issued: 26/10/2022
Building Reference: Ground Level

Onsite Evacuation Assembly Points

Primary:
Sports Field

000 EMERGENCY

IN CASE OF EMERGENCY

R REMOVE people from immediate danger

A ALERT others, call emergency services 000

C CONTAIN or isolate the threat if safe to do so

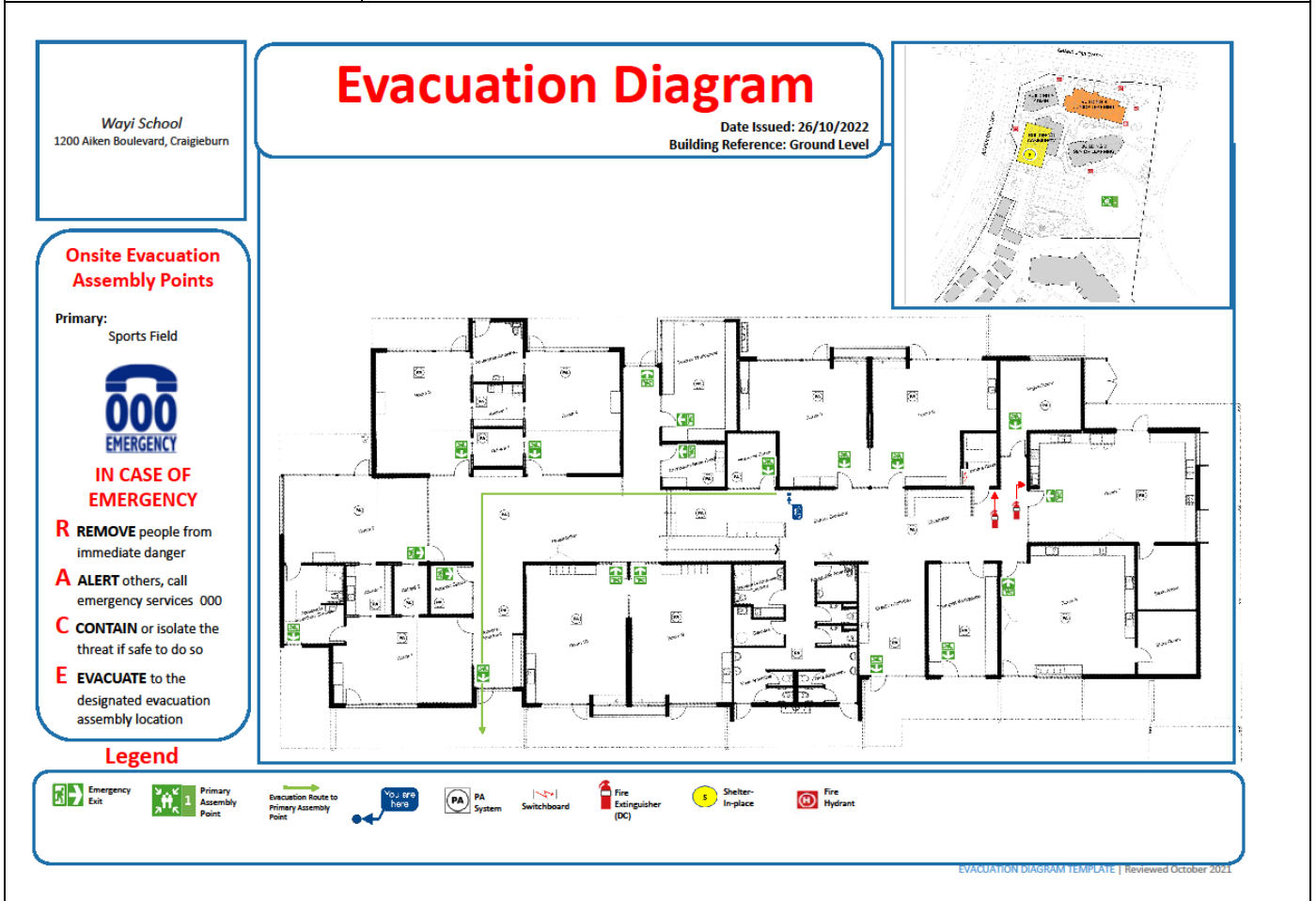**E** EVACUATE to the designated evacuation assembly location

Legend

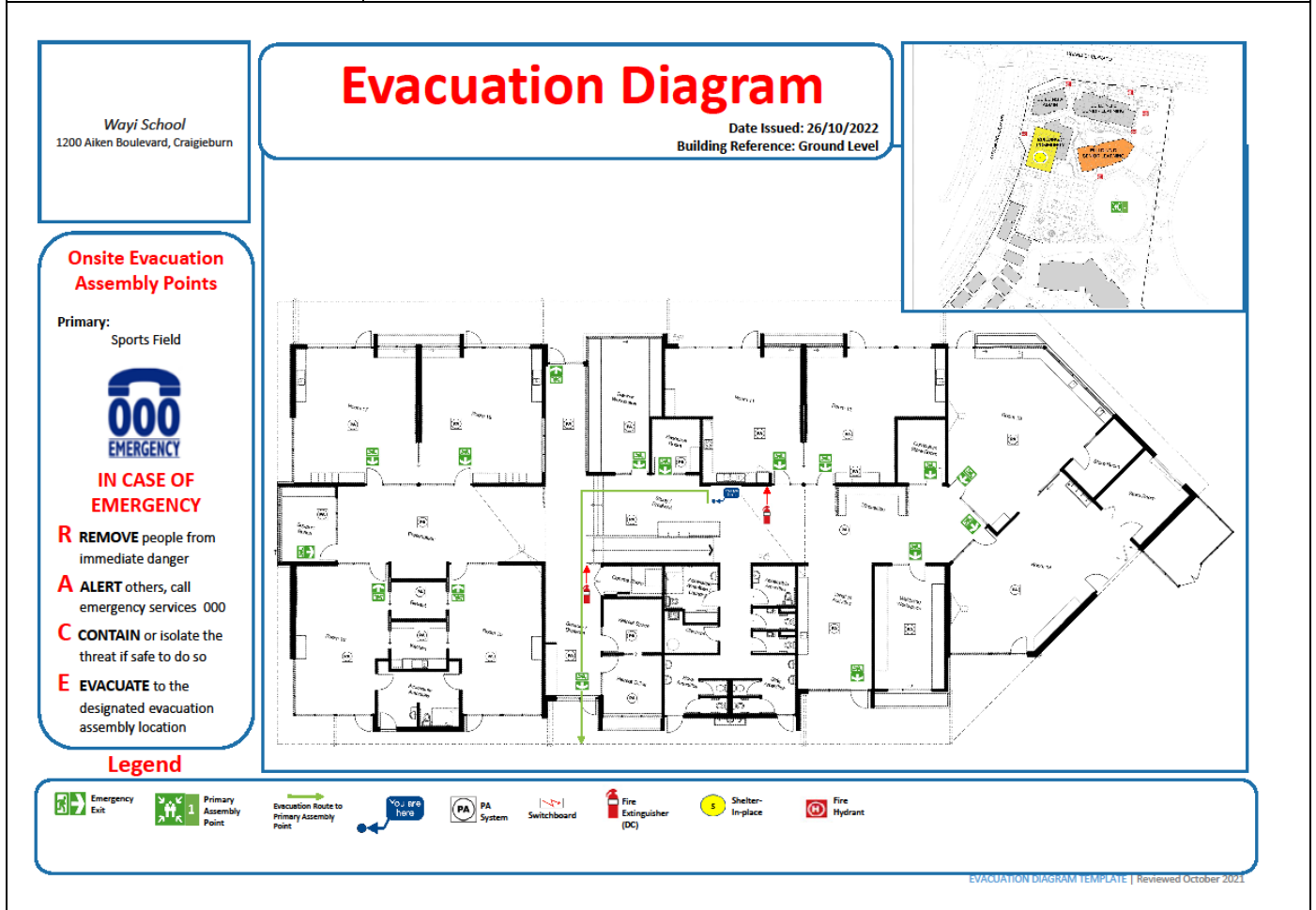| Emergency Exit | Primary Assembly Point | Evacuation Route to Primary Assembly Point | You are here | PA System | Switchboard | Fire Extinguisher (DC) | Shelter-In-place | Fire Hydrant |

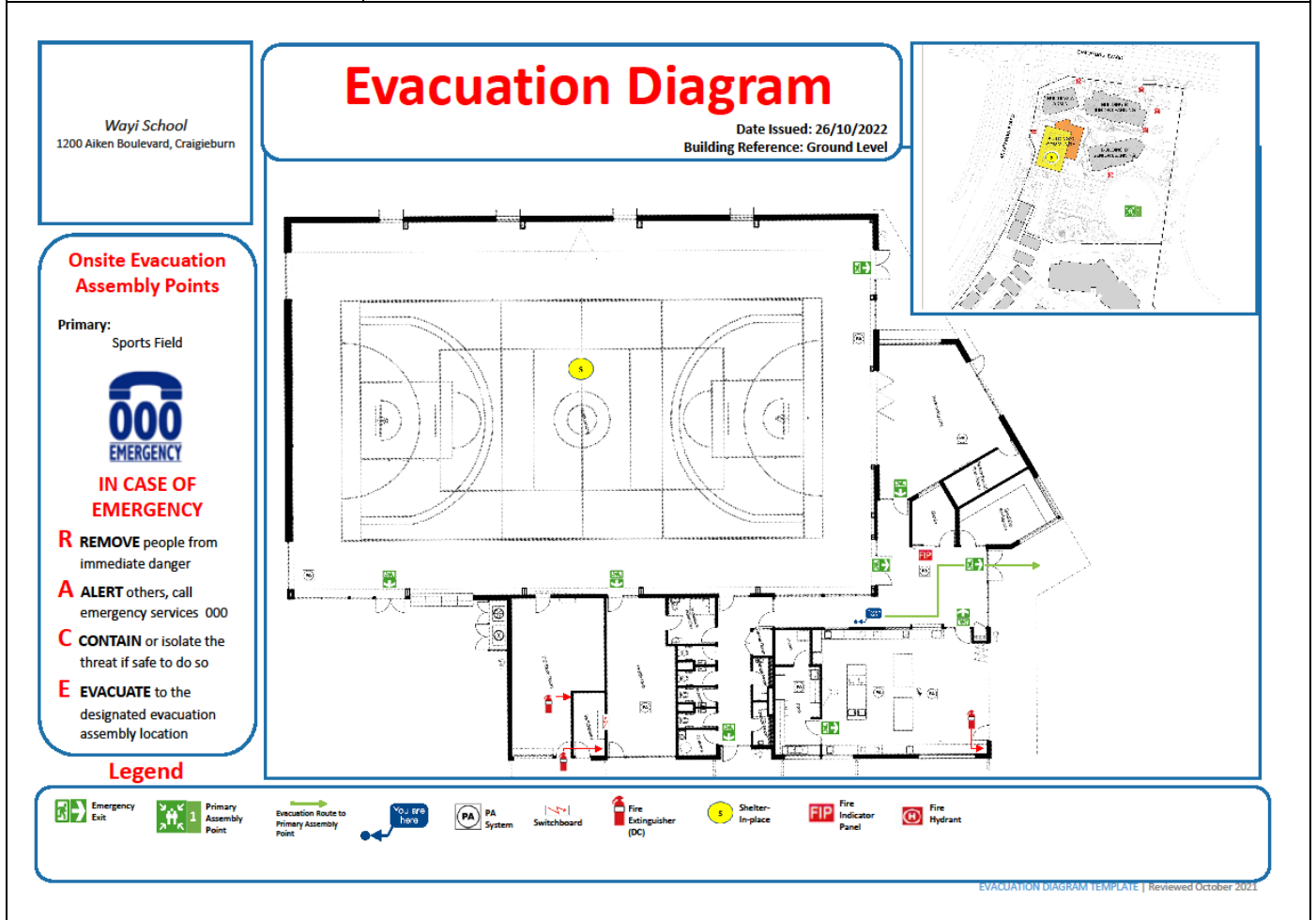EVACUATION DIAGRAM TEMPLATE | Reviewed October 2021

Building Name	Evacuation Procedures
Wayi School – Senior Learning	Call 000 for emergency services and seek and follow advice. Evacuate students, staff and visitors to onsite or offsite evacuation point (as appropriate) Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). Once at your assembly point, 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.

Evacuation Diagram

Date Issued: 26/10/2022
Building Reference: Ground Level

Wayi School
1200 Aiken Boulevard, Craigieburn

Onsite Evacuation Assembly Points

Primary:
Sports Field

IN CASE OF EMERGENCY

R REMOVE people from immediate danger

A ALERT others, call emergency services 000

C CONTAIN or isolate the threat if safe to do so

E EVACUATE to the designated evacuation assembly location

Legend

Emergency Exit	Primary Assembly Point	Evacuation Route to Primary Assembly Point	You are here	PA System	Switchboard	Fire Extinguisher (DC)	Shelter-In-place	Fire Hydrant

EVACUATION DIAGRAM TEMPLATE | Reviewed October 2021

Building Name	Evacuation Procedures
Wayi School – Community Hub	Call 000 for emergency services and seek and follow advice. Evacuate students, staff and visitors to onsite or offsite evacuation point (as appropriate) Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). Once at your assembly point, 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.

Evacuation Diagram

Wayi School
1200 Aiken Boulevard, Craigieburn

Date Issued: 26/10/2022
Building Reference: Ground Level

Onsite Evacuation Assembly Points

Primary:
Sports Field

000 EMERGENCY

IN CASE OF EMERGENCY

R REMOVE people from immediate danger

A ALERT others, call emergency services 000

C CONTAIN or isolate the threat if safe to do so

E EVACUATE to the designated evacuation assembly location

Legend

Emergency Exit | Primary Assembly Point | Evacuation Route to Primary Assembly Point | You are here | PA System | Switchboard | Fire Extinguisher (DC) | Shelter-In-place | Fire Indicator Panel | Fire Hydrant

EVACUATION DIAGRAM TEMPLATE | Reviewed October 2021

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Local Police Station	Craigieburn Police Station	27/01/2023	155 Craigieburn Rd, Craigieburn VIC 3064
Local Fire Station	Fire Rescue Victoria - Craigieburn	27/01/2023	2 Belsay Pl, Craigieburn VIC 3064
Local SES	VICSES Craigieburn Unit	27/01/2023	151A Craigieburn Rd, Craigieburn VIC 3064
School Council President	Riva Sauer	27/01/2023	WayiSchool.SCP@education.vic.gov.au
Mount Ridley College	Principal - Carmelo (Lino) Pagano	27/01/2023	Carmelo.Pagano@education.vic.gov.au
Staff	Wayi School DL	27/01/2023	DLS560801@education.vic.gov.au
Hume Council Municipal Emergency Management	MEMO (Municipal Emergency Management Officer) or MRM (Emergency Recovery Coordinator)	27/01/2023	MRM@hume.vic.gov.au mrm@hume.vic.gov.au